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MANITOWOC COUNTY
STATE OF WISCONSIN
FILED

JUL 19 2006

II.29 - VISITATION

Policy

To ensure that all inmates are afforded the opportunity to maintain contact with family, friends and professionals providing services to inmates.

CLERK OF CIRCUIT COURT

Procedure

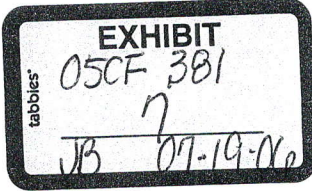
II.29.00.10 - Visitation Schedule.

- A. Public visiting for secure and huber inmates will be scheduled as follows:
 - 1. Thursday and Sunday evening.
 - 2. Females - 5:00 p.m. to 7:00 p.m.
Males - 7:00 p.m. to 9:00 p.m.
- B. Visiting for inmates considered as special management may take place during regular visiting hours or special arrangements may be made if visits cannot be accommodated safely during regular visiting hours.
- C. Visiting for inmates considered as high risk will be made by special arrangement unless a supervisor approves visiting during regular visiting hours.

II.29.00.20 - Length and Location of Visits.

- A. Each inmate is allowed one 20-minute period and three visitors (excluding children of the inmate), per visiting night.
- B. Public visitation will take place by visitation phone with the visitor placed in room 128F through door V-1; the inmate will be placed in the secure side of the room through door V-5. A visitation requested in any other location is a special visit and must be approved by a supervisor.
- C. The jail sergeant, administrator, other supervisor, captain, or Sheriff may allow special or extended visits under exigent or special circumstances.
 - 1. The day, time or length of a visit may be adjusted to accommodate a visit by immediate family of the inmate who live more than 60 miles from the jail.
 - 2. Contact visits with family members are discouraged but may be allowed by a supervisor when jail staff will be present to supervise the visit.

II.29.00.30 - Visitor Requirements.



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may be taken into the visiting area. Correctional officers will only accept deliveries by visitors for inmates via the jail reception pass-through.

- G. Attorneys, probation/parole agents and clergy will be allowed visitation with inmates during reasonable hours.
 - 1. Correctional officers may allow attorneys, probation/parole agents and clergy to meet with inmates in conference rooms V-2 and V-3 located in the visitation area.

II.29.00.40 - Visitation Security.

- A. Visitors who intend to enter the jail may be subject to a search for weapons or contraband. Any search of a visitor including an attorney or other professional will be conducted per Calumet County Jail Policy II.8, Search and Seizure, Section II.8.10.10, Searches of Visitors and Civilians.
- B. The correctional officer shall thoroughly search the visitation rooms for contraband and/or damage before and after visiting.
- C. The correctional officer will visually inspect the public and inmate visitation telephones for obvious damage after each exchange of inmates and visitors.
- D. All inmates shall be pat searched after any visit prior to returning to their housing unit.
- E. The following doors shall be closed and locked during visiting hours:
 - 1. V-2
 - 2. V-3
 - 3. V-6
 - 4. R-1
- F. The following doors shall be closed and locked during visiting hours except when necessary to permit entry or exit of an inmate or visitor:
 - 1. S-3
 - 2. V-5
- G. Door V-1 may remain open during visiting hours.
- H. Visitors will enter and exit through door S-3, the correctional officer will contact dispatch by radio to have the door released when needed.
- I. Physical contact between visitors and the correctional officer is discouraged.

CALUMET COUNTY JAIL	
SECTION: II	SUBJECT: Visitation
POLICY NUMBER: II.29R1	REPLACES POLICY NUMBER: II.27
EFFECTIVE DATE: 04/01/06	SCHEDULED REVIEW DATE: 03/01/07
APPROVED BY: _____ Gerald A. Pagel	DATE OF APPROVAL: 03/24/06
MISCELLANEOUS INFORMATION: Renumbered in 2005	
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