

## 1010 Inmate Visitation

### Policy

The inmates of the Richland county Jail shall have the privilege to visit family, friends, attorneys, and others. (DOC 350.30)

### Procedure:

- A. The visits will be documented through the jail log.
- B. All visitors will check in with dispatch prior to visiting.
  - a. Visitor information shall be verified and updated when the visitor expiration box appears on the jail software screen. The jailer will check for warrants, verify address, phone number and move the expiration date out for one month.
- C. The visitors will wait in the lobby till they are called on.
- D. The jailer will get the inmate and put them in the visiting booth.
- E. The jailer will advise the visitor that they may come up to visit.
- F. The jailer will start the visit time in the jail log.
- G. When time is up the jailer will get the inmate out to go back to the cell.
- H. The jailer will update the jail log.
- I. Rules of visitation
  1. All inmates in the jail may only have one visit per day
  2. There are no cell phones, drinks or food in the visiting booth. The inmate will not bring any drinks or food to the visiting booth.
  3. There will be no female and male inmates in the visiting booth at the same time.
  4. No more than two adults may visit at the same time.
  5. Children of inmates under the age of 13 are allowed to visit their immediate family (mother, father, sibling, grandmother, grandfather, stepmother, or stepfather) provided they are with an adult. Children 13 years of age or older may visit their parent/step parent without adult supervision. All other visitors must be at least 18 years old.
  6. Visitors may be required to show I.D..
  7. There may be a search of visitors and their possessions
  8. Inmates may be searched before and after a visit
  9. Visiting hours are Saturday and Sunday 9:00 am to 11:00 am and 1:00 pm to 4:00 pm and Wednesday 6:00 pm to 9:00 pm. The visits may be limited to 15 minutes. For inmates that are classified as an 8 they are allowed a visit between the hours of 6:00pm to 9:00pm Sunday evening. These visits will be allowed 30 minutes.
- J. Loud, argumentative or abusive language that occurs during visiting, may result in loss of visiting privileges, pending administrative hearing.
  1. The jailer may refuse to allow a visit, if the jailer feels based on previous incidents the visit may disrupt the security of the jail.

- K. Attorney visits shall be allowed during reasonable hours, as long as security and daily routine are not unduly interrupted.
- L. Clergy visits shall be allowed during reasonable hours, as long as security and daily routine are not unduly interrupted. (see 801.4)
- M. Inmates will fill out a request form (RCJ-29) for request of nonscheduled times.
- N. Inmates in the Richland County Jail from Wisconsin prison system on an order to produce are prohibited from having visits, unless approved by the warden according to Wisconsin statutes. 782.45(2).
- O. Inmates are subject to search at any time, including before and after visits.
- P. Visitation schedule and policies are available for inmates in the inmate handbook.
- Q. Visitation schedule and policies will be posted next to or within the visitation booth on the public side.



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Sheriff

1/17/24

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Date

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