

Columbia Correctional Institution

2925 Columbia Dr, PO Box 950
Portage, WI 53901
(608) 742-9100

VISITING HOURS

General Population Video:	Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday 8:30am – 10:00am, 12:45pm – 1:45pm, 2:15pm – 3:45pm, 5:45pm – 8:45pm
General Population In-Person:	Tuesday, Wednesday, Thursday, Friday 2:30pm – 8:35pm Saturday 7:30am – 2:30pm
Restrictive Housing Video:	Tuesday, Wednesday, Thursday Friday 3:00pm – 7:00pm

All visits must be scheduled 48 hours in advance and no more than fourteen (14) days out.

Visits must be scheduled at www.icsolutions.com. Issues regarding the ICS account or problems navigating the scheduling process should be directed to ICS customer service (888) 506-8407.

If a visitor is unable to schedule a visit after registering an account, an email identifying the problem should be sent to DOCDAIElectronicVisitSupport@wisconsin.gov.

GENERAL POPULATION

- In-person visits are limited to three (3) hours, as space allows.
 - In-person visits may be scheduled to start at 2:30pm, 4:30pm or 6:30pm.
 - Visits beginning at 6:30pm will be ended no later than 8:35pm.
- Four (4) in-person visits are permitted per week.
- Video visits will be a maximum of 25 minutes in length.
- Each PIOC is eligible for one (1) free video visit per week. Additional video visits will be \$2.50 each.
- General Population PIOC's are permitted two (2) video visits and one (1) contact visit per day.
- Special or extended visits must be approved at least five (5) days in advance of the anticipated visit date by a social worker.

RESTRICTIVE HOUSING

- Three (3) video visits permitted per week.

GENERAL

- Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on the approved visitor list.
- Visitors must establish an account on www.icsolutions.com using their unique Party ID to schedule visits.
- Once an account is established please allow 24-72 hours for the account to be validated.

- Visits are scheduled on a first come, first served basis as space is limited.
- Visitors will be required to show ID at the beginning of the video visit and during the visit when requested by staff.
- The maximum number of visitors allowed per in-person visit is five (5). Children ages five (5) and under will not count toward this limit.
- You will not be permitted to stay in the lobby unless you are waiting to enter the Visiting Room.
- Secured lockers are provided in the lobby for items which are not allowed into the Visiting Room.
- Your hand will be stamped and you will be required to show the stamp upon exit from the Visiting Room.
- Individuals are to conduct themselves in an appropriate and courteous manner and comply with all rules.

ARRIVAL AT COLUMBIA CORRECTIONAL INSTITUTION

- Minors cannot be left unattended in the lobby.
- No weapons, illegal drugs, alcohol or tobacco products are allowed on state property.
- Pets are not permitted on state property, except for the visually impaired and service animals.
- Anyone denied visitation must leave state property immediately.
- No one is allowed to remain on state property while waiting for other persons who are visiting.
- Cell phones are not to be brought into the lobby.

IDENTIFICATION

Individuals 16 years and older will be required to provide picture identification (driver's license, State ID card, military/tribal card, passport, or immigration card). Any person under 18 years old must be accompanied by an adult who is on the approved visitor list, unless the visitor is the spouse of the inmate.

METAL DETECTOR

All persons, with the exception of Department of corrections employees and Law Enforcement Officers, must pass through and clear the metal detector. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (i.e. buckles, snaps, metal buttons, bib overalls, underwire bras, etc.). Visitors with pacemakers or other medical implants which will affect the metal detector, must provide written medical verification (DOC-2424) in advance subject to the Security Director's verification and approval. Visitors will be denied entrance for the day after three (3) failed attempts to clear the metal detector.

MEDICAL EQUIPMENT

Durable medical equipment (wheelchairs, walkers, crutches, etc.) is permitted with an approved DOC-2424.

ALLOWABLE ITEMS

Only the following items may be brought in for use while visiting: money (not to exceed \$25.00), comb, baby blankets (two per child), diapers (four per child), plastic baby bottles (two per child), hand-held baby seat, diaper wipes (in clear bag), pacifier (one per child), coat, gloves, headwear. All items are subject to be searched by lobby staff. Personal medication will be controlled by staff at all times and will be available at the officer's station in the Visiting Room where it can be obtained, if necessary.

ATTIRE

The Visiting Room stresses a “family” atmosphere. The following apparel is considered inappropriate and will result in the denial of entry into the institution:

- Watches
- Transparent clothing
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style.
- Camisoles and tank tops are only permissible when worn under other attire.
- Tops and dresses that expose the midriff (front and/or back).
- Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length.
- Exposed undergarments.
- Clothing with revealing holes, tears or slits.
- Clothing or accessories with obscene or profane writing, images and pictures.
- Gang-related clothing, headwear, shoes, logos or insignias.
- Any clothing that may have the potential to cause undue attention.

SPECIAL INFORMATION

Wisconsin State Statute 302.095 prohibits delivery of any article to an offender of a State Correctional Institution or depositing or concealing an article within the State Correctional Institution or its boundaries or receiving an article to convey out of the institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or a fine not exceeding \$500.00

In addition, Wisconsin State Statute 961.465 (Distribution to Prisoners) states “... any person who violates s.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail or House of Correction, is subject to the applicable fine under State Statute 961.41 (1) or (1m) or imprisonment of up to twice that authorized by s961.41 (1) or (1m) or both.”

Columbia Correctional Institution is committed to maintaining a drug-free institution and will actively investigate and prosecute any individuals bringing drugs into the facility.

Anyone who exhibits signs of intoxication will not be permitted to enter the institution.