

WAUPUN CORRECTIONAL INSTITUTION

200 South Madison Street | Waupun, WI | 920-324-5571

IN-PERSON VISITING INFORMATION



In-Person Visiting Hours

WCI offers 90 minute in-person visiting sessions on the following days/times:

Tuesday, Wednesday, Thursday, Friday
5:30 - 7:00pm AND 7:00 - 8:30pm

All visits must be prescheduled.
Walk-ins will be turned away.

Facility Entrance Details

- Visitors shall arrive 30 minutes prior to their scheduled time for processing and screening.
- There is no visiting parking lot at WCI. Visitors shall park on adjacent streets.
- Visitors 16 and older must present a current photo ID. School IDs are not permitted unless used in conjunction with a temporary driver's permit.
- Secured lockers are available, but require a quarter to utilize. Cell phones may not be stored in visiting room lockers.
- Visitors are provided **only three** attempts to pass the metal detector. Visitors should avoid wearing jewelry and clothing metal (snaps, buttons, underwire, bras, etc.) .
- Items which are removed to clear the metal detector shall be stored in a locker and will not be permitted in the visiting room.
- All individuals turned away for a visit must leave WCI property immediately.

Scheduling an In-Person Visit

Approved visitors may email DOCDAIWCIZoomVisits@wisconsin.gov for a link to our online scheduling tool. Visits must be scheduled 48 hours in advance.

Visitors without internet access may call 920-324-1160 and leave a message to request a visit (this process involves a 24 hour delay).

Visits are scheduled on a first-come-first-serve basis.

Individuals in GP status are limited to two in-person visits per week. Individuals in other statuses may be limited on number of visits and may require no-contact or televisits.

Special Accommodations

Accommodations for visitors who are unable to successfully walk through and clear the metal detector due to a medical appliance/assistive device should be requested by using form DOC-2424 (Visitor Requesting Accommodations). The visitor's physician must complete, sign, and return the form to the WCI Security Director for approval prior to being allowed entrance.

Visitors with medical implants and/or irremovable jewelry without an approved DOC-2424 will be turned away.

Visitors who utilize a wheelchair must use an institution wheelchair unless a personal wheelchair is specified on an approved DOC-2424. Personal wheelchairs are subject to search.

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IN-PERSON VISITING INFORMATION (CONT)

Visitor Clothing Guidelines

Visiting areas are intended to be an atmosphere that is appropriate for families and friends of all ages. Therefore, the following guidelines apply to all individuals of all ages and genders. Footwear must be worn at all times. Visitors who do not meet these guidelines, at the discretion of WCI staff, may be denied entrance.

The following items are prohibited:

- Watches.
- Transparent/translucent clothing.
- Exposed undergarments.
- Shorts that do not reach fingertip length when the visitor stands with upright posture, arms straight down, fingers extended.
- Skirts and dresses that do not reach fingertip length plus three inches when the visitor stands with upright posture, arms straight down, fingers extended.
- Tops/dresses that are sleeveless, strapless, tube, or halter style, or expose the midriff or back.
- Spandex, Lycra, or other stretch fabrics. Tights or leggings may be worn only under attire of appropriate length as identified in this section.
- Camisoles, tank tops, or tops made of spandex/Lycra may only be worn under other clothing.
- Clothing with revealing holes, tears, or slits.
- Clothing or accessories with obscene or profane writing, images, or pictures.
- Gang-related clothing, headwear, shoes, logos, or insignias.
- Any clothing that may have the potential to cause undue attention.
- Outerwear (coats, jackets, gloves, etc.) will be permitted in the lobby, but shall be secured in a locker and will not be permitted in the visiting room.

Allowable Items

The following items may be brought into facilities, should they pass inspection.

- Money, not to exceed \$25.00 per visitor. (Paper money must be exchanged for coins in the lobby.)
- Comb, pick or brush; limited to one per visitor.
- Diaper bags are not permitted. However, the following items will be allowed at the specified quantity per child: two (2) baby blankets, four (4) diapers, two (2) plastic baby bottles, one (1) hand-held baby seat, diaper/baby wipes in a clear plastic bag, and one (1) pacifier.
- Headwear (provided it does not conceal identity).
- One (1) facility locker key.
- Medically necessary medications, which may include inhalers, nitroglycerin, epipens, etc. will be permitted, but will be controlled by WCI staff during the visit.

Drug/Contraband-Free Environment

Waupun Correctional Institution is committed to maintaining a drug and contraband-free institution and will actively investigate any individuals suspected of introducing drugs and/or other contraband into the facility. WCI will report incidents and cooperate with Dodge County for investigation and/or prosecution of those with an intent to deliver a controlled substance or other contraband. Any individual exhibiting signs of intoxication will be denied entry to Waupun Correctional Institution.