



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Jared Hoy

## Taycheedah Correctional Institution

**DATE:** May 23, 2025

**TO:** Visitors of TCI Population

**FROM:** Michael Gierach  
Warden

**SUBJECT:** TCI Video and In-Person Visit Information

### Scheduling Information

- Visitors shall schedule visits on the ICS website: [www.icsolutions.com](http://www.icsolutions.com)
- Visitors with Party ID or other concerns may contact: [DOCDAlElectronicVisitSupport@wisconsin.gov](mailto:DOCDAlElectronicVisitSupport@wisconsin.gov). TCI staff cannot assist with Party ID questions.
- Visitors shall refer to the **DAI 309.06.01 Visiting** policy, this can be found under the 309 *Resources for Inmates* section: <https://doc.wi.gov/Pages/AboutDOC/DepartmentPolicies/DAIPolicies.aspx>
- Visitors must have an approved Visitor Questionnaire (DOC-21AA) on file and be on the visiting list.
- Up to six adults and children will be allowed on a visit at a time, with at least one visitor being an adult.
- Visitors must schedule visits 48 hours in advance and no more than fourteen days in the future.
- Visiting hours will not be extended past the set regular visiting hours.
- In accordance with the **DAI 309.06.01 Visiting** policy, failure to follow rules may result in suspension or revocation of visiting privileges.
- Institution or Court related appointments take priority over visitation.
- PIOC are responsible for notifying their visitors if an accommodation is approved. Also, approved accommodations become part of the visitor record. Therefore, it is not necessary to reapply for an accommodation when a PIOC transfers to another institution.
- Visitors must be on the DOC approved visitor list and listed as an additional participant in all visits.
- Visitors under the age of 18 must be listed as an additional visitor and accompanied/supervised by an authorized adult visitor.
- In accordance with the **DAI 309.06.01 Visiting** policy, visitors shall dress in attire that is not provocative or offensive to others. The following is a few items which are considered unacceptable and will result in the denial of visits:
  - Transparent/translucent clothing
  - Exposed undergarments
  - Clothing with revealing holes, tears or slits
  - Clothing or accessories with obscene or profane writing, images or pictures
- Effective June 1, 2025, TCI In-Person Visit schedule will change opening up the new weekend and holiday hours.
- Effective June 1, 2025, TCI will be transitioning to cashless vending. Visitors will be allowed to bring in one credit/debit card to use in the vending machines. Coins will not be allowed into the institution once this change takes effect.

### **In-Person Visit Information**

- Visiting schedule hours:
  - Monday-Friday 2:30 PM – 8:00 PM
  - Weekend and Holiday 8:30 AM – 11:30 AM, 1:00 PM – 3:30 PM
- Visitors shall **not** enter the Gatehouse until 10 minutes prior to the start time of the scheduled visit time.
- All visitors must be listed on the scheduled visit prior to arriving to the institution and only those listed will be allowed to participate in the scheduled visit.
  - If visitors arrive for a visit and their names are not listed on the scheduled visit, they will not be approved to attend the visit.
- Each person is eligible for up to three in-person visits each week.
- Each visit will be up to three hours in length, with the exception of weekend and holiday afternoons will be up to two hours and thirty minutes in length.
- During normal weekdays, in order to get the full three hours, visitors must arrive within the 2:30 PM to 5:00 PM slot. Visits will not extend past 8:00 PM.
  - For example, a visit is scheduled for the 2:30 PM to 5:00 PM slot, visitors can arrive at the institution anytime between that time and receive their three-hour visit.
  - For example, visitors arriving at 4:30 PM will be allowed to stay until 7:30 PM.
- During weekend and holiday visits, in order to get the full three hours in the morning, visitors must arrive by 8:30 AM. In order to get the full two hours and thirty minutes in the afternoons, visitors must arrive by 1:00 PM. These visits will not extend past 11:30 AM or 3:30 PM regardless of the arrival time.
- Individuals housed in MSMU Wing 1 or Restrictive Housing are eligible for one 60 minute visit each week and will attend the visit in the telebooth in Restrictive Housing. The visitor will visit via the booth in the visiting room.
- Individuals in general population will report to the visiting room for their scheduled in-person visit.
- Visits are scheduled on a first come first serve basis as space is limited.
- Please refer **DAI 309.06.01 Visiting** policy regarding special visits.

## **Video Visit Information**

- Each PIOC is eligible for one free video visit per week.
- Those housed in the Restrictive Housing Unit will not be able to schedule or attend a video visit.
- Each PIOC is eligible for up to 12 paid video visits per month at \$2.50 each.
- The charged of \$2.50 per visit, will apply even if PIOC or visitor are a no-show for the visit.
- Visits will be limited to one per day and no more than four per week.
- Each visit will be a maximum of 25 minutes in length.
- Each visitor on the video visit must have an IC Solutions account and be listed on the visiting reservation.
- Each visitor will be required to show ID at the beginning of the visit and upon requested.
- In accordance with the ***DAI 309.06.01 Visiting*** policy, video visiting shall be terminated immediately if there is any suspicion of illegal activity or any behavior which would be deemed inappropriate/unacceptable.
- All Video Visits are subject to monitoring and recording.
- Video Visiting schedule hours based on housing location:
  - **Abrahamson Unit**
    - weekdays 8:00 AM - 10:30 AM, 1:30 PM - 3:00 PM, 6:30 PM - 7:30 PM, 10:00 PM - 11:30 PM
    - weekends 8:00 AM - 10:30 AM, 1:30 PM - 3:00 PM, 6:30 PM - 7:00 PM
  - **Addams Hall**
    - full week 7:00 AM - 10:30 AM, 1:30 PM - 2:30 PM, 7:00 PM - 8:30 PM, 10:00 PM - 11:30 PM
  - **Dorms Unit**
    - weekdays 8:00 AM - 12:00 PM, 1:30 PM - 4:00 PM, 7:30 PM - 8:30 PM, 10:00 PM - 11:30 PM
    - weekends 8:00 AM - 12:00 PM, 1:30 PM - 4:00 PM
  - **Harris Hall**
    - full week 7:00 AM - 10:30 AM, 1:30 PM - 2:30 PM, 7:00 PM - 8:30 PM, 10:00 PM - 11:30 PM
  - **Infirmery/Philips Unit**
    - weekdays 7:00 AM - 10:30 AM, 1:30 PM - 3:30 PM, 10:00 PM - 11:30 PM
    - weekends 7:00 AM - 10:30 AM, 1:30 PM - 3:30 PM
  - **McCauley Unit**
    - full week 8:00 AM - 10:30 AM, 1:30 PM - 3:00 PM, 6:30 PM - 7:30 PM
  - **Monarch Unit**
    - weekdays 7:00 AM - 12:00 PM, 1:30 PM - 4:00 PM, 6:15 PM - 7:15 PM, 10:00 PM - 11:30 PM
    - weekends 8:00 AM - 10:30 AM, 1:30 PM - 3:00 PM, 6:30 PM - 7:00 PM