

Columbia Correctional Institution

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

VISITING HOURS

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| General Population Zoom: | Monday, Tuesday, Wednesday, Friday Saturday, Holidays | 2:30pm to 8:30pm 7:30am to 1:45pm |
| General Population In-Person: | Monday, Tuesday, Wednesday | 2:30pm to 8:30pm |
| Restrictive Housing (Zoom only): | Monday, Tuesday, Wednesday, Friday | 3:00pm to 7:00pm |

All visits must be scheduled two business days in advance by going to www.signupgenius.com and entering the following email address in the Search for a Signup Box: DOCDAICCIZoomVisits@wisconsin.gov

GENERAL POPULATION

- In-person visits are limited to three (3) hours.
- General Population Zoom visits are limited to one (1) hour.
- Restrictive Housing Zoom visits are limited to 40 minutes.
- A maximum of four (5) visits are allowed per week.
 - No more than three (3) visits may be in-person.
 - No more than two (2) visit may be via Zoom.
- Only one visit may be scheduled per inmate per day.
- Special or extended visits must be approved in advance by a social worker.

RESTRICTIVE HOUSING

- One (1) forty-minute Zoom visit is permitted per week.

GENERAL

- Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on the approved visitor list.
- All information on Signup Genius will need to be entered when scheduling a visit. An auto confirmation email will be sent, as well as a reminder the day before the visit.
- If information is entered incorrectly, you are not on the approved visitor list, the visit is above the allowed amount, etc. the visit will be cancelled. If a visit is cancelled, you will be notified of the reason.
- Visits are scheduled on a first come, first served basis as space is limited.
- 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.