



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Dodge Correctional Institution

**DATE:** June 26, 2023 AMENDED

**TO:** All DCI Staff and Persons in Our Care (PIOC)

**FROM:** Jason Benzel, <sup>JS</sup> Warden

**SUBJECT:** On Unit-Video Visits

Effective July 17<sup>th</sup>, 2023, DCI will begin using ICSolutions (ICS) for on-unit video visits. All visitors must be on the approved visiting list. Zoom visits will be discontinued and will not be scheduled after July 14<sup>th</sup>. For the time being in-person visits will continue to be scheduled via [www.signupgenius.com](http://www.signupgenius.com).

Information about enrolling with ICSolutions has been placed in the lobby for visitors and is also available on DCI's portion of the DOC Public Website.

In order for family and friends to schedule an on-unit visit they will need to establish an ICS account and add their "Party ID" to their account which is located on your visiting list (see below). Approved visitors can begin scheduling the video visits on July 3<sup>rd</sup> with the first visits occurring as soon as July 17<sup>th</sup>. If you do not have a copy of your visiting list please notify your Offender Classification Specialist or Social Worker to request a copy. For more information please see the attached FAQs and refer to the memo sent out by the DAI Administrator dated May 23<sup>rd</sup> which is available on the units and library for review.

### Visitor List

#### Current Approved Visitors (2 Adults) (1-2 of 2)

| Name       | Age | Relationship | Party ID |
|------------|-----|--------------|----------|
| Doe, John  | 50  | Father       | 12345    |
| Doe, Jayne | 16  | Daughter     | 54321    |

#### Reception Status

- Visitors must schedule video visits 48 hours in advance and no more than seven (7) days in the future.
- PIOC are allowed one free video visit per week until at least January 2024.
- ICS video visits are not available in RHU.
- Each video visit will be a maximum of 25 minutes in length.
- Each visitor may be required to show an ID at the beginning of the visit and as requested.
- Availability is 7 days a week from 1pm - 5pm and 6pm - 8pm.

#### General Population

- Visitors must schedule video visits 48 hours in advance and no more than seven (7) days in the future.
- PIOC are allowed one free video visit per week until at least January 2024.
- ICS video visits are not available in RHU.
- Additional visit opportunities may be available at the cost of \$2.50 per visit up to 12 paid visits per month.
- Each visitor may be required to show an ID at the beginning of the visit and as requested.
- Availability is 7 days a week from 8am -11:30am, 1pm – 5pm, 6pm – 8pm.

Questions or difficulties registering an account should be directed to customer service at <https://icsolutions.com/FriendsFamilyHome/Support/ContactUs.html> on the ICSolutions website.

Any issues with Party IDs shall be directed to [DOCDAIElectronicVisitSupport@wisconsin.gov](mailto:DOCDAIElectronicVisitSupport@wisconsin.gov). DCI staff cannot assist with Party ID questions, scheduling of video visits, or with technical issues or questions that may arise.