

## DODGE CORRECTIONAL INSTITUTION IN-PERSON VISITING INFORMATION

**IN-PERSON VISITING:** In-person visits at Dodge Correctional Institution (DCI) are scheduled using Sign Up Genius.

- Visits are available Monday through Thursday and must be scheduled at least two business days (excludes Saturdays, Sundays, and holidays) in advance.
- You may only schedule two total visits at any one time.
  - Only those persons who are listed on the approved visiting list are allowed to visit.
  - A total of five visitors are allowed per visit.
  - Children under the age of five do not count against the maximum number of allowed visitors.
  - An adult must accompany children under 18 years of age in order to visit.
  - Visitors 16 years of age and older will be required to furnish a photo ID before being admitted.

**SCHEDULING:** Go to the following website [www.signupgenius.com](http://www.signupgenius.com).

- Do not create your own account.
- To find the signup for DCI, click on the search magnifying glass in the upper right-hand corner in the orange toolbar, and enter the following email address in the search for a Sign-Up box: [docdaidcizoomvisits@wisconsin.gov](mailto:docdaidcizoomvisits@wisconsin.gov).
- If you have trouble navigating Sign Up Genius, please send an email to the above address and we will forward you more detailed instructions.

**VISITING DAY:** Dodge Correctional Institution is located at 1 West Lincoln Street, Waupun, WI 53963.

- Once you've arrived in the parking lot, please call (920-324-6425) and let the Lobby Staff know you have arrived.
  - To ensure you are processed for your visit on time, visitors shall arrive at least 15 minutes before your scheduled visit.
  - Visitors must follow the DCI dress code or you may be turned away.
  - Visitors shall be required to pass the metal detector. If you have a special entrance need such as a medical device that will not allow you to pass the metal detector, a DOC-2424 Visitor Requesting Accommodations form will need to be completed.
  - Please DO NOT enter Dodge Correctional Institution's Lobby area. Kindly wait in your vehicle and the Lobby Officer will notify you when they are ready for you to enter to be processed for your scheduled visit.
- **Processing of visitors (entry and exit)**
  - Shall be stopped 15 minutes prior to facility count and shall resume when count clears.
  - Visitors will not be processed through the Lobby or are allowed to wait in the Lobby during the following times:
    - Prior to 2:45 PM.
    - During institution count from 5:00 pm until 5:45 pm or until cleared.
    - Visitors who arrive 15 minutes past the visit start time may be denied entry.
  - A maximum of \$25.00 in change per visitor may be taken to the Visiting Center to be used in vending machines. No paper money is allowed past the lobby. Change needs to be placed in a clear zip pouch or the Lobby will have clear zip-lock baggies for your use.
  - Vending machines with limited items are available for use during visits in the Visiting Center.
  - Food and/or drinks cannot be shared.
  - Visitors cannot leave money for persons in our care (PIOC) here at Dodge.
  - **PLEASE LEAVE YOUR WALLETS, PURSES, AND CELL PHONES IN YOUR VEHICLE. THESE ITEMS SHOULD NOT COME INTO THE LOBBY.**

**IDENTIFICATION:** All visitors age sixteen (16) or older shall provide photo identification.

- Acceptable forms of identification are:
  - Valid State driver's license.
  - Valid passport or visa.
  - Valid Department of Transportation ID.
  - Valid military ID.
  - Valid tribal ID (if it provides a photo).
- Additional rules and regulations may be found by visiting [DOC Dodge Correctional Institution \(wi.gov\)](https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DodgeCorrectionalInstitution.aspx)  
<https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DodgeCorrectionalInstitution.aspx>

PIOC Status	Allowable Weekly Visits	Duration of Visit	Visiting Hours
Initial Classification (Reception)	2	3 Hours Per Visit	3:00 PM to 7:45 PM
General Population	3	3 Hours Per Visit	3:00 PM to 7:45 PM

**PIOC in Restrictive housing, or on Unit 25 may be subject to reduced time and/or no-contact visits.**

**MEDICAL VERIFICATION:** Visitors who are unable to successfully clear and walk through the metal detector due to a medical appliance/assistive device, must submit a completed *DOC-2424 – Visitor Requesting Accommodations* to the DCI Security Director *prior* to the visit. PIOC may send one via the mail to their proposed visitor. There are also forms available in the lobby. Send to Dodge Correctional Institution, Attn: Security Department, PO Box 661, Waupun, WI 53963, or fax to 920-324-6318.

**CLOTHING:** Any clothing with extra metal attached, tags, snaps, bobby pins, hat pins, underwire bras, etc., may inhibit your ability to clear the metal detector. You will only be allowed three attempts to make it through the metal detector before being denied so please dress appropriately.

When in doubt, bring extra clothing along to prevent being denied a visit. You will only be allowed to wear one ring, one single-strand necklace, and one pair of earrings. A Medic-Alert bracelet will be allowed.

Footwear must be worn at all times. Shoes need to be removed prior to going thru the metal detector and set on the counter for the Lobby Officer to search.

No Underwire Bras are allowed. Bras must be free of any metal which includes the strap adjusters and the back clips to secure the bra.

The following apparel is inappropriate and will result in the denial of a visit: No watches; No transparent/translucent clothing; shorts that are shorter than fingertip length; skirts/dresses shorter than fingertip length plus three inches (\*finger-tip length is defined as standing with proper posture with arms straight down, fingers extended); No strapless, sleeveless, tube and halter tops/dresses allowed; tops and dresses that expose the midriff (front and/or back); Camisoles and tank tops are only permissible when worn under other attire; No Spandex, Spandex-like, Lycra, Lycra-like, or anything exposing undergarments; No 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.

## DODGE CORRECTIONAL INSTITUTION VIDEO VISITING INFORMATION

**ENHANCED (ON-UNIT) VIDEO VISITING:** Video Visits at DCI are scheduled and conducted via ICSolutions.

- Information and frequently asked questions regarding video visits may be obtained by visiting <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/VisitingInformation.aspx>
- 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. <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DodgeCorrectionalInstitution.aspx>
- 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. The Party ID must be obtained from the PIOC, DCI Staff cannot provide that information.

### Reception Status

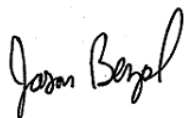
- Visitors must schedule video visits 48 hours in advance and no more than seven (7) days in the future.
- PIOC are allowed one free video visit per week until at least January 2024.
- ICS video visits are not available in RHU.
- Each video visit will be a maximum of 25 minutes in length.
- Each visitor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

### 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 8 am -11:30 am, 1 pm – 5 pm, 6 pm – 8 pm.

- 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 technical issues or questions that may arise.

Jason Benzal, Warden



## **DRIVING DIRECTIONS TO DODGE CORRECTIONAL INSTITUTION**

**From the South (Milwaukee)** – Take US 41/45 North to Hwy 49 (Brownsville) exit. Turn left on Hwy 49 West to Waupun. In Waupun, at the third stoplight, turn left on Madison Street. Continue past Waupun Correctional Institution (WCI) and turn right on Lincoln Street. Over the railroad tracks, you will see DCI on the left.

**From the East (Sheboygan Area)** – Take Hwy 23 West onto US 45. From US 45, merge onto US 151 South and continue on US 151 bypassing Fond du Lac. Exit right on Hwy 49 into Waupun. At the third stoplight, turn left on Madison Street. Continue past Waupun Correctional Institution (WCI) and turn right on Lincoln Street. Over the railroad tracks, you will see DCI on the left.

**From the North (Green Bay/Appleton Area)** – Follow US 41 South past Oshkosh. Exit on Hwy 26 toward Waupun. Stay on Hwy 26 through Rosendale. Merge on to US 151 South. Exit right on Hwy 49 into Waupun. At the third stoplight, turn left on Madison Street. Continue past Waupun Correctional Institution (WCI) and turn right on Lincoln Street. Over the railroad tracks, you will see DCI on the left.

**From the West (Madison)** – Take US 151 North and exit on Cty Hwy M toward Waupun. Follow M to MM (Beaver Dam Street) and then to Lincoln Street (4 miles). Turn right on Lincoln and you will see DCI on the right.