



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Dodge Correctional Institution

Date: October 13, 2021

To: DCI Persons in Our Care (PIOC)

From: Daisy Chase, Deputy Warden

Re: Visitation

Please be advised that a change in visitation will occur effective October 17, 2021. General population (GP) PIOC will be allowed up to two in-person visits, based on availability (limited to three hours) and one Zoom visit per week (limited to 30 minutes). This is an increase of an additional hour for GP PIOC. Initial classification (reception status) PIOC will be allowed up to two in-person visits, based on availability (limited to two hours) and one Zoom visit per week (limited to 30 minutes). All visits must be scheduled at least two business days in advance, not including Saturday, Sunday or holidays. Visitors can now schedule up to two visits of any type at a time.

In-person visit procedure:

1. Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on your visiting list. Up to three approved visitors will be allowed per visit. At least one visitor must be an adult.
2. Visitation eligibility will be determined by PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.
3. Visits are scheduled on a first come first serve basis as space is limited. Visitors may schedule up to two visits at a time provided there are two business days' notice as required.
4. Your visitors can schedule visits by emailing DOCDAIDCIZoomVisits@wisconsin.gov. Please ensure your visitors are clearly identifying if they are requesting an in-person or Zoom visit.
5. If your visitor(s) does not have access to email, they may call the facility at (920) 324-8362 to request a visit. It is highly encouraged that they use the email system to process the request in a timelier fashion as the phone mailbox is only checked once per day.
6. Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up per CDC guidelines.

7. Visitors shall arrive at least 15 minutes before the scheduled visit and call (920) 324-6425 prior to entering the lobby as they will not be permitted to wait in the facility lobby.
8. You are required to wear full state issued uniform, mask, and state issued ID on the most outer top visible for staff to view at all times. Masks are to be worn for the entire visit. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area.
9. Please remind your visitors that they should not wear undergarments with any type of metal. This includes underwires and hooks.

Visiting schedule is as follows:

Inmate Status	Allowable Weekly Visits	Duration of Visit	Visiting Hours
IC	2	2 Hour – Weekdays or Weekends/Holidays	3:00 PM to 8:30 PM TUESDAY AND SUNDAY ONLY
GP	2	3 Hours – Weekdays or Weekends/Holidays	3:00 PM to 8:30 PM THURSDAY AND SATURDAY ONLY
Zoom visits will occur every Sunday, Tuesday, Thursday and Saturday as a supplement to in-person visiting and will not count against the allowable weekly visits. One Zoom visit will be allowed per week with a maximum of 30 minutes in length.			

Additional information

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. No sharing of food or drinks between visitors and persons in DOC care.
3. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
4. Hand holding and sitting on laps is not allowed.
5. Chairs and tables have been strategically placed to maximize capacity while following social distancing. Please do not move them. All chairs and tables will be sanitized between visits.
6. PIOC are responsible to inform their visitors of all of the visitation rules. Any violations or refusal to comply with the rules will result in the termination of the visit and is subject to suspension of visits by the Security Director.
7. Conversation during visits will be held to a normal tone of voice to not disturb others.