

## DODGE CORRECTIONAL INSTITUTION VISITING INFORMATION

**SCHEDULING A VISIT:** Visits must be scheduled at least two business days (excludes Saturdays, Sundays and holidays) in advance. You may only schedule two visits at a time. All visitation is now being scheduled through SignUp Genius. Go to SignUpGenius at the following website [www.signupgenius.com](http://www.signupgenius.com). To find the signup for DCI, click on the search in the upper right-hand corner, enter the following email address in the search (left side of screen) for a Sign-Up box: [docdaidczoomvisits@wisconsin.gov](mailto:docdaidczoomvisits@wisconsin.gov).

Once you've arrived in the parking lot, please call the Lobby (920-324-6425) and let the Lobby Staff know you have arrived. Please DO NOT enter Dodge Correctional Institution's Lobby area. Kindly wait in your vehicle and the Lobby Officer will call you on your cell phone and let you know when they are ready for you to enter the Lobby to be processed for your scheduled visit.

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

Only those persons who are listed on the approved visiting list are allowed to visit. Visitors are expected to contact the Lobby staff upon their arrival in the parking lot of Dodge (920-324-6425) to notify them you are here for your scheduled visit time.

**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. The only acceptable forms of ID are a valid and current military or tribal ID card (if currently in active service), valid State driver's license, valid passport or visa or valid D.O.T. picture ID.

**NO CELL PHONES ARE ALLOWED IN THE LOBBY, LEAVE THEM IN YOUR VEHICLES.** No paper money is allowed past the Lobby. You can bring in paper money and a change machine is located in the Lobby to make change. Each visitor may take a maximum of \$25.00 in change to the Visiting Center. Change needs to be placed in a clear zip pouch or the Lobby will have clear zip-lock baggies for your use. No wallets or purses are allowed to be taken past the Lobby. Visitors may secure them as well as all their personal belongings in lockers that are available in the Lobby at no cost. 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.

- In accordance with Wisconsin Statute **302.095 Delivering articles to inmate. (2)** Any person who delivers or has in his or her possession with intent to deliver to any inmate confined in a state prison any article or thing whatever contrary to the rules or regulations and without the knowledge or permission of the warden shall be imprisoned for not more than two years or fined not more than \$500.

Inmate Status	Allowable Weekly Visits	Duration of Visit	Visiting Hours
Initial Classification (Reception)	2	3 Hours – Weekdays or Weekends/Holidays	3:00 PM to 8:30 PM
General Population	3	3 Hours – Weekdays or Weekends/Holidays	3:00 PM to 8:30 PM

One Zoom visit will be allowed per week with a maximum of 30 minutes in length.

**In-Person visits will occur on Monday, Tuesday, Wednesday, Thursday**  
**Zoom visits will occur on Monday, Tuesday, Wednesday, Thursday, Saturday, and Sunday**

**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
- Lobby is closed from 5:00pm until 5:45pm for institution count.
- To ensure you are processed for your visit on time, visitors shall arrive at least 15 minutes before your scheduled visit. Please call when you arrive in the parking lot (920-324-6425) and wait for your call from the Lobby Officer when they are ready for you to enter to be processed for your scheduled Visit.
- Processing visits in the Lobby ends 45 minutes prior to visiting hours ending.

**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.

**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.

UPDATED: 07/07/22

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.

## **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.