



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Fox Lake Correctional Institution

MEMORANDUM

Date: April 19, 2023

To: Friends and Family of Persons in Our Care

From: Brad Mlodzik, Deputy Warden

Subject: In-Person & Zoom Visitation

Visitation

- PIOC may have up to three visits within a week. Only one visit may be scheduled on a weekend and only one visit may be via Zoom.
- Visitors' coats, jackets, gloves, scarves, mittens, and hats (including ball caps) will not be permitted to be taken into the visiting area. This may include lighter weight sweaters/sweatshirts with zippers or buttons. Coat racks are available in the visiting room near the visitor entrance and items must be hung up prior to checking in and going to the table.
- RHU/Non-contact Visitation will be held Tuesdays & Thursdays from 2:30pm-5:00pm and Saturdays & Sundays from 10:00am-5:00 pm.

Visitation Times

* Video will eventually transition to the housing units at which time the visiting room will only host in-person visitation.

Sunday	Monday (video visits only)	Tuesday	Wednesday	Thursday	Friday (video visits only)	Saturday
10:15am-1:15pm	10:30am-12:00pm	10:15am-1:15pm	10:15am-1:15pm	10:15am-1:15pm	10:30am-12:00pm	10:15am-1:15pm
2:15pm-5:15pm	12:45pm-2:15pm	2:15pm-5:15pm	2:15pm-5:15pm	2:15pm-5:15pm	12:45pm-2:15pm	2:15pm-5:15pm
5:45pm-8:45pm	2:30pm-4:00pm	5:45pm-8:45pm	5:45pm-8:45pm	5:45pm-8:45pm	2:30pm-4:00pm	5:45pm-8:45pm
	4:15pm-5:45pm				4:15pm-5:45pm	
	6:45pm-8:15pm				6:45pm-8:15pm	

To request a visit, <https://www.signupgenius.com/index.cfm?go=c.SignUpSearch> – click here

Then type in our email address: docdaiflcizoomvisits@wisconsin.gov - search site/email

If you are experiencing difficulty or need assistance, please call **920-928-7004**, and leave your name and phone number with the visitation request mailbox.

General Information:

- There is a maximum limit of 6 approved visitors per visit. This total includes adults, minors and infants. A least one visitor must be an adult.
- The scheduling of Zoom visits is open to the public starting each Thursday.
- In-person visits must be scheduled at least two business days in advance (excludes weekends and holidays) and no more than 14 days in advance.
- If the visitor fails to show up or if a PIOC refuses the visits, the appointment will count toward the weekly visit total.
- DAI Policy #309.06.01 – Visiting, is to be adhered to at all times. Dress code will be enforced.

Zoom Visiting:

- Visits are scheduled on a first come, first serve basis as space is limited.
- Zoom visits will not be extended or rescheduled due to tardiness or technical difficulties.
- Only those scheduled to attend the visit are permitted to be seen and heard on the video screen and they must be on the same device.
- Visitors are not permitted to record the visit.
- Visitor attire cannot have any of the following:
 1. Exposed undergarments.
 2. Clothing with revealing holes, tears, or slits.
 3. Clothing or accessories with obscene or profane writing, images, or pictures.
 4. Gang-related clothing, headwear, shoes, logos, or insignias.
 5. Transparent/translucent (see-through) clothing.
- Video visiting will be terminated immediately if there is any suspicion of illegal activities, any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - #309.06.01. This includes but is not limited to the following:
 1. Sexual acts or nudity, this includes literature or devices that are sexual in nature being used/displayed.
 2. Drug and alcohol use during the visit, including all tobacco products and Electronic Nicotine Delivery Systems.
 3. Showing of objects identified as a threat (firearms, weapons, knives, etc.).
 4. Inappropriate language.
 5. Inappropriate location of visitors (bar, night club, etc.).
 6. Operating a vehicle during the scheduled visit, even if the visitor is a passenger in the vehicle.
 7. Adding individuals to the visit after it has started.
- You must report to the Visiting Room ten (10) minutes prior to your designated time slot.

Additional Information for In-Person Visits:

- A brief embrace and kiss are allowed at the beginning and end of each visit.
- Holding hands will be permitted above the table and hands must be visible to staff at all times. No massaging or rubbing of hands or arms is permitted.
- Children are not allowed to be lifted above the head or thrown.
- Chairs and tables have been strategically placed to maximize capacity, please do not move them.
- All chairs, tables and touchable surfaces will be sanitized between visits.
- Conversation during visits should be held to a normal tone of voice so as not to disturb others.
- All visiting members need to stay at their assigned table during the visit and cross visiting is not allowed.
- At the end of visit, goodbyes are to be said at the table. The visitor(s) will leave and the PIOC is to remain seated until directed otherwise.
- Refusal to comply with visiting rules may result in ending the visit and suspension of future visits.

Thank you for following the guidelines that are in place.