



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Fox Lake Correctional Institution

### MEMORANDUM

**Date:** November 29, 2021

**To:** Friends and Family of Persons in Our Care

**From:** Brad Mlodzik, Deputy Warden

**Subject:** In-Person & Zoom Visitation – Effective December 6, 2021

In-Person Visitation			
Monday through Friday		Weekends and Holidays	
Booths 1-7	Booths 8-14	Booths 1-7	Booths 8-14
2:30pm-4:00pm	2:45pm-4:15pm	8:15am-9:45am	8:30am-10:00am
4:30pm-6:00pm	4:45pm-6:15pm	10:00am-11:30am	10:15am-11:45am
6:30pm-8:00pm	6:45pm-8:15pm	11:45am-1:15pm	12:00pm-1:30pm
		1:30pm-3:00pm	1:45pm-3:15pm

Zoom Video Visitation	
Monday through Friday	Weekends and Holidays
3:00pm-4:30pm	8:45am-10:15am
4:45pm-6:15pm	10:30am-12:00pm
6:45pm-8:15pm	12:15pm-1:45pm
	2:00pm-3:30pm

To schedule a visit, please submit your requests via e-mail to:

[DOCDAILCIVisits@wisconsin.gov](mailto:DOCDAILCIVisits@wisconsin.gov)

Please make sure your request clearly states whether you are requesting an **IN-PERSON** or **VIDEO VISIT**. You also need to provide the name and DOC # of the person you wish to visit, and the date and time you are requesting to visit.

If you do not have access to e-mail, you may contact the institution at **920-928-7004**, and leave a message with the visitation request mailbox. Please include all the information requested above, as well as your name and contact number.

Please see the next page for important information regarding visiting during the COVID-19 public health emergency.

### **General Information:**

- Visitation hours for general population remain 2:30 to 8:45 p.m., Monday-Friday; 8:00 a.m. to 4:00 p.m. Weekends/Holidays. Persons in our care currently in Restricted Housing status may have more limited hours, please check with scheduling staff.
- There is a maximum limit of 3 approved visitors per visit. This total includes adults, minors and infants.
- Visits must be scheduled at least two business days in advance (excludes weekends and holidays) and no more than 14 days in advance.
- Visitors may only schedule one visit per e-mail/phone request. Please be patient as duplicate requests will delay response time.
- **Once a visit is scheduled, that time slot will remain scheduled regardless if the visitor is able to attend the visit. It will also count towards the PIOC weekly visit total.**

### **Additional Information for In-Person Visits:**

- All visitors entering the institution will have their temperatures taken by staff and will be screened for COVID symptoms following DOC guidelines. Visitors are encouraged to arrive up to 30 minutes prior to the start of their visit to ensure adequate processing time.
- Per DOC guidelines, all persons in our care and visitors aged two and above are required to wear a mask for the duration of the visit. Gaiters, vented face masks and face shields are not acceptable forms of face coverings.
- No sharing of food or drinks between visitors and persons in our care.
- Brief hugs are allowed at the beginning and end of each visit; kisses are not allowed. Hand holding and sitting on laps is not allowed.
- Chairs and tables have been strategically placed to maximize capacity while following social distancing requirements; 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.
- 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.