

VISITING GUIDELINES- UPDATED FOX LAKE CORRECTIONAL INSTITUTION

Fox Lake Correctional Institution is located at W10237 Lake Emily Road. Lake Emily Road intersects with Hwy A west of the institution and with Hwy 68 to the east.

The mailing address is: PO Box 147; Fox Lake, WI 53933-0147.

Please be sure to park in the designated area.

SCHEDULING A VISIT

All in-person and video visits must be scheduled in advance utilizing the instructions found on the DOC public webpage for the Fox Lake Correctional Institution.

The visiting week begins on Monday and ends the following Sunday. Visits are scheduled for one hour in length.

Visiting hours are as follows:

2:30 PM – 8:45 PM Mon-Friday
**8:00 AM – 3:45 PM Sat/Sun/
Holidays**

For visiting purposes, the recognized holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Based on limited capacity at this time, we will attempt to accommodate three visits per week. Visits can be a combination of in-person and video visits; no more than two in-person

visits can be scheduled per week (based on availability). Only **one** visit may be scheduled on a weekend.

Only visitors on the PIOC's approved visiting list or approved for a special visit shall be permitted to visit. This includes adults, minors and infants.

VISIT ENTRANCE PROCEDURES

We have adjusted our visiting process to ensure we are able to safely offer in-person visitation. In order to provide the best visitation experience possible, it is imperative that the below instructions are followed as closely as possible, as there is minimal flexibility available with scheduled visitation times.

Visitors are encouraged to arrive at the institution lobby up to 30 minutes prior to the start of the visit. This will allow adequate time for processing to ensure your visit starts on time.

All visitors will be screened for COVID symptoms prior to entry. Visitors who fail the screening or refuse to be screened will not be permitted to enter the institution.

Please follow masking and social distancing requirements at all times when inside the institution.

Fox Lake Correctional Institution is a tobacco free/drug free environment.

Tobacco must be secured in your vehicle and **CANNOT** be locked in Lobby lockers. Visitors must comply with efforts to deter the entry of drugs, alcohol or weapons into the facility. Those who attempt to bring these items into the institution will be subject to restricted visiting privileges and referral to the Dodge County District Attorney

for felony prosecution. Persons exhibiting signs of intoxication or of being under the influence of any other drug will not be allowed to enter the institution.

Visitors will be hand stamped prior to entrance.

All visitors, age 16 and older, must provide photo identification. The only acceptable forms of identification are:

- Valid State Driver's License or Temporary Driving/Identification Receipt
- Valid Passport or Visa
- Valid Department of Transportation ID
- Valid Military ID
- Valid Tribal ID (if it provides photo)

All visitors must pass through and clear the metal detector. Visitors will be given three opportunities to successfully clear metal detection. Failure to do so will result in the visitor being denied entrance into the institution.

Wire in undergarments will not clear the metal detector and should not be worn. Visitors will be allowed a one-time opportunity to remove and replace underwire clothing that does not pass the metal detector. This situation will be documented, and future failed attempts to clear the metal detector will result in denied entrance without the opportunity to remove and replace clothing.

Allowable jewelry consists of a:

- wedding band or single ring
- single strand necklace
- single pair of earrings

These items must be removed to clear the metal detector, including body piercing jewelry if possible. If not possible and the visitor does not clear the metal detector, the visit may be denied.

Visitors requiring special medical accommodations related to the use of a metal detector must have their physician submit a completed form DOC-2424 to the Security Director for approval prior to being allowed to enter the institution.

The following are considered unacceptable and will result in denial of visiting:

- Watches
- Transparent/translucent clothing
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended
- Skirts or dresses shorter than fingertip length plus three inches
- Strapless, tube and halter tops and dresses
- Tops and dresses that expose the midriff (front or back) or bust
- Spandex or spandex-like and Lycra or Lycra-like clothing
- Exposed underwear
- Clothing with revealing holes, tears or slits above fingertip level
- Clothing or accessories with obscene or profane writing, images or pictures
- Gang-related clothing, headwear, shoes, logos or insignias
- Any clothing that may have the potential to cause a disruption
- Camouflage clothing of any type

Footwear must be worn. Coats, jackets and non-religious headwear must be removed before clearing the metal detector. Visitors who have religious headwear that conceals identity are required to allow staff to view their face(s) in order to verify identification upon entry and exit of the institution. After identification, the visitor will be permitted to replace the facial covering.

Lockers are provided in the Lobby for placement of items not allowed in the institution. No food items, keys or paper money may be carried into the institution. A

quarter is required to operate the key in the locker. It is recommended that purses and wallets be locked in your vehicle. The institution is not responsible for personal property left in vehicles or institution lockers.

Coins (limit \$25 per visitor) may be brought into the institution for use in the vending machines available in the visiting area. PIOC may not handle money during visits and are not allowed to go into the vending machine area.

No property can be given to a PIOC during a visit. Only the following items are allowed to be brought into the institution:

- Comb, pick or brush
- Two baby blankets
- Four diapers
- Two baby bottles (plastic only)
- Formula must be premixed and in an approved bottle
- Hand-held baby seat
- Diaper wipes in small, sealed travel pack or individually packed in a clear plastic bag
- One pacifier
- One coat
- One pair of gloves
- Headwear (provided it does not conceal identity)
- FLCI locker key
- Prescription medications are permitted such as but not limited to inhalers, nitro pills (only individual pills, not bottles) and epinephrine injectors, as approved by the Warden. Other medications should be taken prior to entering the institution.
- One clear plastic bag to carry personal property

A shift supervisor must approve any other critical items prior to the visitor entering the institution.

Electronic Devices: Internet “smart” technology and electronic recording equipment in any form is prohibited. If you arrive with one of these devices, you must secure the device in your vehicle.

Visitors who are not on the approved visiting list and/or are not given access to the visiting room will not be allowed to wait in the Lobby. While waiting in the parking lot, visitors must remain by their vehicle. Minors under the age of 18 cannot be left unattended in the Lobby or parking lot. Any minor sent back to the Lobby or to a car must be accompanied by an adult. Pets, minors or visitors with medical concerns are not to be left unattended in vehicles.

VISITING GUIDELINES

A family atmosphere is stressed in all visiting areas, as friends and family are of all ages.

Excessive displays of affection are not permitted. You may embrace only at the beginning and end of each visit.

Once seating is assigned by officers, seating moves will not be made except for unusual circumstances.

Food and beverages items in the vending machines are limited at this time. You may purchase items for yourself and for the person you are visiting; however, the food and beverage items may not be shared between you.

Talking from table to table or “cross visiting” is not allowed.

All chairs and tables must be left as they were set up and may not be moved unless directed by an officer.

The supervision of minors is the responsibility of the PIOC and adult visitors. Physical disciplining of children is forbidden at all times, and failure to comply with this may result in termination of visiting privileges, disciplinary action, and/or referral to social service agencies. Visits may be terminated due to unruly children or lack of supervision of children by the PIOC and/or the adult visitors.

Visitors are to use the restroom on the west side of the Administration Building. PIOC shall use the restroom on the east side of the building.

After a visitor leaves the institution, they will not be allowed to re-join a visit.

During scheduled institution counts (12:30 PM and 5:30 PM), visitors will not be permitted to leave until after count has cleared.

Any abuse of visiting privileges or non-compliance with the rules may result in termination of the visit, suspension and/or revocation of visiting privileges. Specific rules for visiting behavior are available from the visiting officers.

Visits terminated due to inappropriate behavior on the part of either the visitor or the person they are visiting will be counted towards the maximum number of visits allowed each week.

RESTRICTIVE HOUSING NO CONTACT VISITING

Visiting Hours

2:30 PM – 5:00 PM Mon-Friday
**8:00 AM – 11:00 AM Sat/Sun/
Holidays**

Restrictive Housing visits will be limited to a maximum of two visitors. No one under the age of 18 may visit without prior approval from the Warden/designee.

PIOC in Restrictive Housing will receive visits as directed by the Administrative Code, as outlined below:

- **Observation or Controlled Separation** - requires Warden/designee’s approval
- **Temporary Lock Up, Disciplinary Separation, Voluntary Confinement, and Administrative Confinement** – four hours per month and no more than one hour per visiting week (Mon-Sun)
- **Cell Confinement** – no visits allowed
- Visits will be scheduled in one-hour increments.

Visits held in Restrictive Housing may be limited or terminated if the Warden/designee determines the conduct of the PIOC or visitor poses a security threat to the institution.