



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Jared Hoy

Kettle Moraine Correctional Institution

DATE: June 12, 2025

TO: KMCI Staff
PIOC
PIOC Visitors

FROM: Warden Tassler

SUBJECT: In-Person visits

Effective Monday, June 30, 2025, KMCI will transition to scheduled in-person visits through ICSolutions. The last day that PIOC visitors will be able to arrive unscheduled will be Sunday, June 29, 2025.

- Scheduling in-person visits for June 30th shall begin on Monday, June 16th through ICSolutions.
- Visits shall be scheduled by approved PIOC visitors through ICSolutions.com. All attending visitors shall be listed.
- In ICSolutions, in-person visits are called “contact visits”, which will be shown as 5-minute visits for scheduling purposes only.
- Visits may be scheduled two (2) weeks in advance, and up until two (2) days prior to the proposed visit day.
- **All other visit rules and processes shall remain the same.** IE number of visits, length of visits, attire, arrival procedures etc.
- Visitors should arrive 10 minutes prior to their scheduled time to assist in maintaining the schedule.
- Visitors shall continue to arrive at KMCI for their scheduled in-person visit, wait in the visitors building and fill out the visit paperwork, and wait to be called by gatehouse staff.
- If visitors are late, they may be processed when staff are able to accommodate them, time permitting. Visitors may be turned away or visit times may be shortened depending on availability.
- PIOC or visitors may cancel visits through ICSolutions.
- PIOC shall continue to be called when visitors arrive. **PIOC shall not leave an area or unit until notified by staff.**