



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Oakhill Correctional Institution

**DATE:** September 2, 2022

**TO:** Visitors and Persons In Our Care

**FROM:** Paul Ninnemann, Deputy Warden  
Oakhill Correctional Institution

**SUBJECT:** Expanded PIOC Visitation Hours

### VISITING HOURS

Effective Wednesday, September 14, OCI visitation hours will expand to three(3) hour time slots as reflected below.

Wednesday, Thursday, Friday- 3:00 pm to 6:00 pm and 6:30 pm to 9:30 pm. Maximum visiting time is **Three (3) Hours (180 minutes)**. Saturday, Sunday and Holidays- 7:00 am to 10:00 am and 10:30 am to 1:30 pm. Maximum visiting time is **Three (3) Hours (180 minutes)**. (Holidays include: 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.) Visits shall be scheduled at least two business days (excludes weekends and holidays) in advance.

### IN PERSON SCHEDULE

#### General Population

|                              |                    |
|------------------------------|--------------------|
| Wednesday - Friday           | 3:00 PM – 6:00 PM  |
|                              | 6:30 PM – 9:30 PM  |
| Saturday – Sunday & Holidays | 7:00 AM – 10:00 AM |
|                              | 10:30 AM – 1:30 PM |

#### Restricted Housing

|                              |                     |
|------------------------------|---------------------|
| Wednesday - Friday           | 3:45 PM – 4:45 PM   |
|                              | 5:30 PM – 6:30 PM   |
|                              | 7:00 PM – 8:00 PM   |
| Saturday – Sunday & Holidays | 8:45 AM – 9:45 AM   |
|                              | 10:00 AM – 11:00 AM |
|                              | 11:45 AM – 12:45 PM |

If you arrive late for your visit it will still end at the scheduled end time regardless of the circumstances that caused the tardiness. **Furthermore, visitors who arrive 45 minutes or later to the scheduled start time of a visit will not be permitted to visit.** If the visitor fails to show up or if a PIOC refuses the visits, the appointment will still count toward your weekly visit total. Inmates are permitted only one visit per day with a total of three visits per week. (Wednesday-Sunday). Only one of the three (3) visits maybe on the weekend. (Saturday and Sunday) Visitors are encouraged to arrive up to 10 minutes prior to the start of their scheduled visit to ensure adequate processing time.

## **SCHEDULING VISITS**

Visitors can schedule visits by emailing the address below. In the email subject line clearly identify the PIOC by number followed by last name and type of visit you are requesting (**IN-PERSON** or **ZOOM**). Example- #123456 Doe, In-Person.

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

Visitors who do not have access to email may contact the institution at 608-835-3101, extension 6046 and leave a message with the visitation request. However, email is the fastest and preferred method as the phone line may not be staffed and messages will be checked periodically. Please include your name and contact number. Required information is the name and number of the PIOC you wish to visit, type of visit requested, and the date and time you are requesting.

Visitors may not schedule In-Person or Zoom visits more than ten (10) days in advance or less than two (2) days in advance.

### **In-person visit procedure:**

- 1. The maximum number of visitors per visit is 6, not including children, and each visitor must be on the pre-approved visit list. At least one visitor must be an adult.**
2. Visitation eligibility will be determined by PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.
3. Visitors who do not have access to email may contact the institution at 608-835-3101, extension 6046 and leave a message with the visitation request. However, email is the fastest and preferred method as the phone line may not be staffed and messages will be checked periodically. Please include your name and contact number. Required information is the name and number of the PIOC you wish to visit, type of visit requested, and the date and time you are requesting.
4. Masks are voluntary for visitors and PIOC's. Gaiters, vented face masks, and face shields are not acceptable forms of face coverings.
5. All chairs, tables and touchable surfaces will be sanitized between visits.

### **Additional information:**

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times. Dress code will be enforced.
- 2. Due to the pandemic, only a quick hug is allowed at the beginning and end of the visit.**
- 3. No kissing, hand-holding, or other contact will be allowed between persons in our care and their visitors.**

4. Chairs and tables have been strategically placed to maximize capacity. Please do not move them.
5. Conversation during visits will be held to a normal tone of voice to not disturb others.
6. Refusal to comply with visiting rules may result in ending the visit and suspension of future visits.

## ZOOM VISIT SCHEDULE

Each housing unit is assigned a day when they are eligible for Zoom Visits. The length of a Zoom visit is fifty (50) minutes in length.

|                   |                     |
|-------------------|---------------------|
| Monday - Friday   | 2:30 PM - 3:20 PM   |
|                   | 3:30 PM - 4:20 PM   |
|                   | 4:30 PM - 5:20 PM   |
|                   | 5:30 PM - 6:20 PM   |
|                   | 6:30 PM - 7:20 PM   |
|                   | 7:30 PM - 8:20 PM   |
|                   | 8:30 PM - 9:20 PM   |
| Saturday - Sunday | 7:00 AM – 7:50 AM   |
|                   | 8:00 AM - 8:50 AM   |
|                   | 9:00 AM - 9:50 AM   |
|                   | 10:00 AM - 10:50 AM |
|                   | 11:00 AM - 11:50 AM |
|                   | 12:00 PM - 12:50 PM |

1. All visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list.
2. Visitors may not schedule Zoom visits more than ten days in advance.
3. Each housing unit will be assigned a day when they are eligible for Zoom visits.
4. The length of Zoom visits is fifty (50) minutes in length.

### **Additional information:**

1. Zoom visits will not be extended or rescheduled due to tardiness or technical difficulties.
2. You must report to the Visiting Room five (5) minutes prior to your designated time slot.
3. A face mask is optional.
4. You may bring your personal headphones to the video visit for use, or a pair of sanitized headphones will be provided.
5. Conversation during visits will be held to a normal tone of voice to not disturb others.
6. Only those scheduled to attend the visit are permitted to be seen and heard on the video screen.
7. Visitors are not permitted to record the visit.
8. Visitor attire cannot have any of the following:
  - a. Exposed undergarments.
  - b. Clothing with revealing holes, tears, or slits.
  - c. Clothing or accessories with obscene or profane writing, images or pictures.
  - d. Gang-related clothing, headwear, shoes, logos, or insignias.
  - e. Transparent/translucent (see-through) clothing.
9. 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:

- a. Sexual acts or nudity.
- b. Drug and alcohol use during the visit, including all tobacco products and Electronic Nicotine Delivery Systems (ENDS).
- c. Showing of objects identified as a threat (firearms, weapons, knives, etc.).
- d. Inappropriate language.
- e. Inappropriate location of visitors (bar, night club, etc.).
- f. Operating a vehicle during the scheduled visit, even if the visitor is a passenger in the vehicle.
- g. Adding individuals to the visit after it has started.