

Oshkosh Correctional Institution



VISITOR GUIDE

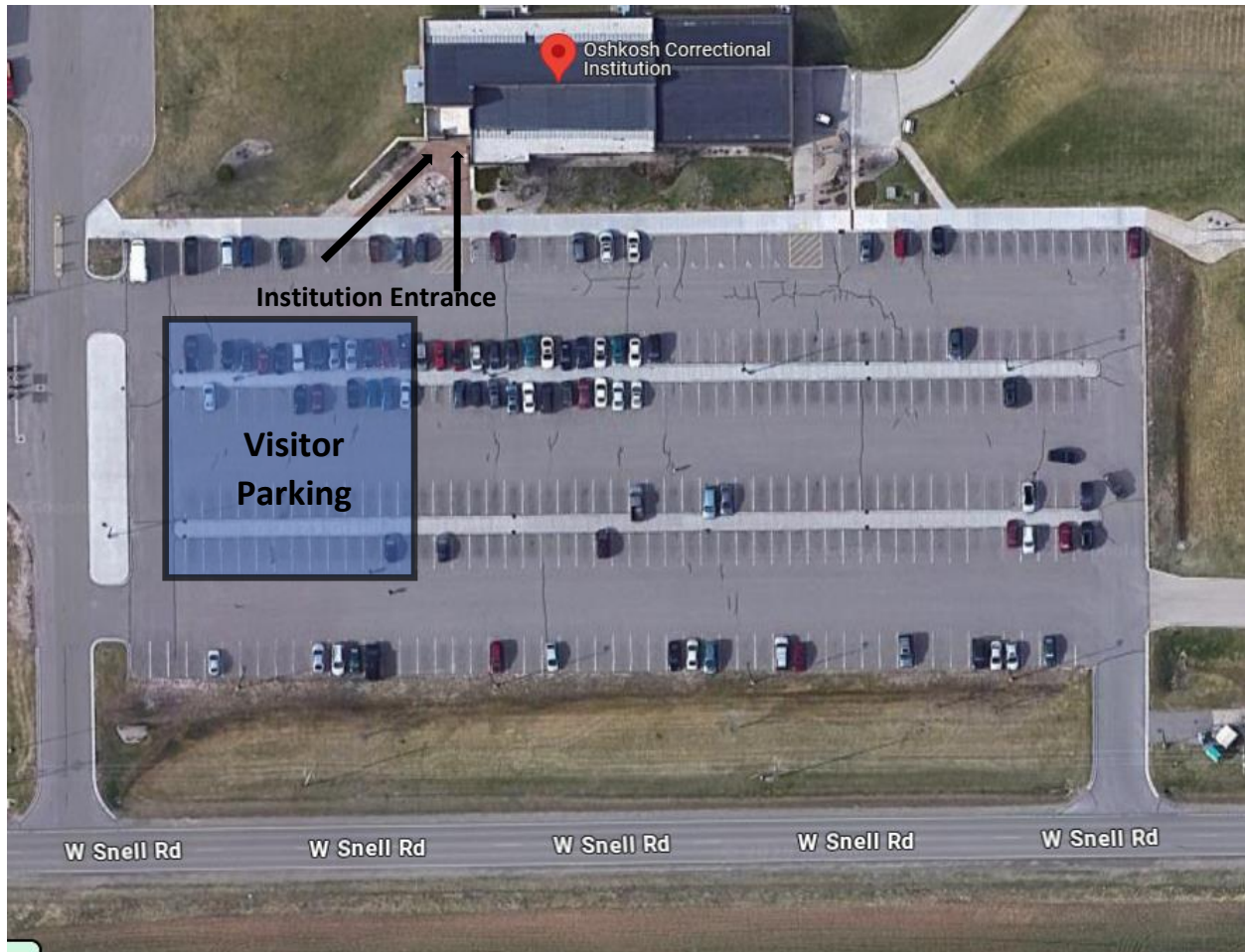
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Oshkosh Correctional Institution
1730 West Snell Road
Oshkosh, WI 54903
(920) 231-4010

Located between Highways 45 and 76, just north of the City of Oshkosh



PLEASE NOTE: Visitors must park in the designated visitor parking areas.

***Delivering even the smallest amount of illegal or controlled substances to a Wisconsin State Prison can result in a fine of \$10,000, imprisonment of 8 years and 6 months, and loss of Driver's License for up to 5 years.
Don't risk your job, your home, or your family.***

GENERAL POPULATION IN PERSON VISITS

PIOC (Persons in our Care) are allowed up to three (3) in person visits per week. The visiting week begins on Sunday and ends on the following Friday. A total of one (1) in-person visit will be allowed on the weekend or when a holiday is attached. Only one (1) in-person visit is permitted on any single day. Visits shall be scheduled at least 48 hours in advance.

There is a maximum of 3 adults at any visit, and 6 visitors total including children. If a visit includes children, at least one visitor must be an adult.

Visitors shall not be allowed to enter the lobby until ten (10) minutes prior to the start of the scheduled visit.

Oshkosh Correctional Institution (OSCI) utilizes ICSolutions to schedule In-Person and Video visits for PIOC in General Population (GP). Visitors shall create an account with ICSolutions and schedule all visits at the following website: <https://www.icsolutions.com/>

If you have any issues or questions with scheduling in-person or video visits, contact ICSolutions directly at 888-646-9437.

A complete list of visiting rules for all Wisconsin Department of Corrections Institutions is available on the Wisconsin Department of Corrections website under Division of Adult Institutions Visiting Information. If you do not have internet access, a copy of the rules will be available in the lobby.

IN-PERSON / CONTACT VISIT DAYS AND TIMES:

Monday – Friday (3-hour visit)

10:45 AM – 8:00 PM

Closed from 6:00PM to 6:30PM

Sunday and Holidays (3-hour visit)

11:00 AM – 8:00 PM

Closed from 6:00PM to 6:30PM

Holidays

New Year's Day	Thanksgiving Day
Martin Luther King Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

VISITOR ENTRANCE PROCEDURES

1. **Oshkosh Correctional Institution is a Tobacco Free Environment.** Smoking or vaping is not allowed on Institution grounds or in the parking lot. Tobacco will NOT be allowed to be locked in the lobby lockers upon entrance; it needs to be secured in your vehicle. Smoking or vaping is not allowed on Institution Grounds.
2. Visitors are required to park their vehicles in the designated parking area, with the exception of vehicles with valid handicap permits. Please see Page 3 for a map of the parking lot.
3. In accordance with Wisconsin Administrative Code, the parking lot is subject to search for contraband. The Oshkosh Police Department and other local law enforcement agencies will assist in these searches with canine units. The canine unit's searches may lead to probable cause searches of vehicles by law enforcement if contraband is detected.
4. Only visitors on the PIOC Approved Visiting list shall be permitted to visit the PIOC. This includes adults and minors. Visitors who are not on the visitor list and/or restricted from entering the Visiting Room will not be allowed to wait in the OSCI lobby or parking lot.
5. Minors under the age of 18 cannot be left unattended in the entrance, lobby, or parking lot. Any minor sent back to the lobby or to the car must be accompanied by an adult.
6. Service animals are the only type of animal permitted. Comfort/Emotional support animals are NOT permitted.
7. No persons or animals are permitted to be left unattended in vehicles.
8. All visitors age sixteen (16) and older must provide identification. The only acceptable forms of identification are:
 - a. Valid State Driver's License with photo
 - b. Valid Department of Transportation ID card with photo
 - c. Valid Passport or VISA
 - d. Military ID
 - e. Tribal ID (must have photo)

NOTE Expired forms of ID and School photo ID's are not acceptable forms of identification.
9. Amish visitors who do not possess photo identification as a requirement of their religion shall:
 - a. Provide the institution with a signed and notarized affidavit from their Bishop. The affidavit must include the physical description of each proposed visitor.

- b. The institution shall retain the original affidavit and place a copy in the respective PIOC's Visitor Information File. The visitor(s) shall retain a copy of the affidavit and produce it upon arrival to the institution as a means of identification.
- 10. Lockers are provided in the lobby for placement of items not allowed in the Institution. A token is required to operate the key in the locker, which is provided by the Lobby Officer. It is recommended purses and wallets be locked in your vehicle. The Institution is not responsible for personal property left in vehicles or lobby lockers.
- 11. Electronic Devices are not permitted unless approved in advance by the Warden. Non-DOC visitors are not allowed to enter the institution with any device which takes pictures, has video or voice recording, and/or a communications device such as a cellphone, pager, or PDA. Cameras and watches are also not permitted in the visiting room. If you arrive with one of the devices listed or similar device, you shall secure the device in your vehicle.
- 12. No reading materials or other papers may be brought in without prior approval.
NOTE All legal material, including tax documents, shall be sent through the U.S. Mail system.

No food items may be carried into the Institution. Soda machines are available in the visiting area, as well as a change machine (accepts \$1 and \$5 bills only). Money allowed in the visiting room is limited to \$25.00 per visitor. Institution staff will not make change.
- 13. Visitors will be denied entry to the visiting room if they are unable to successfully clear a metal detector within three attempts. In order to expedite the entrance process, visitors should avoid wearing metal jewelry or clothing with metal, such as buckles, snaps, bib overalls, wire undergarments, etc.
- 14. Visitors requiring medication for treatment of immediate life-threatening conditions shall be allowed to take the medication into the visiting room.
 - a. Envelopes for those medications are available in the lobby. The visitor is responsible for placing medication in the envelope and completing all information requested on the envelope.
 - b. The visitor shall deliver the envelope to the Sergeant's desk where it will be kept. If needed the medication shall be taken in the presence of staff.
 - c. Unclaimed medication shall be disposed of within 24 hours.
- 15. Individuals who have special need requirements (i.e. personal wheelchairs, oxygen, or metal in body) are required to complete a DOC-2424 and have your doctor's office fax the completed form to OSCI at (920)236-2626. DOC-2424 forms are mailed to the visitor from the PIOC. Any visitor who needs the use of a wheelchair shall pass entrance procedures and allowed to visit using an institution wheelchair/cane/walker provided by OSCI.

Visitor Clothing

Visiting areas are designed to cultivate a “family” atmosphere for family and friends of all ages. Visitors shall dress and act accordingly. Footwear and acceptable attire shall be worn at all times. The following apparel is considered inappropriate and will result in denial of visits:

- Transparent/translucent clothing.
- Shorts shorter than fingertip length when the visitor stands with proper posture, arms straight down, fingers extended.
- Skirts and dresses shorter than fingertip length, plus three inches, when the visitor stands with proper posture, arms straight down, fingers extended.
- Tops and dresses that are strapless, tube or halter style.
- Camisoles and tank tops are only permissible when worn under other permissible attire.
- Tops and dresses that expose the midriff (front and/or back).
- Spandex or Spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Exposed undergarments.
- Clothing with revealing holes, tears, slits, or low cut.
- Clothing or accessories with obscene or profane writing, images or pictures.
- Security Threat Group related clothing, headwear, shoes, logos or insignias.
- Clothing that may have the potential to cause undue attention.
- Clothing with underwire, metallic buttons, snaps, or other metallic fasteners.

Do's and Don'ts of the Visiting Room

1. Visitors shall be assigned seating when they enter the visiting room. PIOC's shall sit in the chair designated by the visiting room staff. While seated, all chairs will be squared up to the tables; chairs cannot be moved without staff approval.
2. If you need to use the restroom during your visit, you must obtain a key from the staff member located at the sergeants' desk. You shall provide your name and table number prior to receiving the key. Immediately after you have used the restroom, return the key to the staff member located at the sergeants' desk and provide your name and table number. You shall not obtain the key from or give it to another visitor.
3. Adult visitors are responsible for the supervision of all minors accompanying them. Visits may be terminated due to unruly minors or lack of supervision of the minors by the PIOC and/or the adult visitors.

4. The Visiting Room restaurant does not accept cash. All food purchases from the restaurant shall be made by using a money transmittal from the PIOC's account.
 - a. PIOC accounts shall be verified by the visiting room staff prior to receiving services.
 - b. Incomplete orders shall be ran through as is or as chef's choice. There will be no corrections or refunds.
 - c. Food orders need to be fully completed at your individual table.
 - d. The restaurant is open Monday – Thursday and closed on Friday's, Sunday's and Holidays. This schedule may change without notice. Please plan accordingly.
 - e. Only authorized staff and PIOC may enter the training kitchen area.
 - f. Visitors and PIOC are prohibited from sharing or exchanging and food or drink. This includes food and beverages purchased from the Training Kitchen as well as the vending machines.
 - g. Once you take an individual portion, you are not allowed to share that with any PIOC and PIOC are not allowed to share their portion with any visitor.
 - h. Violations of this rule can result in loss of visiting or disciplinary action including termination of the visit.

PLEASE NOTE: Visiting privileges for PIOC and/or visitors may be revoked or suspended due to violations of Department of Corrections Policy or rules listed in this guide.

Video Visits

Video visits are available at the cost of \$2.50 and must be schedule 48 hours in advance at <https://www.icsolutions.com/>

Restrictive Housing Unit (RHU) Visits

Visiting hours are offered on a limited basis. Only video visits are allowed for Restrictive Housing PIOC.

Visit hours:

Monday-Friday – 3:00 PM – 7:45 PM

Saturday-Sunday – 9:45 AM – 2:00 PM

Special or Extended Visits

PIOC shall submit these requests to their assigned Social Worker for approval at least five (5) business days prior to the proposed visit.

Mailing Addresses

Packages (UPS, FedEx)

PIOC Name, DOC Number
1730 West Snell Road
Oshkosh, WI 54901

All Non-Legal/Privileged PIOC Correspondence

PIOC Name, DOC Number
Oshkosh Correctional Institution
PO Box 189
Phoenix, MD 21131

All Legal/Privileged Mail & Publications

PIOC Name, DOC Number
Oshkosh Correctional Institution
PO Box 3310
Oshkosh, WI 54903-3310

Institution Staff mailing address

PO Box 3530
Oshkosh, WI 54903-3530

Please do not send funds directly to the correctional facility where your friend or loved one is located. Please review the DOC Public Website for information.