

**VISITING GUIDELINE
OSHKOSH CORRECTIONAL
INSTITUTION**

A complete list of visiting rules for all Wisconsin Department of Corrections institutions is available on the WI 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 OSCI lobby.

The Oshkosh Correctional Institution is located at 1730 West Snell Road, between Highways 45 and 76 just north of the City of Oshkosh.

VISIT ENTRANCE PROCEDURES

Oshkosh Correctional Institution is a Tobacco Free Environment. Tobacco will **NOT** be allowed to be locked in the lobby lockers upon entrance; it needs to be secured in your vehicle. Smoking is not allowed on institution grounds or in the parking lot.

Visitors are required to park their vehicles in the designated parking area, with the exception of vehicles with valid handicap permits. This area is in the second row in front of the main entrance. This area is between the two signs marked “visitor parking” and is clearly marked with high visibility green lines. Failure to park in this area without supervisors’ permission may result in your visit being denied. If the designated “visitor parking” is full, visitors are required to inform the lobby security staff.

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.

| Visiting Hours | | Length of visit |
|----------------|-----------------------|-----------------|
| Monday | 3:00 p.m. – 9:00 p.m. | 4 hrs. |
| Tuesday | 3:00 p.m. – 9:00 p.m. | 2 hrs. |
| Wednesday | 3:00 p.m. – 9:00 p.m. | 3 hrs. |
| Thursday | 3:00 p.m. – 9:00 p.m. | 2 hrs. |
| Friday | Closed | |
| Saturday | 8:00 a.m. – 4:00 p.m. | 2 hrs. |
| Sunday | 8:00 a.m. – 4:00 p.m. | 2 hrs. |
| Holidays | 8:00 a.m. – 4:00 p.m. | 2 hrs. |

The visiting week begins on Sunday and ends the following Saturday. Four (4) visits per week are permitted. Two (2) visits will be allowed Monday – Thursday and two (2) visits will be allowed on the weekend. A total of two (2) visits will be allowed on the weekend when a holiday is attached. Only one (1) visit is permitted on any single day. The lobby opens at 3:00 p.m. weekdays and 8:00 a.m. weekend and holidays.

Visits will not be processed 10 minutes prior to institution count times (12:25 p.m. and 4:40 p.m.). The processing of visits will resume once institution count clears. In addition, the lobby will be closed from 2:00 p.m. to 3:00 p.m. daily to expedite staff shift change. Visitors will not be admitted after 8:30 p.m. on weekdays and after 3:30 p.m. on Saturdays, Sundays, and holidays. Visitors are **NOT** allowed to wait in the lobby at any time. Due to space constraints, it may become necessary to end a visit early to accommodate another visit.

Visits for inmates who are housed in restrictive status housing or are serving a no-contact visiting restriction will be conducted by tele-visit. Tele-visits are limited to 1 hour in length.

All visitors age sixteen (16) and older must provide identification. The only acceptable forms of identification are:

- a. Current state driver’s license with photo

- b. Current Department of Transportation ID card with photo
- c. Current passport or VISA
- d. Military ID
- e. Driver’s license and photo ID will be accepted for visitors from out-of-state.

*Note: Expired forms of ID and school photo ID’s are not an acceptable form of identification.

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 will retain the original affidavit and place a copy in the respective inmate’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.

Purses and wallets are not permitted in the visiting room. 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 and is available from the lobby officer. We recommend such items be locked in your vehicle. The institution is not responsible for personal property left in vehicles or lobby lockers.

No food items may be carried into the institution. Soda machines are available in the visiting area, as well as a change machine (for single and five dollar bills only.) Institution staff will not make change. Money allowed in the visiting room is limited to \$5.00 per visitor.

Visitors requiring medication for treatment of immediate life threatening conditions will be allowed to take the medication to the visiting room.

Envelopes for medication will be available in the lobby. The visitor is responsible for placing the medication in the envelope and completing all information requested on the envelope. Lobby staff will seal the envelope. The visitor will deliver the envelope to the sergeants’ desk where it will be kept. If needed, the medication will be taken in the presence of staff. Unclaimed medication will be disposed of within 24 hours.

Cameras are not permitted in the visiting room.

Watches are not permitted

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 that takes pictures, has video or voice recording, and/or a communications device such as a cell phone, pager, or PDA. If you arrive with one of the devices listed or similar device, you must secure the device in your vehicle.

No reading materials or other papers may be brought in without prior approval.

NOTE: All legal material, including tax documents, must be sent through the U.S. Mail only.

Pets are **NOT** permitted except for the disabled.

Visitors may **NOT** bring games into the institution. 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. Visitors not on the visiting list and/or not given access to the OSCI visiting room will not be allowed to wait in the OSCI lobby or parking lot. **No persons or animals are permitted to be left unattended in vehicles.**

Any visitor who needs the use of a wheelchair must pass entrance procedures and will be allowed only

to visit using an institution wheelchair provided by OSCI. Individuals who have special need

requirements i.e., (personal wheelchairs, oxygen, or metal in body) will need to complete DOC 2424 and have your doctor's office fax the completed form to OSCI. DOC 2424 forms are mailed to you from the inmate you are requesting to visit.

Facility Mailing Addresses

UPS and store inmate mailing address:
1730 West Snell Road
Oshkosh, WI 54901

Inmate letters and cards mailing address:
PO Box 3310
Oshkosh, WI 54903-3310

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.

Institution staff mailing address:
PO Box 3530
Oshkosh, WI 54903-3530

Some Do's and Don'ts in the visiting room

Visitors will be assigned seating when they enter the visiting room. Inmates must 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.

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 will need to provide your name and table number prior to receiving the key. Immediately after you have used the restroom, you must return the key to the staff member located at the sergeants' desk, once again

providing your name and table number. You may not get the key from or give it to another visitor.

Whether visits are outside or inside, adult visitors are responsible for the supervision of all minors accompanying them. Adult visitors are not allowed to be seated in the children's play area. Visits may be terminated due to unruly minors or lack of supervision of the minors by the inmate and/or the adult visitors.

The outside area may be opened only at the security supervisor's discretion. If you choose to go outside, you must remain there. If you choose to come back inside, your visit will end at that time. The only exception would be inclement weather as determined by the security supervisor.

While using the outside area, inmates and visitors may not loiter under the awning. You must be in plain view of the tower at all times. All outside visits will take place by the tables, as assigned by the visiting room staff. There will be no moving of tables, inside or outside. Inmates will sit where assigned by staff and visitors will sit across from the inmate while seated at the picnic tables. You may not sit on the tabletops or straddle the benches. No visitors will be allowed to sit on the ground. Visiting with anyone not sitting at your table is not allowed, unless special permission has been granted prior to the visit.

The visiting room restaurant does not accept cash. All food purchases from the restaurant will be made by using a money transmittal from the inmate's account. **ONLY POSTED AMOUNTS CAN BE USED.** There will be no exceptions. Food orders need to be fully completed at your individual table. The money transmittal will be verified by the visiting room staff prior to receiving services. Incomplete orders will run through as is or as chef's choice. There will be no corrections or refunds. The restaurant is opened on Tuesday, Wednesday and

Thursday. This schedule may change without notice. Please plan accordingly. Only authorized staff and inmates may enter the training kitchen area.

Visitors and inmates are prohibited from sharing or exchanging any food or drink. This includes food and beverages purchased from the Training Kitchen as well as the vending machines. Once you take an individual portion, you are not allowed to share that with any inmate and inmates are not allowed to share their portion with any visitor. Violations of this rule can result in loss of visiting or disciplinary action including termination of the visit.

Visitor Clothing

Visiting areas are designed to cultivate a "family" atmosphere for family and friends of all ages. Visitors should dress and act accordingly. Footwear and acceptable attire must 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.
- Gang-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.