

# Oshkosh Correctional Institution

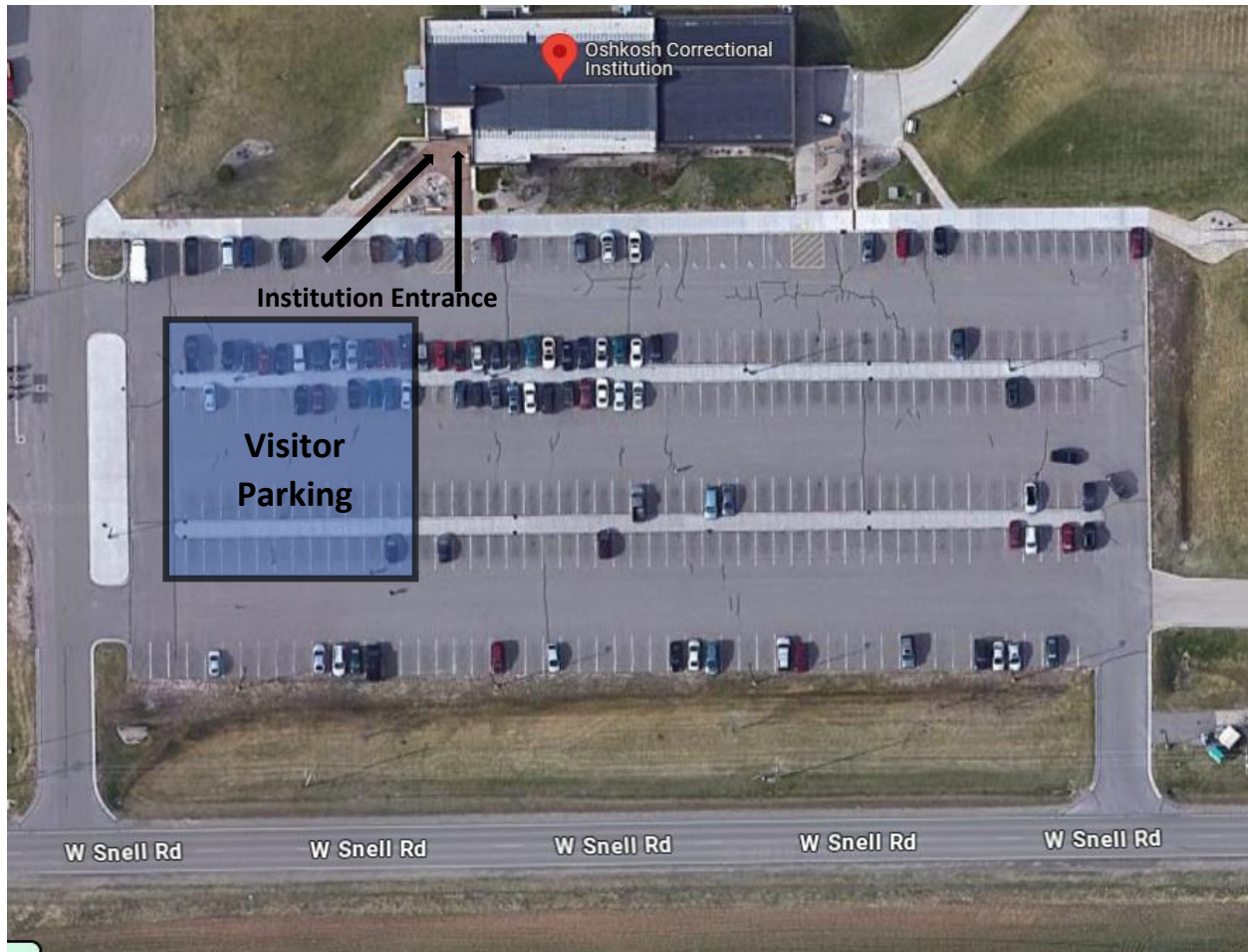


## VISITOR GUIDE

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**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

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 Persons in our Care 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)**

10:45 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. Coats and gloves are not allowed past the lobby. They will be allowed to be locked in the lobby lockers upon entrance or secured in your vehicle. A coat is an outer garment with sleeves, typically worn over other clothing for warmth or protection, or a layer of substance covering a surface.
3. Visitors shall answer all questions truthful prior to entrance from staff. Entrance may be denied when the visitor declines to answer the questions.
4. 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.

5. 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.
6. Only visitors on the Person in our Care's Approved Visiting list shall be permitted to visit the Person in our Care. 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.
7. 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.
8. Service animals are the only type of animal permitted. Comfort/Emotional support animals are NOT permitted.
9. No persons or animals are permitted to be left unattended in vehicles.
10. 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 IDs are not acceptable forms of identification.
11. 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 Person in our Care'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.
12. 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.

13. 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.
14. 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.
15. 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.
16. 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.
17. 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 Person in Our Care. 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.

## Dress Code

Visiting areas are designed to cultivate a “family” atmosphere for family and friends of all ages.

1. Acceptable attire shall be worn at all times.
2. The following are considered unacceptable and shall result in denial of entrance to the facility:
  - Watches.
  - Internet “smart” technology and electronic recording equipment.
  - Transparent/translucent clothing.
  - Camouflage clothing.
  - Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
  - Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
  - Tops and dresses that are strapless, tube or halter style.
  - Camisoles, and tank tops/sleeveless shirts are only permissible when worn under other 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 that do not reach fingertip length plus three inches when the visitor stands with upright posture, arms straight down, fingers extended as identified in this section.
  - Exposed undergarments. I. Clothing with revealing holes, tears or slits.
  - 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 undue attention.
3. Footwear shall be worn at all times.

## Vending Machine Purchase Procedure

Vending machines operate by credit/debit cards only. Friends and family may bring in one credit/debit card for use in the vending machines. The card shall be stored in a clear plastic bag. Oshkosh Correctional Institution will allow cash with prior approval by Warden/designee.

Process for purchasing items from the Vending Machines:

- Only Visitors are allowed at the vending machines
- Enter and Exit thru the designated point
- Visitor shall take all food items to the Prep Table then complete the following:
  - remove all food items from their original food packaging
  - Place all food items on the designated food holder
  - Dispose all food purchase packaging in the designated garbage can prior to leaving the Prep Table area.
- All Beverages purchased shall remain in their original container.

## Visitation Room Restaurant

Visiting Room Restaurant may be available during designated times. The following guidelines apply when the Visiting Room Restaurant is available:

- The restaurant does not accept cash. All food purchases from the restaurant shall be made by using a money transmittal from the Person in our Care's account.
  - Persons in our Care accounts shall be verified by the visiting room staff prior to receiving services.
  - Incomplete orders shall be ran through as is or as chef's choice. There will be no corrections or refunds.
  - Food orders need to be fully completed at your individual table.
  - Only authorized staff and Persons in our Care may enter the training kitchen area.

## General Visiting Room Guidelines

1. Visitors shall be assigned seating when they enter the visiting room. Persons in our Care 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. Visitors and Persons in our Care are prohibited from sharing or exchanging and food or drink.
3. 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.
4. 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 Person in our Care and/or the adult visitors.

## Video Visits

Video visits are available at the cost \$0.10 per minute 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 Persons in our Care.

Visit hours:

Monday-Friday – 3:00 PM – 7:45 PM  
Saturday-Sunday – 9:45 AM – 2:00 PM

## Special or Extended Visits

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

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

## Mailing Addresses

### Packages (UPS, FedEx)

Person in our Care Name, DOC Number  
1730 West Snell Road  
Oshkosh, WI 54901

### All Non-Legal/Privileged Persons in our Care Correspondence

Person in our Care Name, DOC Number  
Oshkosh Correctional Institution  
PO Box 189  
Phoenix, MD 21131

### All Legal/Privileged Mail & Publications

Person in our Care 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.**