



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Division of Adult Institutions

DATE: November 1, 2022

TO: All Persons in our Care (PIOC), Visitors, and OSCI Staff

FROM: Emil Toney, Security Director

SUBJECT: New Scheduling Process for In-Person Visits

Effective November 7th, **in-person visits** will be scheduled using Sign-up Genius.

Visitors can sign-up by going to the following website <https://www.signupgenius.com/>. To find the sign-up, visitors should click on the magnifying glass in the upper right corner and enter the following email address in the Search for a Sign-Up box: **DOCDAIOSCIVisits@wisconsin.gov**.

Due to a limitation in the system, visitors can schedule more than three visits in a week, however, only the first three will be acknowledged and allowed. Any visits beyond the first three will be denied by Lobby staff. Persons in our care are responsible to communicate with your visitors, to ensure they will not be turned away.

Visits that are scheduled in GP will not carry over to RHU, and vice-versa.

This change will not affect visits that have already been scheduled for the month of November.

There are no changes to the scheduling process for video visitation.