

DODGE CORRECTIONAL INSTITUTION VISITING INFORMATION

SCHEDULING

- In-person visits are currently available Monday through Thursday for Reception / General Population (GP), Saturdays for (GP only), and must be scheduled at least 48 hours in advance. The schedule will show sign-up times in 5-minute intervals but the visits themselves are up to 3 hours. The time slot you sign up for is the designated arrival time (15-minute grace period allowed for valid reason).
- All visits, both video (Offsite) and in-person (Contact) are scheduled via ICSolutions at www.ICSolutions.com
 - **All visitors ages eighteen (18) and up need their own account**
 - **All visitors need their Party ID when signing up for an account**
 - The Party ID must be obtained from the PIOC. DCI Staff cannot provide that information
- In order to allow everyone a fair opportunity you may only schedule two (2) visits at any one time
 - GP inmates are allowed three (3) in-person visits a week
 - Reception inmates are allowed two (2) in-person visits per week
 - Only those persons who are listed on the PIOC approved visiting list are allowed to schedule a visit
 - A total of five approved visitors are allowed per visit
 - Children under the age of five (5) do not count against the maximum number of allowed visitors but must be approved visitors
 - An adult must accompany children under eighteen (18) years during visit
- If you have problems or questions regarding ICSolutions or visiting please contact one of the following:
 - DOC DAI Electronic Visit Support DOCDAIElectronicVisitSupport@wisconsin.gov
 - ICSolutions https://icscorrections.com/facilities/wi_doc_ics.html
 - ICSolutions Visitation Support 1-888-646-9437
- If you have problems or questions directly related to visiting at Dodge Correctional Institution (DCI) or need assistance with signing up, please call the DCI visiting support phone number at 920-324-8362 and leave a message. Someone will call you back.

VISITING DAY

- Dodge Correctional Institution is located at 1 West Lincoln Street, Waupun, WI 53963
- Once you've arrived in the parking lot, please call (920-324-6425) and let the Lobby Staff know you have arrived
- Please DO NOT enter Dodge Correctional Institution's Lobby area. Kindly wait in your vehicle and the Lobby Officer will notify you when they are ready for you to enter and be processed for your scheduled visit
 - To ensure you are processed for your visit on time, visitors shall arrive at least fifteen (15) minutes before your scheduled visit
 - Visitors must follow the DCI dress code or you may be turned away. Please bring an extra outfit in case your outfit does not meet requirements
 - Visitors shall be required to pass the metal detector. If you have a special entrance need such as a medical device that will not allow you to pass the metal detector, a DOC-2424 Visitor Requesting Accommodations form must be completed and mailed to Dodge Correctional Institution prior to your visit. Please address the envelope to- *Attn: Security Director, PO Box 661 Waupun, WI 53963*, or faxed to the Security Director Secretary at 920-324-6318. This form must be approved and valid prior to any visits being allowed. No in person visits are allowed prior to having an approved DOC-2424.



DOC-2424 Visitor
Requesting Accommr

- **Processing of visitors (entry and exit)**
 - Visiting shall be stopped thirty (30) minutes prior to facility count and shall resume (if needed) when count clears.
 - Visitors will not be processed through the Lobby or be allowed to wait in the Lobby during the following times:
 - Prior to 2:35 pm Monday through Saturday and 7:45 am on Saturday
 - During institution count from 5:00 pm until 5:45 pm or until cleared
 - Visitors who arrive fifteen (15) minutes past the visit start time may be denied entry. Please call in advance for approval to be late.
 - A maximum of \$25.00 in change per visitor may be taken to the Visiting Center to be used in vending machines. No paper money is allowed past the lobby. Change needs to be placed in a clear zip pouch or baggie.
 - Vending machines with limited items are available for purchase during visits in the Visiting Center
 - Food and/or drinks cannot be shared
 - Visitors cannot leave money for persons in our care (PIOC) here at Dodge

- PLEASE LEAVE YOUR WALLETS, PURSES, WATCHES AND CELL PHONES IN YOUR VEHICLE. THESE ITEMS SHOULD NOT COME INTO THE LOBBY. YOUR POCKETS SHOULD BE EMPTY. LOCKERS ARE AVAILABLE FOR YOUR ID AND CAR KEYS ONLY.

IDENTIFICATION

- All visitors age sixteen (16) or older shall provide photo identification
- Acceptable forms of identification are:
 - Valid State driver's license
 - Valid passport or visa
 - Valid Department of Transportation ID
 - Valid military ID
 - Valid tribal ID (if it provides a photo)
- Additional rules and regulations may be found by visiting [DOC Dodge Correctional Institution \(wi.gov\)](https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DodgeCorrectionalInstitution.aspx)
<https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DodgeCorrectionalInstitution.aspx>

PIOC Status	Allowable Weekly Visits	Duration of Visit	Visiting Hours
Reception Status	Two (2)	Three (3) Hours Per Visit	2:45 PM to 8:30 PM
General Population	Three (3)	Three (3) Hours Per Visit	2:45 PM to 8:30 PM Monday-Thursday 8:00 AM to 1:00 PM Saturday
PIOC in Restrictive housing, or on Unit 25 may be subject to reduced time and/or no-contact visits.			
** Due to institution 5:30 count, visitors will not be permitted to leave the visiting room from 5:00pm, until count clears. This is generally 5:45pm.			

CLOTHING:

- You will only be allowed three (3) attempts to make it through the metal detector before being denied entry
- Any clothing with extra metal attached, tags, snaps, bobby pins, hat pins, underwire bras, etc. may inhibit your ability to clear the metal detector. When in-doubt, bring extra clothing along to prevent being denied a visit.
- No Underwire Bras are allowed. Bras must be free of any metal which includes the strap adjusters and the back clips to secure the bra.
- Footwear shall be removed, checked for contraband and sent through the X-ray machine prior to the visitor passing through the metal detector. Following the security check, footwear must be worn at all times.

DRESS CODE:

1. Acceptable attire shall be worn at all times. **When in doubt choose conservative loose and non-revealing clothing**
2. The following are considered unacceptable and shall result in denial of entrance to the facility or return of these items to the:
 - a. Watches
 - b. Internet "smart" technology and electronic recording equipment
 - c. Transparent/translucent clothing
 - d. Camouflage clothing
 - e. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended
 - f. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended
 - g. Tops and dresses that are strapless, tube or halter style
 - h. Camisoles and tank tops are only permissible when worn under other attire
 - i. Tops and dresses that expose the midriff (front and or back)
 - j. 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.
 - k. Exposed undergarments
 - l. Clothing with revealing holes, tears or slits
 - m. Clothing or accessories with obscene or profane writing, images or pictures
 - n. Gang related clothing, headwear, shoes, logos or insignias
 - o. Any clothing that may have the potential to cause undue attention. It is the lobby staffs discretion if your outfit meets the dress code please plan accordingly.

ADDITIONAL ENHANCED ON-UNIT VIDEO VISITING INFORMATION

- Information and frequently asked questions regarding video visits may be obtained by visiting <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/VisitingInformation.aspx>
- Information about enrolling with ICSolutions has been placed in the lobby for visitors and is also available on DCI's portion of the DOC Public Website. <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/DodgeCorrectionalInstitution.aspx>
- In order for family and friends to schedule an on-unit visit they will need to establish an ICS account and add their "Party ID" to their account. The Party ID must be obtained from the PIOC, DCI Staff cannot provide that information.

Reception Status

- Visitors must schedule video visits forty-eight (48) hours in advance and no more than seven (7) days in the future
- PIOC are allowed one (1) free video visit per week at this time
- ICS video visits are not available in RHU
- One additional video visit per week is available at the cost of \$2.50 per visit. Unapproved additional visits will be deleted and may result in discipline.

General Population

- Visitors must schedule video visits forty-eight (48) hours in advance and no more than seven (7) days in the future
- PIOC are allowed one (1) free video visit per week at this time
- ICS video visits are not available in RHU
- Additional video visit opportunities may be available at the cost of \$2.50 per visit
- Each visitor may be required to show an ID at the beginning of the visit and as requested
- Availability is 7 days a week from 8 am -11:30 am, 1 pm – 5 pm, 6 pm – 8 pm
- PIOC should avoid scheduling video visits during their scheduled work hours unless permission from work has been obtained or alternate duty was scheduled

All video visits are expected to follow the visiting room rules

- Each video visit is a maximum of 25 minutes in length
- Each visitor is required to show an ID at the beginning of the visit and as requested
- Availability is seven (7) days a week from 8 am -11:30 am, 1 pm – 5 pm and 6 pm – 8 pm.
- Video visits may be recorded and monitored
- Only those scheduled to attend the visit shall be on the video screen
- Visitors shall not record the visit
- The same dress code rules as in- person visits are enforced. Visitor attire cannot have any of the following:
 - Exposed undergarments
 - 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
 - Transparent/translucent (see-through) clothing
 - Headwear that conceals identity
- Video visiting shall be terminated immediately if there is any suspicion of illegal activity or any behavior which would be deemed inappropriate/unacceptable in the visiting room setting, in accordance with this policy. This includes, but is not limited to, the following:
 - Sexual acts or nudity
 - Drug or alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language
 - Inappropriate location of visitor (bar, night club, etc.)
 - Operating a moving vehicle during the scheduled visit

Daniel Cromwell, Warden

DRIVING DIRECTIONS TO DODGE CORRECTIONAL INSTITUTION

From the South (Milwaukee) – Take US 41/45 North to Hwy 49 (Brownsville) exit. Turn left on Hwy 49 West to Waupun. In Waupun, at the third stoplight, turn left on Madison Street. Continue past Waupun Correctional Institution (WCI) and turn right on Lincoln Street. Over the railroad tracks, you will see DCI on the left.

From the East (Sheboygan Area) – Take Hwy 23 West onto US 45. From US 45, merge onto US 151 South and continue on US 151 bypassing Fond du Lac. Exit right on Hwy 49 into Waupun. At the third stoplight, turn left on Madison Street. Continue past Waupun Correctional Institution (WCI) and turn right on Lincoln Street. Over the railroad tracks, you will see DCI on the left.

From the North (Green Bay/Appleton Area) – Follow US 41 South past Oshkosh. Exit on Hwy 26 toward Waupun. Stay on Hwy 26 through Rosendale. Merge on to US 151 South. Exit right on Hwy 49 into Waupun. At the third stoplight, turn left on Madison Street. Continue past Waupun Correctional Institution (WCI) and turn right on Lincoln Street. Over the railroad tracks, you will see DCI on the left.

From the West (Madison) – Take US 151 North and exit on Cty Hwy M toward Waupun. Follow M to MM (Beaver Dam Street) and then to Lincoln Street (4 miles). Turn right on Lincoln and you will see DCI on the right.