



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Jared Hoy

Waupun Correctional Institution

MEMORANDUM

DATE: October 17, 2024

TO: Waupun Correctional Institution (WCI) Population Friends and Family

FROM: Brad Mlodzik, Warden *B. Mlodzik*

SUBJECT: In-Person Visiting

Effective November 3, 2024, Waupun Correctional Institution will be making several adjustments to in-person visitation. The goal of these changes is to provide better opportunity for friends and family to participate with in-person visiting and improve the overall experience.

- In-person visiting slots will now be offered in the afternoon and evenings. We will no longer be offering AM visiting slots. Please see time slots below.
- The visiting room vending machines will be transitioning to a cashless only option. Friends and family will be allowed to bring in one credit/debit card for use in the vending machines. Visitors will be allowed to utilize both options until November 3rd, 2024, at which time, coins will no longer be permitted in the visiting room.

There is no change in the scheduling of visits, friends and family should continue to utilize ICSolutions. You can anticipate additional expansions and adjustments after an evaluation period. We recognize the importance of in-person visiting and appreciate your patience through this process.

WCI In-Person Visiting Time Slots

Monday through Friday	
2:45pm-5:15pm	5:45pm-8:15pm

To request an in-person visit, www.icsolutions.com-click here.

Questions or difficulties registering an account should be directed to:
<https://icsolutions.com/FriendsFamilyHome/Support/ContactUs.html>

General Information

- There is a maximum limit of 4 approved visitors per visit. This includes adults, minors and infants. At least one visitor must be an adult.
- In-person visits must be scheduled at least 48 hours in advance and no more than 14 days in advance.
- Visits are scheduled on a first come, first serve basis.
- If the visitor fails to show up or if a PIOC refuses the visit, the appointment will count towards the monthly visit total.
- DAI Policy #309.06.01-Visiting, is to be adhered to at all times. Dress code will be enforced.
- Each PIOC will be eligible for 1 visit per week or up to 4 visits per month.
- Visits will be scheduled for up to 2.5 hours.
- Vending machines operate by credit/debit cards only. Friends and family may bring in one credit/debit card for use in the vending machines.

Additional Information for In-person Visits:

- A brief embrace and kiss are allowed at the beginning and end of each visit.
- Holding hands will be permitted above the table and hands must be visible to staff at all times. No massaging or rubbing of hands or arms is permitted.
- Children are not allowed to be lifted above the head or thrown.
- Do not move chairs unless given permission by a staff member.
- Conversation during visits should be held to a normal tone of voice so as not to disturb others.
- Refusal to comply with visiting rules may result in ending the visit or suspension of future visits.

Visiting Room Rules

It is the objective of WCI to encourage and accommodate the visitation of PIOC by family members, friends, and others who provide support to the PIOC. This goal will be implemented with a visitation process, which provides a safe, secure, yet wholesome visiting environment through the maintenance of proper conduct and adherence to applicable rules and procedures.

The following rules apply to visiting at WCI:

- a. PIOC will be pat searched prior to visit and strip-searched following the visit.
- b. Failure to follow the visiting rules may result in the termination of the visit by a Security Supervisor and possible further administrative action of termination, suspension, or revocation of your visiting privileges by the Security Director.
- c. PIOC must consume, dispose of or send out with their visitor all edibles purchased while on visit. Consumables may not be taken back to unit.
- d. Food and/or drink are allowed, but cannot be shared amongst visitors and PIOC. Food shall be emptied out on a paper plate.
- e. There shall be no loud talking or boisterous behavior in the visiting area.

- f. Only a wedding ring (if you are married) and emergency medication is allowed in the visiting area. Institution dress code applies. Only state-issued clothing (green shirt, green pants) as outmost garments and state-issued shoes may be worn by PIOC on visits. PIOC are required to wear state underwear.
- g. Clothing should be in good repair; shirt must be tucked in at all times and shoes tied.
- h. State IDs must be worn at all times.
- i. Excessive and overt displays of affection are not permitted. A brief hug & kiss is allowed at the beginning and end of visits. Unrestrained or inappropriate displays of affection can result in disciplinary action, including suspension of visiting privileges and your visit being terminated.
- j. PIOC are not permitted to leave their tables or handle money. Only visitors are permitted to operate the vending machines.
- k. Personal grooming is not permitted in visiting area.
- l. Parents are responsible for the supervision of their children. Children will remain at the table during visits and must not disrupt other visits. Running and loud yelling are prohibited. Failure to comply may result in your visit being ended.
- m. Children of a PIOC who are age seven or under, may be permitted to be held and/or sit on the PIOC's lap, provided there are no risk factors as determined by facility staff.
- n. Changing of an infant's diaper shall only be permitted by the visitors in the visitors' restroom.
- o. PIOC and visitors must remain at the assigned table. They are not permitted to visit with other visitors or PIOC. The visitor and the PIOC must be seated in the manner in which the chairs are placed around the table. PIOC and visitors shall sit in an upright position, facing forward, keeping their feet off the furniture. In visits where only one adult visitor is present, the visitor is to sit directly across from PIOC. Couples will be seated across from one another at all times. Chairs are not to be moved, turned around, etc. without the Officer's authorization.
- p. PIOC are not allowed to walk their visitors to the gate at the end of their visit. PIOC are to remain in their chair until visitors are gone and they're called by the Officer/Sergeant to leave the Visiting Room.
- q. At no time are PIOC to leave their seat and table unless called by the Officer/Sergeant or called up to get their picture taken.
- r. PIOC shall sit with their back towards the vending machines and remain seated the entire visit with the exception of visiting room photos and filling out disbursements for photos.
- s. Hands will not be placed inside or underneath visitor or PIOC clothing. Hands or laps shall not be covered during visits.
- t. PIOC or visitors shall not remove shoes, socks, headwear or other articles of clothing during visit.
- u. PIOC that need to use the restroom during a visit will be strip searched prior to and after using the restroom.
- v. No one under the age of 16 may leave the Visiting Room without an adult escort. If a visitor leaves the visiting area the visit is ended. The visitor will not be allowed back into the visiting area.

It is the responsibility of visitors and PIOC to know and obey all rules made available to them by written bulletin, posting, or verbal direction. Thank you for your patience through this process.