



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers

Taycheedah Correctional Institution

DATE: March 28, 2024
TO: Friends and Family of TCI Population
FROM: Warden McDermott
SUBJECT: TCI Video and In-person Visiting

Effective March 28th, the Wisconsin Women's Correctional System will begin using ICSolutions (ICS) to schedule in-person visits and on-unit video visits. Visitors will need to continue scheduling visits on the ICS website. www.icsolutions.com

Friends and Family that are having any issues with Party IDs concerns can be directed to DOCDAIElectronicVisitSupport@wisconsin.gov. TCI staff cannot assist with Party ID questions.

General Visit Scheduling Information

- Visitors must have an approved Visitor Questionnaire (DOC-21AA) on file and be on the visiting list.
- Up to six (6) adults and twenty (20) children will be allowed on a visit at a time, with at least one visitor being an adult.
- Visitors must schedule visits 48 hours in advance and no more than fourteen (14) days in the future.
- Visiting hours will not be extended past the set regular visiting hours.

General In-Person Visiting Information

- Each person is eligible for up to three (4) in-person visits each week.
- Each in-person visit will be up to three (3) hours in length.
- Visitors may arrive at any time during the 1430-1730 slot. Visits will extend past 8:10 PM.
 - For example, a visit is scheduled for the 2:30 PM to 5:30 PM slot, visitors can arrive at the institution anytime between that time and receive their three-hour visit.
 - For example, visitors arrive at 4:30 PM. Visitors will be allowed to stay until 7:30 PM.
- Individuals housed on MSMU Wing 1 or in RH are eligible for one (1) 60 minute visit each week and will attend the visit in the telebooth in RH. The visitor will visit via the booth in the visiting room.
- Individuals in general population will report to the visiting room for their scheduled in-person visit.
- Visits are scheduled on a first come first serve basis as space is limited.
- Visiting schedule hours:

○ Monday-Wednesday & Friday	2:30 PM - 8:10 PM
○ Saturdays	1:00 PM – 8:10 PM
○ Sundays	8:00 AM – 8:10 PM
○ Holidays (Monday-Friday)	8:30 AM - 3:30 PM
- Please refer DOC 309.06.01 regarding special visits.

General Video Visiting Information

- Each person is eligible for one free video visit per week.
- Those housed in RHU will not be able to schedule or attend a video visit.
- Each person is eligible for up to 12 paid video visits per month at \$2.50 each.
- Each video visit will be a maximum of 25 minutes in length.
- Video visits will be limited to one per day and no more than 4 per week.
- Each visitor on the video visit must have an ICS account and be listed on the visiting reservation.

- Each visitor will be required to show ID at the beginning of the visit and during the visit when requested.
 - Visiting hours are specific to each unit and will be posted on the unit and ICS system when scheduling.
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TAYCHEEDAH CORRECTIONAL INSTITUTION PROCEDURE:

1. Visitors will use the parking spaces provided.
2. Animals are not allowed on state property except for service animals.
3. Children are not to be left unattended in vehicles.
4. Handicap parking spaces are provided with valid permit displayed.
5. Institutional vehicles are to be parked in designated areas.
6. Parking on the roadway or grass is prohibited.
7. Vehicles will be parked in between the lines in an appropriate manner.
8. Parking in the roadway to the Sally Port is prohibited.
9. All vehicles are to be locked, windows are to be rolled up, and sunroofs should be secured in the closed position. Exception-during periods of extreme heat vehicle windows may be cracked open approximately 1 inch.
10. Motorcycles will park in between the lines, in designated area.
11. Bicycles will park in bike rack provided.
12. No alcohol, weapons, incendiary items, illicit drugs or unsecured items that could be used for aid in an escape will be allowed on state property.
13. No vehicles may be left overnight.

The entire DAI Visiting Policy for all Wisconsin Department of Corrections facilities can be viewed at <http://doc.wi.gov/families-visitors/visitation-process>

- Failure to comply with the guidelines may result in denial of entrance or removal from the Taycheedah Correctional Institution.
- The Wisconsin Women's Correctional System encourages and supports visiting opportunities to inmates and their approved visitors. The listed guidelines help ensure a safe and secure visiting environment while promoting a family atmosphere.