

## DODGE CORRECTIONAL INSTITUTION VISITING – GENERAL INFORMATION

**TO INMATES:** This information sheet should be sent to your visitors and correspondents. Retain a copy for your information.

**MAIL:** Correspondence should be addressed to inmates by name and number at PO Box 700, Waupun, WI 53963-0700. Sender's name and address must be indicated on the return address portion of the envelope. Inmates in the A&E Unit at this institution are not allowed to receive most items of personal property either through the mail or on visits. Family and friends may only send money in the form of a money order or cashier's check to assist with the purchase of embossed envelopes from Canteen. **Money orders & cashiers checks are to be mailed to the inmate at PO Box 800.**

**ASSESSMENT & EVALUATION (A&E) VISITING LIST:** No more than 4 close family members (natural, adoptive, step and foster parents; spouse, children, grandparents, grandchildren or siblings) will be approved to visit. Your children under 18 years of age shall not be counted against the 4-visitor limit on your list. If your spouse's last name is different than yours, they must send a copy of your marriage license to verify their relationship to you. You must send questionnaires available on your unit to your proposed visitors.

**GENERAL POPULATION (GP) VISITING LIST:** No more than 12 adult visitors will be approved to visit. Children under 18 years of age shall not be counted against the 12 visitor limit on your list. You must send questionnaires available on your unit to your proposed visitors.

**VISITING CENTER:** Dodge Correctional Institution is located at 1 West Lincoln Street, Waupun, WI 53963. Only those persons who are listed on the Approved Visiting List are allowed to visit. **The maximum number of visitors over age 5 for any one visit is 5.** Children under 5 years of age are not counted against the limit of 5 visitors per visit. An adult must accompany children under 18 years of age in order to visit. Visitors 16 years of age and older will be required to furnish photo ID before being admitted. The only acceptable forms of ID are: valid and current military or tribal ID card (if currently in active service), valid State driver's license, valid passport or visa or valid D.O.T. picture ID. No paper money is allowed past the Lobby. A change machine is located in the Lobby. Each visitor may take a maximum of \$15.00 in change to the Visiting Center. No wallets or purses are allowed to be taken to the Visiting Center. Visitors may secure their personal belongings in lockers that are available in the Lobby. Purchases of hobby items for sale in the Visiting Center can be made by check or money order only. Visitors must inform the Lobby Officer upon their arrival of their desire to purchase a hobby item. Visitors are expected to contact the Visiting Center Officer upon their arrival in the Visiting Center. The Visiting Center Officer will process the transaction. At the conclusion of the visit, the hobby items will be given to the visitor along with a receipt. Vending machines are available for use during visits in the Visiting Center. Visitors cannot leave money for inmates.

- In accordance with Wisconsin Statute 302.095 **Delivering articles to inmate. (2)** Any... person who delivers or...has in his or her possession with intent to deliver to any inmate confined in a...state prison,...any article or thing whatever,...contrary to the rules or regulations and without the knowledge or permission of...the warden...shall be imprisoned for not more than 2 years or fined not more than \$500.

<i>Inmate Status</i>	<i>Allowable Weekly Visits</i>	<i>Duration of Visit (Space Permitting)</i>	<i>Visiting Hours</i>
A&E Status	2	2 Hours – Weekdays or 2 Hours – Weekends/Holidays*	Weekdays/3:00 p.m. to 8:30 p.m. Weekends/Holidays 8:15 a.m. to 3:45 p.m.
GP Status	3	3 Hours – Weekdays or 2 Hours – Weekends/Holidays*	Weekdays/3:00 p.m. to 8:30 p.m. Weekends/Holidays 8:15 a.m. to 3:45 p.m.
*Inmates are permitted to visit on only one day of a weekend. Holidays are: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, July 4 <sup>th</sup> , Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.			

For the purpose of counting visits, the visit week will start on Sunday and end the following Saturday. DCI will not be processing visits between 12:00 p.m. and 12:30 p.m. on weekends or between 5:15 p.m. and 5:45 p.m. on weekdays in order to conduct the inmate count. Visitors are not allowed in the Lobby prior to 8:00 a.m. on weekends and 2:45 p.m. during the week. **Processing visits in the Lobby ends 45 minutes prior to visiting hours ending.**

### **EFFECTIVE AUGUST 24, 2013**

Visitors will not be processed through the Lobby from 1:30 – 2:00 PM on weekends and holidays. Visitors will not be allowed in the Lobby or be allowed to wait in the Lobby during this time. Visitors will again be processed beginning at 2:00 PM.

**MEDICAL VERIFICATION:** Visitors who are unable to successfully clear and walk through the metal detector due to a medical appliance/assistive device, must submit a completed DOC-2424 – *Visitor Requesting Accommodations* to the DCI Security Director **prior** to the visit. Send to Dodge Correctional Institution, Attn: Security Department, PO Box 661, Waupun, WI 53963.

**CLOTHING:** Any clothing with extra metal attached, tags, snaps, bobby pins, hat pins, etc. may inhibit your ability to clear the metal detector. This includes underwire bras. You will only be allowed to wear one ring, one necklace and one pair of earrings. A Medic-Alert bracelet will be allowed. Footwear must be worn at all times. You will only be allowed 3 attempts to make it through the metal detector before being denied, so please dress appropriately. When in doubt, bring extra clothing along to prevent being denied a visit. Finger-tip length is defined as standing naturally with arms straight down, fingers extended. The following apparel is inappropriate and will result in the denial of a visit: transparent/translucent clothing; shorts that are shorter than fingertip length; skirts/dresses shorter than fingertip length plus three inches; strapless, tube and halter tops/dresses; tops and dresses that expose the midriff (front and/or back); Spandex or Spandex-like and Lycra or Lycra-like clothing (any); exposed underwear; 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; or any clothing that may have the potential to cause a disruption. Headwear is allowed after viewing/identification by staff.

EFFECTIVE DATE: 08/24/13

## **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.