

VISITING GUIDELINE OSHKOSH CORRECTIONAL INSTITUTION

The Oshkosh Correctional Institution is located at 1730 West Snell Road, between Highways 45 and 76 just north of the City of Oshkosh.

Visitors can exit off Highway 41 onto 45 South and proceed east to the first road (Snell Road) on the left. Follow Snell Road directly to the institution. Visitors may also take Highway 76 to Snell Road, and turn west on Snell Road.

VISIT ENTRANCE PROCEDURES

Oshkosh Correctional institution is a Tobacco Free Environment. Tobacco will **NOT** be allowed to be locked in the lobby lockers upon entrance; it needs to be secured in your vehicle. Please be sure to park in the designated area. Special parking spaces have been provided (marked by handicapped signs) for visitors who have a physical disability and provide license plates or state approved display cards that authorize handicapped parking.

Only visitors on the inmate's approved list shall be permitted to visit the inmate. This includes adults, minors and infants. The maximum number of visitors will not exceed 12 visitors. Only 6 adults allowed per a single visit. The visiting week begins on Wednesday and ends the following Tuesday. Visiting hours are as follows:

3:00 p.m. to 9:00 p.m. Monday
3:00 p.m. to 9:00 p.m. Tuesday
3:00 p.m. to 9:00 p.m. Wednesday
3:00 p.m. to 9:00 p.m. Thursday
3:00 p.m. to 9:00 p.m. Friday
8:00 a.m. to 4:00 p.m. Saturday
8:00 a.m. to 4:00 p.m. Sunday
8:00 a.m. to 4:00 p.m. Holidays

Inmates are permitted three (3) visits per week, but only **one** may be on a weekend. They may receive only **one** visit on any single day.

Weekday visits are limited to three (3) hours, and visits on Saturdays, Sundays, and holidays are limited to two (2) hours. Lobby opens 15 minutes prior to the start of visits so you're your arrival accordingly. Visits will not be processed 10 minutes prior to institution count times (12:25 p.m and 4:40 p.m.). Processing of visits will resume once institution count clears. To avoid congestion, visitors are **NOT** allowed to wait in the lobby at any time.

Visits for inmates who are housed in segregation or are serving a no-contact visiting restriction will be conducted by tele-visit. Tele-visits are limited to 1 hour in length. Visitors will not be admitted after 8:30 p.m. on weekdays and after 3:30 p.m. on Saturdays, Sundays, and holidays. Due to space constraints, at times, it may become necessary to end a visit early to accommodate another visit.

All visitors age sixteen (16) and older must provide identification. The only acceptable forms of identification are:

- A current state driver's license with picture.
- A current Department of Transportation ID card with picture.
- A current passport or Visa.
- County Welfare Department picture ID
- Military ID.
- Driver's license and picture ID will be accepted for visitors from out-of-state.

*Note: An expired form of I.D. will not be accepted, also school picture I.D.'s are not an acceptable form of identification.

Purses are not permitted in the visiting room. Lockers are provided in the lobby for placement of purses and other items not

allowed in the institutions. A token is required to operate the key in the locker and is available from the lobby officer. We recommend that purses be locked in your vehicle; the institution is not responsible for personal property left in vehicles or lobby lockers.

No food items may be carried into the institution. Vending machines are available in the visiting area, as well as a change machine (for single and five-dollar bills only.) Institution staff does not make change. Money allowed in the visiting room is limited to \$5.00 per visitor.

Visitors wishing to deposit money in an inmate's account must fill out all the information on the envelope provided. Put the cash, money order or cashiers check into the envelope, complete all inmate areas of the envelope, seal, and put into the safe. Envelopes must be legible to the Business Office staff or the money will be deposited into the State General Fund. Envelopes received in the lobby will take approximately 3-5 business days to be deposited into the inmate's account and will not be available for the inmate's use until after it is recorded in his account.

Inmates may receive money orders or cashiers checks from others via the mail sent to PO Box 3367. . No cash or personal checks are allowed via the mail and will be returned to the sender. **Always include the inmate's number when filling out all checks and money orders.**

Visitors requiring medication for treatment of immediate life threatening conditions will be allowed to take the medication to the visiting room. Envelopes for medication will be available in the lobby. The visitor is

responsible for placing the medication in the envelope, completing all information requested on the envelope. Lobby staff will seal the envelope. The visitor will deliver the envelope to the visiting room staff where it will be kept until needed. When needed, the medication will be taken in the presence of staff. Unclaimed medication will be disposed of within 24 hours.

Visitors may bring the following items into the visiting room:

- Coins and or bills, not to exceed \$5.00
- 3" x 5" coin purse
- Comb, pick, and/or brush
- Up to three baby blankets
- Up to four diapers
- Up to two plastic baby bottles
- A hand held baby seat
- Individual diaper wipes stored in a clear plastic bag.
- A pacifier

Photos – not to exceed 25. All must be taken back out of the institution with the visitor. Polaroid pictures are not allowed.

Diaper bags are not permitted into the institution. Items approved to bring into the visiting room should be carried in a clear plastic bag.

Cameras are not permitted in the visiting room; however, pictures may be purchased through the OSCI Photo Program.

Drugs, alcohol, and weapons are not permitted in the institution. Persons found to be attempting to bring any of those items into the institution are subject to prosecution. A felony conviction could be the result of this activity. Persons exhibiting signs of intoxication or under the influence of any other drug will not be allowed to enter the institution.

Electronic Devices: Unless approved in advance by the Warden, non-DOC visitors are not allowed to enter the institution with any device that takes pictures, has video or voice recording and/or a communications device such as a cell phone, pager or PDA. If you arrive with one of the devices listed or similar device, you must secure the device in your vehicle.

No reading materials or other papers may be brought in without prior approval.

NOTE: All legal material, including tax documents, will be sent through the U.S. Mail only.

Pets are not permitted except for the disabled. Pets can only be left in the vehicles if it does not pose a danger from the elements to the animal's safety, i.e. Heat index over 90 degrees.

Visitors may not bring games into the institution.

Minors under the age of 18 cannot be left unattended in the entrance, lobby or parking lot. Any minor sent back to the lobby or to the car must be accompanied by an adult. Visitors who are not on the visiting list and/or are not given access to the OSCI visiting room will not be allowed to wait in the OSCI Lobby or parking lot.

All visitors must pass through and clear the metal detector. Visitors will be given three opportunities to successfully clear metal detection. Failure to do so will result in the visitor being denied entrance into the institution. To expedite the entrance process, visitors should avoid wearing clothing with metal attached (buckles, snaps, metal buttons, bib overalls) and refrain from wearing

excessive jewelry. The metal detector is also sensitive to wire in undergarments. Any visitor who has a medical condition, i.e., metal pin in leg, etc., must provide a medical verification from a doctor, per institution policy, before being allowed entrance. There are **no exceptions** to this policy.

Any visitor that needs the use of a wheelchair to visit must pass entrance procedures and will be allowed only to visit in an institution wheelchair that is provided by OSCI. Individuals who have specially designed or equipped wheelchairs must submit to the Security Director medical documentation from a doctor to verify the need prior to the visit. Institution staff are not available to push wheelchairs for visitors.

The visiting area at OSCI stresses a **“family” atmosphere**, as friends and family are of all ages. Visitors must keep this in mind when selecting clothing to wear during visits. Any apparel considered inappropriate by staff will not be allowed to be worn into the visiting room, and will result in a denial of a visit; this is applied to all visitors. The following apparel is considered **inappropriate**.

- a. transparent/translucent clothing
- b. shorts which are shorter than the fingertip length
- c. skirts and dresses shorter than the fingertip length plus three inches
- d. strapless, tube and halter tops and dresses
- e. tops and dresses which expose the midriff (front and/or back), note: a jacket will not be allowed to be worn to cover the area if exposed prior to.
- f. Spandex or Spandex like and Lycra or Lycra like athletic pants, aerobic/exercise tights or leotards, swimming suits
- g. Clothing with revealing holes, tears or slits above fingertip length (this includes skirts or dresses with slits).

- h. Clothing or accessories with obscene or profane writing, images or pictures
- i. Gang related clothing, shoes, logos or insignia
- j. Inappropriate tattoos must be covered while on a visit.

All visitors **must** wear shoes **for the entire visit**. These restrictions apply equally to men, women, and children.

Visitors younger than 18 years of age are not allowed beyond the visiting room.

Listed below are the mailing addresses:

UPS and store inmate mailing address:
1730 West Snell Road
Oshkosh, WI 54901-3310

Inmate letters and cards mailing address:
PO Box 3310
Oshkosh, WI 54903-3310

Inmate cashiers checks and money orders address:
PO Box 3367
Oshkosh, WI 54903-3367

Institution staff mailing address:
PO Box 3530
Oshkosh, WI 54903-3530

Do's and Don'ts in the visiting room

Excessive displays of affection are not permitted. You may embrace and kiss at the beginning and end of each visit. Children 4 years of age and under may be held by the inmate if the inmate is the child's father. The minor has to be listed as the inmate's child on the visiting list prior to the inmate holding the minor. Any other physical contact will be limited to hand holding only. Inmates are not allowed to conceal their hands underneath visitor's clothing at any time, nor are visitors

allowed to conceal their hands underneath inmate clothing.

While seated, all chairs will be squared up to the tables; chairs cannot be moved without staff approval.

Whether visits are outside or inside, parents are responsible for the supervision of their children. Adult visitors are not allowed to be seated in the children's play area. Visits may be terminated due to unruly children or lack of supervision of the children by the inmate and/or the adult visitors.

While using the outside area, inmates and visitors may not loiter under the awning. You must be in plain view of the tower at all times. All outside visits will take place by the tables, and there will be no moving of tables, inside or outside, without staff approval. Inmate and visitors will sit across from one another while seated at the picnic tables. You may not sit on the tabletops or straddle the benches; no visitors will be allowed to sit on the ground.

Visiting with anyone not sitting at your table is not allowed, unless special permission has been granted prior to the visit.

The visiting room restaurant does not accept cash. All food purchases from the restaurant will be made by using a money transmittal from the inmate's account. **ONLY POSTED AMOUNTS CAN BE USED.** There will be no exceptions. Orders for food will be placed with the restaurant workers, and the money transmittal will be verified by the visiting room staff prior to receiving services. The restaurant is only opened as scheduled, and these schedules are posted a month in advance. Please plan accordingly. Only authorized staff and inmates may enter the training kitchen area for any reason.