

Inmate Correspondence/Mailing Address:

If you wish to send correspondence through the mail to someone in custody at the Waukesha County Jail, please address the envelope in the following manner:

Inmate's First and Last name
Waukesha County Jail
P O Box 0217
Waukesha, WI 53187-0217

Inmates are not allowed to ever receive any packages or books. Magazines and newspapers cannot be mailed to them from the public. Magazines and newspapers can only be mailed to them directly from the publisher.

Commonly Requested Phone Numbers:

GTL Customer Service (877) 650-4249

Waukesha County Jail (262) 548-7170

Waukesha County Huber Facility (262) 548-7181

Waukesha Probation and Parole Office (262) 521-5132

Waukesha District Attorney's Office (262) 548-7076

Waukesha County Public Defender (262) 521-5173

Waukesha County Court Questions (262) 548-7484

Waukesha County Sheriff's Department (262) 548-7122

Telephone messages for inmates will not be accepted.

County Jail - Public and Professional Visitation (Guidelines and Schedule)

Sunday	7:30 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	5:30 p.m. to 9:00 p.m.: <u>START OF WEEK</u>
Monday	7:30 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	
Tuesday	7:30 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	
Wednesday	7:30 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	
Thursday	7:30 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	
Friday	7:30 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	5:30 p.m. to 9:00 p.m.
Saturday	9:00 a.m. to 11:00 a.m.	12:30 p.m. to 4:00 p.m.	5:30 p.m. to 9:00 p.m.: <u>END OF WEEK</u>

**The last visit that will be registered prior to the facility scheduled lock down periods will occur at the following times:
10:30a.m. 3:30p.m. 8:30p.m (Friday & weekends)**

Public visitation guidelines:

1. **All public visitation is completed utilizing video visitation.**
2. Visitors are permitted to visit one (1) inmate per day.
3. Visitors are restricted to two (2) total visits per week (a week is Sunday through Saturday). The visitation log will be checked. Any attempts to visit in excess of twice per week may result in the loss of visitation privileges.
4. No consecutive visits will be allowed for any inmate. There will be at least a 20 minute span between visits.
5. An additional 15 minutes visitation will be approved for visitors traveling from out of state on a case-by-case basis as availability of visitation booths and time allows. Out of state residence will be verified by review of a driver's license.
6. Two (2) visitors are allowed for each inmate during each visitation session.

7. No unattended children (under 12 years of age) will be allowed in the public lobby.
8. Juveniles (less than 18 years of age) are allowed to visit pursuant to the following requirements/restrictions:
 - Juveniles must be accompanied by a visiting adult.
 - Juveniles are included in the two (2)-person limit for visitation.
 - Photograph identification is not required, however, the juvenile must be entered into the detention management visitation program as a visitor.
 - If a juvenile is disruptive, the adult and juvenile will be asked to leave the visitation area and/or public lobby.
9. Appropriate attire is to be worn.
10. **Cell phones are not permitted in the visiting area.** If we see you with your cell phone on, your visit will be ended.

Inmate Account Deposits:

Money may be deposited into inmate accounts via U.S. mail, online, via phone, or utilizing the public lobby kiosk. The public lobby kiosk is available to access 24 hours a day. Cash may be deposited, as well as utilizing a credit card (Master Card or Visa) or debit card. Deposits made utilizing the kiosk will result in a service fee to the kiosk vendor. The fee amount will vary depending on the amount of money you deposit.

The Waukesha County Jail will not accept inmate funds addressed to a specific inmate. Inmate funds are to be mailed separately from inmate personal mail. No cash or personal checks will be accepted. All inmate funds must be in the form of a cashier's check, or money order and be addressed to:

Waukesha County Jail
Attention: Correctional Services Assistant
P.O. Box 0217
Waukesha, WI 53187-0217

Certified/cashier's checks or money orders will be filled out as follows:

Pay to the order of: Waukesha County Jail FBO Inmate's Name
[i.e. Waukesha County Jail FBO John Doe]

Once the funds have been received and posted to the inmate account, the inmate will receive a receipt for the transaction.

*Order a care pack at shop.icaregifts.com or 888-439-5020

Online/Phone Account Deposits:

To add money to an inmate's commissary, go to www.connectnetwork.com and click: Find Our Facility: Waukesha County Jail. Click: Trust Fund. Obtain the Correctional Facility site ID: 206, the inmate's date of birth and last name. After initial set up, money can be added via phone at: 888-988-4768 on an automated system. To add money for an inmate to call out to you click: Advanced Pay. Money can be added via phone at: 800-483-8314.

To create a new account, make deposits, send messages, or share photos via tablet to eligible inmates, go to www.gettingout.com. Two (2) accounts need funding: Inmate Account (Search is Inmates Name) & Friends & Family Account (your phone # is used). Mobile App: GettingOut by Telmate is available on Google Play & App Store. Money can be added via phone at: 866-516-0115.

There is a fee associated with making a deposit on an account with Connect Network & GettingOut. The fee is determined by each company and is not set by the Waukesha County Jail. It takes up to one business day for money to be placed on the inmate's account.