



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Flambeau Correctional Center

Date: November 21, 2022

To: Staff, Visitors & Persons in Our Care (PIOC)

From: Carmen Dohms, Superintendent

RE: In-Person & Zoom Visitation Scheduling - **UPDATE**

Flambeau Correctional Center (FCC) has developed a plan to transition people from the general public back into our facility for in-person visitation.

Effective December 1, 2022, all PIOC will have an equal opportunity to visit with family and friends in-person. All visitors shall pre-schedule visitation and FCC will be able to accommodate up to five (5) in-person visiting slots per designated block. Visitors can only sign up for one block per day.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the approved visiting list.
2. FCC visitation week runs from Monday – Sunday and PIOC are allowed to have 1 in-person visit per day. Holidays will not count against a person allowed number of in-person visits for the week.
3. Visits must be scheduled at least 48 hours in advance through the below hyper link: <https://www.signupgenius.com/index.cfm?go=c.SignUpSearch&eid=08C1C0DFFDCFF96C0E&cs=09CBBADE8FCD8B137B7B64715BCF9BBDFFDB3&sortby=l.title> or go to www.signupgenius.com
 - Click the magnified glass in the upper right corner.
 - Under *Search for a Sign Up* by sign up creator email, enter this email address: DOCWCCSFCCZoomVisits@wisconsin.gov
4. Zoom visits will not be scheduled on the same day of an in-person visit.
5. Scheduling a visit will be on a first come first serve basis.
6. Once a visiting time is scheduled, that visit will count towards the PIOC's visit for the day.
7. Staff will not re-schedule visiting times.
8. There will be no make-up days, time adjustments or add-ons.
9. Visiting schedule is as follows:

In-Person Visits (one per day – designated block times below)

- Friday – 6:15 p.m. to 9:00 p.m.

- Saturday – 8:00 a.m. to 11:00 a.m. / 1:00 p.m. to 4:00 p.m.
- Sunday – 8:00 a.m. to 11:00 a.m. / 1:00 p.m. to 4:00 p.m.
- Monday – 6:15 p.m. to 9:00 p.m.
- Holidays – 8:00 a.m. to 11:00 a.m. / 1:00 p.m. to 4:00 p.m.

Zoom Visits (one-hour increments starting on the hour, 45 minutes in length)

- Monday – Friday – 8:00 a.m. to 11:00 a.m. / 12:30 p.m. to 3:30 p.m. / 6:15 p.m. to 8:15 p.m.
- Saturday – 6:15 p.m. to 8:15 p.m.
- Sunday – 6:15 p.m. to 8:15 p.m.
- Holidays – 6:15 p.m. to 8:15 p.m.

Note: Two (2) face to face visits and two (2) zoom visits will be allowed for the visitation week.

Those without internet can call the center's main line at 715-585-6394 during business hours (M-F). Whether calling or emailing, visitors are asked to specify whether they are requesting a zoom or in-person visit.

Specific guidelines for in-person visits:

1. A COVID screening (temperature and symptoms check) will be completed by security staff. Refusal to comply will result in denial of entrance.
2. Up to six (6) approved visitors will be allowed. Relationship does not matter but at least one visitor must be an adult.
3. All visitors must be appropriately dressed.
4. Brief hugs are allowed at the beginning and end of visit.
5. Hand holding and sitting on laps is not allowed.
6. Children and infants must remain in the visitors control at all times. They shall remain seated at the assigned table at all times. Please prepare children for these restrictions before arrival.
7. All chairs and tables will be sanitized between visits.
8. Food items are **NOT** allowed to be brought in.
9. There is a soda machine available onsite and \$15.00 in coins and/or one-dollar bills will be allowed to brought in for this purchase. Staff do not have a means of making change.
10. Due to scheduling limitations, visits will not be rescheduled due to tardiness.
11. In addition to these rules, general visiting rules will be enforced.

Outside Visits:

1. Outside visiting is available from Memorial Day to Labor Day weather permitting.
2. Outside visits are conducted on weekends and holidays.
3. You and your visitor must sit on the picnic benches provided in the outside visiting area.
 - Do not straddle the benches.
 - Do not sit on top of the tables.
 - Do not move the tables.

Items allowed in for picnic visits:

- Factory sealed food items may be brought in a small cooler, but must be inspected by the Sergeant before it will be allowed in the visiting area.
- Small bag of Matchlite charcoal (grills are available on site).
- Plastic eating utensils (forks, spoons, butter knives). No metal knives are allowed.
- Paper or plastic plates.
- Only tongs or a spatula is allowed for cooking utensils.
- All food items not consumed must be taken home by the visitor.
- No table cloths are allowed.
- No glass containers are allowed.
- No water or other beverages will be allowed. There is a soda machine available at the center.

Prohibited Conduct:

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. Visitors are not permitted to record the visit.
6. Visitor attire cannot have any of the following:
 - Exposed undergarments.
 - 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
 - Transparent/translucent (see-through) clothing.
7. Video visiting will be terminated immediately if there is any suspicion of Illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
 - Sexual acts or nudity
 - Drug and alcohol use during the visit
 - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language
 - Inappropriate location of visitor (bar, night club, etc.)
 - Operating a vehicle during the scheduled visit.

Reminder: If the center has an outbreak of COVID-19; in-person visits may be temporarily suspended.

Thank you for your cooperation during this time. FCC is committed to keeping PIOC, Staff and the public safe during this current pandemic.

