



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Sanger B. Powers Correctional Center

Date: April 12, 2023  
To: Staff, Visitors & PIOC  
From: Stephanie Cummings, Superintendent  
RE: Visitation Information

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Visitors are asked to continue to schedule their in-person visits at least two business days (excludes Saturdays, Sundays and holidays) in advance. The center will not schedule visit requests more than two weeks in advance. In-Person Visits will continue to be two (2) visit per week and Visitors schedule one visit per day with the same person in our care. Zoom Visits will also continue to be one (1) per week. Visits will continue to operate on a schedule of Monday through Sunday, with weekend being considered in the same week.

### **Procedure**

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list.

Visits can be scheduled by emailing the addresses below:

[DOCWCCSSPCCZoomVisits@wisconsin.gov](mailto:DOCWCCSSPCCZoomVisits@wisconsin.gov)

**The email should include the following information:**

**Name of PIOC and DOC#, Name of visitors, and requested date of visit  
(Provide a 1st and 2nd choice)**

2. Visiting schedule is as follows:

***Saturday and Holidays: 9:00 a.m. - 11:30 a.m. & 1:00 p.m. - 4:00 p.m.***

***Sunday: 1:00 p.m. - 4:00 p.m.***

***Wednesday: 7:00 p.m. - 9:00 p.m.***

***If a holiday falls on a Wednesday there will not be any evening visits.***

First time Visitors are required to send an email in order to schedule In-Person visits. Staff will respond to email with the link to sign into SignUpGenius. Those without internet access can call the institution's main line. When requesting by telephone visitors may call back after one business day to verify the date and time of the visit.

Whether calling or emailing, visitors are asked to specify whether they are requesting a zoom or in-person visit.

In addition to the new scheduling process for visitors, there are several updated visitation guidelines designed to protect persons in our care, visitors and DOC staff. Those include:

Specific guidelines for in-person visits include:

- Coins and/or bills, not to exceed \$15 for vending machines
- You are not permitted to pass anything without Staffs approval.
- Sending out property items on a visit must be approved by Captain on a DOC-761 Interview Request.
- You are required to sit directly across from wife, girlfriend, fiancé, or significant other.
- Visitors that leave the building will not be permitted to re-enter.
- An adult me accompany any visitor under the age of 18.
- Any food or drink items purchased during visits, must be consumed during visit. No items maybe take back to rooms.
- Any other rules pertaining to visits can be referred the PIOC Handbook.