



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Columbia Correctional Institution

DATE: July 13, 2020
TO: CCI Staff and Persons in Our Care
FROM: Warden Fuchs
RE: Video Visitation

On June 1, 2020, CCI began video visitation for persons in our care. As of June 29, PIOC's are allowed one 40 minute visit per week. As the process moves forward, we will continue to evaluate for necessary changes and additional opportunities.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visitation starting, the visitor(s) will be required to show an approved form of identification. Children or minors will be allowed to visit if already on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined on PIOC current status or disciplinary status restrictions in accordance with WI DOC 303.
4. You are responsible for contacting individuals you wish to visit with and provide them the information on how to schedule a visit. Visits are scheduled on a first come, first served basis as space is limited.

Visits can be scheduled by emailing the address below:

DOCDAICCIZoomVisits@Wisconsin.gov

5. Visits will be scheduled every hour, and will be a maximum of 40 minutes in length. This is to allow proper cleaning between visits, and to ensure connectivity.
6. Visiting schedule is as follows:
 - Monday, Tuesday, Thursday, Friday 3:00pm-8:00pm (scheduled on the hour; last visit will be scheduled for 7:00pm)
 - Saturday, Sunday, Holidays 8:30am-3:30pm (scheduled on the half hour; last visit will be scheduled for 2:30pm)

Please note: Effective July 27, Thursdays will no longer be available for visits. Wednesdays WILL be available for scheduling.

7. Once your visit has been scheduled, you will receive a pass indicating the date, time, and visiting booth number. It is your responsibility to ensure you arrive on time. Your visitor will receive an email confirmation indicating the date, time, and a link to connect to the visit. Visits are conducted using ZOOM. It is suggested visitors download the ZOOM app prior to the visit to ensure accessibility.
8. You are to report to the visiting room with your pass at your designated time. You are permitted to leave your assigned housing unit 5 minutes early.
9. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitation.
10. You are required to wear full state issued uniform with state issued ID on the outermost top visible for staff to view at all times. Green and red tops must be tucked into the green and red bottoms. Removal of outer layers will not be allowed in the visiting room area.

Prohibited Conduct

1. DAI Policy 309.06.01 – Visiting must be adhered to at all times.
2. PIOC's are responsible for informing 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 as to not disturb others. Only one warning will be provided in regards to this matter before 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, any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance with DAI Policy 309.06.01. This includes, but is not limited to, the following:
 - Sexual acts or nudity
 - Drug or alcohol use during the visit
 - Showing objects identified as a threat (firearms, weapons, knives, etc.)
 - Inappropriate language
 - Inappropriate location of visitor (bar, nightclub, etc.)
 - Operating a vehicle during the scheduled visit
8. Outside 3rd party calls (FaceTime, phone calls, etc.) are not allowed. Visitors are not allowed to show web pages, social media, etc. while on the video visit.
9. Video visits will be monitored by staff. Visits will be terminated if staff's view of the visit is intentionally obstructed.