



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Chippewa Valley Correctional Treatment Facility

DATE: July 21, 2020

TO: All Family and Friends of Persons in Our Care at CVCTF

FROM: Warden Nelson

SUBJECT: Video Visits - Updated

Effective July 21, 2020, all persons in the care of CVCTF will be eligible for one 20 minute visit every week, space permitting. We will continue to evaluate this process to determine if space will allow for more video visit opportunities.

### **Procedure**

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the PIOC approved visiting list. Prior to the video visiting starting, the visitor/s will be required to show an approved form of identification. Children or minors will be allowed to visit as long as they are already on the 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 to WIDOC 303.
4. PIOC are responsible for contacting individuals they wish to visit with and provide them the information on how to schedule a visit. Visits are scheduled on a first come, first serve basis as space is limited.

Visits can be scheduled by emailing the addresses below:

[DOCDAICVCTFZoomVisits@Wisconsin.gov](mailto:DOCDAICVCTFZoomVisits@Wisconsin.gov)

**Email should include:** (Incomplete emails will be denied)

- PIOC (Inmate) Name and DOC #
  - Names of all visitors
  - 1st and 2nd choice of date and time of visit
5. Visitors must complete scheduling by Wednesday at 4:00 PM for the current week/weekend.
  6. Visits will be scheduled every 30 minutes (3:00, 3:30, 4:00, etc.) but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.
  7. Visiting hours are as follows:
    - Thursday - Friday 2:30 PM - 8:30 PM
    - Saturday, Sunday, Holidays 8:30 AM - 3:30 PM

8. Once a visit has been scheduled, PIOC will receive a visit pass indicating the date / time / and visiting booth number. It is the PIOC responsibility to ensure they arrive on time. Visitors will receive an email confirmation indicating date / time and a link how to connect to the visit. Visits are conducted using ZOOM. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone, or tablet.
9. PIOC are to report to the visiting room, with their pass, at the designated time. PIOC are permitted to leave assigned housing unit 5 minutes early.
10. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations.
11. PIOC are required to wear full state issued uniform with state issued ID on the most outer top visible for staff to view at all times. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area.

### **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, 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