



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Chippewa Valley Correctional Treatment Facility

DATE: September 6, 2022

TO: All CVCTF Staff and Persons In Our Care (PIOC)

FROM: Deputy Warden Suter

SUBJECT: Visitation Updates

Visitation requests shall be scheduled a minimum of four business days in advance through SignUpGenius utilizing the following websites:

- For in-person visits: <https://www.signupgenius.com/go/cvctfvisiting-inperson>
- For video visits: <https://www.signupgenius.com/go/cvctfvisiting-video>

General Guidelines

1. DAI Policy 309.06.01 – Visiting, shall be adhered to at all times.
2. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the PIOC approved visiting list.
3. PIOC are responsible for informing their visitors of the rules governing their visit.
4. Up to six approved visitors will be allowed per visit. At least one visitor must be an adult.
5. Food and drink items are available for purchase but cannot be shared between visitors and PIOC. Vending machines are to be utilized by visitors only.
6. Conversation during visits shall be held to a normal tone of voice to not disturb others.
7. 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.
8. Eligibility will be determined on PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.

In-Person Visits

1. PIOC are permitted to have up to four in-person visits per week. Visitors shall not reserve multiple times on the same day.
2. In-person visits will be scheduled every 2 hours but will only be a maximum of 1 hour and 50 minutes in length. This is to allow proper cleaning and disinfecting between visits.
3. In-person visiting hours are as follows:
 - Thursday – Friday

- 2:10 PM – 4:00 PM
 - 4:10 PM – 6:00 PM
 - Saturday, Sunday, Holidays
 - 8:00 AM – 9:50 AM
 - 10:00 AM – 11:50 PM
 - 12:00 PM – 1:50 PM
4. Once a visit has been scheduled, the visitor will receive a confirmation email through SignUpGenius.
 5. In-person visits will not be rescheduled or extended past the scheduled end time due to tardiness by the visitor or PIOC due to scheduling limitations.
 6. In-person visitors will be subject to precautionary entrance procedures which may include a temperature check and symptom screening. Visitors may arrive up to 10 minutes prior to their scheduled visit in order to allow extra time for entrance screening. Visitors not meeting the screening guidelines may be denied visitation or required to wear a face mask.

Video Visits

1. PIOC are permitted to have two video visits per week. Visitors shall not reserve multiple times on the same day.
2. Video visits will be scheduled every 30 minutes (3:00, 3:30, 4:00, etc.) but will be a maximum of 20 minutes in duration. This is to allow proper cleaning and disinfecting between visits and to ensure connectivity.
3. Video Visiting hours are as follows:
 - Thursday - Friday 2:30 PM - 6:00 PM
 - Saturday, Sunday, Holidays 8:00 AM - 2:00 PM
4. Visitors will receive an email confirmation through SignUpGenius, 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.
5. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations.
6. Prior to the video visiting starting, the visitor(s) will be required to show an approved form of identification.
7. Only those scheduled to attend the visit are permitted to be on the video screen.
8. Visitors are not permitted to record the visit, staff, or the facility.
9. 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 or 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, casino, etc.)
 - Operating a motor vehicle during the scheduled visit
 - Allowing other individuals to join the visit after the visit has started