



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Green Bay Correctional Institution

Date: September 20, 2021

To: GBCI Staff and Persons In Our Care (PIOC)

From: Deputy Warden Haese *MHaese*

RE: In-person/Video Visitation

Effective July 6, 2021 in-person visits resumed at GBCI. In an effort to ensure opportunity for all, GBCI will continue to attempt to honor up to two (2) in-person visits for each PIOC each week. Due to visit room capacity being decreased in response to COVID protocols, one (1) video visit per week may be used to take the place of one (1) in-person visit when necessary. GBCI will continue to offer sole video visitation for those who do not wish to visit in-person. The two-visit max limit will apply. Each visit will be limited to one and a half hours **(90 minutes)** and **must be scheduled in advance**.

Visitors are required to schedule visits **at least two business days in advance**. (This excludes Saturday, Sundays and holidays.) GBCI will evaluate this process as we move forward to determine if time & space will allow for more visit opportunities.

Procedure

1. **DAI Policy #309.06.01** – Visiting is to be adhered to at all times. In-Person and video visits will be terminated immediately if there is suspicion of illegal activities or any behavior that would be deemed inappropriate, or any behavior that is outlined as unacceptable in accordance with DAI Policy.
2. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Up to three (3) approved visitors will be allowed per visit. At least one (1) visitor must be an adult. Prior to the video visit 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.
3. Eligibility will be determined based upon the current status of the PIOC to include disciplinary status restrictions in accordance to WIDOC 303.
4. PIOC are responsible for contacting proposed visitors and providing them with the information on how to schedule in-person and/or video visit. Please ensure your visitors are clearly identifying which type of visit they are requesting. **(IN-PERSON or VIDEO)**
5. Visits are scheduled on a first come first serve basis as space is limited. Visitors may only schedule two (2) visits at a time. Visitors will not be able to block schedule a visit for specific dates and times) Visitors cannot schedule a visit more than two (2) weeks out. The information will also be posted to the public WI DOC website.

Visits can be scheduled by emailing the addresses below:

DOCDAIGBCIZoomVisits@wisconsin.gov

Visitors without internet may call 920-436-3373 to schedule.

6. Visits will be scheduled every 120 minutes but will only be a maximum of 90 minutes in length to allow for movement and time to sanitize the visiting area. Extended visits will not be permitted at this time.

7. GP status schedule: **MAX of 7 PIOC per session on Zoom**

- Monday, Tuesday, Thursday & Friday 1:30PM-7:45PM
- Saturday & Sunday 8:30AM-2:30PM

MAX of 15 PIOC per session in-person

- Monday, Tuesday, Thursday & Friday 2:15 PM – 8:15 PM
- Saturday & Sunday 8:30 AM – 4:00 PM

RH status schedule: **MAX 1 PIOC per session**

- Monday, Tuesday, Wednesday, Thursday & Friday 5:30 PM – 9:30 PM
- Saturday & Sunday 8:00 AM – 4:00 PM

8. Once your visit has been scheduled, you will receive notification of your visit on the day it is scheduled. It is your responsibility to ensure you arrive on time. Your visitor will receive an email confirmation indicating the date, time, and schedule visit (In-person or Video) If a video visit is scheduled, the visitor will receive an email confirmation indicating the date, time, and link on how to connect to the visit. 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. Report to the Visiting Room with your pass, at your designated time.
10. Due to scheduling limitations, visits will not be rescheduled due to tardiness by the visitor or the PIOC. Visitors should arrive no more than 15 minutes prior to the scheduled start time of visit to allow time for processing. Visitors arriving 15 minutes or later to scheduled start time of visit will not be permitted to visit.
11. Visitors will be required to pass a COVID-19 screening procedure (non-contact temperature check and questionnaire) prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up per CDC guidelines. Visits will be ended if non-compliance occurs.
12. PIOC's are required to wear a full state issued uniform with a state issued ID on the most outer top visible for staff to view at all times. Green tops must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area. Masks are required.
13. Food may be purchased; however, absolutely no sharing of food or drinks between visitors and PIOC will be allowed.
14. Brief hugs at the beginning and the end of the visit are allowed. Kissing and hand holding will not be allowed.
15. Children will not be permitted to sit on laps.
16. Board games, cards, coloring books etc. will not be provided at this time.
17. Photographs will be permitted. Masks will be required to be worn during photographs.
18. Zoom Visits may be ended if PIOC's are being shown alternative forms of media during the visit. Examples include but are not limited to movies, Facetime calls from other parties and/or social media sites.