



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Gordon Correctional Center

Date: 8/3/2020  
To: GCC Staff and Inmates  
From: C. Suter, GCC Superintendent  
Re: Temporary Video Visitation Process

Beginning July 8, 2020, all persons in the care of GCC will be eligible for free video visitation. This is a temporary service that will continue until we are able to return to normal in-person visitation. In order to ensure everybody has the opportunity to participate each person will be limited to one video visit per week. The video visitation process will be reevaluated at the beginning of each month to determine if resources allow for modifications to the schedule.

### Procedure

Visitors must be on your approved visiting list to schedule video visitation. Prior to the video visitation starting the visitor(s) will be required to show GCC staff an approved form of identification.

Visits will be scheduled in 45 minute sessions on a first-come first-served basis by emailing the following address at least 2 business days prior to the day of requested visitation:

[docwccsgcczoomvisits@wisconsin.gov](mailto:docwccsgcczoomvisits@wisconsin.gov) (The email address must not contain any spaces)

The video visitation schedule is as follows:

Monday – Friday 7:00 a.m. - 3:45 p.m.

When a visit has been scheduled you will receive notice from GCC staff indicating the date, time, and the visiting booth number you are scheduled for. Your visitor(s) will receive a confirmation email indicating the date, time, and a link with instructions on how to connect to the visit. Visits will be conducted through ZOOM. Visitors are strongly encouraged to download the ZOOM app prior to the start of the visit to ensure accessibility. The application can be downloaded on their computer, laptop, cell phone, or tablet.

You will be expected to check-in at Control, properly dressed, prior to the start of your visit. You are responsible for ensuring you report at your designated time.

Visits will not be rescheduled or visiting time extended due to tardiness. Video visits cancelled by the facility due to urgent matters that may arise may be rescheduled, if resources permit.

## Conduct

Violations of the video visitation rules may result in a conduct report, termination of the visit, and/or suspension of future visits with that visitor(s)

Conversation during visits shall be conducted in a normal speaking tone. Yelling is not permitted.

Only those scheduled to attend the visit are allowed to be on the video screen.

Videos are limited to only the upper body of the inmate and visitor(s).

Visitors are not allowed to record the visit, staff, or the facility.

Visitor(s) will not be permitted to visit if any of the following issues are present with their attire:

- Exposed undergarments
- Clothing with revealing holes, tears, or slits
- Clothing or accessories with obscene or profane writing, images, or pictures
- Clothing or accessories that promotes or glorifies drug or alcohol use
- Gang-related clothing, headwear, shoes, logos, or insignias
- Transparent/translucent (see-through) clothing

Video visitation will be terminated immediately if there is suspicion of illegal activities, any behavior that would be deemed inappropriate in the visiting room setting, or any behavior outlined as unacceptable during visitation as per 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 or obscene language
- Inappropriate location of the visitor (bar, nightclub, casino, etc.)
- Operating a motor vehicle while on the visit
- Allowing other individuals to join the visit after the visit has started