



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

John Burke Correctional Facility

UPDATED (03-31-22)

Beginning April 1, 2022, the Wisconsin Department of Corrections (DOC) has made the decision that the requirement to wear a facemask in a congregate care facility is being lifted. In other words, no person (staff, persons in our care, visitors, volunteers, contractors, etc.) will be required to wear a mask while inside a correctional facility. However, anyone can continue to wear a mask if they choose to do so.

Additionally, the limit of three people per in person visit will also be lifted on this date.

Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the PIOC's approved visit list.

Proposed visitors can continue scheduling visits.

IN PERSON AND ZOOM VISIT INSTRUCTIONS FOR YOUR FAMILY

1. SEARCH ENGINE <https://www.signupgenius.com>
2. ONCE TO THE PAGE CLICK ON MAGNIFYING GLASS UPPER RIGHT-HAND CORNER.
3. THE NEXT PAGE THERE WILL BE A MAN WITH A COLANDER ON HIS HEAD. TO THE LEFT IT SAYS SEARCH FOR A SIGN UP WITH A BOX BELOW IT. ENTER IN THAT BOX **docwccsjbcczoomvisits@wisconsin.gov** click I am not a robot and search.
4. IMAGES WILL THEN COME UP FOR WHAT IS AVAILABLE FOR SIGN UP FOR ZOOM AND IN PERSON.
5. CLICK ON WHAT WEEK THEY WANT. TIME SLOTS WILL SHOW UP WITH A BOX TO CHECK FOR A TIME THAT SAYS SIGN UP- CLICK ON THAT. (SIGN UPS MUST BE 72 HOURS IN ADVANCE. SYSTEM WILL LOCK OUT SIGN UPS AFTER THAT, NO EXCEPTIONS MADE AFTER)

6. A FORM WILL THEN SHOW UP FOR THEM TO ENTER:

**FIRST NAME & LAST NAME
EMAIL (MUST ENTER OR THEY WILL NOT GET A CONFIRMATION)
NAME OF INMATE AND DOC NUMBER
SLOTS FOR VISITORS (N/A in box if no visitor for box)
A BOX THAT THEY NEED TO CHECK THAT SAYS ALL GUIDELINES
LISTED HAVE BEEN REVIEWED**

**IF THEY ARE SIGNING UP FOR A ZOOM VISIT THEY WILL GET A
CONFIRMATION EMAIL 1-2 DAYS PRIOR TO THAT VISIT WITH A LINK FOR
THEIR ZOOM VISIT, A MEETING NUMBER AND A PASSWORD**

DOCWCCSJBCCZoomVisits@Wisconsin.gov

2. Visits will be scheduled for one period on weekdays and two periods on weekends and holidays. These are two and half hours blocks.

3. Visiting schedule is as follows:

Tuesday and Thursday: 6:30 p.m. – 9:00 p.m.

Saturday and Sunday: 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:30 p.m.

Holidays: 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:30 p.m.

Zoom visits start at: 7:00 p.m. / 8:30 a.m. / 1:30 p.m.

IF A HOLIDAY FALLS ON A TUESDAY OR THURSDAY THERE WILL BE NO EVENING VISITS ON THAT DAY.

Visitors are encouraged to schedule in person visits by email. Once your visit has been scheduled, you will receive a confirmation by email indicating the date and time. Those without internet access can call the center's main line and press **#5** and listen to the directions. When requesting by telephone, visitors please leave contact information to allow staff two business days to verify the date and time of the visit. Voicemail is only monitored Monday thru Friday (excluding holidays).

Whether calling or emailing, visitors are asked to specify whether they're requesting a video visitor or an in-person visit.

In addition to the new scheduling process for visitors; the General Visiting Rules will be enforced. You can find those rules and more information about visitation on our Visiting Information Page.

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Thank you for your cooperation during this time. JBCC is committed to keeping PIOC, Staff, and the Public safe. Your cooperation with these guidelines will assist us with keeping this commitment. Stay safe!!!

