



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## John Burke Correctional Facility

All persons in the care of JBCC are eligible for a Zoom video visit. Due to the volume of PIOC video visits and to make it fair for everyone, each PIOC will be limited to one 20 minute visit every week. We will evaluate this process on a regular basis to determine if space will allow for more video visit opportunities.

### Procedure

1. **Proposed Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your 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 your approved visiting list. 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. This service is free to PIOC, however eligibility will be determined on current status or disciplinary status restrictions in accordance to WIDOC 303.
2. **PIOC are responsible for contacting individuals they wish to visit with and provide them the information on how to schedule a visit. Proposed visitors should include there full name and PIOC they are requesting to visit. Visits are scheduled on a first come first serve basis as space is limited.**

**Proposed visitors can schedule visits by emailing the addresses below:**  
[DOCWCCSJBCCZoomVisits@Wisconsin.gov](mailto:DOCWCCSJBCCZoomVisits@Wisconsin.gov)

**Visitors are asked to specify whether they're requesting a video visitor or an in-person visit.**

3. Visits will be scheduled every 30 minutes (5:30, 6:00, 6:30, etc.) but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity. A limited amount of video booths are available at JBCC.
4. **Video Visiting Schedule: Tuesday and Thursday evenings at 7:00 PM – 9:00 PM and Saturday, Sunday, and Holidays at 8:30 AM – 10:00 AM / 1:30 PM – 3:00 PM. This is the only time video visits are allowed to be scheduled. Video Visits will take place in the JBCC Visitation Area. Please ensure you're aware of video visiting schedule, otherwise this may delay the process in scheduling a video visit.**

5. Once your visit has been scheduled, you will then receive an email confirmation indicating date / time and a link how to connect to the visit. PIOC will receive a visit pass indicating the date / time / and visiting booth number. It is the PIOC's responsibility to ensure they arrive on time.
6. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations. **PIOC are allowed to use personal headphones during the visit. Due to the Covid-19 pandemic facial masks must be worn during video visits.**

### 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.
  - STG-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