



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Jackson Correctional Institution

DATE: June 16, 2021
TO: In-Person Visitors
FROM: C. Jensen, Security Director
RE: In-person visiting for PIOC

In-person visiting for Persons in our Care (PIOC) resumes July 6, 2021. Prior to scheduling a visit, each visitor must have an approved DOC-21AA Visitor Questionnaire form, which allows him or her to be on the PIOC's approved visiting list. Each visitor must adhere to the Division of Adult Institution's Visiting Policy, No. 309.06.01; any violations will result in the immediate termination of the visit, and is subject to suspension of visits by the Security Director. Due to the COVID-19 pandemic and suspension of Administrative Rules, JCI has modified some visiting procedures, noted below; adjustments may be made as the pandemic or other issues evolve.

General Population Visiting:

- In-person visits must be scheduled at least two business days prior to arrival at JCI, but not more than ten business days ahead of the visit, and are on a first come, first served basis, as space allows. Scheduling in-person visits begins June 16, 2021, at 9:00 a.m., for visitors on the PIOC's approved visiting list.
- JCI's visiting week begins Wednesday through the following Tuesday; JCI is not open to visitors on Monday.
- Email DOCDAIJCIZoomVisits@wisconsin.gov to schedule a visit, specify a ZOOM or IN-PERSON visit, and list two or three preferred dates/times for the visit; reference the in-person visit times in the table below.
- An approved visitor may only schedule one visit per email.
- Two in-person visits (approximately 1:55 hours in length) will be allowed per PIOC per week as time and space permit; no extended visits will be allowed.
- One video Zoom visit (approximately 55-minutes in length) will be allowed per PIOC per week as time and space permit.
- The Visiting Room will ensure proper social distancing, with cleaning of tables/chairs between each visit.
- Up to three approved visitors per PIOC can visit in person at one time; one of the visitors must be an adult.
- Face masks are required for anyone age 2 years and older.
- Brief hugs at the beginning and end of the visit are allowed; kissing and hand holding are not allowed.
- Children will not be permitted to sit on PIOC laps.
- Food and drinks cannot be shared.
- Outdoor visits and table games will not be allowed.
- Photographs will be permitted; face masks are required.
- As always, visitors will only be allowed entrance if dressed appropriately and conservatively for JCI's environment.

General Population Visiting Days / Hours for In-Person and Zoom Visits:

Tuesday through Friday: 2:45 p.m. - 8:45 p.m.
Saturday and Sunday: 8:15 a.m. - 3:45 p.m.
Holidays: 8:15 a.m. - 3:45 p.m.

Visitors may not arrive in JCI's Lobby earlier than 15 minutes prior to their scheduled visit start time.

Week Days In-Person Visit Start Times	Week Days In-Person Visit End Times	Saturday, Sunday, & Holiday In-Person Visit Start Times	Saturday, Sunday, & Holiday In-Person Visit End Times
2:45 p.m.	4:40 p.m.	8:15 a.m.	10:10 a.m.
3:15 p.m.	5:10 p.m.	8:45 a.m.	10:40 a.m.
3:45 p.m.	5:40 p.m.	9:15 a.m.	11:10 a.m.
5:15 p.m.	7:10 p.m.	10:45 a.m.	12:40 p.m.
5:45 p.m.	7:40 p.m.	11:15 a.m.	1:10 p.m.
6:15 p.m.	8:10 p.m.	12:45 p.m.	2:40 p.m.
		1:15 p.m.	3:10 p.m.
		1:30 p.m.	3:25 p.m.

Restrictive Housing (RH) Visiting:

RH visiting days / hours: Saturday and Sunday only; 8:30 – 11:30 a.m.
Controlled Separation status: No visits except PIOC attorney or with permission from Warden or SD.
Observation status: 30-minute Zoom visit with approval from SD / Program Captain / PSU.
Maximum status: Will follow the same rules as TLU, DS1, DS2, and DS3.
Attorney visits: Held in the no-contact booth.
Zoom video visits: Three visitors allowed at one time.

All other visiting procedures apply unless otherwise directed by Staff.