



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Jackson Correctional Institution

In-Person and Video Visitation Notice 3/31/2022

Welcome to Jackson Correctional Institution (JCI) as we again resume in-person visits while continuing video visits. While we continue to transition from the previous procedure into the new procedure we realize there may be adjustments that need to be made if and when adjustments are necessary, appropriate notice will be posted. One area that will remain consistent is the scheduling procedure; this not only allows visitors the ability to schedule and plan around the visit, it allows JCI staff to more efficiently process visitors through the lobby without an extended wait.

This notice is an abbreviated document with a few of the visiting highlights included; it does not contain all the procedures/rules which must be followed when visiting a state institution. For additional information, please reference JCI's Visitors Guide and the Division of Adult Institutions (DAI) public website, <https://doc.wi.gov>.

Any visits scheduled prior to April 5th 2022 will continue as scheduled with reduced Covid restrictions to include; an increase in allowable approved visitors of up to 6 adults and 6 minors, removal of masks if desired, addition of use of playing cards, a short embrace and kiss prior to and at the ending of the visit. If you choose to wear any type of face covering it must be in good repair, good taste, and appear to be clean and appropriately hygienic. You may be asked to replace your mask, with a new clean mask provided from the Lobby Staff.

Changes in the visit times as noted below, the scheduling of, and increase in total number of visits per day will take place April 5th 2022.

General Population Visiting:

- Delivering, concealing, or receiving prohibited articles and/or controlled substances to/from inmates is a Class I felony, punishable by up to 3.5 years in prison, a fine of up to \$10,000, or both. (Wisconsin State Statute 302.095[2].)
- Visitors must conduct themselves in an appropriate and courteous manner, and their behavior must follow all visiting rules and procedures.
- Each visitor must accurately and honestly complete a Department of Corrections (DOC) 21AA Visitor Questionnaire form and submit to JCI for approval; if approved, the visitor will be added to the inmate's visiting list. Falsified, incorrect, or incomplete information will result in removal, denial, or suspension of the visitor.
- Visitors who violate DAI/JCI's rules will have the visit immediately terminated, be subject to an investigation, and visiting privileges may be revoked or suspended.

- Visits will be terminated immediately if there is any suspicion of illegal activities, or any behaviors deemed inappropriate in the family-friendly Visiting Room setting.
- Visitors will only be allowed entrance if dressed conservatively and appropriately for JCI's family-friendly environment, both in-person and video visits. Any apparel with the potential to cause undue attention is considered inappropriate, and therefore, the visit will be denied.
- JCI's visiting week begins Wednesday through the following Tuesday; JCI is not open to visitors on Monday, unless it is a JCI-recognized holiday.
- PIOC's may receive a maximum of three (3) in-person visits per week between Wednesday and Tuesday, only one (1) of the three (3) may be on a weekend. No more than one visit is permitted on any single day. Weekday visits are limited to 2 hours 55 minutes in length. Visits on Saturday, Sunday and holidays are limited to two (2) hours in length.
- Tuesday through Friday visits start at 2:45 p.m., and end at 9:00 p.m. Saturday, Sunday, and JCI-recognized holiday visits start at 8:05 a.m., and end at 3:35 p.m. See scheduling timelines below
- One video visit (approximately :55-minutes in length) will be allowed per PIOC per week as time and space permit; up to six approved visitors may be on the video visit; visitors must show an approved form of identification. If the PIOC has a weekend scheduled visit, any zoom visit must take place during the week.
- Total number of visits per week is three. You may have 3 in-person visits, or 2 in-person visits and one video visit. Only one of either may take place on the weekend.
- Email DOCDAIJCIZoomVisits@wisconsin.gov to schedule a visit; specify an in-person or video visit, the PIOC's name and DOC number, requesting visitor name. The requesting visitor must be an approved visitor. An approved visitor may only schedule one visit per email. Please designate the number of visitors attending an in-person visit, you do not need to list each visitor. However, all visitors will be processed through the lobby in accordance with policy and procedure.
- The JCI Visiting room table capacity will be as follows; 8 two-person tables, 12 four-person tables, and 4 six or more-person tables. When requesting your timelines, it is imperative to list the number of visitors attending as scheduling personnel must arrange for appropriate seating. Priority for the larger tables will go to those with a higher number of visitors.
- Visitors will receive an email confirmation indicating the date and start/end times of the visit. Video visits will receive a link to connect to the video visit. JCI does not have the capability to resolve technical difficulties on the visitor's end. Visitors are not permitted to record a video visit.
- 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; visits are on a first come, first served, basis as time and space allow.
- Processing will begin 10 minutes prior to the scheduled visiting time. Your cooperation and compliance with expectations will expedite this process. At times you may be processed earlier, or asked to wait a few moments dependent on institution needs. In an effort to expedite the processing of visitors we have spaced out the visits in a manner to only process a maximum of 8 visits at a time. When scheduling your visits please indicate which date and timelines you prefer in priority order.

- Extended or special visits will be reviewed on a case by case basis and must be processed by the PIOC per policy and procedure. The ability of video visitation may negate the number of requests approved.

Dates/Times for In-Person General Population Visits

8 visits will be scheduled and processed for each time listed below.

	Group A	Group B	Group C
Tuesday - Friday	2:45pm - 5:40pm	2:55pm - 5:50pm	3:05pm - 6:00pm
	5:45pm - 8:40pm	5:55pm - 8:50pm	6:05pm - 9:00pm
Saturday/Sunday/Holiday	8:05am - 10:05am	8:40am - 10:40am	9:00am - 11:00am
	10:10am - 12:10pm	10:45am - 12:45pm	11:15am - 1:15pm
	12:50pm - 2:50pm	1:10pm - 3:10pm	1:30pm - 3:30pm

Restrictive Housing (RH) Visiting:

There are no changes to the current practice for RH visits. All date times will remain the same.

PIOC eligibility for video visits while in RH is determined by their current status, separation level, and/or disciplinary classification restrictions in accordance with Wisconsin Administrative Code, DOC Chapter 303, Discipline.

- PIOC in RH status may be allowed video visits with family and friends if the visitor has an approved DOC-21AA Visitor Questionnaire form, which allows him or her to be on the PIOC’s approved visiting list, and dependent upon the PIOC RH status, separation level, and/or disciplinary classification restrictions.
- RH video visits must be scheduled at least two days in advance by emailing: DOCDIJCZoomVisits@wisconsin.gov.
- RH video visits are available on Saturdays and Sundays only; no weekday video visits are allowed at this time.
- RH video visit times start at 8:30 a.m. and end at 11:30 a.m., and will last either :30 or :45 minutes depending on the PIOC RH status. Their current status is ever changing and may change from the time of scheduling to the time of the visit. Unit staff will ensure the appropriate amount of time is given for their current status.
- In-person visits with family/friends are not allowed for PIOC in RH status.