



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Kettle Moraine Correctional Institution

MEMORANDUM

DATE: June 15, 2021
TO: All Staff and PIOC
FROM: Warden Jon Noble
RE: In-Person Visitation

Beginning July 7, 2021, persons in our care (PIOC) in general population at KMCI will be eligible for in-person visitation. In an effort to ensure fair opportunity for all; each PIOC will be allowed up to two (2) in-person visit per week. Each visit will be a maximum of one hour (60 minutes) in length and must be scheduled ahead of time. Visitors can begin to schedule in-person visits at 9:00 a.m. on Wednesday, June 16. Visitors must schedule their in-person visits at least two business days (excludes Saturdays, Sundays and holidays) in advance. We will evaluate this process regularly to determine if resources allow for more opportunities. Failure to follow the below procedure may result in the visit not being scheduled.

In-person visit procedure

- Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on your visiting list. Up to three approved visitors will be allowed per visit. At least one visitor must be an adult.
- Visitation eligibility will be determined by PIOC current status or disciplinary status restrictions in accordance with WI DOC 303.
- Visits are scheduled on a first come first serve basis as space is limited. Visitors may only schedule two in-person visits at a time. Visitors will not be able to block schedule a visit for every Monday at 5:00.
- Your visitors can schedule visits by emailing the address below. Please ensure your visitors are clearly identifying which type of visit they are requesting in-person or video.

DOCDAIKMCIZoomVisits@wisconsin.gov

- The visiting hours are as follows:
 - Monday, Wednesday, Thursday and Friday 2:30 pm - 8:45 pm
 - Saturday, Sunday & holidays 8:15 am - 3:30 pm
 - Visits will be scheduled starting at 2:30 pm and there after every fifteen (15) minutes with the last visit being scheduled for 7:45 pm on M, W, TH and F.

- Visits will be scheduled starting at 8:15 am and there after every fifteen (15) minutes with the last visit scheduled for 2:30 pm on Sat, Sun and holidays.
- Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up per CDC guidelines.
- Visitors should arrive no more than fifteen (15) minutes prior to the scheduled start time of their visit.
 - Upon arrival to the institution, visitors shall report to the visitation building located near the upper parking lot and wait to be called into Gatehouse by staff.
 - Visitors must complete the Request to Visit Offender Form in visitation building prior to coming into Gatehouse.
 - Visitors are responsible to arrive on time for your scheduled visit. Visitors arriving late to their scheduled start time of the visit will only be permitted the time remaining of scheduled visit. Visits will end at the scheduled end time regardless of the start time.
- Schedules will be posted in the same manner as ZOOM visits daily on your unit.
- You are required to wear full state issued greens with boots, mask, and state issued ID on the outer layer visible for staff to view at all times. Masks shall be worn at all times. Your green shirt must be tucked into your pants.

Additional information

- DAI Policy 309.06.01 – Visiting, is to be adhered to at all times.
- Visitors should review and familiarize themselves with the Entrance Guidelines available at <https://doc.wi.gov/>
- No sharing of food or drinks between visitors and PIOC's.
- Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
- Hand holding and sitting on laps is not allowed.
- Chairs and tables have been strategically placed to maximize capacity while following social distancing. Please do not move them. All chairs and tables will be sanitized between visits.
- PIOC's are responsible to inform their visitors of all of the visitation rules. Any violations or refusal to comply with the rules will result in possibly termination of the visit and is subject to suspension of visits by the Security Director.
- Conversation during visits will be held to a normal tone of voice to not disturb others.
- There will be no children's area, games, books or toys available.
- Photos will be permitted during your visit. Masks shall be worn during photo. You must bring a completed disbursement to visit.
- PIOC's that are in the Restricted Housing Unit (RHU) will not be permitted to have visits scheduled. If you are placed in RHU after a visit is scheduled you will be permitted to keep the visit. The visit will be conducted in the no contact visiting area of RHU.

JN:lw