



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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Kettle Moraine Correctional Institution

## MEMORANDUM

**DATE:** June 15, 2021

**TO:** All Staff and PIOC

**FROM:** Warden Jon Noble

**RE:** Video Visitation

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All persons in our care (PIOC) in general population at KMCI will be eligible for video visitation. In an effort to ensure fair opportunity for all; each PIOC will be allowed four (4) 30-minute visits per month via ZOOM. Visitors will be required to download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cellphone or tablet. 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.

1. Share the following information or have your approved visitor review <https://doc.wi.gov/> to obtain information on how to schedule a visit. Visits are scheduled on a first come, first serve basis as space is limited.
2. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visiting starting, all visitor(s) 16 and older will be required to show an approved form of identification. Children will be allowed to visit as long as they are already on your approved visiting list.
3. Visits can be requested by emailing [DOCDAIKMCIZoomVisits@Wisconsin.gov](mailto:DOCDAIKMCIZoomVisits@Wisconsin.gov). All participating visitors must be included in the requesting email. The visit may be terminated if participants are not listed in the email request.
4. When requesting a ZOOM visit please specify in the subject line of the email ZOOM visit. You must also include the name of the PIOC and the day and time you are requesting. You should request up to three days and times to increase options for a ZOOM visit. If you fail to provide the required information the visit will not be scheduled and you will not receive a response. If scheduled you will receive a confirmation email with ZOOM information. Emails are not monitored on weekends and holidays. Phone calls to schedule ZOOM visits will not be permitted.
5. Visits will only be scheduled for the following two weeks of the request and no further in advance.
6. Visit requests will close on Wednesdays at 4:30 pm. Thursday requests will be finalized.
7. To allow for connectivity, sanitizing and movement, visits will be scheduled on the half hour during regular visiting times. Ex: 8:30, 9:30, 10:30, etc.
  - a. Monday, Wednesday, Thursday, Friday: 2:30 pm – 7:30 pm
  - b. Saturday, Sunday, Holidays: 8:30 am – 2:30 pm

8. If visitor does not connect within 10 minutes of your scheduled time, if the PIOC fails to report or reports late, the visit may be terminated and will not be rescheduled. Any cancelled or terminated visits will count against your four monthly visits.

The following guidelines must be adhered to at all times:

DAI Policy 309.06.01 – Visiting

1. PIOC's are responsible for informing their visitors of all the rules governing their visit. Any violations may result in termination of the visit, suspension of visits by the Security Director and/or disciplinary action.
2. Conversations during visits will be held to a normal tone of voice to not disturb others. Only one warning will be given in regards to this matter before the session will be terminated.
3. Only those scheduled to attend the visit are permitted to be on the video screen.
4. Visitors are not permitted to record the visit.
5. Visitor attire cannot have any of the following:
  - a. Exposed undergarments
  - b. Clothing with revealing holes, tears or slits.
  - c. Clothing or accessories with obscene or profane writing, images or pictures.
  - d. Gang-related clothing, headwear shoes, logos or insignias.
  - e. Transparent/translucent (see-through) clothing.
6. Video visiting will be terminated immediately if there is any suspicion of illegal activities or 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:
  - a. Sexual acts or nudity.
  - b. Drug and alcohol use during the visit.
  - c. Showing of objects identified as a threat (firearms, weapons, knives, etc.).
  - d. Inappropriate language.
  - e. Inappropriate location of visitor (bar, night club, etc.).
  - f. Operating a vehicle during the scheduled visit.

JN:lw