



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Kettle Moraine Correctional Institution

## MEMORANDUM

**DATE:** 6/18/20  
**TO:** KMCI Staff and Inmates  
**FROM:** Warden McDermott  
**RE:** Video Visitation

Beginning Monday June 22, 2020 KMCI will begin scheduling video visits which are set to begin on Monday June 29<sup>th</sup>. All inmates at KMCI in General Population will be eligible for a video visit. Each person will be allowed two (2), 30 minute visits per month. Visits will be conducted using ZOOM. It is required that visitors 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.

### Procedure

1. Share the following information or have your approved visitor review KMCI's DOC Public website (<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. Visitors are encouraged to request three time slots in order of preference to streamline the scheduling process.
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. All visitors' names who will participate in the video visit must be included in the requesting email. If visitors not listed in the email request participate in the visit, the visit may be terminated.
4. Visits will not be scheduled during the week of the email request. They must be scheduled for the following two weeks.
5. Visit requests may be made two (2) weeks in advance, no further out.
6. Visit requests will close on Wednesdays at 4:30 pm. Thursday requests will be finalized and notices mailed to inmates for the following week's visits.

Visits can be scheduled by emailing:  
[DOCDAIKMCIZoomvisits@Wisconsin.gov](mailto:DOCDAIKMCIZoomvisits@Wisconsin.gov)

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7. Visiting will be scheduled on the half hour during regular visiting times. (8:30, 9:30, 10:30, etc.) this will allow for connectivity, sanitizing and movement:
  - Monday, Wednesday, Thursday, Friday      2:30 PM – 7:30 PM
  - Saturday, Sunday, Holidays                      8:30 AM – 2:30 PM
8. Once your visit has been scheduled, you will receive a pass indicating the date and time of your visit. This pass should be shown to the officer when you check out of the unit and brought with you to the visit.
9. You are allowed to bring your headphones/earbuds to the visiting room. If you do not have a pair, one can be made available to you.
10. Prior to the video visit starting and at the completion of your video visit you will be required to sanitize the chair, headphones if used, and table. You are not to touch the laptop.
11. Your visitor will receive an email confirmation including: date / time and a link with a password to connect to the visit.
12. If your visitor does not connect within 10 minutes of your scheduled call time the visit may be terminated and will not be rescheduled. If you fail to report or report late your visit will be cancelled.
13. You are required to wear full state greens and state issued footwear with state issued ID on the outer most layer of clothing visible for staff to view at all times. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area.
14. Any cancelled/terminated visit will count against your two (2) monthly visits.

### Video Visit Guidelines

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. Inmates are responsible to inform their visitors of all the rules governing their visit. Any violations may result in the termination of the visit and may be 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 the video visiting session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. Any attempt by another person to join the visit may result in the video visit being terminated.
6. Visitors are not permitted to record the visit.
7. 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.
  - Gang-related clothing, headwear, shoes, logos, or insignias
  - Transparent/translucent (see-through) clothing.
8. 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:
  - 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