



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

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## McNaughton Correctional Center

Date: October 5<sup>th</sup>, 2020  
To: MCC Staff and Persons In Our Care (PIOC)  
From: Superintendent Kosbab  
Re: Video Visits

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Starting Tuesday July 7<sup>th</sup>, 2020 all persons in the care of MCC were eligible for a video visit. As the project started, and to make it fair for everyone, each PIOC was limited to one 20 minute visit for the month of July. We continued to evaluate this process to determine if time & space will allow for more video visit opportunities and we appreciated your patience and cooperation with this new process. On October 12<sup>th</sup>, 2020 the visiting schedule will be changing to two, 50 minute video visits per week and one of the two can be on Saturday or Sunday. Please refer to instructions below.

### Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visit starting the visitor/s will be required to show an approved form of identification. Children or minors will be allowed to visit as long as they are already on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined based upon the current status of the PIOC to include disciplinary status restrictions in accordance to WIDOC 303.
4. Visits request must be in on Thursday for the following week. The week is defined Monday thru Sunday.
5. You are responsible for contacting individuals you wish to visit and provide them with the information on how to schedule a visit. The information will also be posted to the public WI DOC website. Visits are scheduled on a first come first serve basis as space is limited.

Visits can be scheduled by emailing the addresses below:

[DOCWCCSMCCZoomVisits@wisconsin.gov](mailto:DOCWCCSMCCZoomVisits@wisconsin.gov)

***The email address must not contain any spaces or the request will not be received.***

**Information needed:**

**Preferred Date and Time**

**Visitor Information: Last Name, First Name and  
Date of Birth.**

**Person In Our Care you would like to visit:  
Last Name, First Name,  
DOC#**

6. Visits will be scheduled every hour (8:00AM, 9:00AM, 10:00AM, etc.) but will only be a maximum of 50 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.
7. Visiting schedule is as follows:
  - Monday- 8AM to 10AM (6 slots available)
  - Tuesday- 12PM to 2PM (6 slots available)
  - Wednesday- 8AM to 10AM (6 slots available)
  - Thursday- 8AM to 2PM (14 slots available)
  - Friday- No visits allowed
  - Saturday- 8AM to 2PM (14 slots available)
  - Sunday- 8AM to 2PM (14 slots available)
8. Once your visit has been scheduled, you will receive notice indicating the date, time, and visiting booth number. It is your responsibility to ensure you arrive on time. Your visitor will then receive an email confirmation indicating the date, time, and a link how to connect to the visit. Visits are conducted using ZOOM. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone, or tablet.
9. You are to report to the MPB building at your designated time.
10. Due to limited space, legal video conferences will take priority for scheduling. All efforts are made to schedule them prior to scheduling a video visit however if you have a video visit scheduled and get bumped due to legal video scheduled you will be able to reschedule the visit.
11. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations.
12. You are required to be dressed appropriately for the visit. (IE. No tank tops, shorts, etc.)

### **Prohibited conduct**

1. **DAI Policy # 309.06.01 – Visiting** is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice as not to disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. **Only those scheduled to attend the visit are permitted to be seen and heard on the video screen.**
5. Visitors are not permitted to record the visit.
6. 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.

7. 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
- Adding individuals to the visit after it has started