

MARSHALL SHERRER CORRECTIONAL CENTER VISITATION

Marshall Sherrer Correctional Center (MSCC) has developed a plan to transition people from the general public back into the facility. This plan will allow those in our care with face-to-face visitation. During this transitional period, if COVID-19 cases in the community or at this facility begin to rise or if other unforeseen circumstances arise, face-to-face visitation may again be suspended.

To ensure all men in our care have an equal opportunity to visit with family and friends, all persons in the care of MSCC will be eligible for one (1) 20 minutes video visitation and two (2) 45 minutes in-person visitations per week effective July 6, 2021.

Procedure:

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the approved visiting list.
2. Each PIOC will be allowed to have one in-person visit on Tuesday or Thursday and one in-person visit on Saturday or Sunday.
3. **Visits must be scheduled no more than two weeks prior to requested visits and no less than 48 hours in advance. Scheduling is by emailing the following address: DOCWCCSMSCCZoomVisits@wisconsin.gov.**
4. Please indicate if this is for an in-person visit or for a Zoom visit.
5. **No video visits will be scheduled on the same day of an in-person visit.**
6. Scheduling will be on a first come, first serve basis.
7. MSCC staff will respond to all requests with the specific time or the visit.
8. Once a visiting time is scheduled, that visit will count toward the PIOC's weekly visits.
9. Staff will not reschedule visiting times.
10. There will be no makeup days or time adjustments.
11. There will be no additional holiday visitation.

The following guidelines have been put in place and will be fully enforced for in-person visits:

1. Institutions will develop entrance procedures for visitors which will include COVID-19 screening (temperature and symptoms check). These screenings will be completed by security staff.
2. Visitors who show signs or symptoms of illness will be turned away.
3. Each visitor over the age of two must wear a mask while inside the facility (except when eating or drinking).
4. MSCC Staff will not provide masks.
5. All visitors must have proper identification and successfully pass through the metal detectors before being allowed access into the visiting area. Only three attempts will be allowed.

6. All visitors must be appropriately dressed.
7. Up to three approved visitors will be allowed. One visitor must be an adult.
8. Visitors will be directed by staff where to sit.
9. Brief hugs are allowed at the beginning and end of the visit.
10. **Kisses are not allowed.**
11. Hand holding and sitting on laps is not allowed.
12. PIOC's and visitors must keep both hands above the table at all times.
13. All children are to remain at their designated visiting table.
14. Food and/or drink are allowed but cannot be shared amongst visitors and PIOC's.
15. All chairs and tables will be sanitized between visits.
16. The children's area shall not be available as it is difficult to sanitize between usage (this includes games).
17. Outdoor visiting will require the same processes/restrictions.
18. Visitors leaving the visiting areas are not allowed to re-enter the building on that given day.
19. The use of offensive, loud, or vulgar language will result in the termination of your visit.

Visiting Times for In-Person Visitation (please note that visiting hours are assigned based on the first letter of the PIOC's last name):

***Tuesday A thru K
and Thursday L thru Z***

6:00 PM to 6:45 AM
7:00 PM to 7:45 AM
8:00 PM to 8:45 PM
9:00 PM to 9:45 PM

***Saturday A thru K
and Sunday L thru Z***

11:00 AM to 11:45 AM
12:00 PM to 12:45 PM
1:00 PM to 1:45 PM
2:00 PM to 2:45 PM
3:00 PM to 3:45 PM
4:00 PM to 4:45 PM

The following guidelines have been put in place and will be fully enforced for video visitation.

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 Superintendent.
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 visitation is terminated.
4. 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.
5. Video visiting will be terminated immediately if there is any suspicion of illegal activities, 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.) •
Inappropriate language
 - d. Inappropriate location of visitor (bar, night club, etc.)
 - e. Operating a vehicle during the scheduled visit.

Visiting Times for Zoom Visitation:

Monday, Wednesday, and Friday

7:30 AM to 7:50 am
8:00 AM to 8:20 AM
8:30 AM to 8:50 AM
9:00 AM to 9:20 AM
9:30 AM to 9:50 AM
10:00 AM to 10:20 AM
10:30 AM to 10:50 AM
11:00 AM to 11:20 AM
11:30 AM to 11:50 AM

Saturday

7:30 AM to 7:50 AM
8:00 AM to 8:20 AM
8:30 AM to 8:50 AM
10:00 AM to 10:20 AM
10:30 AM to 10:50 AM