



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Milwaukee Women's Correctional Center

Date: March 31, 2022

To: MWCC Staff
Persons in the Care of MWCC
Visitors

From: Julie Ustruck Wetzel, Correctional Center Superintendent

RE: Visitation

Beginning April 1, 2022, all persons in the care of MWCC will be eligible for two 2-hour in person visits and two 45-minute video visit per week. Persons in the care of MWCC may only have one visit per day. A week is defined as Monday through Sunday. This process will continue to be evaluated to determine more or less visiting opportunities.

IN PERSON VISITING HOURS:

Tuesday & Thursday 6:00 PM to 9:00 PM

Saturday, Sunday & Holidays 12:30 PM to 4:30 PM

If a holiday falls on a Tuesday and Thursday there will not be evening or ZOOM visits.

ZOOM VIDEO VISITING HOURS:

Monday, Wednesday, Friday, & Sunday 8:00 AM to 11:00 AM; 6:00 PM to 8:00 PM

Tuesday & Thursday 8:00 AM to 11:00 AM; 1:00 PM to 3:00 PM

SCHEDULING A VISIT

All in person and ZOOM video visits must be pre-scheduled.

1. Persons in the care of MWCC are responsible for contacting individuals with whom they wish to visit to provide them with times that do not conflict with work or programming.
2. Visits are scheduled on a first come first serve basis, as space is limited.
3. Visitation eligibility will be determined by current status or disciplinary status restrictions in accordance to WIDOC 303.
4. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the approved visiting list.
5. Visit requests should be made at least two business days in advance of the requested visit and not more than two weeks from the requested visit.
6. Visits are scheduled by sending an email to the address:

DOCWCSMWCCZoomVisits@Wisconsin.gov

7. Please note in the subject line the type of visit you are requesting: ***In Person*** or ***ZOOM***.
8. Visit requests should include the names and date of births of all visitors and the requested date.
9. Once the visit has been scheduled, visitors will receive a confirmation email. Visitors should not send additional requests within three business days of the original request. Persons in the care of MWCC will be notified of the visit.
10. DAI Policy # 309.06.01 – Visiting, will be adhered to at all times.

IN PERSON VISTING INFORMATION

1. Any visitor over 16 years of age is required to show an approved form of identification for both in person and ZOOM Video visit. Children or minors will be allowed to visit as long as they are on the approved visiting list. An adult must accompany any visitor under the age of 18.
2. Up to **four** approved visitors will be allowed for a specific visit with a person in the care of MWCC. All visitors must arrive at the same time. At least one visitor must be an adult.
3. All visitors will be required to successfully complete COVID screening prior to entry. This will include symptom check questions and temperature screen.
4. All visitors will be required to successfully pass the metal detector. A visitor will only be given 3 attempts to pass the metal detector.
5. Visitors who leave the visiting area may not re-enter the building on that given day.
6. No personal property are allowed in the center except for baby supplies as noted below and a maximum of \$25 in cash per person for the vending machines.
7. Diapers, individual wipes, plastic baby bottles, and toddler cups should be carried in a clear plastic bag.
8. Items are not permitted to be passed or received during a visit
9. Tables and Chairs will be sanitized between visits.
10. Brief hugs at the beginning and end of the visit are allowed. Kisses are not allowed.
11. Hand holding and sitting on laps is not allowed.
12. Mothers may hold their children who are under two years of age.
13. Food and drink may not be shared between visitor and person in the care of MWCC. Only visitors are allowed to go to the vending machines. Only visitors may handle money.
14. The person in the care of MWCC is required to sit directly across the table from their significant other.
15. Both hands must remain above the table and feet off the chairs at all times.
16. Parents are responsible for supervising their children during visits. In the event staff observe children who are not under control, the visit may be terminated and those children may be temporarily suspended from visiting again.
17. Visiting with another person's visitor is not allowed.
18. Persons in the care of MWCC may not return to their room at any time during the visit.
19. All food items from the vending machine must be consumed during the visit.
20. The use of offensive, loud, or vulgar language will result in the termination of the visit and the visitor may be temporarily suspended from visiting again.
21. The person in the care of MWCC shall remain at the table at the end of a visit until the visitor has exited.

PROHIBITED ITEMS:

It is a felony to bring any weapon, alcohol, controlled substance or other contraband onto the grounds of the center. The following items are not allowed:

1. Cell phones, pagers, electronic equipment, Internet "smart" technology and Weapons
2. Watches
3. Illegal drugs
4. Alcohol
5. Tobacco or tobacco related products
6. Matches and lighters
7. Pets or animals, except those required as service animals
8. Purses, wallets, or diaper bags
9. Cameras or other recording devices
10. Food items or beverages
11. Reading materials or other papers without prior approval

12. Children's books, toys or games.

ZOOM VIDEO VISITING INFORMATION

1. Prior to the video visit starting the visitor/s will be required to show an approved form of identification. Any visitor over 16 years of age will be required to show an approved form of identification. Children or minors are allowed to visit as long as they are on the approved visiting list and with an approved adult visitor.
2. Only those scheduled to attend the visit are permitted to participate in the visit.
3. Up to **four** visitors will be approved for one visit.
4. Visits will not be rescheduled due to tardiness or due to technology problems. MWCC staff are unable to assist visitors with technology related questions or issues.
5. Only one visitor ZOOM account will be permitted to enter the visit.
6. Only staff may adjust the laptop screen.
7. Conversation during visits will be held to a normal tone of voice to not disturb others. Persons in the care of MWCC 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.
8. 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.
14. Video Visits will be terminated immediately if any forms or any suspension of illegal activities or inappropriate behavior deemed unacceptable in accordance to 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