



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Milwaukee Women's Correctional Center

Date: July 28, 2022

To: MWCC Staff  
Persons in the Care of MWCC  
Visitors

From: Julie Ustruck Wetzel, Correctional Center Superintendent

RE: Visitation

Beginning with visits on August 1, 2022, all persons in the care of MWCC will be eligible for three 3-hour in person visits and two 45-minute video visits per week. Persons in the care of MWCC may only have one visit per day (virtual or zoom). A week is defined as Monday through Sunday. This process will continue to be evaluated.

### IN PERSON VISITING HOURS:

Tuesday & Thursday	6:00 PM to 9:00 PM
Saturday, Sunday & Holidays	12:30 PM to 4:30 PM (start at 12:30, 12:40, 12:50, 1:00, 1:10, and 1:20 pm)

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

### 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

1. Visits are scheduled by sending an email to the address: [DOCWWCSMWCCZoomVisits@Wisconsin.gov](mailto:DOCWWCSMWCCZoomVisits@Wisconsin.gov)
2. Please note in the subject line the type of visit you are requesting: **In Person** or **ZOOM**.
3. Visit requests should include:
  - name and DOC# of the person being visited,
  - names and date of births of all visitors,
  - the requested date and time of visit. (Please provide options for quicker scheduling)
4. Visitors will receive a confirmation email when the visit is scheduled. 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 scheduled visit.
5. Staff will not re-schedule visiting times.
6. Visitors may arrive anytime during their scheduled 3-hour block. However, the visit will not extend past the scheduled end time.

### ZOOM VIDEO VISITING INFORMATION:

1. Only those scheduled to attend the visit are permitted to participate in the visit.
2. Up to six visitors will be approved for one visit.
3. Visits will not be rescheduled due to tardiness or due to technology problems.
4. Only one visitor ZOOM account will be permitted to enter the visit.