



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Milwaukee Women's Correctional Center

Date: June 25, 2020

To: Persons in our care

From: Superintendent Julie Ustruck Wetzel

RE: Video Visitation

Beginning June 29, 2020 all persons in the care (PIOC) of MWCC will be eligible for a video visit. As the project is just starting, and to make it fair for everyone, each PIOC will be limited to one 20 minute visit every 2 weeks (week is defined as Monday through Sunday). We will evaluate this process as we move forward to determine if time and space will allow for more video visit opportunities. We appreciate your patience and cooperation with this new process.

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 on your approved visiting list.
2. All PIOC's will be eligible for this free service.
3. Eligibility will be determined based on the current status of the PIOC to include disciplinary status restrictions in accordance with WIDOC 303. Those in quarantine or isolation will not be allowed a video visit until quarantine is complete.
4. You are responsible for contacting individuals that you wish to visit with and provide them the information on how to schedule a visit. The information will be posted to the WI DOC public website as well.
5. Visits will be scheduled every 30 minutes (3:00, 3:30, 4:00, etc), but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and ensure connectivity.
6. Visits will be scheduled on the half hour as follows:

Saturday & Sunday 8:00 to 10:30 am

12:30 pm to 3:00 pm

Monday 8:00 am to 10:30 am

6:00 pm to 7:30 pm

Tuesday 6:00 pm to 7:30 pm

Wednesday 8:00 am to 10:30 am

6:00 pm to 7:30 pm

Thursday 6:00 pm to 7:30 pm

Friday 8:00 am to 10:30 am

SCHEDULING A VISIT

1. Persons in our care are responsible for contacting individuals with whom they wish to visit and provide them the information on how to schedule a visit.
2. Visits are scheduled on a first come first serve basis, as space is limited.
3. Requests should be made at least three business days in advance of the requested visit and not more than two weeks from the requested visit.
4. Visits are scheduled by sending an email to the address:

DOCWWCSMWCCZoomVisits@Wisconsin.gov

5. Visitors must be on your approved visiting list.
6. No more than four people are approved for a visit.
7. Visitors should provide the names and date of births of all visitors, the requested date and time frame. The visits may not interfere with your work or program schedule.
8. Once your visit has been scheduled, you will receive a visit pass indicating the date / time / and visiting booth number. It is your responsibility to ensure you arrive on time, **you will not be called to the visit.** Your visitor will receive an email confirmation indicating 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 ZOOM app can be downloaded on their computer, laptop, cell phone, or tablet.

Visit

1. Prior to the video visit starting the visitor/s will be required to show an approved form of identification
2. Visits will not be rescheduled due to tardiness by you or the visitor or due to visitor's technology problems. MWCC staff are unable to assist visitors with technology related questions or issues.
3. You are to report to the Job Center, with your pass, no more than five minutes before your scheduled time.
4. You are required to wear full state issued uniform with state issued ID on the most outer top 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.

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 to not 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 on the video screen.
5. 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.
6. Video visiting 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