



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

New Lisbon Correctional Institution

Date: June 18, 2020

To: All Staff & Persons in Our Care

From: Ms. Goodman, Education Director / Ms. Harper, Program Supervisor

RE: Video Visitation

Beginning the week of June 29, 2020 all Persons in Our Care (PIOC) at NLCI 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 at this time. Availability of virtual visits is subject to change based on institution needs.

Process

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on 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 if on approved visiting list and identified when the visit was scheduled.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined on PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.
4. PIOC are responsible for contacting visitors and providing information on how to schedule a visit. Visits are scheduled on a first come first serve basis as space is limited.

Visits can be scheduled by emailing the addresses below:

DOCDAINLCIZoomVisits@Wisconsin.gov

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 to ensure connectivity.
6. Once a visit has been scheduled, a visit pass indicating date / time / and visiting booth number will be completed and distributed. Visitors 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 visitors download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on a computer, laptop, cell phone, or tablet.
7. PIOC are to report to the MOS Sergeant with visiting pass at designated time noted on visiting pass. Movement is permitted 5 minutes prior to the scheduled visit. PIOC are responsible to ensure a timely arrival.
8. Visits will not be rescheduled due to scheduling limitations.
9. PIOC are required to follow all visiting requirements in accordance with DAI Policy #309.06.01.

Visiting Schedule

A unit based visiting schedule will be utilized as follows:

A-Unit – Tuesdays from 2:30 p.m. – 8:30 p.m.

B-Unit – Wednesdays from 2:30 p.m. – 8:30 p.m.

C-Unit – Thursdays from 2:30 p.m. – 8:30 p.m.

D-Unit – Fridays from 2:30 p.m. – 8:30 p.m.

A-Unit – Saturdays from 8:30 a.m. – 11:00 a.m.

B-Unit – Saturdays from 11:30 a.m. 2:00 p.m.

C-Unit – Sundays from 8:30 a.m. – 11:00 a.m.

D-Unit – Sundays from 11:30 a.m. - 2:00 p.m.

Holidays – A-Unit – 8:30 a.m. – 9:30 a.m., B-Unit - 10:00 a.m. - 11:00 a.m.,
C-Unit - 11:30 a.m. -12:30 p.m. and D-Unit - 1:00 p.m. - 2:30 p.m.

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 rules governing visits. Any violations will result in 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.
4. Visitors are not permitted to record the visit.
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 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