



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Oakhill Correctional Institution

**DATE:** June 19, 2020

**TO:** OCI Staff and Persons In Our Care (PIOC)

**FROM:** Cheryl Eplett, Warden  
Oakhill Correctional Institution

**SUBJECT:** Video Visitation

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Beginning June 29, 2020 all persons in our care at OCI, except those in RH or quarantine status, will be eligible for a video visit. We expect that each PIOC will be able to have at least two 30 minute video visits a month. 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 visiting 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 already on your approved visiting list.
2. Everyone will be eligible for this free service, except those in RH or quarantine status.
3. You are responsible for contacting individuals you wish to visit with and provide them the information on how to schedule a Zoom visit. The information will also be posted to the public WI DOC website. Visits are scheduled on a first come, first serve basis as space is limited.

Zoom Visits for persons in our care at OCI can be scheduled by emailing the addresses below:

[DOCDAIOCIZoomVisits@wisconsin.gov](mailto:DOCDAIOCIZoomVisits@wisconsin.gov)

- No phone calls, please. We may not be able to accommodate requests for specific dates/times. The email address must not contain any spaces or the request will not be received.

Visitors should include in their email request:

Name/date of birth/ PIOC name and DOC#/ 1<sup>ST</sup> and 2<sup>nd</sup> choice of date and time of visit

4. Visits will be scheduled every 45 minutes (8:00, 8:45, 9:30, etc.) but will only be a maximum of 30 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.
5. Video visitation reservations will only be accepted every Wednesday via the OCI Zoom mailbox from 7:45am-4:30pm for the following week.

6. Visiting schedule is as follows

- Monday – Thursday: 8:00AM – 8:00 PM
- Sunday & Holidays: 8:00 AM – 1:30 PM

Until further notice, each housing unit will have designated days for visits.

7. Once your visit has been scheduled, you will receive an appointment notice indicating the date/time and visiting booth number. It is your responsibility to ensure you arrive on time. Your visitor will then receive an email confirmation indicating the 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 app can be downloaded on their computer, laptop, cell phone, or tablet.
8. You will not be given additional time due to technical difficulties by either party. Priority consideration may be given to reschedule if time and space permit on another day.
9. You are to report to the School Building Room #203, five (5) minutes prior to your designated time slot.
10. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations.
11. You are required to wear full state issued greens, with state issued ID on the outermost layer visible for staff to view at all times. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed.
12. You may bring your personal headphones to the video visit for use, or a pair of sanitized headphones will be provided.

**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 seen and heard on the video screen.
5. Visitors are not permitted to record the visit.
6. 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.
7. 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:
  - 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
  - Adding individuals to the visit after it has started
  - Touching or tampering with the equipment