



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Racine Correctional Institution

**Date:** February 9, 2021

**To:** Persons in Our Care (PIOC)

**From:** Captain Jones  
Restrictive Housing Unit Supervisor

**RE:** Restrictive Housing Unit (RHU) Video Visitation-Update

Effective February 15, 2021 visiting hours will be changing for all PIOC in a Restrictive Housing status at Racine Correctional Institution (RCI). **There will be no visits on Tuesdays, Wednesdays, and Thursdays.** Each PIOC will be limited to one 20 minute visit per week. We will continue evaluate this process to determine if space will allows for more video visit opportunities to occur.

### Procedure:

1. All RHU PIOC will be eligible for this free service.
2. Eligibility will be determined by the PIOC current status or disciplinary status restrictions in accordance with WI DOC 303.
3. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list.
4. Children or minors will be allowed to visit as long as they are already on your approved visiting list.
5. Prior to the video visiting starting the visitor/s will be required to show an approved form of identification.
6. You are responsible for contacting individuals you wish to visit with and provide them the information on how to schedule a visit. Visits are scheduled on a first come first serve basis as space is limited.
7. Visits can be scheduled by emailing the address below:  
[DOCDAIRCIZoomVisits@Wisconsin.gov](mailto:DOCDAIRCIZoomVisits@Wisconsin.gov) (not case sensitive)
8. 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.
9. There will only be one visit per week per PIOC. The week runs Monday through Sunday. RHU visiting schedule is as follows:
  - Monday and Friday 8:00 AM – 12:00 PM
  - Saturday and Sunday 8:00AM- 4:00 PM
  - No visits will be scheduled on Tuesdays, Wednesdays, and Thursdays
10. Once your visit has been scheduled, you will receive a visit pass indicating the date and time.
  - You will be escorted to the Waukesha West Law Library room for your scheduled video visit.
  - If you're housed on the Waukesha West side and request to have law library time you will be escorted to Waukesha East side once approved. Waukesha West law library will remain out of service until video visiting has been determined to be discontinued.

- Your visitor will then receive an email confirmation indicating date, time and a link on 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.
11. Due to scheduling limitations, visits will NOT be rescheduled due to tardiness by the visitor or the PIOC. If you're released back to the general population prior to your RHU scheduled visit it may be rescheduled.
12. 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. Orange top must be tucked into orange bottoms. Removal of clothing is prohibited in the video visiting 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. 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 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

Questions or concerns should be directed to RHU unit manager/supervisor.

c: RCI RHU staff members  
Housing Units  
File