



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Robert E. Ellsworth Correctional Center

Date: September 29, 2021
To: REECC PIOC, Staff and Visitors
From: Tami Staehler, Superintendent
RE: In Person and Zoom Visitation

Effective Monday October 4, 2021, length of In Person Visits **increased** to an hour and half (90 minutes).

To continue the effort to ensure fair opportunity for all, each person is eligible up to **two (2) in person visits and one (1) Zoom visit per week**. In person visits will be an hour and half (**90 minutes**) in length and must be scheduled. Zoom visits will be forty-five minutes (**45 minutes**) in length and must be scheduled.

Visitors are asked to schedule their in-person visits or Zoom at least two (2) business days (excludes Saturdays, Sundays and holidays) in advance. We appreciate your patience and cooperation with this process.

If COVID-19 cases at REECC or surrounding community begin to rise during this transition period, or if other, unforeseen circumstances arise, face-to-face visitation may be suspended.

❖ **Visitation Hours Main Building:**

Monday thru Thursday: 3:00 PM to 8:45 PM

- *Note: Visitation hours will not be facilitated on the Third Monday of each month due to scheduled Training day.*

Saturday, Sunday and Holidays: 8:00 AM to 3:30 PM

- *Note: You may be only allowed to visit In Person either Saturday or Sunday*

❖ **Visitation Hours D- Unit Building:**

Monday thru Thursday: 4:00 PM to 8:45 PM

- *Note: Visitation hours will not be facilitated on the Third Monday of each month due to scheduled Training day*

Saturday, Sunday and Holidays: 8:00 AM to 3:30 PM

- *Note: You may be only allowed to visit in Person either Saturday or Sunday*

Scheduling A Visit (In-person or Zoom)

1. Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on your approved visiting list.
2. Up to three visitors will be allowed for a specific visit with a person in our care. At least one visitor must be an adult.
3. Visits are scheduled on a first come first serve basis as space is limited. Visits can be scheduled by emailing the addresses below. Please ensure that you clearly identify which type of visit (**IN PERSON** or **ZOOM**) you are requesting in the subject line.

DOCWCSREECCZoomVisits@wisconsin.gov

If a visitor does not have access to email, they may call the facility at [262-878-6054](tel:262-878-6054) and leave a message with their visitation request information (names of persons visiting, PIOC requesting to visit, date and time requested, call back phone number and specify zoom or in person visit). It is highly recommended visitors utilize email to submit a visiting request as the phone line will only be checked periodically.

4. Visitors shall include the following information in the email request:
 - a. Name of Person in Our Care/DOC number
 - b. Names and date of births of all visitors
 - c. Requested date for visitation. To best accommodate visitors scheduled, you may request two options for consideration. However, requests will not be honored for blocked or re-occurring visits (i.e. every Monday at 5pm).
5. Visitors may only make one request for visitation per email.
6. Once a visit has been scheduled, the visitor will receive a confirmation email. Visits via Zoom will receive instructions, passcode and the Zoom link to click on for the visit. They will be required to enter a 6 digit passcode in the confirmation email when they access the visit. Visitors should download the ZOOM app prior to attending the video visit to ensure that the visit takes place in a timely manner. Visitors should only access the visit through the emailed link, not from Zoom directly.
7. At this time PIOC's who are housed in Restrictive Housing Unit may not be eligible for in-person or Zoom visits.
8. Those who are identified as in Quarantine or Isolation status may not be eligible for in person or Zoom visit.

Day of Visitation Information:

1. PIOC will be called to the visiting room once the scheduled visitor has arrived. Review REECC Handbook for proper attire.
2. Only those scheduled to attend the visit are permitted to be on the video screen for Zoom visits.
3. All Visitors must arrive at the same time. Visitors will not be allowed to enter the lobby until 10 minutes prior to the scheduled start time of their visit.
4. Visitors over the age of 16 years of age is required to show an approved form of identifications for both In Person and Zoom visits
5. Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms questioning prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up
6. Visits will be forfeited and entrance will be denied if visitor(s) check in 15 minutes after the scheduled start time of a visit due to scheduling limitations.
7. Photos during visitation with PIOC's and their family/friends is temporary suspended. Information will be posted on the housing units and in lobby area once it is available.

Additional information

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. Per CDC guidance related to mask wearing in correctional facilities, all PIOC's and visitors age two or above shall wear a mask for the duration of the visit.
3. Sharing of food or drinks between visitors and PIOC is prohibited.
4. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
5. Hand holding and sitting on laps is not allowed for those age two and over.
6. Chairs and tables have been strategically placed to maximize capacity while following social distancing. Please do not move them. All chairs and tables will be sanitized between visits.
7. Conversation during visits will be held to a normal tone of voice as not to disturb others.
8. Refusal to comply with visiting rules may result in ending the visit and suspension of future visits. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
9. 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
10. 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
11. Incoming Photos/screenshots will be reviewed in accordance with DOC Policy 309.04.01 Inmate Mail.