



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Robert E. Ellsworth Correctional Center

Date: December 1, 2022  
To: REECC PIOC, Staff and Visitors  
From: *Tami Staehler, Superintendent*  
RE: In Person and Virtual (Zoom) Visitation

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To continue the effort to ensure fair opportunity for all, each person is eligible up to **3 In Person visits and one (1) Virtual (Zoom) visit per week.**

Effective **December 19, 2022**, In-Person visits will be maximum of 3 hours in length and Virtual visits will 45 minutes in length Monday thru Sunday except for Fridays. Holiday Visitation dates are listed below.

Visitors are asked to schedule their in-person visits or Virtual (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:**

Monday, Tuesday, Wednesday, Thursday: 2:45 PM to 8:55 PM  
Saturday and Sunday: 8:00 AM to 3:00 PM

❖ **Visitation Hours for Restrictive Housing (VIRTUAL ONLY):**

Tuesday/Thursday: 9:30 AM to 2:30 PM (Schedules will be posted if a designated holiday is on a Tuesday/Thursday)  
Saturday and Sunday: 3:30 PM to 8:30 PM

**NOTE:** *Virtual Visitation hours follow the hours listed above and start the 1<sup>st</sup> of each hour.*

❖ **Holiday Visitation:** Hours will be 8:00 AM to 3:00 PM

The following dates have been designated as Holiday visitation:

- 5/30/2022
- 07/04/2022
- 09/05/2022
- 11/24/2022
- 12/26/2022 **\*\*NEW DATE**

### **In Person Visitation Information:**

In Person visitation will be held in the Main Building. Visitors shall request which session in their request to the email address listed below. Visitors may arrive for their visit any time during that session however visitation will end at the assigned time listed for each session.

- **Weekday:** Each section has 18 slots available each day

Session 1: 2:45 PM to 5:45 PM	Session 2: 6:00 PM to 9:00 PM
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- **Weekend/Holidays:** Each section has 3 slots available each day

Session 3: 8:00 AM to 11:00 AM	Session 4: 8:10 AM to 11:10 AM
Session 5: 8:20 AM to 11:20 AM	Session 6: 8:30 AM to 11:30 AM
Session 7: 8:40 AM to 11:45 AM	Session 8: 8:50 AM to 11:50 AM
Session 9: 11:10 AM to 2:10 PM	Session 10: 11:20 AM to 2:20 PM
Session 11: 11:30 AM to 2:30 PM	Session 12: 11:40 AM to 2:40 PM
Session 13: 11:50 AM to 2:50 PM	Session 14: 12:00 PM to 3:00 PM

### **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 6 adult visitors with 20 minors will be allowed for a scheduled 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 address below. Please ensure that you clearly identify which type of visit (**IN PERSON** or **Virtual**) you are requesting in the subject line.

[DOCWWCSRECCZoomVisits@wisconsin.gov](mailto:DOCWWCSRECCZoomVisits@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 session, 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. Name of the individual requesting to reserve a time slot
  - c. Requested date for visitation and Session number (note: you may schedule a visit one weekend visitation).
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. 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 Virtual 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 the COVID-19 screening procedure prior to being allowed to enter the visiting area. Masks may be mandatory for all visitors ages 2 and up.

## **Additional information**

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times including any CDC guidelines as necessary.
2. Sharing of food or drinks between visitors and PIOC is prohibited.
3. Brief hugs are allowed at the beginning and end of visit.
4. 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.
5. Conversation during visits will be held to a normal tone of voice as not to disturb others.
6. 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.
7. 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
8. 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
9. Incoming Photos/screenshots will be reviewed in accordance with DOC Policy 309.04.01 Inmate Mail.