



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Wisconsin Women's Correctional System

Date: June 22, 2020
To: Staff and Persons in our care
From: Superintendent Paula Stoudt
RE: Video Visitation

Beginning June 29, 2020 all persons in the care of WWCS 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.

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 on your approved visiting list.
2. All persons in our care (PIOC) 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. Persons in our care are responsible for contacting individuals they 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.
5. All visitor wishing to participate in the video visit must be listed on the emailed request.
6. Requests may take up to two business days to schedule.

Visits can be scheduled by emailing the addresses below:

DOCWWCSREECCZoomVisits@Wisconsin.gov

7. 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.
8. Visiting schedule is as follows
 - Monday- Friday 5:30 PM - 9:00 PM
 - Saturday, Sunday, Holidays 10:00 AM - 9:00 PM
9. Once your visit has been scheduled, you will receive a visit pass 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 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 ZOOM app can be downloaded on their computer, laptop, cell phone, or tablet.

10. Visits will not be rescheduled due to tardiness by the visitor or PIOC due to scheduling limitations.
11. You are to report to the visiting room, with your pass, at your designated time. You are permitted to leave your assigned housing unit 5 minutes early per institution/center handbook.
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. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room 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. 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 any forms or any suspicion 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