



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Redgranite Correctional Institution

Date: September 17th, 2022
To: Visitors to Redgranite Correctional Institution (RGCI)
From: Eric Barber, Deputy Warden
Subject: Updated Visitation Guidelines

Effective September 17th, 2022, Redgranite Correctional Institution (RGCI) will adjust the visiting hours to allow for more visiting opportunity. Redgranite Correctional Institution will continue to use SignUpGenius to schedule zoom visits, In-person visits will no longer need to be scheduled ahead of time. In addition, Redgranite Correctional Institution will continue to offer a video visit to create more opportunities for those in our care and their loved ones to stay connected. Redgranite Correctional Institution will attempt to honor 3 visits per week.

General Procedures

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on the PIOC's approved visiting list. Visitors will be required to show an approved form of photo identification. Children or minors will be allowed to visit as long as they are on the approved visiting list.
2. Eligibility will be determined based on PIOC's current status or disciplinary status restrictions in accordance with Wisconsin Administrative Code Chapter DOC 309.06 – 309.12 Visitation.
3. Visitors may request to schedule an in-person or video visit by going to www.signupgenius.com. To find the signup for RGCI enter the following email address in the Search for a Sign-Up box: DOCDAIRGCIZoomVisits@Wisconsin.gov.
4. When selecting the time to visit you must provide all the required information. An auto confirmation email will be sent as well as a reminder email sent the day before the scheduled visit. There is an option to sign-up for a SignUpGenius account (to make future scheduling and changing times easier and to link to personal calendars), but it is not necessary. Visitors will still receive the email reminder without signing up.
5. You will need to provide all the required information. If there is a problem with the sign-up request (requestor not on the PIOC visiting list, PIOC not allowed visitation due to housing status, PIOC has reached the maximum number of visits for the week, etc.) your visit will be cancelled and you will receive an email stating the reason for the cancellation.

In-Person Visitation

1. In-person visits will be held Monday, Tuesday and Friday starting at 2:15 pm with the last visit starting at 7:30 pm, Saturday/Sunday and Holidays starting at 8:20 am with the last visit starting at 2:30 pm.
2. Visits on Monday Tuesday and Friday will be up to three hours in length. Visits on Saturday/Sunday and Holidays will be up to two hours in length. Please understand that due to high-volume days you may not receive the full amount of time/visits allowed.
3. Brief hugs are allowed at the beginning and end of your visit. Kisses, hand holding, and sitting on laps is not allowed.

4. The children's area of the visiting room will not be available.

Video Visitation

1. Video visits will be held Wednesday and Thursday starting at 2:10 pm with the last scheduled visit starting at 7:35 pm.
2. Video Visits will be one hour in length.
3. Once your visit has been scheduled you will receive an auto confirmation and reminder from SignUpGenius. We will review the information and send you the Zoom link through SignUpGenius. Video visits are conducted using the ZOOM app. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on your computer, laptop, cell phone, or tablet. If your visit is cancelled you will be notified.
4. Visits will not be rescheduled for the same day due to tardiness by the visitor or PIOC.

Conduct Rules (In-Person and Video Visits)

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 termination of the visit and are subject to disciplinary actions and suspension or removal of visits as determined by the Security Director.
3. Conversation during visits will be held to a normal tone of voice as to not disturb others. Only one warning will be provided in regards to this matter before the visit will be terminated.
4. Only those approved to attend the visit are permitted to attend.
5. Visiting will be terminated immediately if there is any suspicion of illegal activities or behavior that would be deemed inappropriate in the visiting room, via video or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy 309.06.01. This includes but is not limited to:
 - a. Sexual acts or nudity
 - b. Drug and alcohol use during the visit
 - c. Showing of objects identified as a threat (firearms, weapons, knives, etc)
 - d. Inappropriate language
 - e. Inappropriate location of visitor (bar, club, etc)
 - f. Operating a vehicle during scheduled visit
 - g. Adding individual to the visit after it has started
 - h. Photographing or video recording any part of the visit

Please ensure that you are familiar with the general visitation information on the DOC website at <https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/ResumingInPersonVisitation.aspx>