



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Redgranite Correctional Institution

Date: August 26, 2021
To: Visitors to Redgranite Correctional Institution (RGCI)
From: Dan Cromwell, Warden
Subject: Updated Visitation Guidelines

Effective September 13th, 2021, RGCI will be modifying the days of visitation due to the increased number of requests for video visits as well increasing the time for face-to-face visits during the week. Due to physical distancing and other preventative measures related to COVID-19, capacity in visitation areas will remain decreased. RGCI will attempt to honor up to two face-to-face visits per week for each person in our care (PIOC). In addition, RGCI will continue to offer a video visit option to augment in-person visitation, and create more opportunities for those in our care and their loved ones to stay connected.

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 using the same email address as used for Zoom visits. The email address is DOCDAIRGCIZoomVisits@Wisconsin.gov. You must specify if you are requesting a **ZOOM** or **CONTACT** visit. Please include each person that will appear either in person or via video along with their date of birth, the PIOC and DOC#, and preferred date and time (listed below).
4. Visits may be requested up to two weeks in advance, and must be requested at least two business days in advance. You may request only one visit per email, and must wait 24 hours between requests. Visits are scheduled on a first come first serve basis as space is limited.

In-Person Visitation

1. In-person visits will be held Monday and Friday starting at 2:20 pm with the last scheduled visit starting at 5:50 pm. Saturday/Sunday and Holidays starting at 8:20 am with the last scheduled visit starting at 2:25 pm.
2. Visits on Monday and Friday will be two hours in length. Visits on Saturday/Sunday and Holidays will be one hour in length. Visits are scheduled to allow for social distancing, and proper cleaning and sanitizing between visits.
3. Once your visit has been scheduled, the PIOC will receive a pass indicating the date and time of your visit. You will then receive an email confirmation indicating the date and time.
4. The lobby will open 15 minutes prior to visitation for processing. Visits will not be rescheduled for the same day due to tardiness by the visitor or PIOC. A scheduled visit will not be facilitated if you arrive later than 30 minutes after the scheduled start time. Please arrive on time.

5. Visitors will be required to complete a COVID-19 screening in the lobby prior to admission into the institution.
6. Brief hugs are allowed at the beginning and end of your visit. Kisses, hand holding, and sitting on laps is not allowed.
7. All visitors age two or above shall wear a mask for the duration of the visit. PIOC shall be required to wear a mask for the duration of the visit. Those unable to wear a mask due to medical issues will be required to complete a DOC-2424 and have it sent from a medical provider.
8. Food and drink are allowed, but cannot be shared amongst visitors and PIOC's.
9. The children's area of the visiting room will not be available.

Video Visitation

1. Video visits will be held Tuesday, Wednesday and Thursday starting at 2:20 pm with the last scheduled visit starting at 8:20 pm.
2. Visits will be 30 minutes in length.
3. Once your visit has been scheduled, the PIOC will receive a pass indicating the date and time of your visit. You will then receive an email confirmation indicating the date and time and a link to connect to the visit. Video visits are conducted using the ZOOM app. It is suggested that you download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on your computer, laptop, cell phone, or tablet.
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>