



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Racine Youthful Offender Correctional Facility

DATE: November 17, 2021

TO: All RYOFC Visitors

FROM: Je'Leslie Taylor, Warden

SUBJECT: On-Line Platform to Schedule In-Person and Video Visits (Updated)

As of October 31, 2021, both in-person and video visits can be scheduled through the **Sign Up Genius** platform (see link below). Visitors will have all of the available day and time options visible to them. Please note: scheduling or changing a visit can only be requested **THREE DAYS IN ADVANCE**. This allows staff time to ensure all of the information is correct.

<https://www.signupgenius.com/go/RYOFCVisits>

At this time RYOFC is allowing two (2) in-person and two (2) video visit per week. Each visit will be a maximum of one hour (60 minutes) in length and must be scheduled ahead of time. All visits will be processed on a first-come-first-served basis.

When selecting a time to visit, guests must provide the PIOC's name, PIOC's DOC number, their name and date of birth as well as any other visitors and their dates of birth. A 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 **Sign Up Genius** 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. **Sign Up Genius** can be accessed from any device.

An additional email will be sent to the visitor if there is a problem with the sign up request (requester not on the PIOC's visiting list, PIOC not allowed visitation due to housing status, etc.) stating the scheduled time needs to be cancelled or rescheduled.

All visiting rules will remain the same, are listed on the website, and will be included with the confirmation email. **Sign Up Genius** is designed to be user friendly, but we understand it might take a while for some visitors to understand the process. We will remain flexible and helpful, providing the link and directions to anyone that continues to email DOCDAIRYOFCZoomVisists@wisconsin.gov.

Visiting Procedures

1. Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on the intended PIOC's visiting list. Up to three approved visitors will be allowed per visit. At least one visitor must be an adult.

2. Visitation eligibility will be determined by PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.
3. If a visitor does not have access to the internet, they may call the facility at 262-638-2925 and leave a message with their visitation request information (name, PIOC wanting to visit, PIOC DOC#, date and time requested, and a call back phone number). It is highly suggested that they use the **Sign Up Genius** system to faster process the visiting request as the phone line will only be checked periodically throughout the day.
4. Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up per CDC guidelines for correctional/detention facilities.
5. Visitors should arrive no more than 10 minutes prior to the scheduled start time of their visit. They will not be permitted to wait in the facility lobby. Visitors arriving late (10 minutes or more) to the scheduled start time of the visit will not be permitted to visit. Visits will end at the scheduled end time regardless of the start time.

Additional information

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. No sharing of food or drinks between visitors and persons in DOC care.
3. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
4. Hand holding and sitting on laps is not allowed.
5. 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.
6. PIOC are responsible to inform their visitors of all of the visitation rules. Any violations or refusal to comply with the rules will result in the termination of the visit and is subject to suspension of visits by the Security Director.
7. Conversation during visits will be held to a normal tone of voice to not disturb others.