



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Stanley Correctional Institution

Date: July 17, 2020  
TO: SCI Persons in Our Care  
From: Mario Canziani, Deputy Warden  
RE: Video Visitation

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Beginning July 24, 2020 all SCI Persons in Our Care (PIOC) 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 45 minute visit every 2 weeks at this time. We will evaluate this process every month to determine if the current process is working well for everyone.

### **Procedure:**

1. Visitors must have previously completed a Visitor Questionnaire (DOC-0021AA) and be on the approved visiting list.
2. Only approved scheduled visitors are allowed on the Zoom video visit with the PIOC.
3. Prior to the video visit starting, visitors will be required to show an approved form of identification on the computer screen to visiting room staff (State ID).  
Acceptable forms of identification are:
  - a. Valid State Driver's License
  - b. Valid Passport or Visa
  - c. Valid Department of Transportation ID
  - d. Valid Military ID, requires a DOB
  - e. Valid Tribal ID (if it provides a photo)
4. Children or minors are allowed to visit as long as they are already on the approved visiting list. Visitors age sixteen (16) or older must provide photo identification.
5. Video visitation is a free service for PIOC.
6. Every eligible PIOC will have the ability to have a video visitation.
  - a. Eligibility is determined on PIOC's current status or disciplinary status restrictions.
  - b. PIOC's currently in RHU or Quarantine will not receive visits at this time.
  - c. Eligibility will be monitored and reviewed on a weekly basis.
7. PIOC 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.
8. Visits are scheduled by emailing: [DOCDASCIZoomVisits@Wisconsin.gov](mailto:DOCDASCIZoomVisits@Wisconsin.gov)
9. Visit requests emailed to the above account shall include the following information:
  - a. PIOC's full name and DOC number.
  - b. The approved visitor(s) full name and date of birth. This will be verified with the PIOC's approved visiting list.

10. Visiting schedule is as follows:
  - Monday, Tuesday, Friday 2:15 PM – 8:00 PM
  - Saturday and Sunday 8:15 AM – 3:00 PM
11. Weekday visits will be scheduled every 60 minutes (2:15 pm, 3:15 pm, 4:15 pm, 5:15 pm, 6:15 pm, and 7:15 pm)
12. Weekend visits will be scheduled every 60 minutes (8:15 am, 9:15 am, 10:15 am, 11:15 am, 12:15 pm 1:15pm, 2:15 pm). PIOC's with a 12:15 pm start time must arrive by noon to allow for count.
13. Each visit is a maximum of 45 minutes in length (subject to change) with 15 minutes between visits to allow proper cleaning between visits and time to ensure connectivity.
14. Visiting Room Photographers will be responsible for cleaning all booths after each 45 minute visiting session.
15. Once the visit has been scheduled, PIOC's will receive a visit pass indicating the date/time/visitor and visiting booth number. The visitor will then receive an email confirmation indicating date/time and a link with instructions about how to connect to the visit.
16. Visits are conducted using ZOOM. Visitors should download the ZOOM application prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone, or tablet.
17. Before leaving the housing unit, PIOC's will inform unit staff that they have a visit and show them their pass that indicates the date, time and booth.
18. PIOC's are to report to the visiting room with their pass. PIOC will show their ID and hand their pass to staff before going to their assigned booth so staff can confirm the identity of the POIC and booth. Staff will then keep the pass.
19. PIOC must arrive to the visiting area no more than 10 minutes before the start of your visit. It is the PIOC's responsibility to ensure they arrive on time. As PIOC's enter into M-Building for their visit, they will have a seat in the hallway and wait for staff to let them in.
20. PIOC's will be searched entering and exiting the visiting room (pat/strip or body scan).
21. Visits will not be rescheduled due to tardiness or failure to connect by the visitor due to scheduling limitations.
22. Once a visit is scheduled, that visit cannot be changed or rescheduled.
23. PIOC are reminded of the requirements to wear state attire in the Visiting Room as outlined in the SCI Inmate Handbook. Removal of outer layers will not be allowed in the visiting room area.
24. Any or all of the SCI Zoom video visiting process is subject to change or cancellation at any time due to institution needs. Warden/designee shall determine when a change or cancellation of a visit will take place.
25. Video visits will be monitored by Visiting Room staff. All visiting regulations apply, including visitor attire. Violations of the visiting policies and procedures by visitors or PIOC's will result in termination of the visit and possible suspension of visiting privileges.