



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Taycheedah Correctional Institution

Date: July 1, 2021

To: TCI Staff  
Population of TCI  
Visitors

From: Warden Jennifer McDermott

RE: In Person and Zoom Visitation

Beginning July 6, 2021 TCI will provide the opportunity for in person and zoom visitation. In an effort to ensure fair opportunity for all, each person is eligible for **two (2) in person visits and 1(one) video visit per week**. Each visit will be an hour (**60 minutes**) in length and must be scheduled. Family/Friends can begin to schedule in-person visits at 9:00 a.m. on Wednesday, June 16. Visitors are asked to schedule their in-person visits at least two (2) business days (excludes Saturdays, Sundays and holidays) in advance. We will continue to evaluate this process as we move forward to determine more or less visiting opportunities. We appreciate your patience and cooperation with this process.

### In person visit procedure

1. Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Up to three visitors will be allowed for a specific visit with an individual. At least one visitor must be an adult.
2. Individuals housed on MSMU Wing 1 or in Restrictive Housing Unit are eligible for one (1) zoom visit weekly.
3. If an in-person visit is scheduled and the individual is placed in Restrictive Housing or MSMU Wing 1, the visitor will be allowed to participate in the visit via polycom in the TCI visiting room. Those who are in Quarantine or Isolation are not be eligible for zoom and in person visitation.
4. Visits are scheduled on a first come first serve basis as space is limited. Visitors may schedule in person and zoom visits in their email request. However, requests will not be honored for blocked or re-occurring visits (i.e. every Monday at 5pm).
5. Visits can be scheduled by emailing the addresses below. Please ensure that you clearly identify which type of visit you are requesting. (**IN PERSON** or **VIDEO**)

[DOCWWCSTCIZoomVisits@wisconsin.gov](mailto:DOCWWCSTCIZoomVisits@wisconsin.gov)

If a visitor does not have access to email, they may call the facility at [920-929-3837](tel:920-929-3837) and leave a message with their visitation request information (names of visitor(s), person and DOC # requesting to visit, date and time requested, call back phone number and specify zoom or in person visit). It is highly recommended visitors utilize email to submit a visiting request as the phone line will only be checked periodically.

6. Visiting schedule is as follows for Zoom and In Person visitation :
  - Monday- Friday 2:30 PM - 8:30 PM
  - Holidays 8:30 AM - 3:30 PM
7. Visitors will not be allowed to enter the gatehouse until 20 minutes prior to the scheduled start time of their visit.
8. Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms questioning prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up.

9. Once a visit has been scheduled, the visitor will receive a confirmation email with instructions, and the Zoom link to click on for the visit. Visitors should download the ZOOM app prior to attending the video visit to ensure that the visit takes place in a timely manner. Visitors should only access the visit through the emailed link, not from Zoom directly.
10. Visits will not be rescheduled due to tardiness by the visitor due to scheduling limitations.
11. If scheduled for a visit, report to the visiting room at your designated movement time following guidance in the TCI Handbook for proper attire.
12. If COVID-19 cases at TCI or surrounding community begin to rise during this transition period, or if other, unforeseen circumstances arise, face-to-face visitation may be suspended.
13. Photos with in person visitors are not allowed at this time.

### **Additional information**

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. Per CDC guidance related to mask wearing in correctional facilities, all visitors age two or above shall wear a mask for the duration of the visit.
3. When food and drink becomes available, sharing of food or drinks between visitors and population is prohibited.
4. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
5. Hand holding and sitting on laps is not allowed for those age two and over.
6. Everyone shall be required to wear a mask for the duration of the visit.
7. 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.
8. Conversation during visits will be held to a normal tone of voice as not to disturb others.
9. Refusal to comply with visiting rules may result in ending the visit and suspension of future visits. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
10. Visits will be forfeited and entrance will be denied if visitor(s) check in 15 minutes after the scheduled start time of a visit.
11. 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
12. Only those scheduled to attend the visit are permitted to be on the video screen.
13. Video visiting will be terminated immediately if any forms or any suspension 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
14. Incoming Photos/screenshots will be reviewed in accordance with DOC Policy 309.04.01 Inmate Mail.

Johnson and Johnson (J&J) Covid-19 vaccines are available for on-site administration to approved adult visitors (18 and older). Vaccinations will be administered at the end of an in-person visit between the hours of 2:30pm -6pm. If you are interested in receiving the Johnson and Johnson vaccine, please notify the visiting room staff upon entrance into the visiting room. The visiting room officer will notify nursing staff to meet with you after your visit has ended to complete required paperwork and administer the vaccine. You will be required to stay for a period of 15 minutes upon completion of vaccine administration.