



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Wisconsin Women's Correctional System

Date: January 21, 2021

To: Staff and Persons in Our Care

From: Deputy Warden Kalen Ruck

RE: **Video Visitation Update**

Beginning January 21, 2021, each PIOC will be limited to one **45 minute visit every week**. We will continue to evaluate this process as we move forward to determine if time and space will allow for more video visit opportunities. We appreciate your patience and cooperation with this process.

### Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visiting starting the visitor/s will be required to show an approved form of identification. Children or minors will be allowed to visit as long as they are on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined based on the current status of the PIOC to include disciplinary status restrictions in accordance with WIDOC 303.
4. PIOC are responsible for contacting individuals that you wish to visit with and provide them the information on how to schedule a visit. The information will be posted to the public WI DOC as well.
5. Requests to schedule a visit will be processed during business hours, Monday-Friday and will be processed on a first come first serve basis, as space is limited. TCI will do it's best to accommodate visitors date and time requests. Visitors must include the following information in their request: The DOBs, last and first names of all visitors (on approved visitation list) that will be participating in the video visit as well as PIOC name and DOC number. All visitors must be in the same location as only one zoom invite link will be sent per visit.
6. **TCI is requesting that visitors submit Zoom visiting requests a minimum of 3 business days in advance when communicating with the TCI Zoom scheduler.**
7. Approved visitors may request to schedule a new visit only after the completion of a scheduled visit.

Visits can be requested by an approved visitors by emailing the address below:

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

Visits will be scheduled on the hour and half **hour** (3:00, 3:30, 4:00, etc.) and will be a maximum of **45** minutes in length. This is to allow proper cleaning between visits and to ensure connectivity

8. **Visiting schedule is as follows**

**Monday- Friday 2:30 PM - 8:00 PM**

**Holidays that fall on a week day will be scheduled from 8:00-4:00**

**Visiting hours may be expanded in the future as resources and staffing allow**

9. Once a visit has been scheduled, the visitor will receive a confirmation email with instructions, passcode and the Zoom link to click on for the visit. They will be required to enter a 6 digit passcode in the confirmation email when they access 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. Once a visit has been scheduled, PIOC will receive a visit pass indicating the date /time and visiting table number. It is the responsibility of the PIOC to arrive at the Gower Visit Room on time with their visit pass.
11. Visits will not be rescheduled due to tardiness by the visitor or PIOC due to scheduling limitations.
12. PIOC are to report to the visiting room, with your pass, at your designated time. You are permitted to leave your assigned housing unit 7 minutes early per TCI handbook. PIOC will be placed on institution movement for scheduled visits as well.
13. PIOC are required to wear full state issued uniform with state issued ID on the most outer top visible for staff to view at all times. Green top must be tucked into green bottoms. Removal of outer layers will not be allowed in the visiting room area.

### **Prohibited Conduct**

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 the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone of voice to not disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be on the video screen.
5. 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
6. 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
8. Incoming Photos/screenshots will be reviewed in accordance with DOC Policy 309.04.01 Inmate Mail.