




# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Green Bay Correctional Institution

Date: June 22, 2020  
To: GBCI Staff and Persons In Our Care (PIOC)  
From: Michelle Haese   
Deputy Warden  
RE: Video Visitation

On June 1, 2020 GBCI began video visitation for persons in our care (PIOC). Effective Monday, July 6, 2020, each PIOC will be limited to one - 40 minute visit per week. We will evaluate this process as we move forward to determine if time & space will allow for more video visit opportunities.

## Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visit 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 already on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined based upon the current status of the PIOC to include disciplinary status restrictions in accordance to WIDOC 303.
4. You are responsible for contacting individuals you wish to visit and provide them with the information on how to schedule a visit. The information will also be posted to the public WI DOC website. Visits are scheduled on a first come first serve basis as space is limited.

Visits can be scheduled by emailing the addresses below:

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

**The email address must not contain any spaces or the request will not be received.**

5. Visits will be scheduled every 60 minutes (3:00, 4:00, etc.) but will only be a maximum of 40 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.
6. Visiting schedule is as follows
  - Monday- Friday 8:00 AM - 8:30 PM
7. Once your visit has been scheduled, you will receive a visit pass indicating the date, time, and visiting booth number. It is your responsibility to ensure you arrive on time. Your visitor will then receive an email confirmation indicating the date, time, and a link how to connect to the visit. Visits are conducted using ZOOM. It is suggested that visitors download the ZOOM app

prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone, or tablet.

8. You are to report to the Vocational Computer Lab Visiting Room in the Education hallway with your pass, at your designated time.
9. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations.
10. You 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 as not to 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 seen and heard on the video screen.
5. Visitors are not permitted to record the visit.
6. 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.
7. Video visiting will be terminated immediately if there is any suspicion of Illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 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
  - Adding individuals to the visit after it has started