



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Winnebago Correctional Center

COVID 19 Visitation Operations for Winnebago Correctional Center

VISITS BY EMAIL RESERVATION ONLY – **EFFECTIVE MARCH 15, 2021**

VISITOR SPECIFIC:

- All visits will be virtual via Zoom
- Visitors shall be appropriately clothed at all times as well as refrain from behavior that would be considered offensive/vulgar or the visit will be terminated.
- Only approved contacts on the PIOC's approved visiting list that have registered will be allowed on the visit, if unapproved visitors are present the visit will be terminated.
- There will be no forms to fill out as only those approved will be pre-registered. You must show ID upon start of the visit to verify.
- Visitors must schedule visit to set up a time and date for virtual session at Winnebago Correctional Center. Visits will be scheduled 2 weeks in advance. Visitors must be on approved PIOC visitor list.
 - Visitors will need to schedule via email (DOCWCCSWCCZoomVisitingBooth1@wisconsin.gov).

In the **subject line** indicate:

- PIOC name and DOC#
- Date and time of requested visit

In the **body of the email** indicate:

- Visitor name and contact phone number and return email address

Approved visitors will receive a confirmation email a week prior to scheduled visit.

- PIOC's will be eligible for up to 1 visit per week based on scheduling availability.
- Visits will be 20 minutes in length.
- Visitors and PIOC's will be notified of time/date of visit in advance and will have 5 minutes from start time to arrive, late arrival will result in termination of visit.
- Visiting laptop screen will face the Sgt.'s office so that staff can monitor the visits.
- There will not be access to restroom facilities and food or water is not allowed during the 20 minute visit.
- Visitors may log in no more than 10 minutes prior to scheduled visit time and wait in a virtual "waiting room". They will be admitted into the visit once the PIOC is present.
- You must remain seated at all times at the assigned computer table.
- Upon start of visit the computer is not to be touched or repositioned in any manner

Available visiting hours:

Tuesday

6:30 pm, 7:00 pm, 7:30 pm,
8:00 pm

Saturday and Sunday

12:45 pm, 1:15 pm, 2:45 pm,
3:15 pm, 3:45 pm, 4:15 pm