



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Wisconsin Secure Program Facility

**DATE:** November 14<sup>th</sup>, 2022

**TO:** WSPF Staff, Visitors and Persons In Our Care (PIOC)

**FROM:** Paula Stoudt, Deputy Warden *P. Stoudt*

**RE:** Updates to In-Person Visitation

Effective the week of October 10<sup>th</sup>, 2022, in-person visitation will be available on Monday, Tuesday, Thursday and Friday's for those in general population. No-contact visits for those in Phase 4 Administrative Confinement will also be affected by this change.

The WSPF visitation scheduling week is defined as Saturday through Friday. All allowed visit(s) will be scheduled no more than 14 days preceding and no later than Midnight of the Wednesday prior to the scheduling week they are requesting to visit. In-Person visits (60 minutes in duration) are available Monday, Tuesday, Thursday, and Friday, while Zoom visits (20 minutes in duration) are available on Saturday, Sunday, Monday, and Tuesday.

### **In-person visit procedure:**

1. Visitors must have an approved Visitor Questionnaire (DOC-21AA) and be on the approved visiting list. Up to three approved visitors will be allowed for a specific visit with a person in our care (PIOC). At least one visitor must be an adult.
2. Visits are scheduled on a first come first serve basis, as space is limited.
3. Once a visit is scheduled it will not be re-scheduled.
4. One in-person visit is allowed on each day; Monday, Tuesday, Thursday and Friday.

In-person visiting availability will continue to be re-evaluated to determine if additional visit opportunities can occur per week. Both in-person and video visits can be scheduled by emailing the address below. Please ensure to clearly identify which type of visit is being requested. (IN PERSON or VIDEO)

Proposed visitors, please include the following:

Visitor name(s)

PIOC name and DOC#

Top three (3) visiting time choices (by order of preference)

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

If a person does not have access to email, they may call the facility at 608-375-6422 and leave a message with their visitation request information (name, PIOC wanting to visit, date and time requested, and call back phone number). It is highly suggested use of the e-mail system to faster process the visiting request, as the phone line will only be checked periodically.

5. In-Person Visiting schedule is as follows:

**Monday, Tuesday, Thursday and Friday**

**8:30am - 9:30am**

**9:45am - 10:45am**

**11:00am - 12:00pm**

6. Visitors should arrive no more than 20 minutes prior to the scheduled start time of their visit. They will not be permitted to wait in the lobby.
7. Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms prior to being allowed to enter the visiting area. Masks continue to be (optional) for all visitors ages 2 and up.
8. PIOC are required to wear full state issued uniform, mask (optional), and 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.

**Additional information**

1. DAI Policy # 309.06.01 – Visiting, is to be adhered to at all times.
2. PIOC and visitors are allowed a brief embrace and/or kiss only at the beginning and end of the visit. Excessive or continued displays of affection are not allowed and may result in the termination of the visit.
3. PIOC are permitted to hold hands with their visitor. Hands shall be positioned above the visiting room table at all times. This is the only physical contact allowed during the duration of the visit.
4. Children of a PIOC who are age five (5) or under, may be permitted to be held and/or sit on the PIOC's lap, provided there are no risk factors as determined by facility staff.
5. 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.
6. Visitors are to follow 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.
7. Conversation during visits will be held to a normal tone of voice to not disturb others.
8. Refusal to comply with these rules may result in ending the visit and suspension of future visits.

**ZOOM Visitation Information**

9. **ZOOM** visits will continue to be offered with the following change in times:

Saturday/Sunday/Monday/Tuesday **evenings** 5:00pm - 8:00pm. The current Unit rotation schedule in place for ZOOM visits will remain.

**Times**

5:00pm - 5:20pm    5:30pm - 5:50pm    6:00pm - 6:20pm

6:30pm - 6:50pm    7:00pm - 7:20pm    7:30pm - 8:00pm

10. Visits will be scheduled every 30 minutes but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.

11. Each general population unit will be scheduled for one day per week, and the day will alternate each week (see sample calendar highlighting, Housing Unit E, below).

**JUNE**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4 <b>E</b>
5 <b>C</b>	6 <b>D</b>	7 <b>A</b>	8	9	10	11 <b>A</b>
12 <b>D</b>	13 <b>E</b>	14 <b>C</b>	15	16	17	18 <b>C</b>
19 <b>E</b>	20 <b>A</b>	21 <b>D</b>	22	23	24	25 <b>D</b>
26 <b>A</b>	27 <b>C</b>	28 <b>E</b>	29	30		

This will allow each general population unit the ability to have two weekend visitation days and two weekday visitation days each month. These times may be adjusted depending on need.

12. Once your visit has been scheduled, the PIOC being visited will receive an appointment slip indicating the date / time / and visiting booth number. The visitor will then receive an email confirmation indicating 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.
13. Five individuals at a time will be escorted to the Visiting area. It is your responsibility to be ready at the time of the escort
14. Visits will not be rescheduled due to tardiness by the visitor.
15. PIOCs being visited 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**

- **DAI Policy #309.06.01 – Visiting, shall be adhered to at all times.**
- PIOC are responsible to inform their visitors of all 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.
- 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 the visiting video session will be terminated.
- Only those scheduled to attend the visit are permitted to be on the video screen.
- Visitors are not permitted to record the visit.
- 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.
- Video visiting will be terminated immediately if there is any suspicion of illegal activities, any behavior which 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.
  - Drugs 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.