Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Sanger B. Powers Correctional Center

Date: June 11, 2020

To: SPCC Staff & PIOC

From: Patrick Melman, Superintendent

RE: Video Visitation

Beginning June 15, 2020 persons in the care of SPCC will be eligible for a video visit. As the project is just starting, and to make it fair for everyone, each PIOC will be limited to one 20 minute visit every week. We will evaluate this process ongoing to determine if 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 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 already on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Video visits are monitored by staff and may be recorded.
4. Eligibility will be determined on PIOC current status or disciplinary status restrictions in accordance to WIDOC 303.
5. You are responsible for contacting individuals you wish to visit with and provide them the information on how to schedule a visit. Visits are scheduled on a first come first serve basis as space is limited.

   Visits can be scheduled by emailing the addresses below:
   DOCWCCSSPCCZoomVisits@wisconsin.gov

6. Visits will be scheduled every 30 minutes (3:00, 3:30, 4:00, etc.) but will only be a maximum of 20 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.

7. Visiting schedule is as follows for ZOOM :

Tuesday	*8:00 am – 11:30 am*
Wednesday	*6:00 pm – 9:00 pm*
Saturday	*8:00 am – 11:30 am*

   (Schedule Updated February 15, 2021)

8. Once your visit has been scheduled, you will receive a visit pass indicating the date and time. It is your responsibility to ensure you arrive on time. Your 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.
9. You are to report to the visiting room, with your pass, at your designated time.
10. Visits will not be rescheduled due to tardiness by the visitor or the PIOC due to scheduling limitations.
11. You are required to be fully dressed in accordance to the SPCC Handbook.

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. 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