

Date: _____

Time: _____

[illegible]

Zoom Information Coordinator
Wisconsin Resource Center
PO Box 16
Winnebago, WI 54985-0016

The logo for WRC Horizons in Treatment features a stylized sun with a yellow upper half and a red lower half, set against a white background. Below the sun is a blue wavy line representing water. The text "WRC" is in large, bold, black letters, and "Horizons in Treatment" is in a smaller, italicized, black font below it.

WISCONSIN RESOURCE CENTER
Winnebago, Wisconsin

30-minute Zoom visits are available on Mondays and Tuesdays, allowing up to four visits at a time, during the following time slots:

- 6:20–6:50 p.m.
- 7:00–7:30 p.m.
- 7:10–7:40 p.m.
- 8:00–8:30 p.m.

WRC encourages and accommodates the visitation of residents by family members, friends, and others who provide support that is consistent with the need to maintain security. The successful adjustment of a resident to a correctional institution and the ultimate successful reintegration of a resident into the community are aided by the maintenance of family and community ties.

Schedule a visit

Schedule a visit by emailing DHSWRCVisitation@dhs.wisconsin.gov the following information:

- Name and ID number of the person you wish to visit.
- Preferred date and time of the visit, within the options listed on the cover.
- Any alternative dates/times that work within the options listed on the cover.
- Names and dates of birth of all visitors who will be present on the Zoom visit.
- Your telephone number in case connectivity issues arise.

Please allow 3 business days for a response.

Zoom visitation will not take place on holidays recognized on a Monday or Tuesday. Only in-person visitation will be hosted on these days.

Procedure

1. Visitors must complete a Visitor Questionnaire (F-02819) and be on the resident's approved visitation list.
2. Prior to the visit starting, all visitors will be required to show valid identification.
3. Children and minors are able to visit as long as they are on the approved visitation list and have an approved adult present.
4. Visitation may be canceled by WRC at any time for the following reasons: disciplinary status restrictions in

accordance with WIDOC 303, medical quarantine, or staff discretion.

5. Residents are responsible for contacting proposed visitors and providing them with the information on how to schedule a visit. This information is also provided on the WRC webpage.
6. WRC staff will make every attempt for a successful video visit, but we take no responsibility for the technology used to facilitate these visits. If the visit cannot be established within 15 minutes of the scheduled start time, the visit will be canceled. Visits will not be extended past the scheduled time slots despite the start of the visit.
7. Whether in-person or a zoom request allow 3 business days for requests to be processed.

Prohibited Conduct

1. WRC Visitation Policy 5.4.4 must be adhered to at all times.
2. Residents are responsible for informing their visitors of visitation rules. Any violation will result in termination of the visit and is subject to disciplinary action or suspension of visits by the Security Director.
3. Conversation during visits will be held to a reasonable tone and subject. Visitors and residents will receive one warning before visits are ended due to inappropriate conduct.
4. Only those scheduled to visit may be on the visitation screen. Visits will be

ended if unapproved visitors are present.

5. Visitors are not permitted to record or photograph visits.
6. Appropriate attire is required for visitation. Visitors cannot have any of the following:
 - Exposed undergarments.
 - Clothing with revealing holes, tears, or slits that expose body parts.
 - Gang-related clothing, headwear, shoes, logos, or insignias.
 - Transparent/translucent (see-through) clothing.
7. Video visitation will be terminated immediately if there is any suspicion of illegal activities, any behavior that would be deemed inappropriate if the person were in an in-person visiting setting, or any inappropriate behavior outlined as unacceptable in accordance with WRC Policy 5.4.4. This includes, but is not limited to, the following:
 - A range of provocative or suggestive behaviors including sexual acts, nudity, or posing.
 - Drug and alcohol use during the visit.
 - Showing objects identified as a threat (firearms, weapons, knives, etc.).
 - Inappropriate language.
 - Inappropriate location of visitor (while operating a vehicle, bar, nightclub, etc.).