

## NEW LISBON CORRECTIONAL INSTITUTION (NLCI)

### VISITOR GUIDELINES

(608) 562-6400

Street Address  
2000 Progress Road  
New Lisbon, WI 53950

Inmate Mailing Address  
PO Box 4000  
New Lisbon, WI 53950-4000

**Money Orders Only**  
Inmates Mailing Address  
PO Box 6000  
New Lisbon, WI 53950-6000

### DIRECTIONS

- ❖ **From Madison/Milwaukee** - Take Hwy 90/94 past Wisconsin Dells exits, continue on 90/94 to Exit 61 for New Lisbon/Necedah Hwy 80, turn right. Take a sharp right on to Frontage Rd. until Progress Rd., left on Progress Rd. to NLCI.
- ❖ **From Green Bay**- Take Hwy 41 South to Oshkosh, Hwy 21 West to Necedah. Turn left (South) on Hwy 80 in Necedah and follow Hwy 80 to New Lisbon. Just before I 90/94, turn left on to Frontage Rd., then left on to Progress Rd. to NLCI.
- ❖ **From Northern Wis.** -Take 39/51 to Coloma, Hwy 21 West. Continue on Hwy 21 West to Necedah. Turn left (South) on Hwy 80 in Necedah and follow Hwy 80 to New Lisbon. Just before I 90/94, turn left on to Frontage Rd. then left on to Progress Rd. to NLCI.

### VISITING HOURS

Tuesday thru Friday: 2:15 p.m. to 8:45 p.m.; maximum visiting time is 3 hours.

Saturday, Sunday and Holidays: 8:00 a.m. to 3:45 p.m.; maximum visiting time is 2 hours. Holidays include New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. There is no visiting on Mondays, unless it is a holiday listed above. Visits on holidays will not count toward the weekly total.

Inmates are permitted only one visit per day with a total of three visits per week (Tues.-Sunday). Only one of the three visits may be on the weekend (Saturday & Sunday).

Visitors will be allowed on grounds no earlier than ten minutes before visiting hours.

There will be no admittance into the institution ONE HOUR before the end of visiting hours (7:45 p.m. Tues.-Fri., and 2:45 p.m. Sat. - Sun.)

### ARRIVAL AT NEW LISBON CORRECTIONAL INSTITUTION

Handicap spaces are provided for visitors who have a physical disability. Vehicles using the handicapped parking spaces must have license plates or state approved display cards that authorize handicap parking. Weapons, illegal drugs, and alcohol are not allowed on state property.

**NOTE: Visitors who are sensitive to elevated temperatures should check the weather forecast before planning a visit. The NLCI Visiting Room is not air conditioned.**

The use of tobacco or tobacco-like products is prohibited on state property. NLCI is a tobacco free facility. No tobacco products, lighters or ignition devices are allowed.

Pets are not permitted on state property except for those assigned as service animals.

No loitering is permitted in the parking lot area. No one is allowed to remain on state property waiting for other persons who are visiting.

No loud electronics, picnics/tailgate parties, littering or horseplay is allowed.

Anyone denied visitation must leave state property immediately.

Disabled/stalled vehicles must be reported to the Lobby Sergeant and be attended to and/or removed as soon as possible.

Vehicles left on state property for over 48 hours will be towed at the owner's expense.

Vehicles must be secured (windows rolled up, doors locked). If your vehicle is found unsecured, your visit may be terminated.

### NO CONTACT VISITS

Inmates in Restricted Status Housing or under no contact visiting restrictions will be permitted to visit using the audiovisual equipment only. Visiting hours are the same as regular visiting hours but are limited to one hour due to space

restrictions. A limit of two adult visitors, maximum of five total visitors, is permitted for no contact visits. Visitors may call ahead to determine if an inmate is on a no contact restriction.

### **GENERAL**

Only visitors on the approved visiting list will be permitted to visit. The maximum number of visitors is ten, of which five may be children. Visitors will not be permitted to stay in the lobby unless waiting to enter the institution. Lockers are available for 25 cents (refundable at the end of visit) in the Lobby for visitors' property. Visitors' hands will be stamped in the Lobby and checked by control staff when entering and leaving the Visiting Room. Individuals must conduct themselves in an appropriate and courteous manner and comply with all the rules and instructions.

### **IDENTIFICATION**

Visitors, 16 years and older, must provide an acceptable valid/current (within one month of expiration) photo identification each time they request to visit an inmate. Visitors who are not visibly identifiable according to their photo identification provided will not be allowed entry. (Driver's License, State picture ID, Dept. of Transportation/Division of Motor Vehicle ID, County Welfare Department ID, Military ID, Passport or Immigration Card.) Exceptions may be granted for Amish visitors who do not possess photo ID as a requirement of their religion. Minors (under age 18) must be accompanied to visit by an approved adult visitor, unless the minor is the spouse of the inmate.

### **METAL DETECTOR**

All visitors with the exception of DOC, DOJ Employees, Law Enforcement, Judges, DAs, Parole Commission, Governor and Legislators, must pass through and clear the metal detector. Visitors should avoid wearing clothing with metal attached and/or excessive jewelry. Visitors will be denied entry to the visiting room if he/she is unable to successfully pass through the metal detector after three attempts.

### **MEDICAL EXCEPTIONS FOR ACCESS TO THE VISITING ROOM**

Visitors who are unable to successfully clear and walk through the metal detector due to a medical appliance/assistive device, must submit a completed DOC-2424 to the Security Director prior to the visit.

### **PREA (Prison Rape Elimination Act)**

The Department has established multiple ways for inmates and their friends or family to report incidents of sexual abuse or sexual harassment. Inmates may report for themselves or for other by dialing 777 or 888 or by filing an inmate complaint. Family members may report by contacting local law enforcement or any institution staff.

### **SPECIAL NEEDS/ACCOMMODATIONS**

If prior approval for use of personal wheelchair is not received, the visitor will be required to use an institution wheelchair. The visitor is encouraged to have the DOC-2424 completed and approved by Security Director before future visits.

For those who require use of a wheelchair, it is expected they can navigate the walkway independently or with help from someone who traveled with them. Visitors have the option of using one of NLCI's wheelchairs if they wish, but staff will not assist in pushing these visitors. As a last resort, these visitors will be offered the option of tele-visit. Service animals are allowed.

### **USE OF VENDING MACHINES**

Inmate will be allowed to stand on blue line to make selections only. At no time is an inmate allowed to handle any currency/money or make contact with the machines. All purchases will be made by visitor. No change will be made by staff or other visitors.

### **PROPERTY IN THE VISITING ROOM**

Allowable:

Two disposable diapers per child                      Two clear baby bottles per child (plastic)

Diaper wipes (in clear plastic bag)                      One pacifier (clear) per child

Three baby blankets                      One clear sipper cup per child

Plastic baby seat only, no tubular metal

Tax papers and checks which are to be signed by the inmate (must be left at the Sergeant's desk at the beginning of the visit)

\$20.00 in change per visitor for vending machines

Emergency medication (to be left at the Visiting Room officer station)

Non Allowable:

Watches

Cell phones or other electronic devices

Money Orders for inmates (only accepted through the mail)

Powdered baby formula

Items which may pose a risk to security and/or safety, as determined by institution staff

### **VISITOR DRESS CODE**

The visiting room at NLCI stresses a “family” atmosphere. The dress code listed below has been developed to ensure a safe and secure environment that is appropriate, tasteful and conducive to a “family” atmosphere.

The following clothing is inappropriate for ALL visitors and will result in denial of entry.

1. Skirts, shorts, and dresses shorter than fingertip length plus three inches. Should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance.
2. Strapless/tube/halter tops or dresses, or tops which expose the midriff.
3. Blouses, shirts, dresses, which are low-cut.
4. Camisoles and tank tops are only permissible when worn under other attire.
5. Transparent/translucent clothing.
6. Spandex or Spandex-like and lycra or lycra-like athletic pants, aerobic/exercise tights or leotards, or swimming suits. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
7. Exposed undergarments.
8. Clothing with revealing holes, tears or slits.
9. Clothing or accessories with obscene or profane writing and/or pictures.
10. Gang/club related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes motorcycle jackets bearing club logos.

**NOTE:** If the lobby or Visiting Room Sergeants determine that the clothing worn while meeting the guidelines still constitutes an inappropriate display, a Supervisor will be contacted for verification and the visit will be denied until the problem is corrected.

Footwear must be worn at all times.

These restrictions apply equally to men, women, and children.

**NOTE:** Inmates are responsible to manage the behavior of their visitors at all times and clean their area when visit is done.

### **SPECIAL INFORMATION**

Wisconsin State Statute, 302.095, prohibits the delivery of any article to an inmate in a State Correctional Institution; or depositing or concealing an article within the State Correctional Institution or its boundaries; or receiving an article to convey out of the Institution that is contrary to the rules and regulations and without the knowledge or permission of the Warden. Any person found in violation of this law is subject to imprisonment of not more than two years or fine not exceeding \$500.00.

In addition, Wisconsin State Statute 961.465 states, “any person who violates s.961.41 (1) or (1m) by delivering or possessing with intent to deliver a controlled substance to a prisoner within the precincts of any prison, jail or House of Corrections, is subject to the applicable fine under State Statute 961.41 (1) or (1m) or imprisonment of up to twice that authorized by 961.41 (1) or (1m) or both.”

NLCI is committed to maintaining a drug-free institution and will actively investigate and prosecute any individuals bringing drugs into this facility. This facility will take whatever actions are deemed necessary to prohibit the entrance of drugs and other contraband.

Anyone who exhibits signs of intoxication will not be allowed entrance to NLCI.

*Don Strahota*

*08/08/16*

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Warden, New Lisbon Correctional Institution

Date