



WISCONSIN DEPARTMENT OF CORRECTIONS

New Lisbon Correctional Institution

Governor Tony Evers / Secretary Jared Hoy

MEMORANDUM

Date: 7/16/2026

To: NLCI Staff / Residents / Visitors

From: Jason Chatman - Security Director

Subject: Visiting Room Changes

Effective August 18th, 2026, New Lisbon Correctional Institution shall be making the below changes to the Visiting Room.

Tuesday – Friday time slots:

2:30pm – 5:30pm

5:45pm – 8:45pm

Saturday – Sunday (Holidays) time slots:

8:00 am – 10:00 am

10:30 am - 12:30 pm (release once count clears)

12:45pm – 3:45 pm

- All visitors planning on attending on-site visits shall sign up individually in ICSolutions. If visitors are not signed up, they shall be denied entry.
- Visitors shall be allowed 30 minutes after the start time of the visit to show up for the visit. If the visitor shows up after the 30 minutes the visit shall be denied.
- Upon completion of the visits, residents shall remain seated in the Visiting room until all visits have been completed, unless directed otherwise by staff.
- Once the visits have completed, all residents shall be processed out of the visiting room.