



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

New Lisbon Correctional Institution

MEMORANDUM

Date: March 31, 2022

To: All NLCI Staff and Inmates

From: Ms. Harper, Program Supervisor

Subject: New Visitation Scheduling Process-Updated

New Lisbon Correctional Institution (NLCI) is transitioning to using SignUpGenius for both in person and Zoom visits scheduled for Tuesday, April 12, 2022 and beyond. Please be aware of the following information related to this new process.

Visits taking place on or after April 12, 2022 must be scheduled using SignUpGenius. Therefore, the first date to schedule a visit using SignUpGenius is Tuesday, March 29, 2022.

Visits taking place prior to April 12, 2022 must be scheduled using the current process of sending a request via email to DOCDAINLCIZoomVisits@wisconsin.gov.

Visitors may request to schedule visits at the following websites:

For in person visits: www.signupgenius.com/go/nlcivisits

For Zoom visits: www.signupgenius.com/go/nlcizoomvisits

- Visitors must schedule visits at least two business days in advance, and requests will not be accepted earlier than two weeks prior to the requested visiting date.
- Visitors must provide all required information when scheduling a visit.
- Visitors will receive a confirmation email through SignUpGenius. Links for Zoom visits will also be provided via email through SignUpGenius.
- Inmates will receive notice of scheduled visits via posting on the units.

If a visitor does not have email access, they may call the institution to schedule a visit. For the most efficient processing of requests, it is highly recommended visitors use SignUpGenius for visitation scheduling.

Visiting hours at NLCI are as follows:

- Tuesday-Friday 2:15 p.m. to 8:45 p.m.
- Saturdays, Sundays & holidays 8:00 a.m. to 3:45 p.m.

As a reminder, please be aware of the following guidelines for visitation:

- In-person visits are two hours in length.
- Virtual (Zoom) visits are one hour in length. (Please note, each virtual visit will end after 55 minutes to allow for sanitizing and connecting the next visit)
- NLCI will attempt to honor up to two in-person visits and one virtual visit per inmate, per week. Visiting opportunities will be provided based on time and space available, and will be offered on a first come, first served basis.
- Effective Friday, April 1st, the maximum number of allowed visitors is ten, of which five may be children.
- Effective Friday, April 1st, the requirement to wear a facemask is being lifted. However, anyone can continue to wear a mask if they choose to do so.
- All visitors are asked to arrive 15 minutes prior to their scheduled visit to complete entrance process.
- Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
- Physical contact with inmates will not be allowed, with the exception of the brief hug at the start/end of the visit; to include hand holding and sitting on laps.
- Food and/or drink may be purchased during the visit, but cannot be shared between visitors and inmates.
- All chairs and tables will be sanitized between visits.
- Adherence to DAI 309.06.01-Visiting is expected from inmates and visitors.