



WISCONSIN DEPARTMENT OF CORRECTIONS

New Lisbon Correctional Institution

Governor Tony Evers / Secretary Jared Hoy

MEMORANDUM

Date: 8/10/2026

To: NLCI Staff / Residents / Visitors

From: Jason Chatman - Security Director

Subject: Visiting Room Changes - Amendment

Effective August 18th, 2026, the following changes to scheduling in-person visits shall be implemented at New Lisbon Correctional Institution:

Only two designated start times for visits scheduled Tuesday – Friday and three designated start times for visits scheduled Saturday, Sunday, and holidays will be available for visitors to sign-up for.

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)

1:45 pm – 3:45 pm

- Visitors shall be allowed up to 30 minutes after start time of their scheduled visit to arrive. If visitor arrives after 30 minutes of scheduled visit start time, visit shall be denied.
- Upon completion of visit, residents shall remain seated in visiting room until all visits have been completed, or unless directed otherwise by staff.
- Upon completion of all visits, residents shall be processed out of visiting room.