

VISITOR DRESS CODE

The dress code listed below has been developed to ensure an environment conducive to a family atmosphere.

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. Camouflage clothing.
7. Spandex or Spandex-like and lycra or lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
8. Exposed undergarments.
9. Clothing with revealing holes, tears or slits.
10. Clothing or accessories with obscene or profane writing and/or pictures.
11. Gang related clothing, headwear, shoes, logos or insignias indicative of gang affiliation. This includes motorcycle jackets bearing club logos.
12. Any clothing that may have the potential to cause undue attention.
13. Footwear must be worn at all times

NOTE: If lobby or visiting room sergeants at any time determine clothing worn, constitutes an inappropriate display, a supervisor will be contacted for verification resulting in visitor denial or termination of visit. These restrictions apply equally to men, women, and children. **Bathrooms are not to be used to change or remove clothing.**

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. Anyone who exhibits signs of intoxication or of being under the influence will not be allowed entrance to NLCI.

NEW LISBON CORRECTIONAL INSTITUTION (NLCI) VISITOR GUIDELINES

<u>Street Address</u>	<u>PIOC Mailing Address</u>
2000 Progress Road	PIOC Name and DOC Number New Lisbon Correctional Institution PO Box 189 Phoenix, MD 21131

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		Length of visit
Monday	Closed – Exception if holiday below	
Tuesday	2:30 p.m. - 8:30 p.m.	3-hours
Wednesday	2:30 p.m.- 8:30 p.m.	3-hours
Thursday	2:30 p.m.- 8:30 p.m.	3-hours
Friday	2:30 p.m.- 8:30 p.m.	3-hours
Saturday	8:30 a.m.- 3:30 p.m.	2-hours
Sunday	8:30 a.m.- 3:30 p.m.	2-hours

DOC recognized holidays: New Year's Eve/Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve/Day.

PIOC are permitted one visit per day with a total of three visits per week. Only one visit may be scheduled per weekend. Visitors will be allowed on grounds no earlier than fifteen minutes before visiting hours.

There will be no admittance into the institution ONE HOUR before end of scheduled visiting hours (7:30 p.m. Tues.-Fri., and 2:30 p.m. Sat.- Sun.) Entry is not permitted within the last 30 minutes of a scheduled visit.

ARRIVAL AT NEW LISBON CORRECTIONAL INSTITUTION

- Handicapped spaces are provided for visitors who have a physical disability. Vehicles using handicapped parking spaces must have license plates or state approved display cards that authorize handicapped parking.
- Visiting room is not air-conditioned. Visitors who are sensitive to elevated temperatures should check the weather forecast before planning a visit.
- Weapons, illegal drugs, and alcohol are not allowed on state property.
- NLCI is a tobacco free facility. Use of tobacco, tobacco-like, and vape products are prohibited on state property to include lighters or ignition devices.

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

GENERAL

Only visitors on an 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 institution. Lockers are available for 25 cents (refundable at end of visit) in the lobby for visitors' property. Visitors' hand will be stamped in the lobby and checked by control staff when entering and leaving visiting room. Visitors must conduct themselves in a respectful manner and comply with all rules and instructions.

NO CONTACT VISITS

PIOC in Restricted Housing or under no contact visiting restrictions will be permitted to visit using audiovisual equipment only. No contact visits are limited to one hour. A limit of two adult visitors, maximum of five total visitors, are permitted for no contact visits. Visitors may call ahead to determine if a PIOC is on a no contact restriction.

IDENTIFICATION

All visitors 16 or older shall provide an acceptable, valid form of photo identification to every visit. Visitors who are not identifiable according to their photo identification provided shall be denied entry. Acceptable forms of identification include: State driver's license or picture ID, Dept. of Transportation ID, county welfare department ID, military ID, passport or visa. Exceptions may be granted for Amish visitors who do not possess photo ID as a requirement of their religion. All minors (under age 18) must be accompanied by an approved adult visitor with proper identification.

METAL DETECTOR

All visitors shall pass through and clear the metal detector. Visitors should avoid wearing clothing with metal attached or excessive jewelry. Visitors shall be denied entry to visiting room if unable to successfully pass through metal detector after three attempts.

MEDICAL EXCEPTIONS FOR ACCESS TO VISITING ROOM

Visitors unable to successfully clear and walk through metal detector due to a medical appliance or assistive device, shall submit a DOC-2424 to the security director and receive approval prior to visitation.

PREA (Prison Rape Elimination Act)

The Department has established multiple ways for PIOC and their friends or family to report incidents of sexual abuse or sexual harassment. PIOC may report for themselves or for others by dialing 777, 888, 999 or filing an inmate complaint. Family members may report by contacting local law enforcement or any institution staff.

SPECIAL NEEDS/ACCOMMODATIONS

For those requiring a wheelchair, an institution wheelchair shall be provided. Use of personal wheelchair is not permitted. Visitors are expected to navigate walkway independently, or with assistance from someone attending the visit with them. Visitors unable to do so will be offered a tele-visit. Service animals are permitted. Staff are not permitted to assist in transporting visitor.

USE OF VENDING MACHINES

PIOC are not allowed to be in the vending machine area. At no time are PIOC allowed to handle currency, credit or debit cards. All purchases shall be made by visitor.

PROPERTY IN THE VISITING ROOM

Allowable:

- Comb, pick or brush, limited to one for each visitor
- Up to two baby blankets for each child
- Up to four diapers for each child.
- Up to two plastic baby bottles for each child
- One hand-held baby seat for each child
- Diaper wipes. Shall be kept in a clear plastic bag
- One pacifier for each child
- One coat and one pair of gloves for each visitor
- Headwear (provided it does not conceal identity)
- One facility locker key
- Tax papers and checks which are to be signed by the PIOC (must be left at the Sergeant's desk at the beginning of the visit)
- \$25.00 in currency
- One debit or credit card per visitor
- Medically necessary medications (to be left at the Visiting Room officer station)

Non-Allowable:

- Diaper bags
- Watches
- Cell phones or other internet "smart" technology and electronic recording equipment
- Money Orders for PIOC (only accepted through the mail)
- Powdered baby formula
- Items which may pose a risk to security or safety, as determined by institution staff