NEW LISBON CORRECTIONAL INSTITUTION (NLCI) VISITOR GUIDELINES

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 televisit. Service animals are allowed.

USE OF VENDING MACHINES
Inmates are not allowed to be in the vending machine area. 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
- Diaper wipes in a clear plastic bag
- Three baby blankets
- Plastic baby seat only, no tubular metal
- Tax papers and checks that are to be signed by the inmate must be left at the sergeant’s desk at the beginning of the visit
- Maximum $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 that 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.
- 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.
- Strapless/tube/halter tops or dresses, or tops which expose the midriff.
- Blouses, shirts, dresses that are low cut.
- Camisoles and tank tops are only permissible when worn under other attire.
- Transparent/translucent clothing. (continued on back page)
VISITOR DRESS CODE (continued from previous page)
- Spandex or Spandex-like and Lycra or Lycra-like athletic pants, aerobic/exercise tights leotards or swimming suits. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
- Exposed undergarments.
- Clothing with revealing holes, tears or slits.
- Clothing or accessories with obscene or profane writing and/or pictures.
- 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 for managing the behavior of their visitors at all times and must clean their area when a 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 (0) or (1m) or imprisonment of up to twice that authorized by 961.41 (1) or (lm) 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.

Daniel Winkleski
Warden, New Lisbon Correctional Institution
9-17-18

NEW LISBON CORRECTIONAL INSTITUTION (NLCI) VISITOR GUIDELINES

Street Address: 2000 Progress Road
Inmate Mailing Address: PO Box 4000
New Lisbon, WI 53950 New Lisbon, WI 53950-4000
Phone: (608) 562-6400

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 Wisconsin - 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 visit length of 3 hours.
- Saturday, Sunday and Holidays: 8:00 a.m. to 3:45 p.m.; maximum visit length of 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 Sundays, 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, Tuesday - Sunday. Only one of the three visits may be on the weekend (Saturday or 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 (Tuesday – Friday, 7:45 p.m. and Saturday or Sunday, 2:45 p.m.).

ARRIVAL AT NEW LISBON CORRECTIONAL INSTITUTION
- 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.
- Handicapped parking spaces are only provided for vehicles with license plates or state approved display cards that authorize handicap parking.
- Weapons, illegal drugs, and alcohol are not allowed on state property.
- 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.