

NEW LISBON CORRECTIONAL INSTITUTION (NLCI)

VISITOR GUIDELINES

(608) 562-6400

<u>Street Address</u>	<u>Inmate Mailing Address</u>
2000 Progress Road	PO Box 4000
New Lisbon, WI 53950	New Lisbon, WI 53950-4000

<u>Money Orders Only</u>
<u>Inmates Mailing Address</u>
PO Box 6000
New Lisbon, WI 53950-6000

DIRECTIONS

- ❖ **From Madison/Milwaukee** - Take Hwy 90/94 past Wisconsin Dells exits, continue on 90/94 until exit 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 Wisc.** -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 visiting time is 3 hours.
Saturday, Sunday and Holidays: 8:00 a.m. to 3:45 p.m.; maximum visiting time is 2 hours. Holidays include New Years Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Years Eve. There is no visiting on Mondays, 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** (Tues.-Sunday). Only one of the three visits may be on the weekend (Saturday & Sunday). Visitors will be allowed in NLCI no earlier than ten minutes before visiting hours.

There will be no admittance into the institution **ONE HOUR** before the end of visiting hours (7:45 p.m. Tues.-Fri., and 2:45 p.m. Sat.- Sun.)

ARRIVAL AT NEW LISBON CORRECTIONAL INSTITUTION

- Handicap spaces are provided for visitors who have a physical disability. Vehicles using the handicapped parking spaces must have license plates or state approved display cards that authorize handicap parking.
- Weapons, illegal drugs and alcohol are not allowed on state property.
- Pets are not permitted on state property except for those assigned to visually impaired visitors.
- 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.
- Smoking is prohibited on institution grounds, including the parking lot.
- NLCI is a tobacco free facility. No tobacco products, lighters or ignition devices are allowed.

NO CONTACT/SEGREGATION VISITS

Inmates in segregation and/or under no contact visiting restrictions will be permitted to visit using the audiovisual equipment only. Visiting hours are the same as regular visiting hours but are limited to one hour due to space restrictions. A limit of two adult visitors, maximum of five total visitors, is permitted for no contact visits. Visitors may call ahead to determine if an inmate is on a no contact restriction.

GENERAL

Upon arrival at the lobby, visitors must complete a Request to Visit Offender Form. Only visitors on the 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 the institution. Lockers are available for 25 cents (refundable at the end of visit) in the Lobby for visitors' property. Visitors' hands will be stamped in the Lobby and checked by control staff when entering and leaving the Visiting Room. Individuals must conduct themselves in an appropriate and courteous manner and comply with all the rules and instructions.

IDENTIFICATION

Visitors, sixteen (16) years and older, must provide an acceptable valid/current (within one month of expiration) photo identification each time they request to visit an inmate. Visitors who are not visibly identifiable according to their photo identification provided will not be allowed entry. (Drivers License, State picture ID, Dept. of Transportation/Division of Motor Vehicle ID, County Welfare Department ID, Military ID, Passport or Immigration Card.) Minors (under age 18) must be accompanied to visit by an approved adult visitor, unless the minor is the spouse of the inmate.

METAL DETECTOR

All visitors with the exception of DOC, DOJ Employees, Law Enforcement, Judges, DAs, Parole Commission, Governor and Legislators, must pass through and clear the metal detector. In order to expedite the entrance process, visitors should avoid wearing clothing with metal attached (such as buckles, snaps, excess jewelry, bib overalls, underwire garments, etc.) Visitors will be denied entry to the visiting room if he/she is unable to successfully pass through the metal detector after three attempts. The visitor may opt for a televisit if unable to clear the metal detector.

HANDICAPPED ACCESS TO THE VISITING ROOM

Any wheelchair bound visitor attempting to enter the institution must pass entrance procedures on their own accord. If wheelchair bound and unable to walk through the metal detector, the visitor must submit a written request in advance to the Security Director to include written verification by a physician. After review by the Security Director, and if approved, the visitor will then be scanned with a hand-held metal detector.

For those who need the use of a wheelchair normally when moving about in public, it is assumed and expected that they can manage to get up and down the walkway using their own wheelchair either by pushing themselves or being helped by 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 up and down the walkway. As a last resort, these visitors will be offered the option of televisit.

USE OF VENDING MACHINES

Inmate will be allowed to stand on blue line to make selections only. At no time is an inmate allowed to handle any currency/money. All purchases will be made by visitor. No change will be made by staff or other visitors.

SPECIAL ACCOMMODATIONS

It is the visitor's responsibility to inform the Security Director of a disability or medical condition requiring special accommodations or equipment. This includes accommodation requests necessary to enter the institution, including the ability to clear the metal detector, and the use of their own wheelchair. Visitors should request these special accommodations at least 48 hours in advance. If unable to clear the metal detector due to medical reasons (such as pacemakers, implants, etc.), the visitor will be offered the option of a televisit. If prior approval to use their own wheelchair is not received, the visitor will be required to use an institution wheelchair for the duration of their visit. The visitor is encouraged to provide medical verification to the Security Director/Designee for advance verification and approval before further visits. Visitor will then be hand scanned for this and future visits. The verification will be retained by NLCI.

PROPERTY IN THE VISITING ROOM

Allowable:

2 disposable diapers per child	Two clear baby bottles per child (plastic)
Diaper wipes (in clear plastic bag)	One pacifier (clear)
Three baby blankets	One clear sipper cup for children
Plastic baby seat only, no tubular metal	
Tax papers and checks which are to be signed by the inmate (must be left at the sergeant's desk at the beginning of the visit)	

\$10.00 in change per visitor for vending machines

Emergency medication (to be left at the visiting room officer station)

Non Allowable:

Cell phones or other electronic devices
Money Orders for inmates (only accepted through the mail)
Items which 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.

1. Skirts & 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 tops which expose the midriff.
3. Blouses, shirts, dresses, which are low cut.
4. Spandex or Spandex-like and lycra or lycra-like athletic pants, aerobic/exercise tights or leotards, or swimming suits.
5. Underwear worn on the outside.

VISITOR DRESS CODE

6. Clothing with revealing holes or tears above fingertip level (as stated in 1).
7. Clothing or accessories with obscene or profane writing and/or pictures.
8. Gang/club related clothing or insignia indicative of gang affiliation or use of alcohol or drugs. This includes motorcycle jackets bearing club logos.
9. Transparent clothing.

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 to manage the behavior of their visitors at all times and clean their area when 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 (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 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.

Lizzie Tegels

Deputy Warden, New Lisbon Correctional Institution

12/21/06

Date