

ADDRESSING MAIL

Incoming mail:

Inmate Name & Number
2075 S. Avon Belden Rd.
Grafton, OH 44044

Inmates are able to receive (5) sheets of paper and (3) embossed envelopes in each letter and can have no more than 10 at a time in his possession. You can purchase embossed envelopes at the post office. Plain envelopes, stamps or any type of stickers are **NOT** permitted. **The items listed below are permitted to be sent to an inmate in regular first class mail:**

- **PHOTOGRAPHS** - (no nude photos, no Polaroid or pictures larger than 5x7)
- **NEWSPAPER CLIPPINGS** – no larger than 8 ½ by 11 inches
- **PAMPHLET/ BROCHURE**- simple single page no larger than 8 ½ by 11 inches
- **PAGES COPIED MATERIAL**- no larger than 8 ½ by 11, no DR&C materials copied from the website
- Inmates may receive emails through the J-Pay system. For more information regarding the E-mail process please goes to the J-Pay website at www.jpay.com

EMAIL ACCOUNT – JPAY

Email for Ohio Offenders

Costs less than a first class stamp
Packages ranging from \$1 to \$12 per month
Family and friends sign up at www.JPay.com
(Credit or Debit Card is required)

Please note that the JPay service should not be used by attorneys to communicate with inmates, as the mail will not be treated as confidential.

VISITING SCHEDULES

Inmates are permitted four (4) visits per month. Two (2) visits are permitted from each person listed on their approved visiting list per month. The first visit will be allowed after the inmate has been at the Reception Center for eight (8) days. No money is permitted inside the visiting room. You must purchase a Vending Card in the entry building prior to entering the institution.

We strongly recommend first time visitors arrive 30 minutes prior to the start of the visit session to complete registration.

Visiting days are determined by the last number of the offenders six (6) digit Inmate Identification Number. **ODD** numbers visit on odd days of the month. **EVEN** numbers visit on even days of the month.

Reception Inmate Visiting Schedule

Monday	Closed – Cadre Only
Tuesday	8-11am and 12-3pm
Wednesday	8-11am and 12-3pm
Thursday	8-11am and 12-3pm
Friday	8-11am and 12-3pm
Saturday	Closed- Cadre Only
Sunday	Closed – Cadre Only

- Visitors must arrive no later than 9:30am to be processed for morning visiting and no later than 1:00 p.m. for afternoon visiting in order to be permitted to visit.
- Visiting is limited to a maximum of 4 visitors per offender at one time, unless special arrangements have been made in advance. Reservations are not required.
- You can print a visiting application and obtain information regarding inmate visitation on the main DRC website and the LorCI website at <http://www.drc.ohio.gov/Public/LorCI.htm>
- There are **NO VISITS ON HOLIDAYS** and no visits on the day after Christmas.
- A KIOSK is available in the entry building for approved/tentatively approved visitors to deposit money to the offender's accounts. You must have your driver's license or state ID to complete the transaction.
- We recommend you review the Visitor Rules & Dress Code on the main DRC website prior to visiting. <http://www.drc.ohio.gov>

LORAIN CORRECTIONAL INSTITUTION

2075 S. Avon Belden Road
Grafton, Ohio 44044
440-748-1049



Visitor Information Handout

www.drc.ohio.gov

Gary C. Mohr
Director

Kimberly Clipper
Warden

MONEY TRANSACTIONS

Pursuant to Ohio Revised Code section 5120.133 and Ohio Administrative Code 5120-5-03, deposits to an inmate's personal account are subject to collection for debts the inmate may owe.

Only approved (or tentatively approved) visitors may send funds to an offender in the ODRC. This covers all methods of depositing money to include money orders by mail to Jpay, Internet (offenderconnect.com) telephone and kiosks. Approved (or tentatively approved) visitors must comply with security verification procedures to ensure that they are on the visiting list.

If a person is not an approved visitor, they can print out, complete the application and mail it to the facility where the inmate resides. However, the adding a visitor requires the offender's approval and must be compliant with DRC Inmate Visitation policy. The process can take 30-60 days.

BY MAIL:

Offenders may receive Money Orders in the amount of \$200.00 or less. The Money Order Deposit Slip (linked through the DRC website) must contain the offender's name and number, and the sender's name and full address. All Money Orders are to be made payable to J-Pay. Money Orders or Deposit Slips with missing or incorrect information will be returned to the sender. Money Orders must be sent to J-Pay or purchased directly from J-Pay. Money order purchases can be made on the J-Pay website at www.jpays.com/moneyorder.aspx. Money orders sent directly to the inmate will be returned at the inmate's expense. Senders must be on an approved (or tentatively approved) visitor list and provide identification such as a driver's license, state ID or passport.

The J-Pay address to send money orders is:

J-Pay Lockbox

P.O. Box 277810

Hollywood, FL 33027

Customer service number for J-Pay : 1-866-333-5729

ONLINE (OFFENDERCONNECT.COM)

Approved visitors may deposit funds into a trust account (offender personal account) through the Offender Connect website

KIOSKS Approved visitors may deposit funds into a trust account using the kiosks available in the front entry building of each DRC prison 48-72 hours after their first visit.

TELEPHONE – Approved visitors may deposit funds by calling toll-free 1-888-988-4PMT (4768), reference Site ID 86 when prompted by the automated attendant. Deposits can be made through the toll-free number using credit or debit cards. There is a transaction fee for using this service.

Family and friends can obtain additional information about visiting, inmate funds, mail/email and phone services online at: www.drc.ohio.gov

INMATE PHONE DEBIT ACCOUNTS

All offenders may directly pay for the telephone calls they make, using a Pin Debit telephone account. Funds may be deposited into an offender's Pin Debit phone account through the following means:

- **KIOSKS** – Approved visitors may deposit funds through kiosks available in the front entry building of each DRC prison 48-72 hours after their first visit.
- **OFFENDER COMMISSARY** - The offender may purchase telephone debit account credits at the prison commissary, using funds from his offender personal account.
- Family and friends can obtain information about visiting, inmate funds, mail/email and phone services online at: www.drc.ohio.gov

GLOBAL TEL*LINK INFORMATION

Inmate telephone service is provided through GTL. For questions or assistance regarding the phone system or services, family and friends should contact the GTL Customer Call Center at 1-800-231-0193 during the following hours:

- Monday through Friday 8:00 a.m. to 12:00 a.m. (midnight) Eastern Standard Time
- Saturday and Sunday 9:00 a.m. to 8:00 p.m. Eastern Standard Time
- **PRE-PAID COLLECT CALL** - The inmate would place a collect call. However, the person receiving the call must have pre-paid for the collect call through an account established with Global Tel*Link. Pre-paid collect calls receive a 20% discount over standard collect calls. Pre-paid collect call accounts can be established through Global Tel*Link's website.
- It takes 7-10 days before an offender can use the phone. Once your number is placed on his allowed call list you will begin receiving automated phone calls from the State of Utah asking if you will accept calls from an incarcerated inmate. Answer the prompts "yes" and then you will be able to set up a pre-paid account. By doing so you will receive a 20% discount. You will need to call 1-877-372-4330. They will ask you to identify a PIN number and enter your 10 digit phone number and it will connect you so you can set up your phone account.

INMATE PACKAGES

Inmates in reception status (NOT ASSIGNED TO LORCI AS THEIR PARENT INSTITUTION) can NOT receive packages until they transfer to their parent institution. All packages are available AFTER the reception process at:

<http://www.ohiopackages.com>

OR

<http://www.ohioinmatepackages.com>