

SOUTHEASTERN CORRECTIONAL INSTITUTION MAIL AND VISITING ORIENTATION PACKET

SCI MISSION

SCI Safeguards the community by securing offenders in a humane and productive environment that fosters respect.

SCI Prepares individuals for productive citizenship through community partnerships that promote reentry and restorative programs.

SCI Evaluates programs and services to assure purpose and measure their effectiveness.

SCI Embraces the community with consistent and meaningful avenues of communication.

SCI Commits to operating in a cost-effective and environmentally responsible manner.

TOBACCO FREE FACILITY

Southeastern Correctional Institution is a tobacco free facility. Any offender caught with tobacco products will be subject to discipline. Any person(s) entering the grounds of the institution are prohibited from using any tobacco products on the grounds of the Correctional facility. Persons are also prohibited from conveying tobacco or any other contraband in to the facility and may be subject to restriction and/or prosecution.

MAIL AND VISITING

NO CELLPHONES PERMITTED INSIDE THE ENTRY BUILDING OR LOCKERS

ADDRESS AND DIRECTIONS:

Southeastern Correctional Institution

5900 BIS Road

Lancaster, Ohio 43130

Phone Number: 740-653-4324

DIRECTIONS: Take 33 East from Columbus through Lancaster. There will be signs for the Broad Street Exit. Take this exit to the light and turn left onto Broad Street. Continue on Broad Street to the Rt. 793/BIS Road and Hamburg Road split and stay to the left (Rt. 793/BIS Rd.). Follow Rt. 793 to the institution, approximately 6 miles. Pass through the white gates and proceed on to the visitor parking lot located just after the mansion on the left. The entrance into the facility is across the street from the visitor parking lot. Local transportation from Lancaster to the institution can be obtained by calling a taxi service or local transportation in the Lancaster yellow pages' directory. Several companies offer transportation from various areas of the state at a cost to the consumer.

VISITATION

It is the policy of Southeastern Correctional Institution to conduct searches of offenders, their property, the physical plant of the institution, vehicles, visitors, staff and other persons, other areas and items as

needed to detect, control, and remove contraband from the institution to prohibit its entrance into the institution. Contraband will be handled in accordance with AR5120-9-55.

- **All Visitors must present 1 form of government issued photo I.D. (state or federal)**
- **The visiting room officers at their discretion will seat visitors and offenders.**

General Population: Visiting days are 7 days a week. Visiting is closed on all holidays recognized by the State of Ohio. Visiting days will be divided in to three separate sessions.

Visiting Hours are:

- Morning session - (8:30 a.m. to 11:30 a.m.) AM session weekends only**
- Afternoon Session - (12:00 p.m. to 3:10 p.m.) PM session weekends only**
- Afternoon Session - (12:30 p.m. to 3:30 p.m.) PM session weekdays**
- Evening Session - (4:30 p.m. to 7:30 p.m.) EVE session weekdays**

The cut-off times for entry for the morning session are 9:45 a.m. on weekends. The cut off time for the afternoon session is 2:00 p.m. on weekends. All day visits are from 8:00 a.m. to 3:00 p.m. on weekends. All day visits on weekdays are 12:30 p.m. to 7:30 p.m.

All staff, offenders, visitors and persons of the public are subject to search upon entering a facility of the Department of Rehabilitation and Correction

Visiting Reservations

General Population: H2, H-3, F-2, and I Dormitories:

- General Population inmates shall be permitted “half-day” visits on weekends.
- General Population inmates may be permitted “all day” visits on weekdays provided that visitors are able to reserve both the am and pm session.
- All day visits shall be counted as 1 visit.
- Approved visitors shall be permitted 3 visits per month provided the visitors are able to secure a visitation slot. If you happen to secure any reservations that would put you over the maximum amount of visits you are allotted per month, that visit will not be honored.
- The maximum number of visitors per visiting session is (3), which includes minor children. Requests for more visitors may be accommodated on a space available basis.

F1- Dorm & M dorm

- each visitor allowed 3 visits a month

- inmates will have the opportunity for “all day” visits on the weekend, provided the visitors are able to reserve both the am and pm sessions on the same date.
- All day visits will be counted as one visit.
- The maximum number of visitors per session on visits is (3), which include minor children. Request for more visitors may be accommodated on a space available basis and the approval of the visiting supervisor.

Transitional Program Unit Inmates:

All visits of offenders assigned to Transitional Program unit (listed as RH) have a maximum seating area for two visitors and one inmate who may attend the visit. The Warden, Deputy Warden, Major, and Shift Commander may deny any visit when security and/or safety considerations warrant such.

Offenders who are in Restrictive Housing (RH) are permitted only one visit per visitor per month and may have a visit for a two-hour limit on weekdays only. Southeastern Correctional institution can accommodate 2 isolation visits at a time.

Inmates assigned to the Transitional Program Unit (H-1), visiting times are the following for RH:

- All visitation will be non-contact (behind glass).
- Duration of visit will remain 2 hours.
- The times will follow the regular visitation schedule.
- RH inmate’s visitation schedule will be weekdays only.
- LPH inmate’s visitation schedule will be as follows:

For Limited Privilege Housing Unit (H-1) visits shall have contact visits the same as general population. LPH inmate visits will have the same number of visits per month as if they were in general population.

Non-Contact Visit

Inmate visiting facilities will permit informal communication, including discreet physical contact. Devices that prevent physical contact between inmates and visitors will only be employed when authorized by the warden/designee in those instances where there is reason to believe a substantial security risk exists or where a medical condition precludes visitor contact.

There are two (2) non-contact rooms in the visiting room and are to be utilized by inmates/visitors as determined by the warden or designee.

Special Visits:

Special visits are arranged/approved by the Warden or the Warden’s designee (Unit Management Administrator) based on the circumstances involved. These visits may be used for family who reside out of state, attorneys, psychiatrists, etc. Offenders should see their case manager if they believe they need to arrange such a visit.

Offenders on Visiting Restriction: Visitors may be excluded when there is reason to believe that their presence would be disruptive to the institution or to the offender’s adjustment. Such

exclusions may range from denial of visiting for that day, suspension of visiting privileges for a specific period of time, or permanent removal from the approved visiting list. Only the Warden or designee can suspend visitation privileges. Upon determining that visitation shall be suspended, the Warden or designee shall provide a written notice of the time period of suspension to the offender, all suspended visitors and visitation staff. Any visitor under suspension may be required to reapply for visiting privileges and reinstatement of such privileges shall be at the discretion of the Warden.

Visiting Reservation: *All visits at Southeastern Correctional Institution are by RESERVATION ONLY. Visiting reservations shall be scheduled in (1) of the (3) methods listed below:*

- By e-mail DRC.visitationSCI@odrc.state.oh.us
 - By telephone (1-866-907-4516) on scheduled visiting days
 - The reservation phone is on from:
 - 9:45 am – 11:45 am on weekends
 - 1:30 pm – 3:00 pm on weekends
 - 1:30 pm – 3:30 pm on weekdays
 - 5:30 pm – 7:15 pm on weekdays
- **Regardless of the method utilized to make reservations the following applies:**
- Reservations can only be made (2) months in advance.
 - Reservation request must be made no less than 7 days in advance.
 - Reservations are approved on a first requested basis.
 - All day visits shall count as (1) visit.
 - When your visit is approved, you will receive a confirmation number for your visit which you will be required to provide upon your arrival.
 - Once approved you may cancel your visit using (1) of the (3) listed methods, but it must be cancelled at least 72 hours in advance.
 - **Visitor's failing to arrive for a reserved visit or who fails to cancel their reserved visit will have the visit count against their visit total for the month and can be placed on a 30 day visiting restriction depending on the Managing Officers decision. Also additional days could be suspended for repeat offences.**
- **Visitors utilizing the e-mail method shall be required to list the following information when requesting a visit:**
- The names of all approved visitors requesting the visit, and relationship of all visitors with inmate.
 - The inmate's name and number their requesting a visit with.
 - The date of the requested visit, and either morning session, afternoon session or if eligible all day visit.
 - Any special accommodations requested.
- **Once received excluding Holidays reservation request shall be processed and an e-mail response shall be returned to sender within 48hrs of the institution receiving the e-mail.**
- **The institution's e-mail response shall affirm one of the following responses:**
- Sorry, the day you requested is full. Please try another day.

- Sorry, the morning session you requested is full, but the afternoon session is available please make the request for the afternoon or try for another date.
- Sorry, the afternoon session you requested is full, but the morning session is available please make the request for the afternoon or try for another date.
- Sorry, upon checking our files it does not appear you are an approved visitor. Please contact the inmate you're requesting to visit and have him work through his case manager to have you placed on the visiting list.
- Your reservation request has been approved for (visiting date goes here.) Your visiting reservation number is 123446.
- For cancellations the institution shall respond; Your cancellation request has been processed.

GENERAL VISITING INFORMATION: Visitors are permitted to have the following items during a visit:

- Automobile keys, no master padlock keys and no more than 2 keys per ring.
- Baby food (enough for two feedings - no glass containers, has to be factory sealed)
- Powder Formula will not enter the visiting room and must be premixed before entering the institution
- Diapers limit of (5) five
- Baby clothing, limit of one change
- Clear plastic pouch (no larger than 12 x 12 inches)
- Picture Identification, Birth Certificates for minors
- KIOSK money card
- One wrist watch
- Limited jewelry, nothing excessive
- Eyeglasses/Sunglasses (prescription only)
- Visitors and inmates are not permitted to end their visit or leave the visiting room during institutional count or shift change.
- Lockers are located in Front entry and cost 75 cents. (3 quarters)

No money is allowed in the visiting room.

- To purchase items from the vending machines, a pre-paid debit card must be purchased in the lobby before entering the visit room.
- The card will hold up to \$50.00 and is reloadable (may be used on next visit).

Visiting Vending Card

- No cash will be permitted in the visiting room
- Vending cards are available to be purchased for the vending machines in the visiting room
- Vending cards cost \$2.00 to purchase, you must use a \$5 bill for the initial purchase of a vending card

- After the initial purchase \$1 bills, \$5 bills, \$10 bills, and \$20 bills can be used to load money onto the visitation vending card
- There is a \$50 limit on the visitation vending cards
- Visitation vending cards are reusable, do not expire, and can be reloaded before every visit
- Money placed on a visitation vending card is non-refundable or Transferable to and from other institutions.

Minors: All Visitors under the age of 18 must be related to the offender being visited or accompanied by an approved visitor who is either the child's parent, legal guardian, or guardian as defined by 76-VIS-01. A Visiting Application (DRC2096) for the child is required to be completed and signed by the child's custodial parent or guardian. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order prior to the first visit. Once the minor child's verification is completed, he/she shall be listed as approved. The verification of the child's birth certificate may be requested by the institution as the child's physical appearance changes. This documentation shall be maintained on file by the institution for future references. In cases where an inmate's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form (DRC4371) must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list who may bring the child to visit and permission for the child to be photographed and searched. This notarized Authorization for Minor Child Visitation Form (DRC4371) may be mailed in or delivered at the time of the first visit. If the letter is not notarized, the child is not to enter the institution. This form expires and must be re-submitted after one (1) year.

Visitors are not permitted to give or receive ANY articles from an offender without prior expressed and/or written permission from the Managing Officer.

CLOTHING: Visitors are expected to wear appropriate attire. The following will not be permitted in the Visiting Room:

- 1) No hats will be allowed in the visiting room. Jewish, Hindu, and Muslim head coverings are permitted, but are subject to search
- 2) No smartwatches or fitness monitors (such as fit bits).
- 3) NO tight fitting clothing
- 4) NO see-through clothing
- 5) NO clothing with inappropriate holes/rips, including shoulder cut-outs.
- 6) Shorts/skirts/dresses are to be below the knee (this applies to minors and adults). If the clothing is not below the knee, the visit will be terminated.
- 7) NO clothing with gang/club insignia or obscene gestures and/or language. Uniforms of the Girl Scouts, Boy Scouts, or Camp Fire Girls are permitted for wear by minors only.
- 8) NO tank, tube or sleeveless tops, or muscle shirts
- 9) NO low-cut clothing cut in a manner that exposes the chest.
- 10) **NO bare midriffs**
- 11) Shoes must be worn at all times. Switching shoes with the offender is cause to terminate the visit and to terminate Visiting & Mail Privileges.

- 12) NO open toed shoes (flip flops or sandals) or any boot/shoe that extends above the bottom of the lower calf.
- 13) NO tops exposing cleavage, breast, chest area, etc.
- 14) Appropriate undergarments will be worn
- 15) No Under Wire garments will be permitted. This is due to the requirement of passing a metal detector upon entry of the Institution
- 16) At no time will a visitor take off or allow an offender to handle jewelry worn into the visiting room by a visitor. To do so is cause to terminate the visit and to terminate Visiting Privileges.
- 17) Any other clothing or outer-garments deemed to be Disruptive, Offensive or a Threat to the Security of the institution will not be permitted to enter.
- 18) No Blankets

CONDUCT: The following will be cause to terminate a visit or Visiting Privileges.

1. Disruptive conduct of minor children in the Visiting Room
2. Lewd touching/kissing or any form of sexual acts
3. Falsifying information on the visiting application
4. Passing any item to an offender for conveyance into the Institution
5. Receiving any Item from an offender for conveyance out of the institution
6. Obnoxious or disrespectful behavior towards staff, visitors, or offenders
7. Any gang activity such as but not limited to hand signs, flagging, tagging, gang style clothing, or any other form of gang identification
8. Any other acts that is a threat to the security of the Institution or that are inappropriate for a family environment
9. No food or drink will be taken out of the visiting room by offenders.
10. The visitor repeatedly violating any visiting rules.

VISITING ROOM RULES:

The following is a list of rules that govern the operation of the visiting area at the Southeastern Correctional Institution. Violations of these rules could result in loss of visiting privileges. The visiting supervisor and/or shift commander reserve the right to make a determination of what situations will be considered inappropriate, as well as the Warden or the Warden's designee.

1. Kissing at the beginning of the visit is NOT permitted. You may hug or embrace at the beginning of the visit. You can kiss at the end of your visit, however, there is no open mouth kissing permitted.
2. **Children must be under the direct supervision** of an adult at all times. Running around the visiting area will not be permitted.
3. Hands must be above the tables at all times.
4. Sitting on each other's lap is not permitted for any reason by adult visitors. Nor will offenders or visitors be allowed to put their feet up on the tables.
5. You must stay at your assigned table for the duration of your visit. You may only leave your table to go to the restroom and vending machines.
6. Offenders and visitors are not permitted to exchange personal articles.
7. Offenders are not permitted to handle any money or the visitor's personal articles.
8. All food must be brought up to the microwave, removed from its original package and placed on a white paper plate.
9. All coffee cups must be taken to the officer's desk and have a lid put on prior to going to your table.
10. Visitors cannot leave between 11:00 am-11:30 am and 1:30 pm – 2:15 pm. If you wish to leave prior to 11:00 am please inform the officer before 9:45 am.

PAROLE/PROBATION VISITORS: Persons on parole or probation status must complete a Visitor's Application with the following documents:

1. Written authorization from your Parole/Probation Officer
2. Written authorization from the Warden of the Southeastern Correctional Institution
3. A current travel permit.

It is the responsibility of the offender to contact his case manager to verify that his visiting list is current and correct. Before any person can visit an offender, they must first FULLY COMPLETE and return a visitor's application. Offenders can obtain the applications from their case manager. It is the responsibility of the offender to mail the applications to the persons he wishes to have on his approved visiting list. It is also the offender's responsibility to inform his case manager of any changes such as names, addresses, or any other information that would affect a change/addendum to his visiting list. Visits must be by persons on the approved visiting list. These privileges will be revoked upon violation of rules or in any instance where the security of the public, staff, offenders or institution is jeopardized.

JPay

Introducing 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/debit card required)
- Emails are printed and delivered per the institution's mail delivery schedule
- Offender responses are scanned and sent back to the JPay.com inbox, at no charge to the offender.
- For more information or to sign up for an account, visit www.JPay.com.

Phone Number: (800) 574-5729

Adding money to an inmate's account

This can be done through offender connect. Onsite deposits are no longer available.

- www.connectnetwork.com
- 800-483-8314

You can learn more and stay up to date. You can also make deposits on a free mobile app! ConnectNetwork.com is available on Google play and on the Apple's app store.



Ohio Department of Rehabilitation and Correction
NOTICE TO ALL OFFENDERS

Telephone Offender Debit (Prepaid) Service

How Telephone Debit (Prepaid) Calling work

- Offender Debit (Prepaid) phone time can be purchased in \$5 increments
- Funds will be available for use 24 hours after the purchase. NO PHONE CARDS will be issued.
- At the beginning of each phone call, the system will offer a prepaid or collect calling option.
- Debit (Prepaid) calls will only be allowed to telephone numbers on the “approved” number list.
- The balance remaining on the debit telephone account, along with the cost of the call, will be announced at the beginning of each call attempt.
- No refunds will be issued for purchased phone time until release.

Credits for incomplete but charged call

- Requests for credits for incomplete but charged calls
- Leave a message on the GTL offender Complaint line by dialing *1995 from the offender phone
- Required Information: Full Pin Number, Phone Number dialed, Time and Date of the Call, Problem experience.
- Requests are researched. A written response will be sent within 3 business days.
- **There is NO credit for disconnected calls made to a cellular phone**

The following are some of the key changes you need to know:

- 1) You must be an approved (or tentatively approved) visitor to send money. You may apply to be a visitor by filling out the application found here <https://www.drc.ohio.gov/Portals/0/VisitingPacket2013.pdf> and sending it to the facility where the inmate resides. Applications are no guarantee of approval. Adding you to the list requires the permission of the inmate and can take up to 30-60 days. These deadlines are dependent upon how responsive and thorough you are to requests for information from institutional staff. All new visitors will only be added in compliance with the ODRC Visiting policies. These rules about being an approved visitor apply to all ways by which you may provide money to an inmate including online transactions.
- 2) Every time you send in a money order to JPay, you will have to fill out the Money Order Deposit Form you can find on their website. You must use the form for the State of Ohio. You will also need to send in

a copy of your driver's license, State ID, or Passport with each money order. This will be used to match your name to the visiting list.

3) The name on the money order must match the name on the driver's license and the name (and date of birth) used to register as a visitor with the ODRC exactly or the money order will not be processed.

4) You will not be able to send any letters to the inmate with the money order. Any letters will not be forwarded to the inmate and will be discarded.

5) Your money orders may not exceed \$200.00 unless approved, in advance, by the institution Warden. If you need to send more than \$200, contact the institution for details on the procedures.

6) A fee of \$1.50 will be deducted from the money order prior to forwarding the funds to the inmate. For example, if you send a \$20 money order, \$18.50 will be posted to the inmate account.