

ADDRESSING MAIL

Incoming Mail:

Offender Name and Number
2075, South Avon-Belden Road
Grafton, Ohio 44044

The items listed below are permitted to be sent to an offender in regular first class mail:

- **5 PHOTOGRAPHS** –(no nude photos, no Polaroid or pictures larger than 5x7)
- **5 NEWSPAPER CLIPPINGS** – (no larger than 8 ½ x 11 inches)
- **5 PAMPHLET/BROCHURE** – (simple single page no larger than 8 ½ x 11 inches) bi-fold or tri-fold
- **5 BLANK STATIONARY /5 PAGES COPIED MATERIAL** - no larger than 8 ½ X 11 inches and single sided only (including materials copied from the internet)
- **GREETING CARDS must be single fold only** (multifold, musical and/or "pop-out" cards are prohibited).
- **POSTAGE STAMPS, LAMINATED STICKERS ETC ARE PROHIBITED.**
- Postage & Embossed envelopes shall be available for sale in the Institution Commissary & through DRC approved vendors. * Reception offenders may only purchase envelopes through the commissary and may not order from approved vendor. **Envelopes may not be mailed to offenders by individuals.** Colored envelopes and/or colored mail contents are not permitted inside the facility. Offenders may receive emails through the J-Pay system. For more information regarding the E-Mail process please go 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 \$4.50, \$7.50 or \$12.00 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 offenders, as the mail will not be treated as confidential.

VISITING SCHEDULES

Offenders 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 offender 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 to 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 Offender Identification Number. ODD numbers visit on odd days of the month. EVEN numbers visit on even days of the month.

Reception Offender Visiting Schedule

Monday	Closed
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 9:30 am to be processed for morning visiting and no later than 1:00 pm 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 offender visitation on the main DRC website and LorCI website at <http://www.drc.ohio.gov/lorci>
- 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 that 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 RD

GRAFTON, OH 44044

440 748 1049

DRC.PIOLORCI@odrc.state.oh.us



VISITOR INFORMATION HANDOUT

www.drc.ohio.gov

Kimberly Clipper

Warden

John R. Kasich

Governor

Gary Mohr

Director

MONEY TRANSACTIONS

Pursuant to Ohio revised Code section **5120.133** and Ohio Administrative Code **5120-5-03**, deposits to an offender's personal account are subject to collection for debts the offender 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 may print out, complete the application and mail it to the facility where the offender resides. However, the adding of 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

Money orders may be sent to the following address: JPay Lockbox, P.O. Box 277810 Hollywood, FL 33027. When sending a money order, a payment coupon and a copy of the approved visitor's ID must be included with the money order each and **EVERY** time. Payment coupons are available from the JPay website, www.jpays.com. If the payment coupon and/or copy of the ID are not included, JPay will return the money order to the sender. These deposit services are provided by an outside company. There are fees that will apply with each transaction.

The JPay address to send money orders is:

JPay Lockbox
PO Box 277810
Hollywood, FL 33027

Customer service number for JPay: 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 promoted 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, offender funds, mail/email and phone services online at: www.drc.ohio.gov

OFFENDER 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, offender funds, mail/email and phone services online at: www.drc.ohio.gov

GLOBAL TEL*LINK INFORMATION

Offender 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 am to 12:00 am (midnight) Easter Standard Time
- Saturday and Sunday 9:00 am to 8:00 pm Eastern Standard Time
- **PRE-PAID COLLECT CALL** – The offender 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 asking if you will accept calls from an incarcerated offender. 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.

PACKAGES

Offenders 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>