

TCI/TCC VISITATION RULES AND SCHEDULE

TRUMBULL CORRECTIONAL INSTITUTION

P.O. BOX 901, LEAVITTSBURG, OHIO 44430-0901

FOR SAFETY REASONS VISITORS ARE NOT PERMITTED TO APPROACH THE SECURITY FENCES OR DEVICES
ALL PERSONS ENTERING THIS FACILITY ARE SUBJECT TO SEARCH.
ALL PERSONS ARE REMINDED THAT CONVEYING OR ATTEMPTING TO CONVEY DRUGS, WEAPONS OR ANY
TYPE OF CONTRABAND INTO A STATE DETENTION CENTER IS A VIOLATION OF OHIO LAW
SECTIONS: 2921.36 & 2921.37 AND OSHP WILL BE NOTIFIED.
Violators may be also be permanently restricted from DRC Facilities

Reservations General Population (Security Level 3) & TCC Camp Population (Security Level 1)

On-line visiting reservations are now available TCC & TCI. Each visitor (including children) must register on-line at <https://ohdoc.gtlvisitme.com> to create an account and receive a visitor ID number. This number will be used for all future reservations.

****New Applicants**** will be required to complete an application (hard copy) and submit it with the supporting documentation. Potential visitors may choose to create an account while the application is processed. Reservations cannot be made before the approval is received.

- Visiting reservations are required for all visiting sessions.
- When making reservations, all visitors being scheduled for the visit must be listed on the reservation and be approved visitors on the inmate's list.
- Reservation requests will be accepted no less than 4 days and no more than 30 days in advance of a visit.
- Cancellations are accepted 5 days prior to the scheduled visit to avoid being charged.
- For visiting questions call 330-898-0820 and press "1" when prompted to do so.

****Visiting hours are subject to change without notice. Please call the institution to verify visiting hours before planning a visit. All **approved visitors** are responsible for knowing the inmate's name and number at the time of reservation.**

General Population & TCC Camp visits are available on the following days and times:

Wednesday- Sunday

First Session: 7:45 a.m. to 10:45 a.m. (Morning session), check in by 9 a.m. Visitors must receive a number from the Entrance Officer by 9 a.m. or they will not be processed. TCC 7:45 a.m. to 11:30 a.m. CHECK IN BY 9:30 a.m.

Second Session: 12:00 p.m. to 2:45 p.m. (Afternoon session), check in by 1 p.m. Visitors must receive a number from the Entrance Officer by 1 p.m. or they will not be processed (TCC 11:35am to 2:3pm CHECK IN BY 1:00pm)

Closed on Mondays, Tuesdays and all state holidays.

- General population visiting is limited to a maximum of **five (5) visitors per inmate at one time**. This includes walking children over 10 years old.
- Special visiting arrangements will be given consideration with proper advance notice.
- Each session (morning or afternoon) counts as a separate visit. Therefore, two visits on the same day shall count as the two of the four visits (GP) authorized per inmate each month. TCC inmates are permitted six visits each month. Full day visits at TCC are not permitted on weekends.
- Inmates in **Limited Privilege Housing (LPH)** status may **ONLY** receive visits during morning sessions on Wednesdays, Thursdays and Fridays.
- may be considered for weekend visits. Inmates classed under Investigatory Status will not be permitted to visit.
- All Inmates housed in TPU - Restrictive Housing (RH) and/or Extended Restrictive Housing (ERH) Status shall be permitted (4) four visits per month (**MORNINGS ONLY on Wednesday thru Friday**). Each visitor is only permitted to visit once per month with a maximum of two visitors at each visit.

Attorney and Clergy visits are considered professional visits; therefore, they will not count toward the inmate's monthly visits.

NOTE: Use of cell phones is not permitted in the entry area

INAPPROPRIATE ATTIRE INCLUDES, BUT IS NOT LIMITED TO:

- See-through clothing of any kind,
- Tops that expose the midriff, have open backs or open sides,
- No sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts,
- Low cut clothing worn in a manner that exposes the chest,
- Any clothing that exposes undergarments,
- Skirts, dresses, shorts, skorts or culottes with the hem or slit above the mid-knee, wrap-around skirts/dresses or break-away pants,
- Clothing with obscene and/or offensive pictures, slogans, language and/or gestures,
- **Form-fitted clothing made from spandex or lycra or other similar knit material such as leotards, unitards, leggings, bicycle shorts, tight jeans, or tight pants.**
- Clothing with inappropriate holes/rips, including shoulder cut-outs
- Appropriate undergarments must be worn (slips, underwear, bra)

***** UNDERWIRE BRAS ARE NOT RECOMMENDED .**

Children ten (10) years and older **must** comply with the adult dress code

Shoes and shirts must be worn at all times,

****There will not be an opportunity to change to the appropriate attire once the visitor has been turned away for clothing issues.**

Pullover hoodies, sweatshirts, jackets and coats are considered outer garments which need to be removed when processing through BI entrance. You must have a shirt with sleeves under the outer garments. At the beginning of your visit all jackets and coats are to be hung on the coat rack located in the visiting room upon arrival.

METAL DETECTOR CLEARANCE:

Visitors must clear the metal detector. Visitors will be limited to 3 opportunities to clear the detector. Those who have medical conditions that may prevent clearance of the detector must present a medical card signed by your physician to the processing officer.

The following items often prevent clearance

- hairpins
- bras with metal underwires
- some boots / shoes
- clothing with multiple zippers
- excessive jewelry

VISITING STAFF HAVE THE AUTHORITY TO SEAT VISITORS OR INMATES AT THEIR DISCRETION.

PARENTS ARE RESPONSIBLE FOR THE CONDUCT AND SAFETY OF THEIR CHILDREN.

CASUAL DISPLAYS OF AFFECTION, APPROPRIATE FOR PUBLIC DECORUM ARE PERMITTED. A KISS AND HUG IS PERMITTED AT THE BEGINNING AND END OF VISIT.

VENDING:

Food consumed during visits must be purchased from the vending machines located in the visiting room. Vending cards may be purchased in the front entrance building.

Vending items must be emptied on a plate near the officer's desk prior to returning to your seat.

Minors must visit with a parent or legal guardian. If they cannot, they may give authorization to the visitor to bring the child. The parent or legal guardian must complete DRC 4371 Authorization for Minor Child Visitation and must name the person(s) who may bring the minor in for a visit. The visitor must bring that along with the child's birth certificate in order to enter the facility.

*All minors require an account to obtain a visitor ID and must be named on the reservation. and have notarized form

Waiting in the entrance building or the parking lot is not permitted. Visitors must leave institution property immediately after completing their visit. Failure to leave institution property may result in contacting the Ohio State Highway Patrol (O.S.H.P).

VISITORS MAY BRING THE FOLLOWING INTO THE VISITING ROOM:

- Clear plastic bags in place of diaper bags.
The bag may Include:
 - A reasonable number of diapers and baby wipes
 - Three plastic baby bottles
 - Three plastic containers of baby food
 - One pacifier
- Infant carriers (subject to search)
- TCI vending debit card.
- One (1) handkerchief
- Tampons or sanitary napkins (a reasonable amount).
- Prescription medication sufficient for the length of visit.
 - (Medication must be presented to visit process officer prior to the visit. All medication must remain at the visit officers desk)
- Locker keys
- Coats, gloves and scarfs during inclement weather only.
 - (Hats may be worn, however, they must be removed in the visiting room.)
- Five (5) photographs
 - (Must be presented to visit process officer and may not be left with the inmate)
- Religious items (ie. Kufi, tarboosh, yarmulke may be worn, but must be manually inspected during processing.

Prohibited during visit:

Exchange of items between visitor and inmate

(Without prior permission of the visiting supervisor.)

Loud, disruptive or inappropriate behavior toward inmates, other visitors or staff

Disruptive or unruly conduct by children

Any physical contact other than casual as described above.

Visiting with other inmates

Inmate movement during count time

Moving of chairs over the yellow lines.

(Chairs must remain on or behind the marked lines on the floor).

Sunglasses or eye glass cases.

Inmates using or holding vending debit cards **or** operate the vending machine.

Purses, handbags, backpacks, or similar items

Wallets, credit cards or monies

Chewing gum

Violations of the visitation guidelines may result in termination or visit suspension.

The official TCI Web Page: <https://www.drc.ohio.gov/tci>