

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

**General visiting guidelines:**

- Visitation will be limited to 2 visitors per inmate per visiting session. Inmates are permitted 1 visiting session per month. Joint visits with multiple inmates are prohibited unless they are biologically related and will require approval of the managing officer.
- Visitors will not be permitted to kiss, hold hands, and playing cards/board games. However, visitors and inmates may hug at the **beginning and the end of visits only**.
- The use of vending machines is now permitted during visitation. **Water stations for inmates and visitors will be supplied and sanitized/cleaned between sessions.**
- Children under the age of 5 will not be permitted to visit during the initial phase.
- Photos and the Reading room will not be offered at this time.
- When the weather permits, outside visiting is available, visitors will be seated at the officer's discretion.
- Visitors and offenders will be required to sanitize their hands upon entry and exit of the visitation room.

**Visitation times and Schedule:**

- SCI will implement 2 visitation sessions Tuesday, Wednesday, and Thursday.
- Reservations will resume March 28<sup>th</sup> 2021 and will be limited to a maximum 30 days in advance. The minimum notice will be 7 days before visit.
- SCI will only allow 6 inmates to have visitors per session. These accommodations will ensure a minimum of six-foot distance between visitors and inmates for social distancing purposes.
- SCI's schedule allows for visitor transition, area cleaning, count times, and feeding of the inmate population.
- Restrictive housing inmates will continue to have non-contact visits based on their TPU status. Sanitation of non-contact visiting will occur per current protocols.

**COVID – 19 related guidelines:**

- All staff, inmates, and visitors will be required to wear masks during the visitation process except for specifically documented legal, life, health or safety considerations, and limited documented security considerations.
- SCI will provide disposable masks to visitors. \*Visitors must wear the provided mask.

- Visitors and inmates will go through the symptom screening process (based on CDC and ODH guidance), to include each person answering questions and having a temperature check before entering the visitation area. Those not meeting screening guidelines will not be permitted in the visitation room. Inmates not passing this screening will be immediately referred to the facility medical department for evaluation.
- Transparent barriers will be in place to separate the visitors, inmates, and staff.
- All visitors will be required to undergo a Covid antigen test upon arrival at the facility. This test will consist of a nasal swab where a sample will be collected and tested. The collection and testing process will take approximately 20 minutes. Test results must be negative for the visitor to proceed. **Visitors may be exempted from this test with presenting a vaccine card.**
- Positive tests will require notification to your local health department.
- If the test is inconclusive, test again until positive or negative result is given.
- Positive tests for COVID-19 will require the visitor to wait 30 days before next visit.
- If anyone in the visitor's party tests positive, neither are permitted to visit.
- Parents/Legal guardian must sign a testing consent form for minor visitors.

## **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 into 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 3 days a week, Tuesday, Wednesday and Thursday only. Visiting is closed on all holidays recognized by the State of Ohio. Visiting days will be divided in to two separate sessions.

Visiting Hours are:

**Morning session - (8:30 a.m. to 11:30 a.m.) AM session**  
**Afternoon Session - (12:00 p.m. to 3:00 p.m.) PM session**

The cut-off times for entry for the morning session are 9:45 a.m. The cut off time for the afternoon session is 2:00 p.m. All day visits are not permitted during the initial phase of reopening.

**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, I, F1- Dorm & M dorm**  
**Dormitories:**

- General Population inmates shall be permitted “half-day” visits only
- No-All day visits shall be permitted during the initial phase.
- Inmates are permitted 1 visit per month during the initial phase.
- Approved visitors shall be permitted 1 visit 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 number of visits you are allotted per month, that visit will not be honored.
- The maximum number of visitors per visiting session is (2), which includes minor children. No children under the age of 12 are permitted during the initial phase.

### **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 visits 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.

### **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.

**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](mailto:DRC.visitationSCI@odrc.state.oh.us)
- By telephone (1-866-907-4516) on scheduled visiting days
  - The reservation phone is on from:
    - 9:00 am – 11:00 am
    - 12:30 pm – 2:30 pm

- **Regardless of the method utilized to make reservations the following applies:**
  - Reservations can only be made 30 days in advance.
  - Reservation request must be made no less than 7 days in advance.
  - Reservations are approved on a first requested basis.
    - 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 they are 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.
- Picture Identification, Birth Certificates for minors
- One wristwatch
- 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.**

**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. **All visits are non-contact during the initial phase. Children must be under the direct supervision** of an adult at all times. Running around the visiting area will not be permitted.
2. Hands must be above the tables at all times.
3. 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.

4. 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.
5. Offenders and visitors are not permitted to exchange personal articles.
6. Offenders are not permitted to handle any money or the visitor's personal articles.

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](http://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](http://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](http://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**

## **Important information for new visitors**

- 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 the completed

application and providing all supporting documentation to the facility where the inmate resides. Mailing the applications and documentation into SCI is the preferred method. They also may be faxed to 740-503-2014. Visiting forms sent by email often cannot be processed due to poor quality in the email. Applications received are not guaranteed to be approved. Please allow a minimum of 14 days for complete visiting applications to be processed after all documentation is received by the institution. All visitors are added in compliance with the ODRC Visiting policies.

- 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) 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.