

Ross Correctional Institution Visiting Rules and Regulations

Effective August 22, 2012
P.O. Box 7010 State Rt. 104
Chillicothe, Ohio 45601
Phone 740-774-7050

Visiting Reservations E-Mail Address:
DRC.VisitationRCI@odrc.state.oh.us

Note: Please note the correct number of visitors to attend in your e-mail communication (5 maximum).

Visiting will be closed on *Mondays, Tuesdays & State Holidays.*

Morning Session: 7:30 am to 11:00am (Processing starts at 7:10am)

Morning Session cut off time: 9:30am

Afternoon Session: 11:30am to 2:30pm (Processing starts at 11:10am)

Afternoon Session cut off time: 1:00pm

Note: Please specify Morning, Afternoon or Combined Sessions

Reservations are required and can be made one calendar month in advance through the e-mail address noted above. One reservation will be accepted per visiting day and can be made no later than 48 hours before the scheduled visit. The reservation request must include the number of visitors that will be attending. Visitors may request the Morning Session or Afternoon Session or you may request both sessions making an all day visit. A combined Morning and Afternoon session will count as the two visits for the month. Visitors living out of state requesting multiple day visits will be considered special visits and is coordinated through the inmate's respective Case Manager. Special Visits can only be done every ninety days. When your visit is approved, you will receive a confirmation number for your visit which you may be required to provide upon your arrival. **If you do not show for your reserved visit, you will be charged for the reserved visit.** You may cancel your visit using the e-mail address above but it must be cancelled at least 48 hours in advance. Please arrive promptly for processing. Issues such as fog or other emergencies may impact processing and visiting duration. Every effort will be made to adhere to this schedule. Please draw a number upon entering A-Building to be processed and you be processed in the order of your number.

1. Each approved visitor will be permitted two visits per month for inmates in general population (except inmates noted below).
2. Inmates in Local Control and Disciplinary Control are permitted one visit per month per visitor on weekdays in either the Morning Session or Afternoon Session. Please specify Morning or Afternoon Session upon request. Inmates assigned to Security Control (prehearing) or housed in Housing Units 4 & 6 will only visit Wednesday through Friday but will be provided the same visiting time frames as general population. Those inmates in post hearing Security Control status will be evaluated on a case by case basis.
3. Minimum status inmates in J-Dorm will be permitted 3 visits per month per visitor.
4. Visitors wishing to visit more than one inmate at one time must be on each inmates approved visiting list and identified as immediate family.
5. A maximum of 5 visitors are permitted to visit which include minor children.
6. All visitors 18 years of age and older must present a valid Photo Identification such as a Drivers License, State Photo Identification, Welfare Photo Identification, Military Photo Identification or other Government Photo Identification.
7. All visitors under the age of 18 must be related to the inmate or be accompanied by an approved visitor who is the child's parent or legal guardian. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. Documentation will be kept on file by the institution for future reference. First time visitors must show a second form of identification on their first visit.
8. Proof of relationship to the inmate must be provided upon request.
9. Visits by persons not listed on the inmates approved visiting list must have permission from Managing Officer or their designee and provide positive identification.
10. All persons entering R.C.I. are subject to search as a condition to visiting. All persons will either walk through the metal detector or will be hand wanded with a hand held metal detector if necessary. Failure to successfully complete this process may require a pat search or possible strip search. If this is necessary, the searches will be gender specific. Please choose attire free of metal such as large metal buttons, zippers, etc. Please ensure all items are brought in with you at the time of entry. Exiting the entry building after processing may impact your ability to visit for that day.
11. All forms of tobacco are **not** permitted. Chewing gum in the mouth or carrying in a pack is not permitted.

12. Visitors are permitted the following items:

- A: A single vehicle key (no remote door openers).
- B: A clear see through change purse.
- C: Required identification.
- D: Child care items: Clear plastic bottles, wet wipes in clear zip lock bags, 1 clear see through pacifier, baby formula and baby food must be in a factory sealed container with a limit of 3 each. (no glass containers)
- E: Clergy will be limited to 1 bible of choice.

F. Medication must be in the original prescription bottle with only the amount needed for the duration of the visit. The escorting Officer will hand carry medications to the front desk officer in the visiting room to be stored. The medications will be available for immediate use.

G. 2 rings, 1 watch, 1 necklace, 1 bracelet, 1 dress pin and 1 pair of ear rings.

H. A money card for vending machine use can be purchased in the entrance building. This requires \$5.00 to activate.

Cash beyond the entry building is not permitted.

13. Visitors are expected to wear appropriate attire to the visiting room.

A. No see through clothing of any kind. A thin white material poses the most problem.

B. No bare midriffs or cropped tops, no open backs or sides.

C. No tank tops, halter tops or muscle shirts may be worn as primary clothing. Sleeveless shirts must be straight cut and not expose the breast area. The chest or breast area must not be exposed at normal posture. Crew cut tops should be considered.

D. No excessive clothing such as 2 shirts, 2 coats or 2 pairs of pants etc.

E. No clothing with excessive slits.

F. Skirts, dresses, shorts and culottes must be at least mid knee length at normal posture.

G. No wrap around skirts or dresses or spaghetti strap clothing.

H. No bib overalls or break away type clothing.

I. Appropriate under garments must be worn. (Underwear, bra or slips).

J. No clothing with excessive zippers, buttons or metal. These cause a problem clearing the metal detector

K. No clothing with inappropriate cut outs holes or rips above the knee.

L. Loose fitting pants at the waist require a belt. No sagging.

M. Camouflage clothing is not permitted unless on active military status. Military I.D. may be required.

N. No excessively tight or form fitting clothing.

O. Failure to follow the dress code may require you to loose your place in line and draw another number. This causes the visiting process to slow down. Please cooperate fully.

14. Shoes must be worn at all times while in the visiting area to include children.

15. A child's reading area is provided for entertainment and education. Parents and Guardians are responsible for the safety and behavior of the children during their visit. Staff or the inmate narrator assigned to the reading area is not to correct your child. Running, throwing objects or loud disruptive behavior disrupts other visitors and may be grounds for the termination of your visit. Toys provided must remain in the designated children's area for safety reasons.

16. Vending machines and microwave are to be used by the visitors only.

17. Inmates are to remain in their seats at all times with exceptions of using the restroom and photo opportunities. Photos are screened by the Officer on duty. Inappropriate photos are confiscated and money for these are not refundable.

18. Visitors are seated by visiting staff and must remain in the designated seating area with exception of vending, microwave use, photo opportunities, restroom use, child care and to approach the Officers desk with any questions.

19. Unacceptable behavior includes inappropriate physical contact. A kiss and embrace at the beginning and end of your visit is acceptable. Holding of hands is acceptable only above the visiting area table.

20. You will be seated in a designated area. Moving chairs or tables is not permitted.

21. Any person on the grounds under the influence of drugs and/or alcohol will not be permitted to remain and you may be reported and arrested.

22. Visiting is a privilege and is not a right. Visits can be terminated at any time for rule infractions on the part of the inmate or visitor. Visiting privileges can be suspended at the discretion of the Managing Officer or designee.

Note: All persons entering R.C.I. grounds are reminded that conveying drugs, weapons, alcohol or any other type of contraband into any state detention facility is a violation of Ohio Revised Code, Section 2921.27. Anyone found in violation is subject to arrest and prosecution.

Definitions:

Immediate Family - Parents, Aunt, Uncle, Husband, Wife, Children, Stepchildren, Grandchildren, Brother, Sister, Stepsiblings, Half-Siblings, Grandfather, Grandmother, and Great-Grandparents. Son- In-Law, Daughter-In-Law, Sister-In-Law, Brother-In-Law, Mother-In-Law, and Father-In-Law will only be considered immediate family while the binding marital relationship is intact. Step-Parents, Adoptive Parents and/or Foster Parents may be considered within this definition when it has been verified that the inmate was raised by this individual as a result of remarriage, death, desertion, or absences of a parent (verification may include, but is not limited to, marriage certificates, court decrees, adoption orders, etc.). Common-law marriages will only be approved if they were recognized by a court of law as commencing prior to October 10, 1991, in accordance with O.R.C. 3105.12.

Mother of Child – Inmates may request that the mother of their children be added to their visiting list. Verification of relationship must be provided for the mother and child. The mother of child may visit without the child being present.

Child - Any person under the age of eighteen (18) years.

Guardian - An approved visitor who has been given notarized permission to accompany a child on a visit. (Authorization for Minor Child Visitation, DRC4371). This permission can only be granted by the custodial parent or legal guardian and must specify the name of the visitor(s) accompanying the child and grant permission for the child to be searched.

Special Visit - A visit that has been approved by the Managing Officer/designee for someone who may not be an approved visitor, but where significant reasons indicate that such a visit would be beneficial to the offender and would not present a security concern to the institution.

Approved Visitor – An approved visitor is a person, family or friend, who has submitted an acceptable Visiting Application (DRC2096). The inmate's visiting list will provide for up to 15 visitors, not including any listed attorney of record and/or clergy of record. The Managing Officer may authorize additional visitors.

Directions to Ross Correctional Institution: RCI is located on west side of State Route 104 and is easily accessed by heading southbound on