



## Northeast Ohio Correctional Center Youngstown, Ohio

### Inmate Mail Information

There is no limit in the amount of mail inmates may receive at this facility. Mail will be delivered Monday through Friday, within 48 hours of receipt from the local post office. This excludes weekends and holidays. Incoming mail must have the inmate's complete name, registration number and the facility name and address:

Northeast Ohio Correctional Center  
2240 Hubbard Road  
Youngstown, OH 44505

No packages may be received, except a package of release clothing, thirty (30) days before the inmate's release date.

All incoming general correspondence is subject to being read, in part or in full, and searched for contraband before it is delivered to the inmate/resident.

Incoming general correspondence containing contraband or prohibited correspondence/items will be withheld.

Books/magazines must come directly from the publisher or retailer and may not be sent from home.

Anything sold on commissary cannot be sent in the mail (blank cards, music cards, envelopes, paper, stamps, etc.).

Any items glued, taped, stapled, or affixed to a page will not be allowed.

#### **ODRC:**

- Inmates can receive packages from approved vendors
- Can receive (3) packages per year, (1) can be a food box
- Cannot receive polaroid pictures in mail, can receive (5) regular photos (no nudity)
- Visitation sessions are 2 ½ hours, (4) individuals per visit to includes children. Infants or toddlers that can be seated on adults do not count.

## Procedures for Sending Money

Please see separate document for USMS and ICE inmates.

### For ODRC Inmates Only:

The Business Office processes incoming and outgoing funds for all inmate accounts according to Administrative Regulations 5120-5-02 Inmate Funds and 5120-9-33 Packages and Property Restrictions.

Inmates may receive funds from individuals who are approved or tentatively approved visitors on their visitor list. Funds can be put on their books by kiosk deposit, online, or money order via J-Pay.

Deposits may be made online at [www.connectnetwork.com](http://www.connectnetwork.com) using debit cards or credit cards. The approved visitor will be required to enter their ID information. The name entered must EXACTLY match the spelling on the visitor list. There is a limit of no more than \$200 per single deposit and \$400 total for all deposits per month for a single inmate. This limit includes deposits from other depositors.

Money orders may be sent to the following address: J-Pay Lockbox, P.O. Box 277810 Miramar, 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 J-Pay website, [www.jpays.com](http://www.jpays.com). If the payment coupon and/or copy of the ID are not included, J-Pay 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.

## Visitation Frequently Asked Questions

### Who can visit?

Visitors are limited to four (4) people at one time. All visitors 18 years and older must have a photo I.D.

### How do I get approved for visitation?

E-mail [neohiovisit@corecivic.com](mailto:neohiovisit@corecivic.com), for USMS no later than the Sunday before the week you would like to visit. For ODRC no later than 7 days before and no earlier than 30 days in advance. We will do 2 visit requests at a time for ODRC.

### How do minors get approved to visit?

Minors also need to be on the approved visitors list.

## **What are the days and times of visitation?**

### **ODRC Visitation:**

- **Thursday, Friday, Saturday, and Sunday**
- **Session 1: 9:00 AM- 11:30 AM**
- **Session 2: 12:30 PM – 3:00 PM**
- **TPU: Thursdays from 9:00 AM to 11:30 AM**

### **USMS Visitation:**

- **Wednesday, Thursday, and Friday**
- **Session 1: 9:00 AM-11:30 AM**
- **Session 2: 12:30 PM-3:00 PM**
- **A9-Segregation: Thursdays at 12:30 PM**

**Contact the below Number/Email Address to schedule visits:**

**(330) 746-3777 extension 21020**

**neohiovisit@corecivic.com**

During recent discussions with the United States Marshals Service, they have approved CoreCivic facilities housing USMS detainees to resume non-contact social visiting beginning June 23, 2021 under limited circumstances and conditions. The following measures are designed to mitigate the inherent risks to staff and detainees associated with an increase in the number of both vaccinated and unvaccinated persons entering the facility.

1. All social visiting for US Marshals Service detainees will be via non-contact booths, using telephone handsets where available.
2. Visitors and detainees will be screened for signs and symptoms of illness prior to the visit, using the pre-approved questionnaire and thermometer. All visitors will be provided a rapid COVID-19 test upon entry. Any positive results will result in termination of visitation and a negative test result must be provided before a new visit is honored. For visitors, this will occur in the lobby upon arrival, during processing into the facility. For detainees, the screening, (temperature & pulse ox screen) will occur by staff prior to entering the visitation site.
3. Visitors and detainees will wear masks during their processing and escort to the visitation area. They will be required to wear masks during the visit.
4. Visiting areas and booths will be sanitized before initiating visitation each day, between each visit, and at the end of each visiting day.
5. Scheduled visiting hours will be coordinated to ensure small numbers of persons are in the area at any given time, and to allow for sanitation between visitors and detainees using the area.
6. Two (2) visitors will be permitted for any each detainee, to limit the number of persons in the area and mitigate the risk of illness transmission.
7. Scheduled dates and times will be posted in the housing units and front lobby to ensure all are aware of the schedule and the methods to make arrangements
8. Contingency Planning – In the event a detainee or visitor becomes ill or begins showing signs of illness during the visit, the area will be cleared and completely sanitized by staff using full PPE (mask, goggles, gloves, and gown). Visitation will be suspended for a period of (72 hrs) to conduct contact tracing. The facility will initiate contact tracing and notification for any visitor or detainee who is suspected of having contact with a visitor who may have infected staff and/or other visitors.

Contact the below Number/Email Address to schedule visits:  
(330) 746-3777 extension 21020  
neohiovisit@corecivic.com

## **ODRC Visitation**

We are excited to inform you that NEOCC has been approved to allow visitation to resume in a limited capacity with guidelines in place to assist in the safety of our population, staff and visitors. It is our hope this communication will help make the changes to NEOCC visitation clear and easy to adjust to.

Visitation will resume on: **May 26, 2021**

Reservations can be made Wednesday – Sunday between 8:00am – 2:30pm by calling 330-746-3777 ext. 21020 or 21076.

We will make reservations one day in advance if available. Visitation cancellations are to be made one day in advance. If you do not show up for your Scheduled Visit the offender will be charged a visit for that month.

Visitation times and processing will be on a staggered basis to assure social distancing. **Visitation will be 4 days a week: Thursday through Sunday from 9:00 AM to 3:00 PM** for our general population offenders. Visitation **will not** operate on Monday, Tuesday, Wednesday or recognized holidays.

**TPU visitation will be reserved to only offenders on LC, ERH or more than a 29-day placement sanction.** These visits will take place on Thursday from 9:30 AM-11:30 AM only.

The visiting sessions will be for (2) **hours** and entry into the institution and testing will occur on a staggered basis.

**It will be necessary to show up for your visit ½ hour in advance so that you can be given a Rapid COVID Test.**

Each session will count as (1) visit. All offenders are allowed (1) visit per month, and we are not allowing all day visits now.

All Visitors will be given a mask to wear into the visiting room. Personal masks will not be permitted to be worn in the visitation area.

Our offender population is currently assigned to cohorts to minimize potential exposure to COVID 19. When calling in to make a reservation, you will need to verify on what day your loved one's unit or cohort has a visitation session so you can appropriately schedule a visit for that session.

Below are Agency guidelines and safety protocols containing information about steps we are taking to open visitation and keep everyone safe. Your loved ones have worked hard on keeping themselves safe and healthy during this unprecedented time. PLEASE, if you are feeling ill do not come to the institution. This is for the safety of everyone and could result in us losing the ability to continue visits. Everything is subject to change, and we will update you as well as your loved ones on any future changes as they develop. A visiting schedule calendar will also be posted in the housing units.

## Agency Guidelines

### Visitor Entry:

- Visitors and incarcerated individuals shall go through a 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. This is a mandatory screening and refusal to answer the questions or have temperature checked will result in the respective family member's denial to enter.
- Each visitor entering the facility must:
  - Take the Rapid COVID test antigen test on site that results in a negative finding for Covid.
    - If the test outcome is positive, they will be given a document outlining the precautions they need to take, and the visit will be canceled.
- At this time Visitation will be run on Thursday through Sunday only and limited to two (2) visitors per session, (1) visit per month per inmate.
- Children under 5 will not be allowed to visit during the initial activation phase.

- The institution shall coordinate operations to ensure social distancing which may include staggering of guests processing to avoid gathering in entry.

### **Safety Protocols:**

- All institutions will require staff, incarcerated persons, and visitors to wear masks at all times during the visitation process.
- Institutions will provide disposable masks to the visitor(s) to avoid contraband concerns.
- Transparent mobile barriers will be introduced to separate the visitor(s) and the incarcerated person during inside visitation.
- Each facility shall install transparent barriers at the Officer's station at Front Entry, visitor processing areas and in the Visiting Room to create a barrier between staff and visitor.
- Hand sanitizer will be made available in the Front Entry and in the Visiting Room for **all** people in the area. Personal hand sanitizer is not permitted and must remain in vehicle or locker in entry.
- A list of COVID-19 symptoms will be posted in a conspicuous location such as Front Entry and the Visitation Room.
- The duration of each visiting session may be modified by the managing officer to increase or decrease to amount of visiting opportunities available to our guests.
- Physical contact with visitors will not be permitted to include hugging, kissing, holding hands or playing cards and board games.
- The use of vending machines will open when determined by the facility. Food will not be shared by visitors.
- Reading rooms will remain closed.
- Each facility shall adhere to the DRC Housekeeping Plan with Covid-19 Pandemic Update, issued on May 12, 2020, to thoroughly sanitize all areas of visiting between sessions.

Thank you for your time and understanding.

Please arrive 30 minutes before the visit for processing purposes.

All visitors who arrive 15 minutes or more late are subject to denial of that days visit.

Visitation is closed on all Major Holidays.

### **ODRC Visitation Rules**

1. Smoking is NOT permitted.
2. All inmates are to remain seated, except for bathroom breaks, or pictures
3. All visitors and inmates must always have their hands on the tables.
4. Kissing and embracing between inmates and visitors are to take place at the beginning and ending of the visit. Any disruptions will result in termination of visit.
5. Loud, obnoxious, rude behavior is prohibited.
6. There is to be no sleeping or putting heads down on tables.
7. Your beverage must be consumed through a straw. No exceptions.

8. Your visitors may purchase sodas and food items (for you and them) from the vending machines provided in the visiting room. You are not allowed to use the vending machines. No other food items may be brought into the visiting room. Food must be consumed or discarded in the visiting room prior to departure.
9. All food items from the vending machine must be opened in front of the officer and put on a plate. Microwaved items must be transferred to a new plate once removed from the microwave.
10. All trash is to be removed promptly and discarded in proper receptacles.
11. Only (1) game allowed at a time.
12. Parents must always maintain control and supervision of children; children may NOT climb on chairs or run through the room.
13. Before completion of the visit parents or guardians of minor children are to clean up the toy area.
14. Visitors will not be allowed to bring anything into the visiting room (unless otherwise specified in this section) except for \$20.00 in change or a debit card for use in the vending machines. At no time are inmates allowed to handle or possess money. All other property must be taken to the visitors' vehicle.
15. No diaper bags, purses, or clutches are allowed in the building. (5 diapers, 1 plastic bottle, 1 plastic baby food container, and 1 pacifier are permitted). All wipes must be in a clear plastic bag. A child's sippy cup must be clear as well. Toys are not permitted to be brought into the building.
16. Visitors will be allowed to use the restroom in the lobby during visits. Visitors must be cleared by security before re-entering the visitation room.
17. Female visitors are permitted to bring reasonable amount of personal hygiene items into the building, these items are to be locked in front entry with their vehicle keys.
18. All photos are to be taken in the photo area with approved background. Pictures are to be taken side by side. No hand signs or gestures. Kissing is not permitted during photos.

### **When can attorneys visit?**

Attorneys are permitted to visit during normal hours, Monday through Friday, **from 8 a.m. to 8 p.m.** Special attorney visits, outside of normal business hours, may be arranged in advance through unit staff.

### **How long can I visit?**

One hour.

### **Where do I park when I arrive at the facility?**

Parking for visitors is in the visitors' parking lot, which is to the left of the driveway and is marked.

### **Will I be searched?**

All items will be searched. The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable tests. A visitor can refuse any of the searches, tests or entrance procedures, but the visit will not be

allowed. This could also result in an indefinite suspension of visiting privileges for this visitor.

## What are the dress code and visitation rules for visitation?

Visitors are expected to be fully dressed in appropriate conventional clothing that is not unduly provocative, suggestive, or revealing.

1. **No electronic devices of any kind are permitted** beyond the outside gates other than a watch, no smart watches. This includes **NO CELL PHONES**.
2. **No camouflage style clothing** or clothing resembling a security uniform are permitted (scrubs should not be one solid color).
3. **No tight clothing such as spandex, leggings, or body suits are allowed.**
4. **No see through**, transparent, sheer, mesh, lace or net clothing is permitted. This includes when a shirt is worn under the non-allowable shirt. **No ripped or torn clothing.**
5. Dresses and jumpers must come below the knee, if there is a split in the dress the split must stop at the knee.
6. No shorts of any kind are permitted. Capri pants are allowed but must come down the calf of the leg.
7. **Button down shirts or zipper sweaters** are not permitted. Coats, jackets, raincoats and baseball caps may be scanned and secured at front entry but not worn in visitation.
8. No clothing that exposes the mid drift, stomach, back, shoulders, underwear, bra or chest permitted.
9. **All shirts must have sleeves.** No tank tops or camisoles may be worn.
10. **No diaper bags, purses, or clutches are allowed in the building.** (5 diapers, 1 plastic bottle, 1 plastic baby food container, and 1 pacifier are permitted). All wipes must be in a clear plastic bag. A child's sippy cup must be clear as well. Toys are not permitted to be brought into the building.
11. There is a **limit of \$20 US Money** allowed into the visiting room in coin form only or 1 debit card.
12. There is a limit of (4) visitors per inmate at any given time.
13. No obscene shirts or shirts which reference gangs, drugs or alcohol.
14. You must have a valid unexpired identification card from the following list: Driver's License, State I.D., Passport, Green Card, Visa, Indian Tribe I.D. Card, Consulate Cards other than Mexico, for all adults wishing to visit.
15. **Children over the age of ten (10) must follow the adult dress code.**
16. No open-toe or open-heel shoes are permitted, including Crocs or sandals.
17. No prescription drugs of any kind are permitted in visitation. Prescription drugs must be secured lockers in the front lobby.
18. No illegal drugs or alcoholic beverages are permitted on the facility grounds. Anyone believed to be under the influence of drugs or alcohol will be denied a visit.

\*While these are general rules for you to follow, they do not cover every instance that occurs.

Thank you for your cooperation and enjoy your visit.

## What type of identification do I need to be allowed into the facility?

Any person over the age of 18 must have a photo ID.

**What items am I allowed to bring for the visitation?**

Up to \$20 USD in change or 1 debit card for use in the vending machines. Five diapers, a plastic bottle and a pacifier will be permitted in the visiting room. Female visitors are allowed to bring a reasonable amount of personal hygiene items that will be secured in the locker.