



## Lake Erie Correctional Institution Conneaut, Ohio

### Inmate Mail Information

Address envelopes:

**Inmate Name #000-000  
501 Thompson Road  
Conneaut, OH 44030**

### Procedures for Sending Money

- **ONLINE** - Approved (or tentatively approved) visitors may deposit funds into a trust account (offender personal account) through the OffenderConnect website. The OffenderConnect Website will accept deposits using credit or debit cards. OffenderConnect charges a transaction fee for using this service. The OffenderConnect Website also allows you to see prior payments and a history of your statements and close your account.
- **KIOSKS** - Approved (or tentatively approved) visitors may also deposit funds into a trust account using the kiosks available in the front entry building of each DRC prison. The kiosks will accept deposits using cash, credit, or debit cards. The kiosk provider charges a transaction fee at the kiosks, regardless of type or amount of transaction. All transactions using a kiosk will require the use of a Government Issued ID with a magnetic strip for identification purposes. Users will no longer be able to manually enter identification information. The machine will prompt when to swipe identification during the transaction. For additional information or other deposit options please visit [www.offenderconnect.com](http://www.offenderconnect.com) or call GTL customer service at 800-231-0193

### Emergency Notifications

Jeff Fisher at 440-599-4100, ext.64114

# Visitation Frequently Asked Questions

## Who can visit?

Approved visitors will be able to schedule their visits either in person or by calling our visiting department at 440-599-4100, ext. 25829. All approved visitors are responsible for knowing the inmate's name and number at the time of making the reservation. Days/hours for scheduling visits are Wednesday through Sunday between the hours of 7:45 a.m. and 2:15 p.m. Approved visitors can make a reservation up to thirty (30) days in advance but no later than seven (7) days in advance. Reservations must be cancelled at least seven (7) days in advance, or it will be counted as a visit for the current month. Visits denied/terminated due to non-compliance with paperwork, processing rules, dress code, or any other visitation rule will count as a visit for the current month.

## How do I get approved for visitation?

With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application form (DRC2096).

## How do minors get approved to visit?

All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian, as defined in this policy - Authorization for Minor Child Visit (form DRC4371)

## How long does the application process take?

The application process is determined upon the correct/completion of the application and the verification of the appropriate documentation required by applicant submitting said documentation.

## How will I know if I've been approved?

Persons who have completed the Visiting Application Form may confirm their approval/denial by calling our visiting department at (440) 599-4100 extension 25829. Inmates may also contact their Case Manager in their assigned housing unit that can access DOTs portal.

## What are the days and times of visitation?

There will be three visitation sessions per day, Thursday through Sunday. The morning session is 8:00 am to 10:30 am and all visitors must arrive at the prison for processing between 7:30am – 9:15am. The afternoon session is 12:00pm to 2:30pm and all visitors must arrive at the prison for processing between 11:45pm – 1:00pm. The third session is from 3:00 pm to 5:30 pm and all visitors must arrive between 2:45 and 4:00pm.

## How long can I visit?

Each session is 2 ½ hours long. Depending on how crowded visitation is you can request to stay another session but it will count as another visit.

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

Visitors need to park in the far west end of the parking lot.

## **Will I be searched?**

All visitors are subject to clear the metal detector. Unless a documented medical condition preventing clearing of a metal detector exists, all individuals must clear a metal detector prior to entering/re-entering the facility.

## **What is the dress code for visitation?**

All attire worn upon entry into the facility must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as a coat and gloves. Appropriate undergarments must be worn (i.e., bra, slip, and underwear). No additional clothing is permitted to be carried into the facility. Inappropriate attire includes, but is not limited to:

- a. See-through clothing of any kind.
- b. Tops or dresses that expose the midriff or have open backs or open sides (such as any  
a. sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts).
- b. Low-cut clothing cut in a manner that exposes the chest.
- c. Any clothing that inappropriately exposes undergarments.
- d. Skirts, dresses, shorts, skirts, or culottes with the hem or slit above the mid-knee.
- e. Wrap-around skirts/dresses or break-away type pants.
- f. Clothing with any gang related markings.
- g. Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
- h. Form-fitted clothing made from Spandex or Lycra or other similar knit material such  
i. as leotards, uni-tards, bicycle shorts, tight jeans, or tight pants.
- j. Clothing with inappropriate holes/rips, including shoulder cut-outs.

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

A valid form of government issued photo identification.

## **What items am I allowed to bring to visitation?**

No more than one wristwatch or pocket watch will be permitted. Purses, handbags, backpacks, or similar items are not permitted. Diaper bags and infant carriers, are permitted, but are subject to regular search procedures. Clear plastic bags are preferred in place of diaper bags. Diaper bags may include:

- a. A reasonable number of diapers and baby wipes
- b. Three plastic baby bottles
- c. Three plastic containers of baby food
- d. One pacifier