



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, with the exception of a package of release clothing, thirty (30) days prior to 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 that are glued, taped, stapled, or otherwise 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 adult 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 using debit card 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. 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, for USMS and ICE 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 day 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?

USMS Visitation:

- Thursday and Friday: 8:00 a.m. to 3:00 p.m.
- Saturday: 7:00 a.m. to 3:00 p.m.

ICE Visitation:

Legal (Attorney of record verification is required):

- Monday – Friday 8:00 a.m. to 4:00 p.m.
- Saturday – Sunday, and Holidays 8:00 a.m. to 12:00 p.m.

Personal:

- Thursday – Saturday 3:30 p.m. to 5:30 p.m.
- Sunday 12:00 p.m. - 2:00 p.m. and 3:00 p.m. - 5:00 p.m.
- Holidays – 3:30 p.m. to 5:30 p.m.

ODRC Visitation

Visitation is open on Thursday, Friday, Saturday, and Sunday for three sessions each day. The length of each session is scheduled for two hours and thirty minutes but will be no less than 2 hours. The times for each session goes as follows:

Morning: 09:00a.m. – 1130a.m.

Afternoon: 1200p.m. – 230p.m.

Evening: 3:00p.m.– 5:30p.m.

Appointments can be scheduled by calling 330-746-3777 ext. 21020

Monday from 6:30am – 5:30pm

Tuesday from 6:30am – 3:30pm

Wednesday from 10:30am – 5:30pm

Email at NEOhiovisit@corecivic.com, emails are accepted anytime but will be answered Monday - Wednesday. All phone calls and emails are accepted on a first come first serve basis and can be scheduled 30 days in advance. No walk-in visitations are permitted, it is by appointment only.

Please arrive 15 minutes before 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, with the exception of bathroom breaks, pictures or vending machine.
3. All visitors and inmates are to have their hands on the tables at all times.
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 maintain control and supervision of children at all times; children may NOT climb on chairs or run through the room.
13. Before completion of visit parents or guardians of minor children are to clean up 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 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 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 9 a.m. to 5 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 has the option of refusing 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 is 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 permitted to be worn.
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.
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: Drivers 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 photo ID.

What items am I allowed to bring to visitation?

Up to \$20 USD in change 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.