

## Email Reservations for London Correctional Visitation Department

We are now offering email as another option to make a reservation for the visiting department at London Correctional Institution. We are hoping this additional option will reduce the congestion on the phones and enable the visitors more opportunities to visit. Below is a list of information to reflect this change.

**The Visiting Department is open Wednesday through Saturday from 8:00am-6:00pm with the exception of Holidays. All emails will be reviewed and responded to during these times.**

The email address is: [drc.visitationloci@odrc.state.oh.us](mailto:drc.visitationloci@odrc.state.oh.us).

### Visiting days

### (3) Sessions available each day

Wednesday-Saturday, no holidays.

**AM Session:** 8:15am-10:45am

**Noon Session:** 11:30am-2:00pm

**PM Session:** 2:45pm-5:15pm

Please list up to (5) sessions in order that you would prefer, 1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, etc. All visitors are permitted up to (3) sessions per month and we will reserve all three sessions if you prefer. If you would like to only reserve (1) session, please indicate that on the email. Please provide all information that is needed: Date, Time (am,noon,pm), name/number of inmate, name of visitor(s), number of visitors that will be coming. ***If all relevant information is not provided, the request will not be granted.*** Below are two examples of requests.

### Example 1

	<u>Date</u>	<u>Session</u>	<u>Inmate</u>	<u>Visitor</u>	<u># of visitors</u>
1 <sup>st</sup> choice:	July 22, 2011	AM	Doe a123-456	Jane Doe	3
2 <sup>nd</sup> choice:	July 24, 2011	AM	Doe a123-456	Jane Doe	3
3 <sup>rd</sup> choice:	August 1, 2011	Noon	Doe a123-456	Jane Doe	3
4 <sup>th</sup> choice:	August 2, 2011	AM	Doe a123-456	Jane Doe	3

*Please give me all days that are available.*

### Example 2

	<u>Date</u>	<u>Session</u>	<u>Inmate</u>	<u>Visitor</u>	<u># of visitors</u>
1 <sup>st</sup> choice:	July 22, 2011	AM	Doe a123-456	Jane Doe	3
2 <sup>nd</sup> choice:	July 24, 2011	AM	Doe a123-456	Jane Doe	3
3 <sup>rd</sup> choice:	August 1, 2011	Noon	Doe a123-456	Jane Doe	3
4 <sup>th</sup> choice:	August 2, 2011	AM	Doe a123-456	Jane Doe	3

*Please give me only one of the days requested.*

You may also request, **1<sup>st</sup> session available.** We will simply provide you with the date/time of the soonest session available and that will be your reservation. Please provide all appropriate information.

You will receive a return email and it will be your confirmation. Print the return email and bring it with you on the day of your visit.

If you can't make your scheduled visit, you must cancel within 72 hours of your reservation. You may cancel any scheduled visits by simply emailing the address above with you information. Failure to cancel will affect your future visits.