



Ohio Department of Rehabilitation and Correction

Ross Correctional Institution
16149 State Route 104
Chillicothe, OH 45601

John R. Kasich, Governor

www.drc.ohio.gov

Gary C. Mohr, Director

TO: Whom it may concern
FROM: Warden Rob Jeffreys
DATE: May 19, 2011
SUBJECT: Visiting procedure

Effective July 17, 2011 Ross Correctional Institution will be changing the visitation process to reservation only.

Due to the closing of Ross Correctional Camp and the overcrowding of the Ross Correctional Institution's visiting room, it has become necessary to make changes in the operation of our visiting process at RCI. On June 17, 2011, visitors wishing to visit any inmate at Ross Correctional Institution must make a reservation by e-mailing DRC.VisitationRCI@odrc.state.oh.us or by sending a self addressed stamped envelope to:

**Ross Correctional Institution
P.O. Box 7010
Chillicothe, Ohio 46601
C/O Visiting Department**

- E-Mail and U.S. Mail requests must include the number of approved visitors that will attend on the day of the requested visit (maximum total of 5 to include minor children). Requests will receive a response by return letter or e-mail. Reservations will be accepted one calendar month in advance with only one reservation per request per day but no later than 48 hours before the scheduled visit.
- Inmate institutional numbers ending in an even digit may visit on even days of the month, inmate numbers ending in an odd digit may visit on odd days of the month.
- Out of state visitors wishing to visit 2 or 3 days in a row or on even/odd days opposite the inmate's last digit number must contact the inmate's respective case manager for a special visit request. This can only be done every 90 days.
- Each approved visitor will be permitted to visit twice per month for general population inmates with the following exceptions:

***Isolation status inmates may visit only during weekdays for a 2 hour visit per visitor each month.*

***Minimum Level 1 and Minimum level 2 status inmates living in J-Dorm and Merit Status inmates living in H2-A may receive 3 visits per visitor per month.*

- Visiting hours are: 7:30 am until 2:15 pm, visitors will not be processed after 1:00 pm. RCI visiting is closed Mondays and all State Holidays.
- Visitors may start making reservations beginning 6/17/11 at 12:00 am for 7/17/11 with the inmate's last digit ending in an odd number and we are currently taking reservations for weekend visits. The only change in reservations will be for one calendar month in advance instead of 60 days in advance.
- Visitors may be penalized a 30 day visiting suspension for a "no show" and any further occurrences may result in being suspended for a longer period of time.
- Current 60 day reservation process for weekend visits will cease on June 17, 2011.

Note: Notice of these changes will be posted in R.C.I. Entrance Building, Visiting Room, on the D.R.C. Website and on the Inmate Television Monitor. Inmates should notify prospective visitors of these changes.