



West Central Community Correctional Facility

18200 St. Rt. 4 N. ♦ Marysville, OH 43040 ♦ 937-644-2838 fax 937-644-3698
website: www.wcccf.org

Visitor Information Sheet for Female Residents

Each resident is provided with red uniform shirts during her Orientation-Phase I. She will need the following mailed: socks, athletic shoes, underwear, t-shirts and blue jeans immediately upon arrival at the facility. Please call our facility before mailing the items to assure that the resident has arrived.

*****All clothing must fit according to her measurements. If the amount of items exceed the amount the resident is allowed to have, the items will need to be picked up within 14 days or they will be donated to West Central*****

*******All Clothing items must be ordered from a list of specific items that are available on Amazon at https://www.amazon.com/gp/registry/wishlist/33GVFEUTG2NWW/ref=bnnav_topnav_lists_3*******

ONLY THESE SPECIFIC ITEMS AS LISTED ON AMAZON WILL BE ACCEPTED

Orientation: Phase I

Standard Blue Jeans:

Quantity: Five pairs

Color: Blue, NOT FADED or TONED, evenly colored

Bras:

Quantity: up to ten

Socks:

Quantity: up to ten

Outerwear: Caps, Toboggans, Gloves, Coats/Jackets:

Toboggan, Gloves, Coats/Jackets, Seatshirts:

Underwear:

Quantity: up to ten

T-Shirts:

Quantity: up to ten

Athletic (Tennis) Shoes:

Quantity: one pair

Color: Black, White, Brown, Blue, Gray

Phase II (In addition to the items for Phase I)

Recreation Clothing:

Additional Items:

One pair of eye glasses and/or contacts (up to 6 months supply)

One ring – wedding (only if legally married)

Three books (1-Bible, the other must be approved by the Education Department, resident personal books must be ordered off of Amazon and mailed directly to the resident)

Five photos (must be mailed, approved by staff, and not to exceed 5" x 7")

One watch

One medical alert bracelet (if applicable)

Necessary and approved medical equipment/supplies/medication(s)

Birth Certificate

Social Security card

Driver's License, if available

T-

Shirt:

Quantity: one

Shorts:

Quantity: one pair

Sweatshirt:

Quantity: one

Work Boots:

Quantity: one pair

Sweatpants:

Quantity: one pair

Thermals:

Quantity: One top, One bottom

Color: White, Off White

Phase III (In addition to the items for Phase II)

Ten photos (must be mailed in and approved by staff and not to exceed 5" x 7")



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Visitor Information Sheet for Female Residents

Financial Support:

Deposits for residents at West Central will be made in the lobby of the male facility using the "KIOSK". The kiosk will accept cash or credit card. The kiosk will accept bills of five dollars or more and will not give change. Family and friends may come into the lobby of West Central 24 hours a day, seven days a week and make a deposit into a resident's account. You will need residents ID number or the correct spelling of the resident's name.

Money can be deposited in a residents account by logging onto www.inmatedeposits.com

Money can be deposited in a residents account by calling Cybersuite at **1-866-345-1884**.

Each transaction will be charged a fee:

Telephone Calls:

Gross Amount Deposited	Credit/Debit Deposits via Website	Credit/Debit Deposits via Phone	Cash Deposits via KIOSK	Credit/Debit Deposits via Lobby KIOSK
\$0.01—\$19.99	\$4.95	\$6.95	\$4.00	\$4.00
\$20.00—\$99.99	\$7.95	\$9.95	\$4.00	\$4.00
\$100.00—\$199.99	\$9.95	\$11.95	\$4.00	\$4.00
\$200.00—\$300.00	\$11.95	\$13.95	\$4.00	\$4.00

Each resident can make one phone call during the first seven (7) days. Once the resident successfully completes 7 days in the program, the resident is eligible to place four (4) phone calls per week at a time limit of 15 minutes. Once the resident is promoted to Phase II of the program, the resident is permitted to make one (1) phone call per day at a time limit of 15 minutes per call, totaling seven (7) per week. Upon being promoted to Phase II, they are allowed to make unlimited phone call each week at a time limit of 15 minutes per call. To get set up to accept the collect calls you may either put money on the residents books, go to the website www.ICSolutions.com, or by calling 1-888-506-8407.

Visitation:

- All visitors must register at www.icsolutions.com to be able to schedule a visit.
- Only those who are listed on the Resident Visitor Request and approved by the resident's counselor and probation officer will be allowed to visit
- Once you have been approved AND the resident advances to Phase II, you may schedule a visit. ALL VISITS MUST BE SCHEDULED. ALL VISITS MUST BE SCHEDULED AT LEAST 12 HOURS IN ADVANCE. Visits may also be schedule up to two weeks in advance. **YOU CAN REGISTER AND SCHEDULE A VISIT AT www.ICSolutions.com.**
- Receiving this letter and information indicates that you have been approved.
- Orientation Class:
 1. All those ages 12 and over, approved to visit, must attend a one-time 45 minute class before visiting
 2. Class is held on Sunday, 2:30—3:15pm. No need to call for an appointment. Please be on time,. Those arriving late will not be admitted. Once you receive this packet, you may come in for the orientation class. IF YOU DO NOT SCHEDULE A VISIT, YOU WILL NOT BE ABLE TO VISIT AFTER THE CLASS ON THIS DAY.
- Those under the age of 18
 1. Must be accompanied by his/her parent or legal guardian for orientation and/or visitation
 2. Must show one of the following: State I.D., valid Driver's License, or a copy of a Birth Certificate—NO SUBSTITUTIONS
 3. If an adult other than the child's legal guardian, over the age of 18, is accompanying the child, he/she must have a notarized letter from the legal guardian allowing the child to visit. They will also need a copy of custody documentation that shows who the legal guardian of the child is.



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Visitor Information Sheet for Female Residents

- Those over the age of 18
 - . Must show either a: State I.D. or a valid Driver's License - NO SUBSTITUTIONS
- Visitors **must** only enter the lobby 15 minutes prior to each 30 minute visitation times.
- Visitation days and hours are: (must schedule a visit prior to visitation)

Thursday	6:30—7:45 pm	
Saturday	10:20—11:20 am	5:50—7:50 pm
Sunday	9:00—10:00 am	3:15—4:30 pm
- **Each resident is allowed one contact visit per week. (Week is Monday - Sunday)** The visit can only consist of up to **THREE** people. (If there are 3 under the age of 18, *then the resident must request special visitation time* (before they come) since the children must be accompanied by a parent or legal guardian, which would then be over the visitor limit.
- **Each resident is allowed one onsite video visit per week. (Week is Monday—Sunday).**
- **Each resident is allowed one off side video visit per week. (Week is Monday—Sunday).**

Phase III Visits (All Visits must be scheduled)

- **Each resident is allowed two contact visits per week. (Week is Monday—Sunday)**
- **Each resident is allowed two on site video visits per week. (Week is Monday—Sunday)**
- **Each resident is allowed two off site video visits per week. (Week is Monday—Sunday)**

******IF YOU CANCEL A VISIT WITHIN 24 HOURS OF THE VISIT, THE CANCELED VISIT WILL COUNT AS A VISIT FOR THE RESIDENT******

- **Dress Code:** All visitors must be dressed appropriately i.e.: shorts, skirts, or dresses length must be knee length or longer. **NO** low cut tops, **NO** hooded sweatshirts muscle shirts, sleeveless, see-through clothing, clothing with drug or alcohol logos or gang symbols can be worn. Visitors will not be able to visit if wearing them.
- Helpful information:
 - . There are **NO** Public Restrooms.
 - . Please lock all purses, bags, wallets, cell phones, in your car or you will be required to lock them in lockers provided for you.
 - . All visitors will be wanded before allowing to visit.
 - . Allow 10-15 minutes before visiting time begins to allow staff to process you in.
 - . When bringing young children, please provide activities that will keep them occupied while waiting. (all items must be placed in lockers provided before the visit begins).

Receiving packages:

West Central will only accept packages from Amazon. All other packages will be returned to sender.

Receiving mail:

address envelope with name of resident written above the following address:
Resident Name, 18200 St. Rt. 4 N, Marysville, OH 43040

OR

**SecureMail: www.inmatedeposits.com—buy credits or get set up on a plan
\$0.50 a letter/picture**



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The following reasons will cause the mail to be returned to sender:

- Mail from a former resident that has been gone less than 6 months
- Inappropriate photo, women/men indecently dressed, alcohol (neon signs, etc.) /drug/cigarettes, polaroids
- Foul language
- Due to court order resident is unable to receive mail
- Drug/Alcohol stories or personal sexual content
- If resident is no longer here
- Envelope or letter covered with unremovable stickers
- Resident was sent any of the below contraband

THE FOLLOWING ARE CONSIDERED CONTRABAND WHICH THE RESIDENT CAN NOT RECEIVE:

Aerosol or pump spray can
Batteries
Books not approved by the Education Department
Cash
Cologne
Condoms
Dice
Electrical Devices
Empty envelopes
Food
Glass
Letter Openers
Lighter/Matches
Loose tobacco/Cigarettes/Cigars
or rolling supplies
Magazines
Medication not approved by the Medical Staff

Metal fingernail file
Money Orders
Needles or Pins
Oversized belt buckles
Paper clips
Personal check
Phone cards
Photos of cigarettes, drugs, or alcohol
Pornographic drawings or photos
Postage stamps
Rubber bands
Stickers (if stuck to letter/envelope and unable to be removed the letter/envelope will be returned to sender)
Taped material
Unauthorized keys
Wallet/Billfold
Writing paper



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Visitor Information Sheet for Female Residents

Directions to West Central Community Correctional Facility:

18200 State Rt. 4, North

If you get lost, call 937-644-2838 x 270

From Bellfontaine, OH

Take US-33 East. Take the Route 4 North exit to Marion and go about one mile.

The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From Columbus, OH

Take US-33 to Marysville. Take the Route 4 North exit to Marion and go about one mile.

The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From Delaware, OH

Take Route 36 West to Marysville, take the US-33 West ramp. Take the Route 4 North exit to Marion and go about one mile.

The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From London, OH

Take Route 38 North. Route 38 becomes Main Street in Marysville, then becomes Route 4. Drive over US-33. Go about one mile. The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From Marion, OH

Take Route 4 South, about 36 miles from Marion. The facility driveway is on the left, just before the Marysville water tower.

The driveway is about 30 feet from the tower.

From Marysville, OH

From Main Street in Marysville continue and drive over US-33. Go about one mile. The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From Mt. Gilead, OH

Take Route 42 South to Delaware. Route 42 becomes Route 36. Continue on Route 36 West to Marysville. Take the US-33 West exit ramp. Take the Route 4 North exit to Marion and go about one mile.

The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From Springfield, OH:

Take Route 4 North, take the US-33 ramp to Marysville/Columbus. Take the Route 4 North exit to Marion. Go about one mile. The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

From Urbana, OH

Take Route 36 and turn onto Route 4 North. Take the US-33 East ramp to Marysville/Columbus. Take the Route 4 North exit to Marion. Go about one mile. The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***