



# 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 Male Residents

Each resident is provided with yellow uniform shirts during his Orientation-Phase I. He will need the following mailed or brought to him: socks, athletic shoes, briefs/boxers, t-shirts and blue jeans immediately upon arrival at the facility. Please call our facility before bringing the items to assure that the resident has arrived. It is the responsibility of the resident to notify you when he changes phases so you will be informed of what is allowed for each phase.

**\*\*All clothing must fit according to his measurements.**

**If the amount of items exceed the allowed amount they will be placed in the resident's personal storage and/or sent back to the sender.\*\***

**\*\*\*Only times for Dropping off clothing \*\*\***

**Wednesday and Friday 8:00—11:00 am and 1:00—5:30 pm**

**Sunday 1:00—2:30 pm**

### **Orientation: Phase I**

#### **Standard Denim Jeans:**

Quantity: Five pairs

Brands: Any

Style: No visible decorations, No logos larger than 2"; No carpenter loops or oversized back pockets. Must have 2 front pockets and 2 back pockets or 2 front pockets and 2 back pockets and watch pocket, Must fit properly, No Skin tight jeans or Sagging jeans.

Will accept: Elastic waist band, but they must have belt loops

Color: Blue, NOT FADED or TONED, evenly colored

#### **T-Shirts:**

Quantity: No more than ten

Brands: Any

Style: Crew neck only, no v-neck or sleeveless/muscle

Color: Solid white (only)

#### **Briefs/Boxers:**

Quantity: Up to ten

Brands: Any

Color: Solid white only

#### **Socks:**

Quantity: Up to ten pairs

Brands: Any brand

Style: Crew and long enough to touch slightly over calf

Color: White only (May have color on toe and heel of sock)

#### **Athletic (Tennis) Shoes:**

Quantity: One pair

Brand: Any brand,

Color: 90% white, no metallic or glossy material

Shoestrings: White color, tied in a standard bowknot, and covering the tongue of the shoes

Standard: Tennis shoes are not permitted to contain any hidden compartments or removable fixtures in which item may be concealed. Air pockets are permitted only if they are completely enclosed with no opening or holes. "Nike Shox" and/or similar designed tennis shoes are permitted provided they meet all other criteria. No holes, rips, or worn out shoes are permitted.

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

Toboggan: team, NASCAR, camouflage, and/or solid color; appropriate logo

Gloves: Can have an appropriate logo; any color

Coats/Jackets: No leather, must be a solid color with no more than one visible appropriate logo.

Hooded Sweatshirts/Jackets: For outside use only, must be solid in color, may have Logo as long as appropriate

#### **Additional Items:**

One pair of eyeglasses or contacts

One ring – wedding (only if legally married)

Two books (1-Bible, the other must be approved by the Education Department, both must be mailed)

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

One wristwatch

One medical alert bracelet (if applicable)

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

Birth certificate

Social Security card

Driver's license (if available)

State identification card (if available)



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

#### **Recreation Clothing:**

##### **T-Shirt:**

Quantity: one

Brand: any brand

Style: crew neck (short or long sleeves), one chest pocket; appropriate logo and not larger than 6"

Color: solid color:

##### **Shorts:**

Quantity: one pair

Brands: any brand

Style: length: can NOT be shorter than 3 inches above the kneecap, no longer than 5 inches beyond the knee cap; appropriate logo

Color: solid color:

##### **Sweatpants:**

Quantity: one pair

Brands: Any

Style: Elastic, No Elastic, Drawstring or No Drawstring

Color: solid color: appropriate logo;

**Sweatshirt:** one, without a hood (may have hooded sweatshirt for outside use only)

##### **Hat:**

Quantity: one

Brand: team, NASCAR, camouflage or solid color

Standard: Toboggan and/or baseball cap, must be free of stickers/tags before residents receives them

##### **Gloves:**

Quantity: one

Brand: any

Color: any

Standard: can have appropriate logo

##### **Work Boots:**

Quantity: one pair

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

#### **Additional Items:**

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

#### **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 ONLY. 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](http://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. See schedule on next page.



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## Visitor Information Sheet for Male Residents

- **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, muscle shirts, sleeveless, see-through clothing, No hooded sweatshirts, 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 visit begins).

### Receiving packages:

If the package is mailed, to the address below, the package is to be sealed with the first and last name of the resident clearly written on the outside.

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

Aerosol or pump spray can	Metal fingernail file
Batteries	Money Orders
Books not approved by the Education Department	Needles or Pins
Cash	Oversized belt buckles
Cologne	Paper clips
Condoms	Personal check
Dice	Phone cards
Electrical Devices	Photos of cigarettes, drugs, or alcohol
Empty envelopes	Pornographic drawings or photos
Food	Postage stamps
Glass	Rubber bands
Letter Openers	Stickers (if stuck to letter/envelope and unable to be removed the letter/envelope will be returned to sender)
Lighter/Matches	Taped material
Loose tobacco/Cigarettes/Cigars or rolling supplies	Unauthorized keys
Magazines	Wallet/Billfold
Medication not approved by the Medical Staff	Writing paper

### Receiving mail:

(address envelope/package with name of resident written above the following address:

**Resident Name, 18200 St. Rt. 4 N, Marysville, OH 43040)**

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

- Mail from a former "unsuccessfully discharged" resident
- 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 and unable to forward to new address
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## Visitor Information Sheet for Male Residents

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

### Telephone Calls:

Each resident can make one phone call during the orientation phase (14—16 days). Once the resident successfully completes orientation, he is eligible to place additional collect calls. 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](http://www.ICsolutions.com), or by calling 1-888-506-8407.

### Visitation:

- 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.
- Receiving this letter and information indicates that you have been approved.
- Orientation Class:
  - All those ages 12 and over, approved to visit, must attend a one-time 45 minute class before visiting.
  - Class is held on Sunday, 5:00—5:45 pm. No need to call for an appointment. Please be on time., late comers will not be admitted The visit will start immediately after the orientation class.
- Those under the age of 18
  - must be accompanied by his/her parent or legal guardian for orientation and/or visitation
  - Must show one of the following: State I.D., valid Driver's License, or a copy of a Birth Certificate - no substitutions
  - 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.
- Those over the age of 18
  - Must show either a: State I.D. or a valid Drivier's License - no substitutions
- Visitors **must** only enter the lobby 15 minutes prior to each 30 minute visitation times.
- Visitation days and hours are: (no need to schedule, first come-first serve)
 

Wednesday	6:30—7:45 pm	
Saturday	9:00—10:00 am	2:00—4:30 pm
Sunday	10:20—11:20am	5:50—7:50 pm
- **Each resident is allowed one 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.



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### Visitor Information Sheet for Male Residents

#### Directions to West Central Community Correctional Facility:

18200 State Rt. 4, North

If you get lost, call 937-644-2838

##### 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.

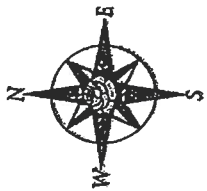
The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

##### From Springfield, OH:

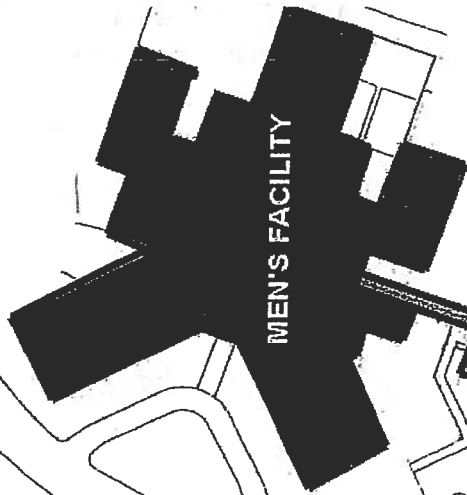
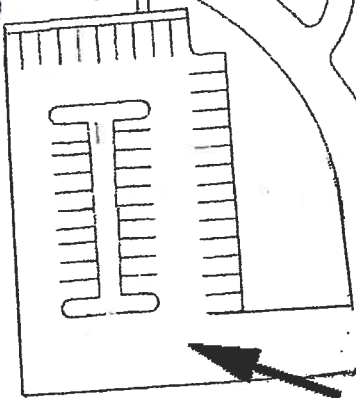
Take Route 4 North, take the US-33 ramp to Marysville/Columbus. Take the Route 4 North exit to Marion. Go about one mile. The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***

##### From Urbana, OH

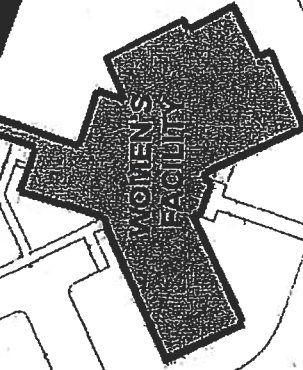
Take Route 36 and turn onto Route 4 North. Take the US-33 East ramp to Marysville/Columbus. Take the Route 4 North exit to Marion. Go about one mile. The facility driveway is on the right, just past the Marysville water tower. ***The driveway is about 30 feet from the tower.***



**Men's Visitation Parking**

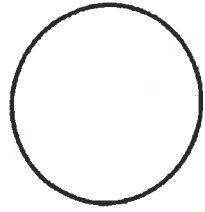
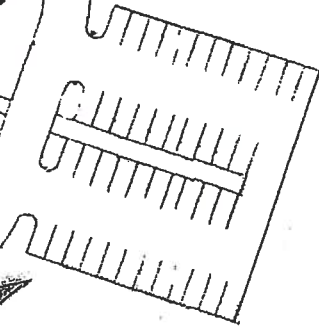


**MEN'S FACILITY**



**WOMEN'S FACILITY**

**Women's Visitation Parking**



**Marysville  
Water Tower**

**Route 4**