

LUCAS COUNTY CORRECTIONAL CENTER PROFESSIONAL VISITOR GUIDE

This document provides you with a set of instructions for **Professional Visitors** should you wish to visit a parent on a case who is currently at the Lucas County Corrections Center (AKA: Lucas County Jail).

Before You Can Visit

Please be advised that to visit you must pass a criminal background check.

To complete a background check, a waiver and PREA form must be completed in their entirety and a copy of a valid ID **AND** your Journal Entry must also be submitted. Background checks can take 24-28 hours to complete.

Once filled out, you can email the **forms, ID and JE** to LCSOResourceCenter@co.lucas.oh.us or deliver in person to 1622 Spielbusch Ave., Toledo 43604.

If you have any questions regarding these forms, please email the Resource Center at LCSOResourceCenter@co.lucas.oh.us or call (419) 213-4785. You might want to call to confirm that they have completed your background check and are good to go before visiting.

When You Visit

Unlike the public who have specific times when they can visit, as a Professional Visitor, you can attend when it's convenient for you. Keep in mind that there is a shift change around **2:00 PM**. It is recommended going before or after that time.

You will need to put your belongings in a locker and a lock will be provided to you. You will also need to sign in at the table near the lockers noting the number on the locker you chose. There are deputies right there that can assist you. Indicate you are a CASA volunteer /Professional Visitor who has been cleared and are there to see a parent on a case. You will not be able to wear a coat through security so plan on putting that in the locker as well, and do not wear a hooded sweatshirt.

You will then go through security like what you do when you come to court and then must sign in again with a deputy who sits up a little higher in a control room. He will ask you who you are there to see, have you sign in, and let you know what floor that inmate is on.

Once you are let through the gate, take a left and head to the elevator. There are no buttons to push on the outside or inside of the elevator. You will need to press the intercom button to let the elevator know which floor to take you to. For example, I would say "Floor One to Floor Six".

When you reach your floor, head over to the control booth and you will sign in again. The deputy will show you to a room and will have the inmate come out to join you. The room has windows and the control booth will be able to see you. Keep the door open.

Once your visit has concluded, you will be expected to sign out back at that control booth.

Head back to the elevator, press the intercom and tell them what floor you are on and what floor you want. Example again, "Floor Six to Floor One."

If You Don't Want to Visit

You are not required to visit a parent in jail. However, per Rule 48, you need to interview each parent. To satisfy that rule, you will need to write to your parent.

There are two ways this can be accomplished:

One

Draft a letter in a Word document and provide them with a brief introduction of your role and ask any questions you would like to have answered. Send that to the CASA office via email. We will print your letter and include your JE, an additional piece of paper and a self-addressed stamped envelope so they can easily write you back and mail it out. We will be using the CASA address for everything.

Two

Write a letter providing them with a brief introduction of your role and ask any questions you would like to have answered. Include a copy of your JE and an additional piece of paper and self-addressed stamped envelope. Mail it directly from your home but be sure to use the CASA office address as both the return address as well as the address where they are to send their letter.

If you have any questions, please feel free to give our office a call. (419) 213-6753.

PRISON RAPE ELIMINATION ACT (PREA) ACKNOWLEDGEMENT

By signing this form, you are stating that you are aware of the sexual abuse/sexual harassment policies governed by the Lucas County Sheriff's Office and the United States Department of Justice Prison Rape Elimination Act of 2003.

In accordance with the 2003 Prison Rape Elimination Act, the Lucas County Sheriff's Office has a zero-tolerance policy for sexual abuse or sexual harassment of any inmate in our custody. The Lucas County Sheriff's Office will have all reported incidents of sexual abuse/harassment investigated, will address the safety and treatment needs of any inmate who is sexually abused, and will discipline and prosecute those who sexually abused an inmate.

ANY employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher **can and will accept any** information regarding sexual abuse or sexual harassment. Such information must be immediately reported to one of the following:

- A facility member
- Local law enforcement
- The Sexual Abuse Hotline 419-241-7273
- The YMCA Hope Center Hotline 1-866-557-7273: or
- Write the YMCA Hope Center at 1018 Jefferson Ave., Toledo OH 43604

An inmate may feel more comfortable reporting sexual abuse or sexual harassment to someone other than a staff member and all individuals are legally bound to report immediately the information for further actions, including medical and mental health treatment, segregation from the suspect, collection of evidence, criminal investigation, and other necessary procedures.

Time is of the essence in reporting sexual abuse and sexual harassment.

The definition of sexual abuse or sexual harassment is engaging in, or attempting to engage in, a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and staff member, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher- even when no objection is raised- **always illegal.**

Sexual abuse by an inmate includes any of the following acts if the victim does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

1. Contact between the penis and the vulva or between the penis and the anus, including penetration however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument, and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, where the inmate has the intent to abuse, to arouse, or to gratify sexual desire- excluding contact that is incidental to a physical altercation.

Sexual abuse by an employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher includes any of the following acts, with or without consent of the inmate.

1. Contact between the penis and the vulva or between the penis and the anus, including penetration however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher has the intent to abuse or to arouse, or to gratify sexual desire.
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher has the intent to abuse, to arouse, or to gratify sexual desire;
5. Any other intentional contact, wither directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to official duties or where the employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher has the intent to abuse, to arouse, or to gratify sexual desire;
6. Any attempt, threat, or request by employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher to engage in the activities described in paragraphs (1)-(5) of this section;
7. Any display by an employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher of his or her uncovered genitals, buttocks, or breast in the presences of an inmate; and
8. Voyeurism by an employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher.

Sexual harassment includes:

1. Repeated or unwelcome sexual advances, requests for sexual favors, verbal comments, gestures, or actions of a derogatory or offensive nature by one inmate directed towards another; and
2. Repeated or unwelcome verbal comments or gestures of a sexual nature to an inmate by an employee, contractor/contracted provider's employee, vendor, volunteer, mentor, intern, or researcher, including demeaning references to gender or sexual orientation, making sexually suggestive or derogatory comments about one's body clothing; or use of obscene language or gestures.

Sexual misconduct includes any act of sexual abuse or sexual harassment as defined herein.

By signing below, I **acknowledge that I have read and understand** the sexual abuse/harassment policies governed by the Lucas County Sheriff's Office and the United States Department of Justice, Prison Rape Elimination Act of 2003.

Signature

Printed Name

Date

LUCAS COUNTY SHERIFF'S OFFICE

RELEASE FOR PROFESSIONAL VISITORS – CORRECTIONS CENTER

Release executed by _____

(Please Print Clearly)

DOB _____ Full SSN _____

Agency/Affiliation _____

State of Residence _____

List any prior state of residence below

Phone Number _____ Other Number _____

Email _____

<input type="checkbox"/>	ATTORNEY
<input type="checkbox"/>	CLERGY
<input type="checkbox"/>	CHAPLAIN
<input type="checkbox"/>	CONSTRUCTION
<input type="checkbox"/>	CRIMINAL JUSTICE
<input type="checkbox"/>	KITCHEN
<input type="checkbox"/>	LAUNDRY
<input type="checkbox"/>	PROFESSIONAL
<input type="checkbox"/>	PROGRAMS
<input type="checkbox"/>	OTHER

WAIVER MUST BE FILLED OUT IN ITS ENTIRETY IN ORDER TO BE AN APPROVED VISITOR.

In consideration of being permitted to enter the secure part of The Lucas County Corrections Center, Visitor, for himself, his spouse, legal representatives, heirs, and assigns, hereby releases and discharges the Lucas County Sheriff's Office (LCSO), commissioners, officers, agents and employees from all liability to Visitor, his spouse, legal representatives, heirs, and assigns for any and all loss or damage, and any claim or damages resulting from, on account of injury to Visitor's person or property including but not limited to injury however cause while the Visitor is in the secure part of the Corrections Center.

Visitor further releases and discharges LCSO, commissioners, officers, agents and employees from any claim on account of first aid, treatment or services rendered to him/her during a visit.

Visitor expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that if any portion of it is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Visitor further states that he is not in possession of any dangerous contraband or other contraband and is subject to (ORC 2921.36)/illegal conveyance of weapons or prohibited items onto the grounds of a detention facility or institution.

Visitor acknowledges that they are not permitted to visit any family member or friend as a professional visitor. Failure to comply with this will result in immediate removal and ban from the correctional facility.

Visitor further states that he/she has read this release, knows its content and signs it of their own free will.

IN WITNESS WHEREOF, Visitor has executed this Release this _____ day of _____, 20_____.

Signature