

# Kairos Prison Ministry at Toledo Correctional Institution

## Guidelines and Application for Attending the Closing Service

### Sunday **September 28th**, 2025

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By submitting an application to attend the closing service inside of Toledo Correctional (ToCI), you are granting the ToCI staff permission to conduct a background check. In the event that there is a problem or, for any reason you will not be granted permission to attend the closing service, you will be notified by one of the Kairos team.

**Per ODRC regulations, you must be 18 years of age or older to attend.**

The application ("Staff NEXUS") form is on the next page. You should put your Name at the Top, Check the NO NEXUS Box if you don't know anyone inside; and Print, Sign and Date it at the Bottom (as indicated). **MAKE SURE YOU PRINT YOUR NAME THE WAY IT APPEARS ON THEIR DRIVERS LICENSE.** If you know someone inside and do NOT want contact then you need to check II NEXUS - REQUESTING NO CONTACT, and fill out the information in that category.

The closing service will be held within the confines of the prison. As such, **you are bound to abide any and all instructions given by the ToCI staff and/or the Kairos team.**

The following is a list of "do's" and "don'ts."

- 1) Be in the entrance building no later than **12:45PM Sunday afternoon** for processing. After getting inside, please keep the noise level down as much as possible and carefully follow the instructions of the prison staff.
- 2) The closing ceremony will begin around **2:00PM** and will last until about **4:30PM**. You should back be in the parking lot by about **5:00PM**. Come prepared to praise the Lord through inspired singing and affirmation of the residents.
- 3) Take only your driver's license and car keys (only the key that you need to open your car door) inside. Leave ALL of your valuables (wallets, purses, cash, cell phones, etc.) inside your locked automobiles or at home. The parking lot is VERY SAFE since it is continuously monitored with TV cameras and is frequently patrolled.
- 4) **Men, do not wear blue slacks or light blue shirts (the uniform of the residents). Also do not wear denims or jeans of any color. Remove any body-piercing jewelry. Women, do not wear tight slacks or revealing tops, plus you must wear under garments. No one is allowed to wear shorts. No open-toed shoes or sandals are permitted. Leave your wrist device ("fitbit" or other type wrist device) in your locked car. The Corrections Officer in the processing area will not allow you to enter if you do any of the above.**
- 5) Please treat all ToCI staff with courtesy. Any instructions they give must be followed at once, without question.
- 6) When you get to the closing room (the gym), please follow the directions of the team members and ToCI staff. When the musicians start to play, please join in. The music is played to get everyone into a spirit of praise and worship so you will be ready to greet our new brothers in Christ when they enter.
- 7) **For security reasons, no contact is allowed between you and the residents.**
- 8) The rooms can be very warm. Short sleeves are suggested.
- 9) As a convenience to the ToCI employees, park as far away from the entrance building as possible (northwest corner of parking lot).

**In order to attend the closing service**, you **MUST** complete the attached "Staff NEXUS" form in its entirety. Partially completed forms will not be forwarded to the prison for processing.

Your **completed form MUST be returned to the Kairos team who gave you the form, or to as detailed below.** The form bearing your signature must be in his hands NO LATER THAN the end of the day **Friday September 19th**. You can email it or send it via USPS

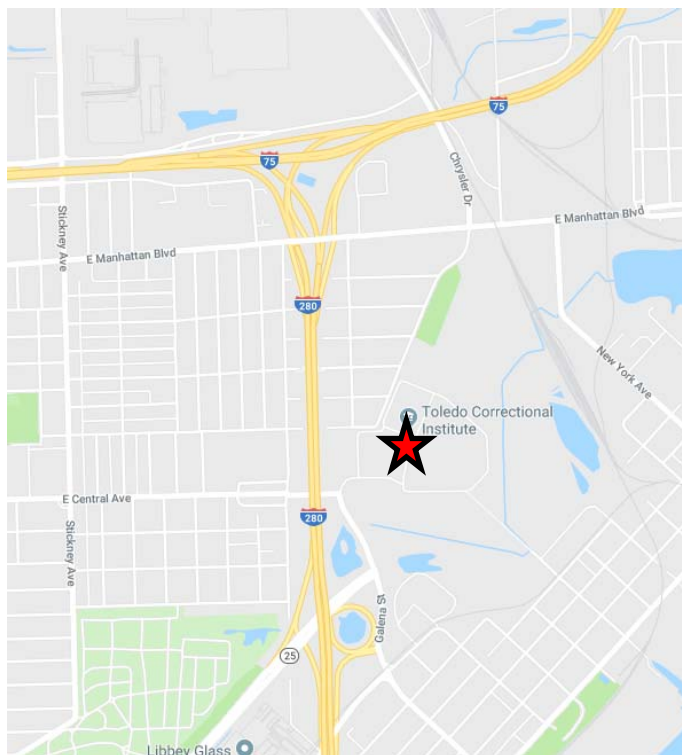
Return completed form to:

**MUMC c/o Kairos**  
**405 Sackett St.**  
**Maumee, Ohio 43537**  
[\*\*closing@kairostoledo.com\*\*](mailto:closing@kairostoledo.com)

# Directions to Toledo Correctional Institution

Toledo Correctional Institution (ToCI) is **located at 2001 East Central Ave in Toledo**. This is literally at the very eastern end of Central Avenue, close to the intersection of I-280 and the Greenbelt Parkway.

- Coming from the north (travelling south on I-280), take the Greenbelt Parkway exit (the very first exit on I-280), bear left than turn left at the stop light onto the Greenbelt Parkway. At the next stop light (corner of the Greenbelt Parkway and Galena St.), turn left. At the stop sign at Central Avenue, go straight, bearing slightly to the right. The prison parking lot will be right in front of you. Follow the signs to Visitor parking.
- Coming from the south (travelling north on I-280), take the Greenbelt Parkway exit. At the stop light at Galena St., turn left onto Galena. Drive straight through the stop light at the Greenbelt Parkway. At the stop sign at Central Avenue, go straight, bearing slightly to the right. The prison parking lot will be right in front of you. Follow the signs to Visitor parking.
- Coming from downtown Toledo on the Greenbelt Parkway, drive until the Parkway dead-ends at Galena St. At the stop light at the end of the Greenbelt Parkway (corner of the Greenbelt Parkway and Galena St.), turn left. At the stop sign at Central Avenue, go straight, bearing slightly to the right. The prison parking lot will be right in front of you. Follow the signs to Visitor parking.





Definition of Nexus - An employee, volunteer or contractor who has any contact and/or relationship with an incarcerated person who:

- Is currently Incarcerated under the supervision of the Department of Rehabilitation and Correction
- Is currently on parole under the supervision of the Department of Rehabilitation and Correction
- Was recently released from a DRC facility (within the last 5 years)
- Was recently released from parole under DRC Supervision (within the last 5 years)

A Nexus would include but not be limited to the following examples:

- If you have been on an incarcerated person's visit list
- If you have ever placed money on an incarcerated person's/supervisee's books
- If you have ever communicated with an incarcerated person/supervisee on electronic messaging.
- If you have ever made phone calls to or received phone calls from an incarcerated person/supervisee.

I understand if my relationship status changes or I transfer to a different work location, I am immediately required to complete a new nexus form and submit it to my Managing Officer/APA Regional Administrator for approval.

Name: \_\_\_\_\_ OAKS Number: **N/A** Employee Type: \_\_\_\_\_  
Job Title: **Kairos volunteer - Special Visitor** Your Current Work Location: **Toledo Correctional Institution**

**I ☐ NO NEXUS** COMPLETE ONLY ONE SECTION BELOW (I, II OR III)

I state that, to the best of my knowledge, I have no nexus connection, affiliation, or relationship to any incarcerated person/supervisee currently under the supervision of the Ohio Department of Rehabilitation and Correction or any other criminal justice agency. I understand that should I become aware of such a relationship I am required to notify my Managing Officer/APA Regional Administrator the next business day.

**II ☐ NEXUS - REQUESTING NO CONTACT** (Select one of the 2 options below and explain below)

I do have a nexus I am required to report, but I do not wish to correspond, visit, send funds/packages or communicate with them while they are incarcerated or on under community supervision.

Incarcerated Person/Supervisee Name: \_\_\_\_\_

Incarcerated Person/Supervisee Number: \_\_\_\_\_

- ☐ I do not anticipate professional conflict if the individual remains in the same prison/APA region.
- ☐ I anticipate a professional conflict if the individual remains in the same prison/APA region

Please Note: In some cases, incarcerated individuals with certain medical, mental health, classification, security, supervision or other needs will require the incarcerated individual to be kept in a certain prison/region. In situations where incarcerated individuals cannot be moved for these reasons, requests to not work in the same facility/region with the incarcerated individual cannot be accommodated.

Please explain your relationship with this individual:

**III ☐ NEXUS - REQUESTING CONTACT**

I have a nexus with the individual listed below who is currently incarcerated in the ODRC facility, or is under the supervision of the APA or another criminal justice agency, and I wish to maintain contact with them.

Incarcerated Person/Supervisee Name: \_\_\_\_\_

Incarcerated Person/Supervisee Number: \_\_\_\_\_

Please describe your relationship and the purpose and extent of the contact:

Staff

Print Name: <b>X</b>	Signature: <b>X</b>	Date: <b>X</b>
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Managing Officer Action:

- ☐ Transfer ☐ Approve Professional Contact Only - No Transfer ☐ Approve Contact ☐ Disapprove Contact

Print Name:	Signature:	Date:
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