

Kairos Prison Ministry at Toledo Correctional Institution

Guidelines and Application for Attending the Closing Service

Sunday March 24th, 2024

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.

The application ("Staff NEXUS") form is on the next page.

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. All **you need to do is: Print Your Name, Sign Your Name and Date the form by the three "X"s towards the bottom of the Form.**

If you know an incarcerated person in ToCI, be sure to note this on the NEXUS Form and request if you DO or DO NOT want contact with that person. Just because you know someone incarcerated, DOESN'T mean you'll be denied access to the Closing.

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 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. 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).

Your **completed form MUST be returned to the Kairos team who gave you the form, or to as detailed below.** The **physical form** bearing your signature must be in his hands NO LATER THAN 6:00PM on **Friday, March 15, 2024**
Return completed form to:

Rob Garver

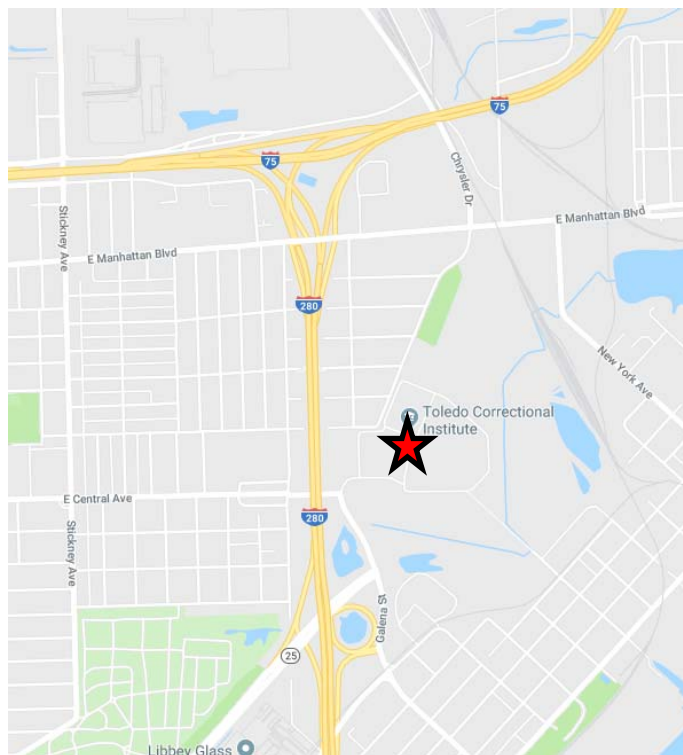
419-377-4717

ragarver@stautzenberger.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.





Staff Nexus

Definition of Staff Nexus - An employee, volunteer or contractor who has any contact and/or relationship with an inmate or offender who is currently under supervision of DRC.

Notice: If the relationship changes you are required to complete a new nexus form immediately.

Name _____ Job Title _____

Your OAKS Number: _____

Your Current Work Location: _____

COMPLETE ONLY ONE SECTION BELOW (I, II OR III)

I NO NEXUS

I state that, to the best of my knowledge, I have no nexus connection, affiliation, or relationship to any inmate/offender currently under the supervision of the the Ohio Department of Rehabilitation and Correction. 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.

Offender Name: _____

Offender 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, inmates with certain medical, mental health, classification, security, supervision or other needs will required the inmate to be kept in a certain prison/region. In situations where inmates cannot be moved for these reasons, requests to not work in the same facility/region with the inmate cannot be accommodated.

Please describe your relationship and the reason you anticipate a professional conflict:

III NEXUS - REQUESTING CONTACT

I have a nexus with the inmate/offender listed below who is currently incarcerated in the ODRC or under the supervision of the APA and I wish to maintain contact with them.

Offender Name: _____

Offender Number: _____

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

Staff

<input checked="" type="checkbox"/> Print Name: _____	<input checked="" type="checkbox"/> Signature: _____	<input checked="" type="checkbox"/> Date: _____
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Managing Officer Action: Approve No Contact - Transfer Approve Contact
 Approve Professional Contact Only - No Transfer Disapprove Contact

Print Name: _____	Signature: _____	Date: _____
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