



Ohio Department of Rehabilitation and Correction

770 West Broad Street
Columbus, OH 43222

Ted Strickland, Governor

www.drc.ohio.gov

Terry Collins, Director

TO: All Inmates, Family and Friends
FROM: Terry J. Collins, Director *Terry Collins*
DATE: June 9, 2009
RE: ODRC Inmate Food and Sundry Packages

Administrative Regulation 5120-9-33, Packages and Property Restrictions, has been revised effective June 1, 2009.

- Food and sundry packages for inmates are required to be ordered through Keefe Group, Access SecurePak. Inmates have access to catalogs/flyers/order forms for the program at the institution.
- Information for family and friends regarding the available products offered by the Keefe Group, Access SecurePak can be viewed at the company's website located at www.ohiopackages.com. Questions can be directed to the Keefe Group, Access SecurePak at 1-800-546-6283.
- Eligible inmates may order food and sundry packages for themselves from Keefe Group, Access SecurePak. Payment must be made with an institution check drawn from the inmate's account (credit card orders from inmates are prohibited).
- Family members, friends and others (regardless of their inclusion on the inmate's visitation list) may order food and/or sundry packages, subject to the limitations of AR 5120-9-33, from the approved vendor, for the benefit of a designated inmate.
- Exceptions: Non-Cadre inmates assigned to a reception center, inmates temporarily assigned to a medical center, inmates assigned to outside hospitals, or inmates in disciplinary control, local control, and intensive prison programs **may not** receive packages.

INMATE SECURITY LEVEL	TOTAL YEARLY BOXES	FOOD BOXES
Level 1	4	2
Level 2	3	2
Level 3	3	1
Level 4A	2	1
Level 4B, 5A, 5B	0	0
Level Death Row	3	2

Additional Information:

- **Free** packaging materials and shipping/handling costs for all internet orders.
- Reduction of costs for telephone/mail/fax orders as packaging materials and shipping/handling cost only \$4.00.
- Keefe Group, Access SecurePak provides postage paid post cards for inmate use if there is a problem with an order.
- Keefe Group, Access SecurePak provides post cards for inmates to use to make comments/suggestions regarding the program.
- Keefe Group, Access SecurePak is responsible for covering shipping costs of returned packages or forwarded packages.

cc: Housing Units
Visiting Room
Recreation Area
Library
Infirmary
Food Service
File