

February 02, 2015

Dear Community Partner:

Lebanon Correctional Institution would like to invite you to our upcoming Re-Entry Resource Fair on **Wednesday, April 22, 2015 at 8:00 am.**

You are being invited because of the important services or opportunities your organization can offer offenders as they return to their communities. Your involvement would consist of meeting in person with offenders that are within six months of their release, answering questions, and providing any material or literature you find appropriate. LECI houses Level 1 and Level 3 security offenders who are serving sentences for a variety of offenses. Our goal is to link offenders to services, potential employers, etc. in the community so they “go home to stay.”

What follows is important information for attending:

- **It is vital** that you RSVP if you plan to attend. Appropriate clearances are required for outside visitors to enter a prison. We will need to know exactly who plans to attend, and what materials will be involved. On the day of the Fair, only visitors listed on our clearances will be permitted to enter. Advance notice and clear communications will guarantee that our Fair runs successfully. Depending on RSVPs, space may be limited, so please consider limiting your agencies’ representation to as small a group as needed to be effective.
- Any visitor attending the Fair will be required to produce state-issued, photo identification and workplace identification as appropriate. No cell phones or recording devices are permitted. Handbags and briefcases should be left in your vehicles. All visitors will be required to clear a metal detector and a search upon entry. This process is simplified by limiting what you bring in to needed identification and materials for the Fair.
- Offenders will begin arriving for the Fair shortly after 8:00 am. Please allow yourself enough to arrive, clear security, and set up your table. We will have staff here to help you as needed.
- We will run the Fair in two sessions to allow all visitors and offenders ample time to exchange information. The first session should conclude no later than 10:45 am. We will resume in the early afternoon until approximately 3:00 pm. Light refreshments will be provided. You may bring a lunch in a

clear bag or take advantage of area restaurants on the break with the understanding that you will be required to clear security upon your return.

- LECI is located at 3791 State Route 63, Lebanon, Ohio, 45036. We are off the Monroe exit from I-75 (near the outlet malls). Upon arrival, you will use the main entrance and staff will be available to direct you.
- **Please RSVP no later than April 1st, 2015.** You can RSVP to Jennifer Rutherford at 513.932.1211 x 3912 or by email to Jennifer.Rutherford@odrc.state.oh.us, or to Kathie Cope at 513.932.1211 x 3911 or by email to Kathie.Cope@odrc.state.oh.us. Email is preferred, but we are always available to answer any questions you may have.
- We are open to suggestions about attendees for LECI's Re-Entry Resource Fair. If you do not feel an event of this nature is a good match for your organization, please let us know. In addition, if you are aware of any community organizations or agencies whose involvement would be beneficial, please let us know. We are always happy to expand our invitee list.
- Please don't hesitate to call us with questions. We look forward to seeing you on **April 22, 2015!**

Sincerely,

Jen Rutherford
Unit 5 Manager
Lebanon Correctional Institution
513.932.1211 x 3912
Jennifer.Rutherford@odrc.state.oh.us