

**CHILlicoTHE
CORRECTIONAL
CENTER**

TREATMENT HOUSING

RECEIVING
AND
ORIENTATION
INFORMATION

(Revised 02/08/13)

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TREATMENT PRIVILEGES / CANTEEN / PROPERTY

As there are five (5) different programs within the treatment unit, there are numerous rules, privileges, canteen and property restrictions. Including all of these rules would make the Orientation Manual too extensive. As a result, you may access the specific privileges, Canteen, and Property requirements available to you by program and phase within the unit. These should be available on the wing bulletin boards. If they are not available, please notify your classification staff.

LOC PROCESS

While in treatment, you will access staff by the LOC (Line of Communication) process. There will be forms within your wing for you to fill out to address issues with staff. Treatment issues are directed to counseling staff. Non-treatment issues are directed to classification staff. Probation & Parole and the Library have their own forms to be filled out with directions of distribution on the top of the form.

CANTEEN

A Canteen Spend Calendar is posted on every housing unit which lists holidays, housing unit spend days, and special group spend days (i.e. MVE, Tutors, etc.). Offenders are allowed to shop only on their housing unit day, once per week. **TREATMENT OFFENDERS WILL BE REQUIRED TO SHOP DURING DESIGNATED TIMES.**

If you would like to know how much money you have to spend at the Canteen, you may use the kiosk located in your housing unit wing. Classification staff will assist you in determining your balance only when the kiosks are inoperable. Be sure of your account balance before making out your canteen request. Do not submit a request for more than your available balance.

You can spend up to \$300 per month or \$75 per week, excluding special spend purchases such as radios, televisions, fans, typewriters, electric razor, headphones, CD players, postage stamps and stamped post cards, and clothing, shoes, and linens. The third week of each month is draw week. Your state tip is posted to your account at that time. No tennis shoes, MVE, or items that require engraving will be sold during draw week.

A form called a Canteen Purchase List is provided on each housing unit on which to list your items. Items must be listed according to priority of purchase so be sure to list the most important items first in case you run out of funds. You cannot use any other paper on which to list your purchase requests other than the Canteen Purchase List provided by the state.

Print your name (first and last), your identification number, housing unit, wing, and room number at the top of your Canteen Purchase List. Sign in the space provided for inmate signature. Make your list accurate and legible.

If you want to purchase clothing (from Missouri Vocational Education) or tennis shoes, please list these things on your Canteen Purchase List, indicating color and size. Appropriate forms for purchasing these items will be completed when you are called to the window to shop at the Canteen.

You may purchase appliances by adding them to your Canteen Purchase List, however it is your responsibility to be sure you don't have two appliances of the same nature or one will be confiscated. For example, you may need to make arrangements to have your black and white television sent out if you are planning to purchase a color television.

You must submit your Canteen purchase list to the classification staff for screening the day prior to your scheduled Canteen day. You will go to Canteen by wing on you scheduled Canteen day. When you are called to the window to shop, immediately present your identification card to the storekeeper.

It is your responsibility to check all your Canteen items before you leave the Canteen window. Once you sign your receipt, the transaction is complete.

A LIST OF THE ALLOWABLE CANTEEN ITEMS PER PROGRAM / PHASE WILL BE POSTED ON THE WING BULLETIN BOARD

OFFENDER FINANCES

The Business Office can answer questions regarding Offender Accounts. A Kiosk is located on every wing of the Housing Units to assist with information on your account balances. You will need a PIN number to access your account; one may be obtained at the canteen.

If you have questions about your account, including questions regarding Victim's Compensation, you may address them to the Business Office. Please be sure to include your name and number on all inquiries. You can request an account statement for the last six months. We have access to see what is owed on the Inmate Revolving Fund. If you need a Certified Account Statement, you must request it through our office; we will forward it on to Offender Finance in Jefferson City. State the reason for the Certified Account Statement on your request. It could take one to two weeks to get a Certified Account Statement back, so please allow ample time.

If for some reason you think that money has been placed on your account and it is not, the person that sent the money must go to the place of purchase and have it traced. If it was cashed by Offender Finance, we need the money order number or the tracking number and the date that it was cashed.

There are three ways to have money sent to you. A money order with a deposit slip must be mailed to Offender Finance in Jefferson City. If it is sent here, our mailroom will return it to the sender. The fastest way to have money sent is JPay or Western Union Quick Collect. If it arrives in Jefferson City by 3:00 p.m., it will be posted to your account for the next day.

All green checks are processed through the Business Office. Please make sure that your signature and right index fingerprint is on the front of the Request for Withdrawal of Inmate Funds and the purpose of the check is filled out. Green checks sent to outside sources need a stamped addressed envelope with the green check. We send green checks to Offender Finance twice a week, Wednesday and Friday. Any green check written for \$100.00 or more needs to have a written explanation of the reason for the check and will be sent to the Assistant Warden for approval, via the Housing Unit Classification Staff. Any green check written for \$200 or more needs to have a written explanation of the reason for the check and will be sent to the Warden for approval, via the Housing Unit Classification Staff. Writing separate green checks in an effort to avoid this required approval process will be refused.

CLASSIFICATION

You may access your non-treatment staff through the LOC process. All requests for NON-TREATMENT staff need to be placed in the wooden boxes located within the wing. Treatment related issues should be forwarded to treatment staff. It is important to get LOCs to the correct parties to ensure prompt response.

Classification staff will conduct wing tours on all Housing Units on a daily basis.

PROCEDURES FOR COUNTS

- 1. 2:00 A.M. Official Count**
 - a. Offenders will be on/in their bed.
 - b. Offenders will have sleepwear on.
 - c. Offenders may be sleeping.
 - d. Officers will ensure they see offender flesh and breathing or movement.

- 2. 5:00 a.m. Official and Custody Count**
 - a. Offenders will be sitting fully upright on their assigned bunk in clear viewing sight of counting officers.
 - b. Offenders may have sleepwear on.

- 3. 7:30 a.m., 11:30 a.m., and 4:30 p.m. Official and Custody Count**
 - a. Offenders will be sitting fully upright on their assigned bunk in clear viewing sight of counting officers.

- b. Offenders will be dressed in at least two (2) layers of clothing.
- c. Offenders at work stations will be counted in the designated area.

4. 10:00 p.m. Official and Custody Count

- a. Offenders will be standing by their assigned beds.
- b. Offenders may be dressed in sleepwear.
- c. This will be a name and number count. Offenders will be required to show Their official identification cards through the window of the cell door.

Noise will not be at a level that is disruptive or distracting to the counting officer. Headphones will not be worn during custody counts. Once the cell has been counted, Offenders are allowed to return to normal activities within the cell.

No offender movement will occur until count clears.

TRANSITION ACCOUNTABILITY PLAN (TAP)

The Transition Accountability Plan, also called the TAP, is a tool used for offender management and will provide a plan and direction for your success during and after incarceration.

Your case manager will assist you in developing an individualized plan, the TAP. The plan will require your involvement along with other members of your case management team. The team may vary depending on your plan but will gradually include your case manager, classification staff, parole officer, treatment staff, teachers, work supervisor, family, outside agencies and your support system. You and your case management team will identify and outline your strengths and weaknesses in the TAP. Together with your case manager, you will set goals and identify actions necessary for your success.

During the six months prior to your release, you and your case management team will make plans for your successful transition to the community. You will work with your case manager who will assist in linking you with community resources that will assist you in areas such as employment, housing, family, transportation and education.

REHABILITATION PROGRAMS

CORE PROGRAMS/SERVICES AVAILABLE

Alcoholics Anonymous – These groups will be provided under the direction of the treatment provider.

Anger Management Education Program - assists you in learning constructive ways to express and control anger. Board stipulated offenders will be referred to this program. If the program is completed, a special report can be submitted to the Board of Probation and Parole for possible removal of the stipulation. Please talk with your parole officer upon completion.

Catholic Charities – Their goal is to repair the harm and restore wholeness to the person and the community where the crime was committed. Those of you transitioning from prison to the community may receive emergency assistance for clothing, food, substance abuse, etc. A representative from Catholic Charities presents information monthly to pre release offenders. See your Case Manager or Reentry IAC for more information on Catholic Charities throughout Missouri.

Impact of Crime on Victims – Class is designed for you to understand and to accept responsibility for past criminal actions and its impact on your family, the victim's family, and the communities. This impact can be direct or indirect. Attitudes must change if behavior is to change. Community speakers are invited to speak about their personal victimization. Topics include crimes such as Child Maltreatment, Property Crime, Drunk Driving, Assault, and Homicide.

Pathways to Change – Cognitive thinking skills class that assists you in knowing who you are in order to understand your thought and decision making habits through perception, reasoning and intuition.

United Migrant Opportunity Services(UMOS) – In the past four years have you worked some type of agricultural (farm) work? We offer the following to eligible participants; Classroom training (tuition, books, fee assistance); Work experience training (work to learn new skills); on the job training (placement with an employer); Supportive Services (food, transportation assistance, books, tools, work shoes, or uniforms required for employment or training, etc.).

PATCH – Parents and Their Children is a not for profit organization run by volunteers dedicated to helping children maintain contact with their incarcerated mothers at Chillicothe Correctional Center. PATCH visits provide a private, less formal environment for mother and child to interact during a four-hour session. During these visits, offenders and their children interact by reading books, playing games and working on craft projects. A special lunch is provided by PATCH staff and volunteers. Before an offender can become eligible for a PATCH visit, she must complete a ten week parent education class using Turning Points, a parent training program for incarcerated offenders. PATCH visits offer the mothers the opportunity to apply their newly acquired knowledge gained from the parenting classes. PATCH provides an ongoing offender support group to help offender mothers become more effective parents. Offenders must actively participate in this support group in order to keep having visits with their children. PATCH volunteers supervise the PATCH visits as well as provide transportation for children who wish to visit their mothers at Chillicothe Correctional Center. PATCH has also partnered with Let's Start, an organization based out of St. Louis, MO. This partnership organizes transportation for children living in the St. Louis and Columbia areas to visit with their mothers at Chillicothe Correctional Center. These visits occur every six months.

4-H LIFE – is a positive youth development program created to address the needs of children with incarcerated parents offered through University of MO Extension. All 4-H LIFE offender parents are required to remain conduct violation free for 90 days, attend weekly parenting skills classes and weekly leadership classes in order to participate in the monthly 4-H family club meeting held in the visiting room. This 4-H meeting features a low-stress, child-friendly environment in which the offenders' children conduct a 4-H club meeting in the visiting room, followed by "family time" where families work together on research-based 4-H youth development and family strengthening activities. The offender parents contribute to 4-H LIFE activities by serving as facilitators and leaders. The children are also enrolled as members of county 4-H programs and are mentored by adult 4-H volunteers.

PARTNERING AGENCIES

DOC is committed to working with other agencies and our partners across the state to help you successfully complete the transition from prison to community.

Department of Economic Development

Division of Workforce Development (DWD) provides services through the MO Career Centers related to employment preparation. Monthly informational presentations are conducted for pre-release offenders. They assist with job assessment, preparation and placement.

Missouri Department of Health and Senior Services works to provide healthier communities. Through this partnership, the department will facilitate linking you, prior to your release, with health resources available in your community.

Birth Certificates – DOC will pay for birth certificates for offenders born in Missouri or out of state. In order to get certificate free of charge, you must have under \$250 on your account at the time of applying. Birth certificate applications are available for all states. See your Case Manager or Reentry IAC for an application.

Department of Mental Health is heavily invested in this project. Your case manager will help link you to a substance abuse program or mental health provider.

Department of Social Services It is believed that this partnership assists you and your family by promoting connections during the incarceration period which will continue upon release. If you develop a support system

prior to release through access to services and family you will experience a better transition to the community. A representative from Family Support presents information monthly to pre-release offenders.

Medicaid – If you have a qualifying medical or mental health disability, DOC staff will be notified. Proper paperwork will be initiated with the offender and the completed Medicaid application will be forwarded to the Missouri Dept. of Social Services. Appropriate staff can then determine your eligibility for Medicaid coverage under the Medicaid Assistance Program.

Department of Elementary and Secondary Education - The Division of Vocational Rehabilitation is a program designed to help individuals who have physical and/or mental impairment(s) obtain employment. VR offices are located throughout the state to provide services for individuals. A VE representative comes in monthly to present information to pre release offenders.

Missouri Veteran's Commission representative visits upon request through your Reentry IAC. They can assist you in processing forms to obtain your benefits and/or obtain your DD-214.

Office of State Courts Administrator, with the assistance of the judiciary, has utilized drug and family courts to hold you accountable and better able to refrain from further criminal behavior. Those of you who are successful upon reentry from prison will contribute to the public's safety and avoid a return to the court system.

Department of Revenue

Missouri Driver's License – Do you know the status of your driver's license? Through your Case Manager, you can find out what you need to do to obtain your MO drivers license upon release. Missouri Driver and Commercial Guides are available to study for the written part of the test.

Missouri Identification Card – Your Reentry IAC is able to assist you in obtaining a non-drivers license identification card which allows a smoother transition into your community. (Social Security card and birth certificate are required before Dept. of Revenue will authorize a MO ID.)

Social Security Administration

Social Security Card – You may apply for a replacement social security card 120 days or less of release. See Reentry IAC of Case Manager to apply.

SSI/DDS – You may find out what you need to do to reinstate your SSI and/or SSDI prior to release. Contact your Case Manager or Reentry IAC for more details.

SOCIAL SECURITY ADMINISTRATION FACT SHEET FOR OFFENDERS

- **FACT:** Social Security/SSI does not pay benefits just because you were an inmate of a penal institution.
- **FACT:** In order to receive social security benefits you must have paid into the social security system by working on a job for 10 years or longer AND be disabled or age 62 or older.
- **FACT:** In order to receive SSI (Supplemental Security Income), you must be disabled, blind or age 65 or older.
- **FACT:** No SSI benefits can be paid to you while you are confined or under the jurisdiction of a penal institution.
- **FACT:** No social security benefits can be paid for any month in which you are confined for a convicted crime with a sentence of a year or more.
- **FACT:** You will not receive any payment from social security or SSI if you do not meet the above qualifications (disabled or 62 for social security or disabled or 65 for SSI).
- **FACT:** If you want information about social security or SSI – direct your questions to your local Social Security office – not your friend, relative or any other person. Social Security employees know social security; other people do not.
- **FACT:** Qualifying for SSI does not automatically entitle you to loans, grants, or any other services without meeting the qualifications for those services (credit history, application for and need for grants and other services).

- **FACT:** In **SOME STATES**, being on SSI will automatically qualify you for Medical Assistance Card through the State. It does not automatically qualify you for Food Stamps.
 - **FACT:** Most social security and SSI applications are taken on a computer, therefore, you need to contact social security once you are released and set up an appointment with your local office.
 - **FACT:** Proof of disability has to be supported by medical records. Proof of age has to be supported by birth certificate or other acceptable documents. Social Security and SSI do not take your word that you are disabled or that you are a certain age. The number of times you file an application has nothing to do with whether or not you receive benefits.
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CCC ACADEMIC EDUCATION

It is mandatory within the Missouri Department of Corrections that all offenders that do not have a verified high school diploma or GED receive an academic education assignment. Students will be assigned to school as slots become available by the Education Supervisor.

Academic Education School Rules

1. School hours are 2:45 p.m. to 5:30 p.m. Students should be on time and will be called out by the Custody staff.
2. Students should have their institutional ID (**picture side out, on the front, upper part of their body at all times**) with them each day and may be required to present it for attendance purposes.
3. Students will sign in and out of the classroom to verify attendance. Students will **not** sign in for anyone other than themselves. This may result in a conduct violation for both parties.
4. All students must report and sign in before going to an appointment if their appointment is after the starting time of school. They will be released from the classroom for the appointment. All appointments will be verified. Students **MUST** return to school if class is still in session. Students will not be allowed to go to Cosmo visits or canteen while academic school is in progress. These are activities that must be scheduled on the student's own time away from academic school.
5. Students cannot leave academic class to attend caseworker or IPO "open door" times. Notes must be dropped by the student so that they can be put on a callout docket to see their caseworker or IPO during academic school time.
6. Unexcused absences or tardiness may result in a conduct violation.
7. While class is in session, students must obtain a pass from the teacher prior to exiting the classroom.
8. The school does **NOT** furnish sanitary items. Students are expected to come prepared daily.
9. Students must conform to the Academic Education dress code while in the academic education building. Dress code is as follows:
 - Students must wear full khakis at all time, both shirt and pants
 - Khaki shirt must be worn on the **OUTSIDE** of any other shirt.
 - All buttons except the top one on the shirt **MUST** be buttoned.
 - Pants **MUST** be pulled up around the waist, not sagged.
 - **NO** headgear may be worn. This includes hats, sunglasses, combs, picks, stocking caps, bandannas, and hair rollers, etc.
 - **NO** open toed shoes; flip-flops or sandals will not be allowed. All shoes must contain a **FULL** back or back strap.
10. **NO FOOD, DRINK or TOBACCO PRODUCTS** are permitted in the Academic Education area.
11. **NO** walkmans, radios or headphones shall be brought into the education or library area.

12. Follow Testing Room rules as posted.
13. **NO** non-school work shall be brought into school. No personal letters may be written during class time unless assigned by the teacher as part of a class project.
14. No student shall leave the school building, once they are there, until school is dismissed or they have an appointment listed on the daily Call-Out Docket. If authorized to leave school, they must carry a pass.
15. Sleeping is **NOT** allowed during class time. Violations will be written.
16. The only offenders who have permission to use the copy machine are classroom tutors. **All** materials to be copied must be examined by office staff prior to using the machine.
17. Students and workers will conform to all behavior or conduct regulations as cited in the **INMATE RULE BOOK**, with absolutely no disturbances or disrespectful or loud behavior permitted.
18. **ABSOLUTELY NO LOUD TALKING, PROFANITY, OR VULGAR LANGUAGE WILL BE TOLERATED.**

Correspondence Courses

Any offender with a verified high school diploma or GED will be classified as an E-1 and is eligible to take correspondence classes at their own expense. See the Education Supervisor for the necessary approval forms.

FIRE AND SAFETY ISSUES

Please familiarize yourself with the Fire and Safety Rules in your housing unit and work sites. In the event of a fire or tornado, staff will provide you with appropriate directions. Fire drills are conducted throughout the institution on a regular basis and you are expected to participate. This ensures that, in the event of a real emergency, you are prepared.

OFFENDER GRIEVANCE PROCEDURE (D5-3.2)

The offender grievance procedure implemented at your institution provides you a method of presenting complaints and also gives staff the opportunity to resolve legitimate complaints. We encourage you to have informal discussions with your unit staff to resolve any complaints you may have. The offender grievance procedure consists of 3 stages.

1. **INFORMAL RESOLUTION REQUEST (IRR):** If you have not been able to resolve your complaint, you may request an IRR form from unit staff. (The IRR form can be obtained during scheduled open door hours on your assigned housing unit.) You must file this form within 15 calendar days of the incident you are complaining about. You are to receive a response within 40 calendar days of receipt of your IRR by the staff processing IRR's. If you have not received a response within that timeframe, you may proceed to the grievance stage, by notifying the grievance officer and requesting an offender grievance form.
2. **OFFENDER GRIEVANCE:** If you are not satisfied with the response to your IRR, you will be given an offender grievance form which you must file within 7 calendar days from the date you sign the IRR response. Failure to do so will result in the complaint being abandoned. The time limitation will be suspended in the event a court orders exhaustion of administrative remedies prior to filing a lawsuit. You are to receive a response to your grievance within 40 calendar days. If no response is received within that timeframe, you may request, from the grievance office, an offender appeal form and you may proceed to the appeal stage.
3. **GRIEVANCE APPEAL:** If you are not satisfied with the response to your grievance you will be given an offender appeal form. You must file this form with the grievance officer within 7 calendar days from the date you sign the offender grievance response. If you fail to do so, it will result in the complaint being abandoned. An appeal response should be provided as soon as practical, but within 100 calendar days of receipt. After receiving the appeal response, the grievance process is exhausted.

ABUSE/MISUSE OF OFFENDER GRIEVANCE PROCEDURE – All offenders are encouraged to utilize this procedure for the redress of grievances; however, offenders must refrain from knowingly and deliberately filing improper informal resolution requests/offender grievances, as well as duplicating informal resolution requests/offender grievances. The warden may place limitations on the number of IRR's and grievances filed. You may grieve any issue except: matters concerning probation and parole; actions of state legislature or other federal, state and local agencies; actions in institutions where the offender does not reside unless said actions personally involve or directly affect the offender; judicial proceedings; conditions which affect another offender without affecting the grieving offender personally. Matters related to probation and parole may be grieved in accordance with P6-6.4 Appeal of Parole Decision and P7-1.7 Complaints/Inquiries and Investigations. Any further questions you may have concerning the grievance process may be addressed to the grievance officer.

SUMMARY – The above is just a brief overview of Departmental Policy D5-3.2, Offender Grievance. You are encouraged to review this policy in it's entirety in the Institutional Library as actual policy will take precedence over the above.

GROOMING

Showers are located in the housing unit. You are required to shower once every 24 hours. Canteen sells a variety of hygiene supplies such as shampoos, conditioners and soaps. State toilet paper, soap and sanitary pads are provided.

State issued clothing will be provided for you. A limited amount of personal clothing may be ordered through Canteen or ordered during special order months (January, April, September). See Classification staff for more details.

Laundry is provided for your state issued items. A washer and dryer is located on every wing. You may purchase time for these appliances at Canteen along with laundry soap.

Cosmo/Salon Services - Applications for Cosmo and Salon services are available in your Housing Unit Wings. Completed applications are to be sent to the Business Office utilizing offender mail.

Following are the guidelines for scheduling an appointment with Cosmo/Salon:

1. You must be in treatment 90 days to be eligible for these services.
2. You must be 90 days violation free to receive any COSMO or Salon service.
- 3 Hair care services must be requested on separate applications.
4. Only 1 Hair Care Service Every 90 Days
5. If appointments are cancelled unexpectedly or if circumstances beyond your control force you to miss an appointment, you will automatically be rescheduled and do not need to submit another application. Otherwise, if you haven't received your application back marked "denied", you will be scheduled as soon as possible. Any duplicate applications will be denied.
6. Permits for products are good for 14 days and the expiration date is written on the permit. If the permit expires before your purchase the product, your application will be denied.
7. You must Wait 30 Days after a Missed Appointment to Receive Service.
8. The only offenders allowed to purchase chemicals are those within the intermediate and long-term programs after attaining Phase III status.

For further information, IS/SOP 6-1.3 Offender Personal Grooming is available in the Library for your review.

HOUSING UNIT ASSIGNMENTS

- ❖ Housing Unit #1 is the Administrative Segregation Unit
 - ❖ Housing Unit #4 is the Substance Abuse Treatment House that offers the following:
 - Short Term Treatment (3-3 ½ Months) for offenders stipulated by the Board of Probation and Parole or are Court ordered for Substance Abuse Treatment
 - Intermediate Treatment (6 Months) for offenders stipulated for Substance Abuse Treatment
 - Long Term Treatment (12 Months) for offenders stipulated by the Board of Probation and Parole and offenders ordered for Substance Abuse Treatment by the court.
 - Partial Day Treatment (10 Weeks) for offenders referred by the department for Substance Abuse Treatment services. Offenders may self refer to participate within the Partial day Treatment upon meeting designated criteria.
 - Relapse program (30 Days) for eligible offenders who have previously completed treatment and are referred by the department. The Relapse program is the second of the two programs in which offenders may self refer upon meeting designated criteria.
 - ❖ Housing Unit #5 is a General Population (GP) Unit.
 - ❖ Housing Unit #6 is a General Population (GP) Unit and does participate in the Puppies for Parole program.
 - ❖ Housing Unit #7 is a General Population (GP) Unit.
 - ❖ Housing Unit #8 is Receiving & Orientation wing, Longtimers Incentive wing, Mental Health Program wing, & Administrative Segregation Step Down wing.
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TREATMENT HOUSING UNIT #4 RULES

REVISED 9/18/12

The following rules apply to all offenders assigned to Chillicothe Correctional Center (CCC)-Treatment Housing Unit and are considered a supplement to the General Population Housing Unit rules.

- 1) Offenders will be in treatment attire (see below) from 5:00 a.m. until the completion of the last treatment activity- Monday-Saturday. After the last activity, offenders may wear T-shirts, shorts, and shower shoes, per property list.
- 2) Beds will be made according to treatment requirements and remain made during treatment hours. On Sunday and Holidays, beds must be made when not in use.
- 3) Open "inner" wing visitation and Housing Unit amenities (i.e., laundry facilities, showers, mailbox, etc.) are available for use after the 5:00 a.m. count has cleared until 9:50 p.m., except during count and treatment activities. Offenders may not enter a cell in which they are not assigned.
- 4) Phones are available according to treatment phases and will be scheduled by Treatment Staff.
- 5) Offender stools will not leave the cell. Footlockers and totes are to be neat and orderly with all property stored within when not in use. The top of the footlocker and table are to be clean when not in use. TV's will be placed on the provided TV tray. Offenders are not to take any appliance outside of their cell.
- 6) Footwear will be neatly displayed on the floor under the bunk. TV, alarm clock, headphones and towel under the TV are the only items allowed on the TV tray at all times.
- 7) Offenders may take and return a chair from the centralized location within the wing to any inner wing activity or for phone usage. Offenders are not to sit on the floor unless authorized by Treatment staff during a scheduled activity.
- 8) When preparing for a movement, offenders should stage up whether waiting within the wing or in the sally port area.

- 9) All offenders are required to attend all meals with their wings; staging up when leaving and returning. On Sundays and Holidays, meals are optional. In route to and from the dining room, offenders will walk on the right side, single file, with no talking or smoking. Offenders must be seated at the first available table.
- 10) Offenders may smoke during scheduled break times or as designated by staff. Smoke breaks will be open times with no stage up. Offenders may walk outside during these breaks. The walking path will be on the sidewalk between the yellow-out of bounds lines.
- 11) Treatment offenders will have no contact with General Population offenders.
- 12) No offender may sleep, recline, or lie down during treatment hours unless on a medical lay-in or on a 24 hour bereavement. On Sundays and Holidays, offenders may sleep, recline, or lie down, except during count times.

Treatment Attire: state issued khakis (shirt and pants), undergarments, and socks, as reflected in DOC policy. Shirts will be tucked in, pants worn at the waist, and pant legs straight. Shirt sleeves and pant legs are not to be rolled, cuffed, or tucked into socks. Tennis shoes or state boots will be worn during treatment hours, per property list. State issue boots will have black laces, laced through each eyelet, and tied. White tennis shoes will have white laces, laced through each eyelet, and tied. Offenders are to wear their I.D. card on the upper left torso of their outer garment (shirt/coat if outside of the unit).

Stage Up: All movement is done in stage up. Stage up includes 2 family structure designees (FSD). The first FSD calls "Stage up" and stands at the door to lead movement. All offenders who are included in the movement should line up in single file behind the expeditor. The second FSD will hold the door for all offenders in stage up and follow at the end of the line. At no time is there talking during stage up or movement.

NOTARY SERVICES

Notary services are available through LOC via classification staff or through the Law Library.

MAILROOM PROCEDURES

Mailroom Facts:

- Legal Mail:** Incoming and outgoing mail will be searched except for legal mail. Outgoing legal mail must be clearly marked and addressed to a legal representative. Incoming legal mail will be determined by the return address and distributed through Housing Unit Classification staff.
- Certified Mail:** Mail being sent out as certified must be clearly marked on the envelope and taken to property during box mail out times for your house.
- Priority Mail:** Priority mail envelopes are available in the mailroom upon request. No more than three envelopes per request.
- Postage:** Outgoing mail may be taken to the property officer to be weighed to ensure correct amount of postage. If postage is incorrect, the mailroom will note the amount and send it back with a Rejection of Mail Notice to supply the amount of postage still needed to send out the item.
- Packages:** When packages are received, we must have an approved voucher on file in the mailroom to receive the item. If there is no voucher, the item will be refused and returned to sender if the sender is a vendor. Packages from family will be returned to sender. All bubble and padded mailing envelopes will be returned to sender. Dress out packages must be labeled as such and will be received within 30 days of release.
- Money Orders:** If money orders are received in the mail for an offender, it will be returned to the sender. Offenders must provide a stamped, addressed envelope.
- Contraband:** If contraband is sent to an offender, a Rejection of Mail Notice will be sent to the offender. The offender will have 60 days to either mail out the item at her expense, have it sent out with a visitor, or request that the mailroom destroy or donate the item. If bodily fluids or an unknown substance is found on any part of the letter or envelope, it will immediately be given to the Fire and Safety coordinator to be destroyed or held as evidence.

The following Policy and Procedures regarding the mailroom may be viewed in the offender Library:

- IS 13 – 1.1 Offender Mail Procedures
- IS 13 – 1.2 Censorship Procedures

FOOD SERVICE

Housing Units are called out according to a callout schedule.

- Trays are picked up at the window in the dining room from the serving line. Offenders are expected to pick up their tray, eat their meal and exit the dining hall in an orderly fashion.
- Diabetic snacks are picked up in the evening.

Special Meals Served Throughout the Year:
Memorial Day, Independence Day (July 4th), Labor Day,
Thanksgiving and December Holiday

ACCESS TO MEDICAL

SICK CALL

The process to access medical care is through the sick call system. Offenders are to fill out a Medical Services Report (MSR) form completely and bring it to sick call. The MSR can only have two (2) complaints and the offender will not be seen for more than two (2) complaints per sick call.

Morning Sick Call

Monday – Friday	6:00 a.m.	Must be signed in by 6:15 a.m.
Saturday, Sunday, Holidays	6:00 a.m.	Must be signed in by 6:15 a.m.

Afternoon Sick Call

Monday – Friday	1:00 p.m.	Must be signed in by 1:15 p.m.
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Evening Sick Call

Monday – Friday	6:00 p.m.	Must be signed in by 6:15 p.m.
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No Afternoon or Evening Sick Call on Saturday – Sunday – Holidays

Sick Call ends when all offenders have been seen.

MEDICATION LINE

Medication administration at the clinic for dose-by-dose meds administered by the nurse happens four (4) times per day as follows:

Morning Meds	5:15 a.m. to 8:15 a.m.
Noon Meds	10:30 a.m. to 11:30 a.m.
Afternoon Meds	3:45 p.m. to 4:25 p.m.
Evening Meds	7:00 p.m. to 8:30 p.m.
Insulin Times:	5:15 a.m. and 3:45 p.m.

MEDICATION REFILLS

You will need to place a filled-out OTC form into the mailbox five (5) to seven (7) days before running out of a medication. List all needed medications on one OTC for the month. You will be scheduled to pick up your refills as they come due.

You will be required to turn in your empty and partially used med cards for your refills

ACCESS TO MENTAL HEALTH SERVICES

Mental Health Services are available and may be accessed by filling out a **Medical Services Request** form and dropping it in the housing unit mail. Please write "to Mental Health" on the outside of the MSR. The MSR will go to the Mental Health Department, who will schedule an appointment to meet with you for appropriate mental health needs. **If in crisis, contact any staff member for assistance.**

Handouts are available from the Mental Health Department on the following topics:

Grief
Stress
Anger Management
Domestic Violence

Depression
Bipolar Disorder
Relaxation

Anxiety
Schizophrenia
Sleep Problems

SUICIDE WARNING SIGNS

Incarceration can be very stressful for an offender, especially in the beginning stages of your sentence. Chillicothe Correctional Center (CCC) has a Mental Health Department that you may access through the Medical Services Request (MSR) form that can be obtained in your housing unit or Medical Department.

If you are experiencing any of the following, please do not hesitate to notify staff so they can assist you in seeking assistance:

- Thinking of hurting yourself
- Changes in sleep or appetite
- Feeling that nothing will get better
- Thinking that hurting yourself is the only thing that will make you better

If you observe the following behavior in other offenders, please alert staff immediately:

- Offender talking about hurting herself
- Offender telling you goodbye
- Cellmate giving belongings away

PROPERTY

STATE CLOTHING ISSUE

Property is issued by Program and Phase. A listing of those items that are allowed to be possessed by you is listed on the bulletin board within your wing.

A monthly calendar is posted in each wing of the Housing Units to notify offenders of their specific Housing Unit day. You will need to submit an LOC to Property staff to discuss Property issues.

Upon arrival at CCC, you will receive four (4) khaki tops and four (4) khaki bottoms. Try on all four pants and one shirt as sizes do not always run true. Make sure everything fits. You may be eligible for exchange within the first thirty (30) days, otherwise, nothing will be considered for exchange or replacement for six (6) months, unless special circumstances exist, at which time, a request may be submitted to the Functional Unit Manager. The request will be forwarded to the Clothing Issue for approval.

Regularly issued items may be exchanged for serviceable used clothing/items when such is available. Every six (6) months the following new state issued items will be considered for exchange: two (2) bras, two (2) pair of socks and two (2) pair of underwear. However, used state issue items, such as bras and socks will be considered for exchange by Clothing Issue staff on an as needed basis. Clothing Issue staff will make the determination as to whether an exchange is necessary. Any missing clothing must be addressed through the Housing Unit FUM. **Long-term offenders are the only offenders that may participate within the six (6) month clothing exchange.**

Offenders will be held financially responsible for the care and maintenance of their state issued clothing. Conduct violations may be issued for clothing items that are lost, abused, misused, or altered by an offender and the offender may be charged for the replacement or repair of that item.

AUTHORIZED PERSONAL PROPERTY LIST

A list of the allowable property items per Program / Phase will be posted on the wing bulletin board.

PROBATION AND PAROLE INFORMATION

P&P TREATMENT ORIENTATION INFORMATION:

Probation and Parole Officers assigned to treatment (Housing Unit 4) are:

Mrs. Nickell – caseload is: all odd numbered offenders (1,3,5,7,9)

Mrs. Wilson – caseload is: all even numbered offenders (2,4,6,8,0)

Out of State Home Plans

If you are here for treatment and have an out of state home plan you need to send an LOC (Line of Communication) to your Institutional Probation and Parole Officer ASAP!!!!

120's Sentenced Pursuant to Section 559.115 RSMo (ITC/SIP)

Also referred to as 120 day call-back

Ordered by the Court, length of program is 120 days and are under the jurisdiction of the Court for 120 days. Be advised, your jail credit is not included in your 120 days. Your 120 days begins the day you were sentenced. Your 90th and 120th dates are figured by the Records Department. Your IPO will call you in for an interview around your 90th day for your 90 day report and submit the report to the Court. At the time of the interview, you will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s). The Court will then respond either indicating your release date on probation with the length of probation supervision, or your denial of probation release. If scheduled for release, your new probation supervision will start day one being the date of release from incarceration. Should your 120th day be on a holiday or a weekend day, you WILL be released on that date, if so ordered by the Court. Negative termination or poor performance in treatment are reasons to deny your release. If denied release, you will be scheduled for a parole hearing and the Parole Board will determine your release date.

Should you be removed or diverted from the treatment program, due to no fault of your own, a report will be submitted to the Court indicating such. The Court will then respond indicating your release date on probation with the length of probation supervision or your denial of probation release. Should your 120th day be on a holiday or a weekend day, you WILL be released on that date, if so ordered by the Court. Poor institutional adjustment is a reason to deny your release. If denied release, you will be scheduled for a parole hearing and the Parole Board will determine your release date.

Post Conviction Treatment (PCT) Sentenced Pursuant to Section 217.785 RSMo

Ordered by the Court, length is 120 days and are under the jurisdiction of the Court for 120 days. The 120 days begins the day you were received at the Reception and Diagnostic Center (WERDCC). Your IPO will call you in for an interview around your 90th day for your 90 day report and submit the report to the Court. You MUST successfully complete the program in order to be released. If you successfully complete the program, you will automatically be released back on probation supervision. Should your 120th day be on a holiday or a weekend day, you WILL be released on that date, if so ordered by the Court. Negative termination or poor performance in treatment are grounds for your Institutional Probation and Parole Officer to report the negative conduct to the Court and you will be transported back to your sentencing Court for further action.

Long Term Treatment (LTC) Sentenced Pursuant to Section 217.362 RSMo

Ordered by the Court, length of program is 12 months to 24 months and are under the jurisdiction of the Court for up to 24 months. Your Court Report due date and your completion dates are figured by the Records Department. Your IPO will call you in for an interview at the time of your Court report being due and submit the report to the Court. At the time of the

interview, you will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s). The Court will then respond to your Institutional Probation and Parole Officer, indicating your release date on probation with the length of probation supervision or your denial of probation release. Should your completion date be on a holiday or a weekend day, you WILL be released on that date, if so ordered by the Court. If scheduled for release, your new probation supervision will start as of the date of release from incarceration. Negative termination or poor performance in treatment are reasons to deny your release. If denied release, you will be scheduled for a parole hearing and the Parole Board will determine release date.

Parole Violators

Offenders who have been on parole supervision and their supervision has been revoked by the Parole Board. You are now considered to be inmate status and should you go to treatment upon release, refer to the Board Ordered 84 Day Treatment section of his sheet.

Parole Return for ITC

You have NOT been revoked by the Parole Board. You are just here to complete the 84 day program. If you have been ordered to attend treatment as a Supervision Strategy in lieu of parole revocation, the Parole Board will determine your release date based on your completion date. Your Institutional Probation and Parole Officer will call you in for an interview prior to the due date. A home plan will be obtained from you approximately two or three weeks after you have started programming. You will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s). You will be released on parole supervision, upon successful completion of the program, after home plan is approved by the field. If your program completion date is on a holiday or a weekend day, you will be released on the next working day.

If negatively terminated from the treatment program, you will be processed for revocation of your parole supervision and a parole violation will be submitted to the Parole Board.

Board Ordered 84 Day Treatment

The Parole Board stipulated you to complete Treatment Placement, prior to release. The 84 day program is to be used for any offender not meeting the criteria for other treatment options or are placed in 84 day treatment due to time constraints. This is an 84 day institutional treatment program. At the time of the interview, you will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s). Your IPO will call you in at the time your report is due to the Parole Board and will submit the report accordingly. The Parole Board will continue to have control of your case until your expiration date. If your program completion date is on a holiday or a weekend day, you will be released on the next working day.

Board Ordered LTC

The Parole Board stipulated you to Treatment Placement, if you meet the criteria and have enough time you will be placed in the Long Term Drug Treatment Program, prior to release. This program is approximately 12 months in length. Your IPO will call you in at the time your report is due to the Parole Board and will submit the report accordingly. At the time of the interview, you will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s). The Parole Board will respond indicating presumptive parole release date. The Parole Board has control of your case until your expiration date. If your program completion date is on a holiday or a weekend day, you will be released on the next working day.

Board 6 Month Intermediate Treatment Program

Stipulated to Treatment Placement by the Parole Board and will be placed in this 180 day (6 month) treatment program if time allows and beds are available. Offenders may be eligible to enter the program 18 months prior to their presumptive parole release date if beds available and may be advanced up to 12 months prior to presumptive parole release date if successfully complete the program. Offenders in program with crimes against persons will be delayed to only allow up to a six month advancement in the presumptive parole release date. At the time of the interview, you will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s). If your program completion date is on a holiday or a weekend day, you will be released on the next working day.

Offenders Under Treatment (OUT)

You were either sent here from a parole hearing or your file was screened when you were in the Reception and Diagnostic Center (WERDCC). Screening in the Reception and Diagnostic Center was completed by Classification staff. A report was submitted to the Parole Board and the Parole Board has stipulated you to complete this programming. If you successfully complete this program you will have the opportunity to be released prior to your minimum eligibility date. Offenders who qualify for 180 day (OUT) treatment,

and have been stipulated by the Parole Board, will be placed in the program based on bed availability. Your 180 days begin when you arrive in the program. When you have about 45 days left in the program, your Institutional Probation and Parole Officer will call you in and interview you for your progress report, which is sent to the Parole Board. The Parole Board makes the decision concerning your out date based upon the information in the report. Their answer will give you a presumptive parole release date and also give you the stipulations or conditions of your parole. Extended absences from the program and/or behavioral problems may extend your time in the OUT program. At the time of your interview (45 days left in the program), you will submit your home plan, which includes the following information: Name, Relationship to you, Physical address, Phone number(s) and why you want to live there.

If you did not graduate from high school and/or have not obtained your GED, you will be required to get your GED, or be making a "good faith effort" to be considered for release on parole. The Education Staff are the staff members determining if you are making a "good faith effort".

Only when the decision has been made by the Parole Board and your home plan has been approved, will your release orders be generated in Jefferson City and the exact date of your release known. If your program completion date falls on a holiday or weekend, your actual release date will be moved to the next working day.

Partial Day Treatment Program

This is a 65 day program.

Board Hold Offenders (Parole not revoked):

The Parole Board made the decision to place you in the 30 Day Relapse Prevention Program in lieu of Revocation. Upon successful completion of the program, you will be continued on parole. Shortly after entering the program, you will be asked to submit your home plan, so please be prepared.

Offenders Voluntarily Participating or Referred by Staff:

You have volunteered, or been referred, to participate in the 65 day Partial Day Program. **There is no possibility for a date advancement for successful program completion, but completion will be noted, along with other programs completed, at the time you go before the Board, or if your file is reviewed for any reason.**

30 Day Relapse Prevention Program

Board Hold Offenders (Parole not revoked):

The Parole Board made the decision to place you in the this program in lieu of Revocation. Upon successful completion of the program, you will be continued on parole. Immediately after entering the program, you will be asked to submit your home plan, so please have this information ready when you are called back by your IPO.

Offenders Voluntarily Participating or Referred by Staff:

You have volunteered, or been referred by staff, to participate in the 30 day Relapse program. **There is no possibility for a date advancement for successful program completion, but completion will be noted, along with other programs completed, at the time you go before the Board, or if your file is reviewed for any reason. This will not fulfill your stipulation for Treatment Placement by the Board.**

General Information

Probation and Parole Communication is to be on an LOC (Line of Communication) form, provided in your wings. If there are not any LOC forms in your wing contact a staff member or the Housing Unit Module. Your LOC will be returned/answered as quick as possible, at the convenience of your Institutional Probation and Parole Officer.

If you want to home plan to another state (not Missouri), you need to inform your Institutional Probation and Parole Officer immediately. An out of state home plan is sent out approximately 120 days prior to your release. If you are a 120/84 day treatment offender, you need to report your intentions ASAP. It should be noted, you have to meet certain criteria before you are allowed to submit an out of state home plan. If you do not meet this criteria you will be asked to submit a Missouri home plan. If you do not have a Missouri home plan, you will be booked a bed at a residential facility.

If your home plan is located in the state of Missouri, your home plan will be obtained by your Institutional Probation and Parole Officer. At that time, you will need to provide a home plan which consists of the following information: Name, Relationship to you, Physical address, and Phone number(s).

If you are planning to home plan to a transitional house, it is YOUR responsibility to submit the application to the transitional house and request that the letter of acceptance be sent either by mail or fax to your IPO as soon as possible. This letter needs to be sent to your IPO by the time your home plan is submitted to the field, which is approximately 60 days prior to your completion date. Therefore, you need to be working on this home plan as soon as you enter treatment, if you have not started working on it already.

Questions regarding jail credit need to be sent to the county in which you served time. Let them know the exact days you served in jail and request they send a certified copy of the jail credit to the Records office at CCC. This information will not be accepted from you, your lawyer, friends, family or significant others. This has to come directly from the Sheriff's Department to our Records office.

Time credit, conditional release and maximum release dates are figured by the Records office. Any questions or concerns you have should be directed to the Records office.

When house arrest (EMP) is stipulated by the Parole board, offenders must have one telephone land line in the house without any extras on the line. There can be no call waiting, call forwarding or three-way calling. This telephone line has to be a single party line and cannot be a cell phone.

Intervention fees of \$30 are to be paid monthly; however, upon initial release, your fees will be waived approximately 90 days to give you time to find employment.

Probation and Parole Staff do NOT give out "letters of incarceration". If you need a "letter of incarceration" you need to inform Records, and you will be provided with a "letter of incarceration" upon your release.

Probation and Parole Staff do NOT run warrant/detainer checks. Records will run a check on you before your release date. You will be notified of a warrant/detainer at the time you are signing your release papers with your Institutional Probation and Parole Officer.

Any Probation and Parole questions should be directed to Probation and Parole in your housing unit. You are NOT to ask Classification Staff or Treatment Staff any questions pertaining to Probation and Parole.

For Probation and Parole's purposes, your treatment start date is the day you have treatment orientation, or the date you should have had orientation, if a holiday interferes with the orientation schedule. This is the Friday of the week that you arrive in treatment.

DO NOT ASK ABOUT YOUR COMPLETION DATE. YOU WILL BE NOTIFIED OF YOUR COMPLETION DATE WHEN YOU ARE INTERVIEWED, AND AT THE TIME YOUR HOME PLAN IS SUBMITTED.

If you receive a date advancement from the Parole Board, that date is not set in stone. It is dependent upon your behavior and participation in the program. At no time will continuing negative behaviors be acceptable. It is up to you to earn a date advancement, and to keep that date.

Any concerns or questions not answered in orientation or by this information sheet regarding Probation and Parole issues should be addressed through an LOC to your parole officer.

PROTECTIVE CUSTODY NEEDS

Chillicothe Correctional Center (CCC) does not have a Protective Custody Unit; however, if you believe that your safety is in jeopardy, you may request protective custody. If a situation arises that causes you to feel unsafe from another offender, please speak to the first available staff member who will direct you to appropriate staff. Staff will speak with you, listen to your concerns and take appropriate action to resolve your concerns.

RECREATION

Recreation offers a variety of activities and events available to all offenders. Activities will occur by program and phase. See your Housing Unit bulletin board for specifics. Some of the Recreational items available include:

- Weight Room (includes treadmills, elliptical, exercise bikes and weight equipment)
- Card table room
- Full size basketball/volleyball court
- Outdoor track
- Outdoor racquetball court
- Outdoor sand volleyball
- Softball field
- Outdoor washer boxes

Other activities available to the offender population include but are not limited to:

- Card tournaments (spades, pinochle, skip-bo, pase-10, etc.)
- BINGO
- Pool tournaments
- Ping-Pong
- Trivia contests
- Obstacle courses
- Weight training classes and programs
- B.L.A.S.T. (variety of aerobics/weight training classes taught by an offender)
- Badminton
- Frisbee Golf
- Wiffle Ball
- Relay races
- Bowling
- Dodgeball
- Domino tournaments

CHILLICOTHE CORRECTIONAL CENTER RECREATION RULES

1. **Offenders participating in leisure time activities in the recreation area may utilize a walkman with headphones. Offender recreation workers may not use a walkman while on duty.**
2. **Personal cups with a drink may be taken to the recreation area for use by offenders during leisure time. Cups will not be taken onto the gym floor.**
3. **No candy (except cough drops).**
4. **No shower shoes, thongs or sandals.**
5. **No food in Recreation area.**
6. **State clothing or allowable personal clothing may be worn.**
7. **No running or dancing, except in an organized event.**
8. **No interference with an organized event.**
9. **No touching.**
10. **No tobacco or smoking supplies in the building.**

11. No equipment abuse.
12. No littering.
13. Work out equipment is for its intended purpose, not as an area to sit.
14. No games on bleachers.
15. Games and puzzles can be checked out to the housing units on Friday's between 9:00 – 10:45 a.m., 12:00 – 3:45 p.m., 5:00 – 7:45 p.m. and need to be turned in the following Wednesday at the same times.
16. All recreation equipment is to be turned in by the following times:
Mornings - 10:45 a.m. Afternoons - 3:45 p.m. Evenings -7:45 p.m.
17. Recreation is closed to general population during Treatment Recreation times, Incentive wings, and special events, i.e. graduation, Crime Victims' Week, Health Fair, etc.
18. No Black soled shoes on gym floor.
19. Athletic shoes are available for checkout from the game issue room during open Rec hours.
20. Stability balls are for B.L.A.S.T. classes only.

Paul Kavanaugh, RO III (Signature on File)
(12-21-11)

RELIGIOUS ACTIVITIES

Accommodated Groups

Al' Islam (Muslim)

Catholic

Christian General

-Latter Day Saints

-Jehovah Witness

-Baptist

-Methodist

Jewish

Judaism

Moorish Science Temple of America

Nation of Islam

Native American

Wicca

Sabbath Keepers (Yahweh Assembly)

Buddhism

The chapel calendar is updated every month and lists all the religious activities and their schedules. The calendars will be posted on your Housing Unit wing bulletin board.

The chaplain is available in the chapel office located in the Recreation Hallway.

The chaplain can help you with:

Religious Concerns

Spiritual Guidance

Family Emergencies

Support with personal issues

Religious changes

The chaplain is available during spiritual library hours; please see your calendar for exact times.

Donated Materials: Donated religious materials, such as bibles, Qur'ans, Tracts, etc... may be picked up from the chapel when available only during Open Chapel hours.

The chaplain does not provide cards of any kind. Cards can be purchased at the canteen. The IAC occasionally distributes cards at certain times throughout the year.

TOBACCO RESTRICTIONS

While tobacco products are available for purchase at the Canteen, please be aware that Chillicothe Correctional Center (CCC) prohibits smoking inside any building. Smoking products are not allowed in any Central Service Building such as the Kitchen, Recreation, Library, Education, etc. CCC provides smoking areas in front of the General Population Housing Units as well as the Substance Abuse Unit. You are subject to a conduct violation if you smoke in an unauthorized area.

TELEPHONE ACCESS

Telephone access is determined by Program and Phase. A listing of available times will be listed on the bulletin board within your wing.

Telephones are available in the housing units for use by offenders who are not on restriction. Through an established vendor, Securus Technologies, Inc. all telephones are programmed to process collect calls, debit calls, or prepaid calls. Use of the telephone is a privilege and misuse may result in a conduct violation.

You may place a collect, debit or prepaid call. Access requires a personal identification number (PIN). You may purchase minutes at the Canteen or the Kiosk. It is important that you not share your PIN number with anyone, allow others to gain access or allow others to utilize it. Prepaid time can be purchased by family and friends through Securus Technologies, Inc. by calling customer services at 800-844-6591.

VISITING ROOM

Visiting privileges are determined by Program and Phase. A listing of available times and number per month will be posted on the bulletin board within your wing.

The Department of Corrections encourages visiting by family and friends. You are allowed to have a maximum of twenty (20 visitors) on your approved visiting list. Because this number is limited, you may make changes twice each year during designated periods.

Application Process – Visiting applications are available on your Housing Unit wings. It is your responsibility to mail an application to the prospective visitor. It is important that the visiting application is answered thoroughly and honestly, as failure to do so may result in denial of visiting privileges. The completed application is to be returned through the mail to your caseworker. A complete criminal history check is conducted on all prospective visitors. Once the application process is completed, you will receive a notification advising you of your visitor's status. It is your responsibility to notify the visitor of the decision. Visitors may only be on one offender's visiting list unless they are verified to be an immediate family member of more than one offender.

Visitor Identification Requirements – All adult visitors are required to show a valid picture identification card such as a current driver's license or Department of Revenue identification card. Children 13 years of age to 17 years of age are to show a current school picture identification card at a minimum. Visitors under the age of 18 must be accompanied by an authorized adult visitor.

Allowable Items - Only coins for use in the vending machines and specific medical and infant supplies are allowed in the visiting room. Small lockers are available in the visiting waiting room to store purses, wallets or keys. When you bring an infant or small child, one clear carry-all for supplies is allowed. These items may be searched. It is the adult visitor's responsibility to provide proper supervision of children. If children are unruly or disruptive, the visit may be terminated.

Physical Contact – If you choose, you will be allowed one greeting and departing embrace and brief kiss with your visitor. Photographs with your visitor may be available during some visits.

Food Available – Vending machines offering sandwiches, snacks, Chips, candied and beverages are available. Some offenders may be eligible for food visits at various times throughout the year.

Visitors Searches – The Department does conduct general searches of visitors. A metal detector may be used to detect contraband. This may be completed by a walk-through metal detector or a hand held wand which is waved near the body.

Visitors are not allowed to be on the institutional grounds earlier than 30 minutes prior to the visiting session.

Regular visits will be allowed three(3) visitors at one time and may include up to three(3) additional visitors who are under the age of sixteen(16), for a maximum of six(6) visitors at one time. Only immediate family and one designated significant other may visit on the weekend. There are a number of additional options available to offenders that are offered as incentives. We encourage you to review IS/SOP 13-3.1 Offender Visitors in the Institutional Library.

The visiting hours are as follows: **Friday; Saturday and Sunday – 9:30 am-1:30 pm and 2:30 pm-6:30 pm**

Visitors are only allowed to visit during one session.

PRISON RAPE ELIMINATION ACT (PREA)

In 2003, the Federal government enacted the PREA Act. The purpose of this act included:

1. Establishing a zero-tolerance standard for the incidence of prison rape in prisons in the United States
2. Make the prevention of prison rape a top priority in each prison system
3. Develop and implement national standards for the detection, prevention, reduction, and punishment of prison rape

Offenders are prohibited from using physical force, coercion (example: promises of protection for sex), threats, or intimidation to force any other offender or person to participate in a sexual act. Additionally, Missouri state statute prohibits staff from being involved with any type of sexual acts or contact with offenders even if the offender consents, initiates, or pursues the act. Any type of sexual misconduct, abuse, or rape should be reported immediately to staff either verbally or in writing or through use of the TIPS hotline number posted near the offender phones.

For further information regarding the prevention and or reporting of sexual abuse, refer to the Missouri Department of Corrections publication, 'Offender's Guide to Sexual Misconduct/Abuse'

TO REPORT A PREA OR CRIME TIP ISSUE:

1. Pick up handset.
2. Choose Language.
3. Press 8 for a PREA or Crime Tip call.
4. You will NOT be asked for your PIN when reporting an issue.
5. Dial:
 - a. for PREA: 573-526-7732 (PREA)
 - b. for Crime Tip: 573-526-8477 (TIPS)
6. You have 3 minutes to leave your message after the announcement.

OFFENDER INFORMATION CHANNEL

Most scheduled institutional activities are posted on Channel 3 on the offender televisions as well as on the Housing Unit bulletin boards.
