

**EASTERN RECEPTION, DIAGNOSTIC AND  
CORRECTIONAL CENTER**



**RECEPTION & DIAGNOSTIC POPULATION  
RECEPTION AND ORIENTATION MANUAL**

**MISSOURI DEPARTMENT OF CORRECTIONS**

Revised July 2010



## **Canteen Services**

The offender canteen is similar to a small convenience store. Each offender is allowed to spend one time per week during the designated recreation time, provided that the offender has funds in their account. Offenders may not exceed \$250.00 spending per month & may not purchase more items than they are allowed to possess. Prices of items in the canteen are available for the offenders to review. Profits from canteen sales go into a special fund used exclusively to benefit the offender population. Examples of benefits from the Canteen are:

- Books, magazines, newspapers, and periodicals for the offender library & law library
- Religious items for all faiths
- Educational and Vocational materials
- Recreational supplies, games & awards
- Substance abuse programs
- Equipment necessary to operate the canteen

## **Classification**

Offenders are classified by the Adult Internal Classification system, commonly referred to as AICS. Based on numerous factors, each offender is given an AICS score. This score is used to ensure that proper placements are made. Initially, each offender is interviewed by a classification staff member & information regarding past behavior, personality traits, & criminal behaviors and then a score is derived. Over time, offenders AICS scores may change. Each offender is notified of their score. If there are any questions, offenders may see the classification staff in the housing unit.

## **Counseling Services**

The Department offers a variety of different programs. Some may be mandatory from the courts or may be selected by staff to meet your needs. Also, you may request to participate in a particular program through staff. Each institution has a list of programs in operation. A list of programs at this institution is attached to the back of this material.

## **Counts - COUNT PROCEDURES STRICTLY ENFORCED**

Counts are a very important part of institutional operation. Not only do they allow for accountability of every offender, but also allow staff to assure the welfare of all. Counts will be conducted as established in institutional policy. There are three different types of counts:

**Official Count** - a regularly scheduled count conducted at a designated time through standard operating procedures.

**Custody Count** - a count of inmates taken when the maximum number of offenders are in their housing units. Offenders will either be sitting on their bunks or standing in their cells, or standing in-line outside their door. Offenders will not be counted lying down.

**Emergency Count** - a count when all offenders are called back into their housing units for a custody count

**ERDCC - Count Times:** 6:00a.m., 11:15a.m., 4:30p.m., 10:00p.m., 1:00a.m., & 4:00a.m., or when called.

## **Educational Opportunities**

The Department of Corrections has several educational programs. As of January 2001, offenders are required by state law to complete their GED as a part of parole eligibility. This applies to all offenders who do not currently possess a High School Diploma or GED. Classification staff will work with educational staff to review educational needs & make the appropriate assignment.

## **Fire & Safety**

To help ensure a safe, clean environment for all offenders, the following guidelines will be adhered to at all times:

### **\*\*\*\* FIRE RULES \*\*\*\***

- 1) Keep your cell clean and maintained. The floor will be swept and trash will be in approved trash cans (not paper bags), and emptied each day.
- 2) Only the authorized limits of canteen items will be allowed and must be stored in the footlocker, per institutional policy. No open containers of food will be left when not in use.
- 3) No homemade or modified electrical items such as radios, fans, televisions, etc., that have been modified in any way.
- 4) Smoking is prohibited in all buildings within the Department of Corrections at all times.
- 5) Only disposable lighters are permitted.
- 6) Any fire started can be considered Arson (Rule #8). Arson is defined as causing explosion or fire without authorization, and is prosecutable.
- 7) Tampering with any alarm, lock, electrical device, or extinguisher is a violation of rule #26- Tampering with a Locking or Safety Device.
- 8) Anything considered being a fire or safety hazard would be reported to staff immediately.
- 9) Fire drills are scheduled on a regular basis.
- 10) Extension cords will be unplugged when not in use.
- 11) No extension cord will be plugged into another extension cord, and there will be a limit of two items plugged into any one extension cord.
- 12) No electrical items, (TV, radio, fan, etc.) will be placed on bunks and no extension cords will run through the bunks under the mattress.
- 13) All crock pots, stringers, coffee pot, etc., will be unplugged when not in use.
- 14) Towels or any other materials will not cover televisions and /or radios.

### **\*\*\*\* SAFETY RULES \*\*\*\***

- 1) All offenders will be briefed on and sign a copy of the Missouri Department of Corrections Safety Rules.
- 2) Offenders will follow all safety rules and will not operate any equipment until training in safety operations of the equipment has been received by the Supervisor.
- 3) Offenders will wear all safety equipment required, (i.e., safety glasses, hard hat, etc.) at all times while operating the equipment. Any violation of this policy is a violation of Rule #33- Safety Violation.
- 4) No horseplay. Running is only authorized in designated areas, at designated times (recreational activities).

## **Definitions:**

**Periodical:** any magazine, newspaper or information type packet, except books, which is distributed on a regular basis.

**Privileged Mail:** mail being sent to or received from judges, attorneys, courts, elected government officials and departmental and divisional administrators. Mail received from the privileged categories will be determined by the return address. Mail between inmate counsel substitutes, inmate law clerks, and inmate co-defendants are not included in this category.

**Probable Cause:** when there is physical evidence or trustworthy information that would support a determination that any inappropriate written material or other inappropriate materials are concealed within privileged mail.

**Reasonable Suspicion:** when the observations, experience, training and education of a person caused a determination to be made that inappropriate materials are concealed within privileged mail.

## **Procedures**

There is no restriction on the number of people to whom an offender may write nor the number of letters an offender may mail, except as outlined in this procedure.

\*Persons who do not wish to receive mail from an offender may request in writing that the correspondence be terminated. This will include the parent or legal guardian of anyone the age of 18. The offender should be informed in writing by institutional staff to discontinue correspondence. The correspondence should not be resumed unless authorized in writing by the person requesting to resume correspondence.

(Any time a restriction is imposed, as noted above, written documentation should be placed in the offender's classification file.)

\*All offenders must process their mail through the institutional mail room. No person, either staff or visitor, is permitted to bring in or take out any mail or other articles for an offender.

**Outgoing Mail:** All offender mail being sent out of the institution must be delivered to the institutional mail room or designated pick-up point unsealed with the exception of privileged mail, which may be sealed. Offenders will be held responsible for correspondence contents.

(1) The offender is responsible for ensuring that all mail has the offender's complete institutional name, register number, and the institutional address, including the proper institutional name, in the upper left hand corner of the envelope and proper postage placed in the upper right hand corner.

(2) All outgoing mail, except for privileged mail, will be subject to examination or reading for unauthorized items, threats to institutional security, the safety of employees or offenders and evidence of illegal activity.

**Incoming Mail:** All incoming mail should be delivered to the institutional mail room where the mail will be sorted and sent to the offenders.

(1) All incoming mail, with the exception of privileged mail, will be opened in the institutional mail room and examined for unauthorized articles or substances, including, but not limited to any type of body fluids, hair or other substances which may appear to create a health sanitation hazard and read for content which may compromise the safety and security of offender staff and or the institution.

### **Grooming**

Offenders will maintain good personal hygiene by regular laundering of clothing, showering frequently, and wearing clean clothes. Specific times and rules regarding the availability of showers and laundry services can be found within the housing unit rules.

### **Housing Unit Assignment**

Offender housing unit assignment will be made in a nondiscriminatory manner and will not be based on race, religion, nationality or political belief. Assignments are based on security consideration, special program within the institution, offender disabilities, offender health needs and other considerations. Offenders may make a request for a room move through the housing unit staff. Convenience room moves may be afforded if all offenders involved are eligible. For questions concerning convenience room moves, please see your caseworker.

### **Institutional Rules**

Institutional rules are designed to maintain order and security. Offenders will be held accountable for each and every rule. Failure to properly follow the rules will result in disciplinary action. The institutional rules will be provided. It is important to carefully review the rules. If there are any questions, you may speak to housing unit staff to discuss institutional rules.

### **Inmate Finances**

The Department has established guidelines governing offender accounts. Each offender will be assigned an account to provide banking services for handling monies during the offender's confinement. Offenders may utilize the money placed on their account at the Canteen, as well as purchase items from approved vendors. To purchase from an outside vendor, a "Green Check", must be completed and approved by classification staff. A Kiosk machine is available in Recreation for offenders to check their account and to purchase phone minutes.

### **Job Assignments**

All able bodied offenders are required to work, attend school, or attend a treatment program on a full time basis, (at least 6 hours per day, 5 days per week). After the orientation process is complete, housing unit staff will assign offenders to a job, school, or a treatment program. Job changes may be obtained through the housing unit staff.

### **Law Library/Library Services**

Each institution has available a library and a law library for offender use. The Law Library can assist with both civil and criminal material. The library hours are posted in each wing.

### **Mail Service**

Offender mail is handled in an efficient and equitable manner throughout the divisions. Offender mail, while important in allowing and encouraging offenders to maintain family and community relationships, must be controlled to ensure safety and security of the institution and public.

## **Meals**

All institutions will use a statewide menu. The statewide menu will be developed and reviewed by the food service coordinator.

The standard for nutrient content of the menus is the National Academy of Sciences-National Research Council's Recommended Dietary Allowances, 1989 ed. Menus shall also be planned using guidelines in the United States Department of Agriculture/Department of Health and Human Services Food Guide Pyramid in the 1955 United States Department of Agriculture/Department of Health and Human Services Dietary Guidelines for Americans.

An adequate variety of foods, including fresh fruits and vegetables will be planned into the menu. This is, however, subject to budgetary and availability restraints.

The menu has been planned to address as many medical and religious diet needs as possible with the standard meals. The menu contains a planned meat alternate, which is to be available to those individuals who decline the standard meat portion for religious or other reasons. Other medical diets, such as renal and modified consistency diets will be planned using the statewide menu as a basis. These diets must be ordered by the physician and reviewed as delineated in IS 11-46.1 Diet. Liquid diets are available upon order by the physician or dentist and are intended for short term use only. Nutritional analysis of the statewide menu and therapeutic diets will be performed by a registered dietitian every six months, or whenever a substantial change is made. There will be special meals served on the following holidays:

- I. Memorial Day
- II. Thanksgiving
- III. December holiday
- IV. May holiday
- V. Independence Day
- VI. Labor Day

## **Medical Services**

Offender health care services are provided by contract through a private provider. These systems stress prevention, care and early identification of health concerns to prevent chronic health care problems. All health care providers are licensed to practice in Missouri. Many have advanced training and are certified in various specialties. These providers are obligated to provide care that meets the community standards and the standards established by the National Commission on Correctional Health Care.

Offenders who need medical or dental care need to complete a Medical Services Request (MSR) form, which is a written request for medical care. Requests can be obtained from the housing unit staff. All care is provided immediately. Should you have a medical emergency, let staff know immediately. Each cell has a button on the wall to summons staff in case of an emergency.

It is encouraged to have medical records forwarded to the institutionalism medical unit for review and inclusion in the medical file. The Department is charged with ensuring all offenders receive appropriate medical, dental and mental health care for their needs. Outside services are used as needed through contract specialists. Medications may not be sent by family or other outside sources.

### **Notary Services**

Classification staff members are available to provide notary services for legal work. These services can be utilized during staff office hours.

### **Packages and Property**

The Department provides each offender with basic clothing items, including undergarments, pants, shirts, shoes and overcoat. Bedding, towels, medical supplies and glasses are also provided. You may contact the Property Room, Classification staff, or refer to SOP22-1.1 Offender Authorized Personal Property or SOP22-1.2 Offender Property Control Procedures for more information. See Attachment-Authorized Personal Property.

### **Probation and Parole**

There are often many questions regarding parole eligibility. Most answers are specific to an individual offender, but reading the booklet, "Rules and Regulations Governing the Granting of Paroles, Conditional Releases, and Related Procedures," will be helpful. Each offender is provided a copy of the booklet upon entering the Department and it is often referred to as "The Blue Book." If a booklet was not received, another may be requested through the Institutional Parole Office. The booklet explains the criteria used during parole consideration. Within 90 days, each offender will also receive a written notice advising him of the month and year of the first scheduled parole hearing. The parole officers at ERDCC would like to put your questions on a special "Parole Kite." You may obtain those from your classification staff.

### **Programs**

ERDCC offers a variety of programs that offenders can participate in. Times and days may vary depending upon class schedules and room availability. See your caseworker for a programs worksheet to sign up for desired classes.

### **Protective Custody**

Offenders who are having difficulty living in general population may request protective custody. Contacting any staff member can do this. Offenders requesting protective custody will be segregated until the Protective Custody Review conducts a review.

### **Recreational Activities**

Each institution provides a wide range of recreational activities and programs. Each offender is encouraged to participate in these activities. See Attachment-ERDCC Activities.

### **Religious Activities**

Each institution will be provided chaplaincy services to assist offenders in identifying and utilizing their spiritual resources while incarcerated. The chaplaincy services are designed to serve all offenders regardless of race, color, creed, or state religious belief.



## Visiting

The Department encourages visiting by family and friends. Regularly scheduled visiting is available at all institutions. The visiting schedule is attached.

- Upon arrival to a new institution, immediate family is allowed to visit for a two-week period. After that time, a visiting application must be received by the classification staff and approved prior to a visit taking place.
- In order to be placed on an offender's visiting list, the offender must send a Visiting Inquiry form to each prospective visitor, up to a maximum of 20. The prospective visitor then returns the completed application to the caseworker in the offender's housing unit, not to the offender. It will result in denial of the visiting privileges. Once a background check is completed, the offender will be notified in writing advising of the approval or disapproval of the visitor.
- All visitors age 14 and older are required to bring valid picture identification, such as a current driver's license or state identification card. An authorized adult must accompany visitors under the age of 18.
- Each institution will provide a copy of the visiting room rules as well as any pertinent information regarding dress codes and other information. Both the offender and visitor are subject to search. State law prohibits the deliverance, possession, or concealment of any contraband. Offenders and visitors will be held accountable to state law and will be prosecuted if found in violation.

### Visiting Room Procedures/Hours

Effective September 1, 2010

Friday: Two 4-Hour Periods: 1st Period (9:30a.m.-1:30p.m) & 2nd Period (2:30p.m.- 6:30p.m)  
Saturday: Two 4-Hour Periods: 1st Period (9:30a.m.-1:30p.m) & 2nd Period (2:30p.m.-6:30p.m)  
Sunday: Two 4-Hour Periods: 1st Period (9:30a.m.-1:30p.m) & 2nd Period (2:30p.m.-6:30p.m.)  
Holidays: As Scheduled

\*\*\*\*\*Each block of time is considered one visit\*\*\*\*\*

- All visits will be charged on the offender's monthly allotment of visitors
- Processing of Visitors will commence no earlier than 30 minutes prior to the scheduled visiting hours. Visitors will not be allowed on institutional property any earlier than this. Processing of visitors in will cease one hour prior to the end of the scheduled visit time for protective custody and administrative segregation offenders.
- All visitors must be on the Offender's Approved Visiting List unless special arrangements have been approved in advance and the visiting room has been notified.
- Weekend and Holiday Visits are limited to immediate family designated in D5-3.1 with the exception of Thanksgiving Day, the day following Thanksgiving Day, Christmas Day and New Year's Day. On these four holidays, offenders may receive visits for no more than three of their approved visitors, which must occur at one time. Any approved visitor may visit on these specified holidays, but no exchanges of visitors will be allowed.
- Offenders will be allowed no more than 20 regular visitors on their visiting list. Offenders may make changes to their visiting list two times per year. Requests must be made in writing to their caseworker.

## **State Clothing Issue**

At the time of institutional assignment, all offenders will be provided the following clothing items:

3 - Uniform Shirts	4 - Pair Socks
3 - Uniform Pants	1 - Pair Shoes/boots (optional)
3 - Under Shirts	2 - Sheets
5 - Under Shorts	1 - Coat (during cold weather)
1 - Pillow	1 - Pillow Case
1 - Blanket	2 - Towels
1 - Laundry Bag	2 - Wash Cloths
1 - Canteen Bag	1 - Orange Cap

Above items will be properly marked for identification purposes.

## **Telephone Access**

Offenders are provided the privilege of telephone access. Offender phone calls are monitored and recorded. Offenders may utilize the telephone as designated in the housing unit rules. Offenders are required to have a PIN number in order to use the offender telephones. The PIN number is considered personal property, and should be treated as such. Offenders may request that their PIN number be changed or report any phone problems by seeing their caseworker.

Offenders may not receive incoming phone calls. Third party and three way calls are not authorized. Participating in such calls may result in disciplinary actions. Hearing and speech impaired offenders have access to specialized telephone equipment located in HU #5, B-Wing, and HU #3, B-Wing, and is available for offender use any time telephone privileges are in effect for that housing unit. An additional telephone for hearing impaired offenders is located in the Custody Complex building and will be available during second shift only. Housing unit staff will call the Custody Complex to schedule use of this phone.

**Attorney Calls:** Offenders may have unmonitored telephone conversations with attorneys. If an attorney needs to contact an offender, the call will be referred to the Warden's office, who will set up the communication in accordance with established procedures.

## **Tobacco Restriction**

Smokeless tobacco is not permitted. Smoking is only permitted outside of buildings. No smoking is permitted in the cell or in the wing at anytime.

## **Transitional Accountability Plan**

Offenders will be assigned a case manager, who will meet with the offender and review the offender's information and relative documentation. The case manager and offender will discuss assets and liabilities and establish reasonable goals for the offender to address his needs. This information will be placed in the computer system and updated as the offender meets the goals, new issues arise, or during a review period. It is important for the offender to fully engage in this process to get the most out of it. Offenders may request a meeting to discuss achievements or problems with meeting goals in preparation for the transitional phase, when the offender is six months prior to his release from incarceration.

## **Guidelines for Adjustment to Incarceration**

**Avoid Getting in Debt.** Avoid gambling, borrowing, and lending. Be aware of inmate protection groups that promise to provide you safety in exchange for money, cigarettes or canteen items.

**Substance Abuse.** Drugs and alcohol; Prescribed medication should be taken according to the authorized Doctor's orders only. Drugs and alcohol are not permitted. Possession/use of controlled substances is against Missouri Statutes and may result in prosecution.

**Unauthorized Organizations.** These organizations will want you to become a member. It is your responsibility to choose your friends wisely as these individuals might not have your best interest in mind.

**Verbal and Physical Harassment.** Harassment and /or strong -arming may occur. In the event such harassment should occur and you think you need assistance in handling this problem, contact a staff member for help.

**To Avoid Sexual Assault.** Choose your company carefully. Avoid being alone. Avoid any type of indebtedness. Do not borrow anything.

**If you are assaulted:** 1.) Contact a staff member immediately. 2.) Do not remove any physical evidence by washing or using the toilet. This will help in possible prosecution. 3.) Cooperate with the investigator. 4.) Provide all information regarding the identity of the aggressor.

**Mind Your Own Business.** Don't discuss your personal business such as money, sentence/offense family, career, or criminal history.

**Keep Your Possessions to a Minimum.** The more you have, the more you become a target.

**Avoid Idle Time.** Get involved in self-improvement activities such as education, vocational training, recreation, jobs, and religion.

\*\*\*\*\* **If Stress Levels Become Too Much Seek Staff Help** \*\*\*\*\*

If you think you need protection, you must notify a staff member as soon as possible. You will be placed in Temporary Administrative Segregation until a hearing is held. At the hearing, you must provide complete information regarding the threat and identify of all enemies. You may be placed on protective custody status or you may be released.

## **DIRECTIONS TO ERDCC**

### **From St. Louis**

Take Interstate 55 South to Highway 67 South, exit at Festus. Go South on 67 to Highway 47/ Highway K exit at Bonne Terre. Turn left onto Highway K. Proceed approximately 2 miles and ERDCC is on the left.

### **From Cape Girardeau**

Take Interstate 55 North to Highway 32 at Ste. Genevieve. Turn left onto Highway 32. Continue to Farmington. At the stoplight turn right onto Karsch Boulevard. Go through Farmington. Merge onto Highway 67 North to the Bonne Terre/Highway K exit. Turn right onto Highway K. ERDCC is approximately 2 miles on the left.

### **From Jefferson City**

Take Highway 50 East to Highway 63 South. Turn left onto Highway 68. At St. James merge with Highway 8. Continue on Highway 8, go through Potosi and continue to Park Hills/Desloge. Turn left at stop sign, continue straight on Business 8. Take Highway 67 North to Highway K/ Bonne Terre exit. Turn right onto Highway K. ERDCC is approximately 2 miles on the left.

### **From Kansas City**

Take I-70 east, to Highway 40/61 South. Take I-270 South to I-55 South. Exit onto Highway 67 South at Festus. Continue on Highway 67 to Highway K/Bonne Terre exit. Turn left on Highway K. ERDCC is approximately 2 miles on the left.

### **From Springfield**

Take I-44 East to St James. Exit onto Highway 8, go East to Potosi. Continue on Highway 8 to Park Hills/Desloge. Turn left at the stop sign, continue straight on Business 8. Take Highway 67 North to Highway K/Bonne Terre exit. Turn right on Highway K. ERDCC is approximately 2 miles on the left.

## **WARNING SIGNS OF OFFENDER SUICIDE**

- \*\*\* Experiences a loss of someone (spouse, close friend, parent, sibling, etc.), or something (appeal, release date, custody level).
- \*\*\* Persistent sad mood
- \*\*\* Sudden changes in eating habits resulting in weight loss; person is not dieting
- \*\*\* Sudden loss of interest in daily activities or personal interests.
- \*\*\* Isolates self, withdraws from normal level of interpersonal interactions.
- \*\*\* Discusses feeling of personal guilt, shame, or failure.
- \*\*\* Discusses thoughts of ending one's life or reports attempted suicide in the past.
- \*\*\* Suddenly gives away prized possessions.
- \*\*\* Obtains the means to harm self, (saves medications).



GENERAL POPULATION, INCENTIVE & PROTECTIVE CUSTODY HOUSING UNIT  
REGULATIONS

Effective: August 20, 2012

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**NOTE: Exceptions / Differences for Incentive Wings and protective Custody will be noted where they differ or do not apply as compared to General Population Wings.**

1. Count.....	Page 1-2
2. Wing Movement.....	Page 2-5
General Population.....	Page 2-3
Incentive Wing.....	Page 3-4
Protective Custody Wing.....	Page 4-5
3. Shower Use and Laundry.....	Page 5
4. Cell Cleaning and Maintenance.....	Page 5-6
5. Proper Dress.....	Page 6
6. Personal Property.....	Page 6-7
7. Housing Unit Property.....	Page 7
8. Toilet Paper and Soap Issue.....	Page 7
9. Noise in the Housing Unit.....	Page 7
10. Smoking.....	Page 7
11. Telephone Usage.....	Page 7
12. Food Service.....	Page 7-8
13. Housing Unit Color Codes.....	Page 8
14. General Rules.....	Page 8-9

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**1. COUNT**

- A. During counts there will be no movement or other activity.
- B. Each count is performed differently; therefore, the following procedures will apply:
  - a. 6:00 a.m. - The main cell light will be on. Offenders will be in their cell, standing in plain view, with their ID available to the officers.
  - b. 11:15 a.m. and 4:30 p.m. - Offenders will be standing in plain view with their cell light on, and have their ID available to officers.
  - c. 10:00 p.m. - Name and Number Count: Offenders will be standing in the back of their cells or living area with the main cell light on and ID in hand, until instructed by staff to present ID.

- d. All counts between 10:00 p.m. and 6:00 a.m. Offenders will be in their cells and physically visible to the officers unless stated otherwise by housing unit staff.
- e. Counting officer's view should not be obstructed by objects.
- f. Offenders will be in plain sight to officers during each count.
- g. Cell windows are never to be covered for any reason.

## 2. WING MOVEMENT

### I. GENERAL POPULATION

- A. Movement out of the unit will be 10 minutes each hour when the yard is open (i.e., 8:00, 8:10 a.m.), or as stipulated by the Controlled Movement Schedule.
- B. Workers will be released as a group, at the time indicated on the Controlled Movement Schedule. If an offender is not ready for this movement, he will not be allowed to report to work until the next scheduled movement.
- C. Day room access in the housing unit will be allowed for offenders to use showers, telephones, cell cleaning and case manager hours (case manager hours will not be offered on evening shift).

The following 9 cell rotation schedule will be utilized as follows:

<u>Morning</u>	<u>Afternoon</u>	<u>Evening</u>
8:00 am - 8:45 am	1:00 pm - 1:45 pm	6:30 pm - 7:15 pm
8:45 am - 9:30 am	1:45 pm - 2:30 pm	7:15 pm - 8:00 pm
9:30 am - 10:15 am	2:30 pm - 3:15 pm	8:00 pm - 8:45 pm
10:15 am - 11:00 am	3:15 pm - 4:00 pm	8:45 pm - 9:30 pm

The above schedule has been made to benefit the offenders by giving each group the maximum amount of time in the given time frame. However, the following conditions must also be followed to achieve this:

1. Recreation will not begin until count, meals, etc. are completed. The recreation group that is to be released will only receive the allotted amount of time left in their scheduled group. Recreation periods will not be adjusted. If there is less than 15 minutes left in the time schedule, the group will not be released.
2. Offenders will be given a "15 minutes to lock down" notification prior to the end of the recreation period. At 5 minutes prior to the end of the recreation period, "lock down" will be announced. At that time, all offenders will either be in their cell or moving toward their cell in order for all the cells to be secured at the end of the recreation period.
3. The next group of offender will not be released until all of the offenders from the previous group are secured. If there is a 10-minute delay, the second group will lose 10 minutes of their recreation time (or whatever the delay time was).
4. Offenders returning from work should be allowed to shower upon their return to the unit. Offenders are to be allowed 15 minutes from the time they enter the unit to shower, return to their cells and lock down. An offender who misuses this time period and is not secure in his cell after 15 minutes is subject to a violation.

Special provisions are as follows:

When a particular Housing Unit is scheduled for outside recreation the 9 cell rotation will be suspended and inside recreation will be held on a top and bottom walk rotation. (If the outside recreation has been suspended i.e. weather conditions etc. the 9-cell rotation will be adhered to). Day room access will be allowed for showers, phones, cell cleaning, games and case manager hours (during the day). Cell visitation is prohibited.



Morning

Top Walk 8:00 am - 9:20 am  
 Bottom Walk 9:30 am - 10:50 am

Afternoon

Bottom Walk 1:00 pm - 2:20 pm  
 Top Walk 2:30 pm - 3:50 pm

Evening

Top Walk 6:30 pm - 7:50 pm  
 Bottom Walk 8:00 pm - 9:20 pm

- D. Wing Movement will only be authorized in the offender's own wing.
  - E. Offenders assigned to room or activity restriction will only be allowed showers, cell cleaning, ice and case manager access, with staff approval.
  - F. NO CELL VISITATION.
  - G. Cell doors are to be completely open or secured during wing movement, other than when offenders are exiting or entering their cell.
  - H. Any offender found in a housing unit, wing or cell other than their assigned cell, will be considered Out of Bounds.
  - I. All offenders will be in their own cell and the door secured at 9:30 p.m.
  - J. Offenders will not loiter on the upper walks or stairs, nor will they hang on or lean on/across the rails.
  - K. Offenders will not throw objects over the rails.
  - L. If there is no one in the cell, the door will remain locked until one of the assigned offenders request via a wing officer to have it opened.
  - M. Offenders will not visit with other offenders while on wing movement. Offenders will not visit within three (3) feet of a cell door.
  - N. The sally port is Out of Bounds except during movement and appointments.
  - O. No electrical items are allowed in wings, with the exception of taking their walkman to and from the yard and outside recreation.
  - P. No food items or drinks are allowed in the wings.
  - Q. Wing doors and entry doors ARE TO BE SECURED AT ALL TIMES!
- II. INCENTIVE WINGS:
- A. Movement out of the unit will be 10 minutes each hour when the yard is open (i.e., 8:00 am, 8:10 am), or as stipulated by the Controlled Movement Schedule.

- B. The wing will be open daily in accordance with the following schedule:
  - a. After 6:00 am count clears through 11:00 am
  - b. After the 11:15 am count clears through 4:00 pm
  - c. After the 4:30 pm count clears through 9:45 pm
  - d. After the 10:00 pm count clears through 1:00 am on weekends and holidays
- C. Open wing Movement consists of: Day Hall, Phones, Tables and Showers.
- D. Open Wing Movement will only be authorized in the offender's own wing.
- E. Cell doors will remain closed and secured during open wing movement unless at least one offender is present in the cell, then the door may remain ajar. Doors will be secured to vacant cells and at times when the wing is not open.
- F. During cell visitation, the cell door will be kept completely open.
- G. Cell visits will occur in individual cells only. No more than four (4) offenders may be in one cell. One of the offenders must live in the cell.
- H. Offenders assigned to room restriction are not allowed open wing movement. If one or both offenders are on room or activity restriction, cell visiting is not permitted and the door will be closed and secured. Showers are permitted with the officer's approval.
- I. Any offender found in a housing unit or wing other than their own, will be considered Out of Bounds.
- J. All offenders will be in their own cells with the door closed at 9:45 pm, except for Late Nights.
- K. Offenders will not loiter on the upper walks or stairs, nor will they hang on or lean on/across rails.
- L. Offenders will not throw objects over the rails.
- M. The sally port is Out of Bounds except during movement and appointments.
- N. No personal electrical appliances are allowed in the wings.
- O. The wing doors must be secured at all times.

Late night will be allowed on weekends and holidays, which will allow the wings to be open until 1:00 am, unless otherwise directed by the Shift Supervisor or Functional Unit Manager.

### III. PROTECTIVE CUSTODY

- A. Offenders are allowed only in their assigned housing unit, wings and cell. Offenders are not allowed in any cell other than the cell to which he is assigned.
- B. Any offender found in a housing unit, wing or cell other than that assigned to him will be considered Out of Bounds. In addition, any offender going up stairs other than to his assigned cell will be declared Out of Bounds.
- C. Day room access will be authorized in the PC unit on a 9-Cell rotation at times based on the established schedule. During 9-Cell rotation, offenders may use the showers, barber services, telephones, cell cleaning; participate in recreational activities, board games, etc.
- D. During 9-Cell rotation, visits will only be authorized among offenders in the day room area. Cell visitation will not be permitted.
- E. Offenders are not to be standing in another offender's cell door and should not be within three feet of another offender's door.
- F. Offenders are not to approach another offender's cell door in order to retrieve or deliver any item.

- G. Doors will be completely open during open wing, unless an offender is on room/activity restriction, or no one is in the cell or either offender does not want to participate in open wing.
- H. Cell lights will remain on when room doors are open and will not be covered at any time, nor will cell doors be equipped with a door pull device.
- I. During open wing, no canteen items, including tobacco products, lighters, etc. will be allowed in the wings. Chairs from cells will not be brought into the dayroom area. Exceptions to this rule must be authorized through the Functional Unit Manager.

### 3. SHOWER USE AND LAUNDRY

- A. Offenders will maintain good personal hygiene by regular laundering of clothes, showering frequently and wearing clean clothes.
- B. Offenders will be authorized to take showers during the times indicated during wing movement. Offenders returning from work will be allowed showers even if their 9 cell rotation or walk is not on wing movement. All offenders who have a handicap or medical lay in indicating the need will have priority usage of the handicap showers. Offenders assigned to cells on the lower walk may not use showers on the upper walk. Offenders assigned to cells on the upper walk may not use showers on the lower walk.
- C. During evening outside recreation only, when the housing unit is on top/bottom rotation, offenders returning from the yard whose walk is not on inside recreation but want to take a shower will turn in their identification cards to the housing unit control center. The housing unit officer will then take the ID's to the cells and release the offenders for showers only, as the showers become available. The last offenders will be released no later than 9:45 pm and all offenders will be returned to the cell by 10:00 pm count.
- D. A robe, boxer shorts, towel tied at the waist or wrap-around will be considered appropriate attire for the showers.
- E. Personal laundry will not be taken to another housing unit or washed in areas other than their assigned cell. Personal laundry may be sent to the institutional laundry at the offender's own risk. At no time will an offender be allowed to launder in the utility closet.
- F. Laundry may be hung in the offender's cell until dry, but will not block the officer's view of the offenders or their bunks. These items must be removed and stored when dry.
- G. Only one offender allowed in each shower at a time.
- H. A minimum of one barber will be assigned in each housing unit. The barber will be allowed to enter each wing to give haircuts (\*This does not apply to Protective Custody Unit). The housing unit COII will maintain a haircut list; only those offenders will receive a haircut. Haircuts will be given per housing unit schedule per COII's directive.
- I. Haircuts will only be conducted by the assigned barbers in the area designated by the COII. Designer haircuts will not be allowed, i.e., logos, initials, gang symbols, Mohawks, etc.
- J. Offenders on room restriction and/or activity restriction will be allowed to shower on 3<sup>rd</sup> shift at the discretion of the 3<sup>rd</sup> shift officers.

### 4. CELL CLEANING AND MAINTENANCE

- A. It is the responsibility of each offender to keep his cell clean and orderly at all times.
- B. Offenders will be issued state cleaning supplies once per week. Hours will be 8:00 a.m. – 11:00 a.m. and 6:30 p.m. – 9:00 p.m. during the week. Supplies will also be issued from 8:30 a.m. – 10:30 a.m. on weekends and holidays.
- C. Utility closets must be secured unless supervised by staff.
- D. A maximum of thirty minutes will be allowed to clean the cell.
- E. Offenders will not store any cleaning solutions, equipment or other toxic materials in their cells.
- F. Each offender is allowed to display on the walls of his assigned cell a maximum of two framed photographs with a maximum size of 8"x10" and one wall calendar. All photographs on the walls must be affixed with the approved adhesive devices sold in the canteen. Nails, toothpaste, gum or other substances will not be allowed. No pictures depicting nudity, racism, violence or gang activity will be allowed.

- G. Painting or alteration of offender cells will be done by authorized personnel only.
- H. No material, i.e., cloth, plastic, paper, etc. is allowed on top of or underneath any electrical appliance. Items may not be stacked on top of each other, i.e., televisions.
- I. Cardboard and paper sacks are not to be kept in offender cells and must be disposed of properly.
- J. 2 hooks only per cell will be allowed for clothes hangers to be hung from. They will be located on the long wall, opposite the toilet/sink, 2 feet on each side of center, no higher than 5 feet from the floor.

## 5. PROPER DRESS

- A. Offenders will be properly dressed while inside or outside of their assigned wings. Offenders are required to wear their shirts in the housing unit during open wing. Offenders are required to wear a shirt when entering the sallyport. Pants or shorts are permitted in the wing. Footwear and socks must be worn.
- B. State grays or assigned work wear will be worn to work, education, video court and the dining room. A shirt and long pants will be worn outside the unit unless in recreation or on the yard where shorts are permitted.
- C. Summer attire for the dining rooms, yard and recreation will be permitted by separate directive of the warden/designee.
- D. Any time an offender leaves the housing unit, he will wear his state ID securely attached to his clothing with the clip so that it is on the upper left hand side of his chest area with the photograph facing out. The identifying information will be readily visible. The only exception will be during the summer months when an offender is on the yard without a shirt. At such times, the ID will be attached to the waistband of his shorts or trousers, on his left side.
- E. Offenders must wear shorts or pants in the wing unless en route to the shower.
- F. State grays will be worn when entering the classification area.
- G. Offenders may not wear any type of head covering in the wings, sallyport or classification area.
- H. Offenders will wear all pants with the waistband on the waist. Sagging will not be permitted. Undershorts will not be exposed.

## 6. PERSONAL PROPERTY

- A. Offenders will not buy, borrow, sell, give, trade, alter or tamper with any personal property.
- B. No personal property items will be left unattended within any common area of the housing unit; i.e. on the ice machine, near the telephone, in the mop closet, etc. Unattended items will be confiscated.
- C. Offenders will not enter or exit the housing unit in possession of any items other than one partial package and/or one package of tobacco, one comb or pick, one hair net for food service workers only, walkman with headphones, their offender ID card and one cigarette lighter.
- D. Offenders can enter the housing unit with canteen items purchased on their scheduled spend day, or by special arrangement with classification staff, but will not be allowed to exit the housing unit with purchases other than those items specifically allowed in policy. Items being brought in at times other than the scheduled spend day will be considered contraband and will be confiscated.
- E. Necessary school books when en route to class or the library and necessary paperwork when en route to other appointments may be allowed at the discretion of staff. Any other items must be cleared in advance with the Functional Unit Manager.
- F. Offender's authorized personal property is listed in institutional policy. Offenders will not be in possession of more authorized personal property than allowed by institutional policy.
- G. All personal property must be stored in their footlocker and/or desk upon demand with the exception of appliances, coolers and footwear. Footwear must be stored under the bottom bunk. State issued property and edible/canteen are exempt from this requirement.
- H. Offenders will be allowed to retain a reasonable amount of legal papers in their cells. All legal papers will be indexed by the offender and housing unit staff will arrange for the storage of the offender's excess legal papers in the property room.
- I. Offenders will operate their personal radios, cassette players, televisions with earphone jacks only. Towels or any other materials i.e. cloth, plastic paper etc. will not be placed on top of or beneath televisions. Offenders may only take walkman type radios with headphones on the yard during periods of open yard. Walkman type radios will not be worn while on wing recreation.

- J. Possession of any items relating to gang activity is prohibited. These include, but are not limited to photographs, drawings, literature and jewelry.
- K. Personal property which has been altered from its original form will be considered as contraband and will be confiscated in accordance with current policy.

## **7. HOUSING UNIT PROPERTY**

- A. Offenders will be responsible for any damage, alterations or removal of housing unit property and/or any other state/institutional property. (Light fixtures, control/security devices, TV outlets, state linens and clothing etc.).
- B. Any items needing repair will be referred to the housing unit staff.
- C. Linen and towels that are worn and torn will be replaced on an as-needed basis.
  - 1. Allowed state allotment consists of:
    - 1 pillow, 1 pillow case, 2 sheets (white or gray), 2 towels, 2 blankets
  - 2. Excess state property will be confiscated and a CDV will be issued.
- D. Offenders may not attach anything to any glass area of the control room or housing unit.
- E. Footlockers may not be set on end and utilized as a TV table, but will remain flat on the floor and used for property storage as designed. Offenders may not place radios, fans or other large items on window sills, nor may such be tied to bunks in any fashion. Fans must remain sitting upright.
- F. Lights of any kind may not have paper or any other material covering them as a diffuser,

## **8. TOILET PAPER AND SOAP ISSUE**

- A. One roll of toilet tissue will be issued to each offender once per week.
- B. One small bar of soap will be issued to each offender once per week.
- C. Additional toilet paper and soap can be purchased through offender canteen.

## **9. NOISE IN THE HOUSING UNIT**

- A. Noise will be kept to a minimum,
- B. Shouting, offensive language, swearing and/or abusive language will not be permitted.
- C. Slamming of cards, dominoes, etc. on the wing tables will not be tolerated.

## **10. SMOKING**

- A. Smoking is not allowed in offender cells.
- B. Smoking is not allowed in any building.
- C. Smoking is permitted only in designated areas.
- D. All cigarette butts must be disposed of in designated receptacles.
- E. No smoking on any sidewalks or walkways.
- F. No smoking within 25 feet of any exit or entrance.

## **11. TELEPHONES**

- A. Collect telephone calls/conversations are unlimited, except when another offender is waiting to use the telephone.
- B. If another offender is waiting, telephone calls will be limited to 15 minutes.
- C. Telephone calls will be authorized between 7:00 a.m. and 9:30 p.m.
- D. Telephones may not be used during count or at other times, as determined by the Functional Unit Manager, Shift Supervisor or other designee.
- E. No three-way calls are allowed.
- F. Telephone calls and/or PINS may not be shared by offenders.

## **12. FOOD SERVICE**

- A. Once the housing unit is notified to prepare the wings for meals, an announcement will be made in the housing unit for the offenders to prepare for mainline.
- B. Once the housing unit is notified to release the offenders for the meal, the control room officer will group unlock the doors and offenders will be given ample time (2-3 minutes) to exit their cells as well as the wing if they choose to go to the meal. Cell doors must be secured.
- C. The offenders will leave the unit at the same time, as one group. After they arrive at the dining room and the walkway is clear, the offenders that have finished with their meal may return to their housing unit.
- D. Offenders in the housing unit that come to the door after the rest of the wing has exited the building will be instructed to return to their cell.
- E. Dining Room Rules will be posted in the wing.
- F. Incentive wings will be released first for meals, on a rotating basis.
- G. The Protective Custody Unit will be delivered and eat meals within units. Specific guidelines for this process will be issued by the Functional Unit Manager of the Unit.

### 13. HOUSING UNIT CODES


- A. Each housing unit is designated a certain color code:
  - Housing Unit #1 = Yellow w/Black Dot in Center
  - Housing Unit #3 = Blue
  - Housing Unit #4 = Red
  - Housing Unit #5 = Yellow
  - Housing Unit #6 = Green
  - Housing Unit #11 = Black
- B. Offenders will be given a sticker to place on their ID to specify which housing unit they are assigned to.
- C. If an offender is reassigned to a different housing unit, they will be given a new sticker and the other will be disposed of properly.
- D. upon arrival to the housing unit, during the cell inspection, the custody officer will remove the old sticker and place the appropriate color sticker on the offender's ID.
- E. It is the offender's responsibility to make sure that they have a sticker at all times. Failure to comply will be a violation of housing unit rules.
- F. Color codes on ID's do not apply to offenders assigned to the PC Unit. Any colored dots should be removed from ID's

### GENERAL RULES

- A. Duress buttons are for emergency use only!!
- B. Possession of nude pictures, other than those contained in unaltered magazines, and all photocopies displaying nudity are prohibited and considered contraband.
- C. Gloves must be worn when removing ice from the ice machine. Failure to comply may result in a conduct violation being issued.
- D. Ice will not be stored in trash cans or any other non-approved containers.
- E. Personal reading lights may not have any paper or tissue etc. attached to or over them. Lights may not have cologne, aftershave or any fragrance sprinkled or poured over or on them to be used as an aromatic.
- F. Cell phones or any other type of communicative device is not permitted.

**\*FAILURE TO ABIDE BY THE ABOVE HOUSING UNIT RULES WILL RESULT IN A CONDUCT VIOLATION BEING WRITTEN\***

APPROVED:



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Terry Russell, Warden

Effective Date: August 20, 2012







STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS

**PROTECTIVE CUSTODY NEEDS ASSESSMENT/WAIVER**

NAME OF INSTITUTION
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INMATE NAME	REGISTER NUMBER	HOUSING UNIT	DATE
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I have been interviewed this date to determine my protective custody needs. The following statement which I have checked and initialed clearly indicates my need or lack of need for protective custody.

CHECK ✓	INITIALS	STATEMENT
		I do not feel that I need protective custody. I am not aware of any enemies among the inmate population, and do not believe I am in any danger.
		Because of enemies in the general population I am requesting protective custody for the present time. See attached Enemy Listing (MO 931-3511).
		The circumstances or persons which caused me to request protective custody are no longer present in this institution. I therefore request to be released from protective custody back to general population. I assume full responsibility for my safety.
		I request release from protective custody status upon my transfer to _____  To my knowledge I have no enemies in the population at the above named institution and I will be able to live in its general population.

INMATE SIGNATURE	REGISTER NUMBER	DATE
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STAFF WITNESS SIGNATURE	TITLE	DATE
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STAFF WITNESS SIGNATURE	TITLE	DATE
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I HAVE REVIEWED THE ABOVE REQUEST AND IT IS  APPROVED  DENIED

SIGNATURE OF INSTITUTIONAL HEAD	DATE
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**EASTERN RECEPTION, DIAGNOSTIC AND**  
**CORRECTIONAL CENTER**  
**RECEPTION & ORIENTATION FORM**

**Personal Property Regulation**

Throughout your incarceration you will be responsible for the safekeeping of all personal articles retained in your possession. The Division attempts to identify those articles whose value exceeds \$100.00 upon arrival, and forwards such to the Treasurer's Office for safekeeping.

However, it is your responsibility to determine if other articles should be under the safekeeping of the treasurer.

The Division will assume responsibility for your lost articles only if substantial evidence would indicate that the loss is due to staff negligence. In such cases, the article will be replaced up to a value of \$100.00. In no case will the Division replace articles whose value exceeds \$100.00, and you are discouraged from accumulating such articles.

**Safety Rules**

- 1) Do not operate any machines unless you have been instructed in its proper use and safety procedures.
- 2) Machines and equipment are to be operated by authorized persons only.
- 3) Approved work clothing and protective devices are to be worn at all times.
- 4) Maintain good housekeeping habits. Operator is responsible for machine and surrounding area.
- 5) Machines are to be operated only when safety guards are in place and in proper working order.
- 6) Talking to operators while equipment is running is not permitted.
- 7) Horseplay is not permitted.
- 8) Those assigned to operate machinery must know the location of all stop switches in case of an emergency.
- 9) Lubrication and adjustment of equipment is to be completed by authorized personell.
- 10) In case of equipment malfunction, notify your supervisor immediately.
- 11) Operator must secure machine and equipment before leaving work site.
- 12) Posted operating rules for each machine are to be followed.
- 13) No one but operators are allowed to be on the equipment at any time.

I hereby certify that I have read the above personal property regulation and safety rules and have received a copy of the R&O Rules, Regulations and Forms Handbook.

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



**Reception and Orientation Checklist**

- 1) Canteen Services
- 2) Classifications
- 3) Counseling Services
- 4) Housing Unit Counts
- 5) Educational Opportunities
- 6) Fire and Safety Issues
- 7) Grooming
- 8) Housing Unit Assignments
- 9) Institutional Rules
- 10) Offender Finances
- 11) Job Assignments
- 12) Law Library/Library Services
- 13) Mail Services
- 14) Meals
- 15) Medical Services
- 16) Notary Services
- 17) Packages and Property
- 18) Probation and Parole
- 19) Programs
- 20) Protective Custody
- 21) Recreational Activities
- 22) Religious Activities
- 23) State Clothing Issue
- 24) Telephone Access
- 25) Tobacco Restriction
- 26) Transitional Accountability Plan
- 27) Visiting
- 28) Guidelines for Adjustment to Incarceration
- 29) Directions to ERDCC
- 30) Warning Signs of Offender Suicide

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**I HAVE BEEN ORIENTATED ON THE ABOVE LIST OF AREAS AT ERDCC**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

