

Maryville Treatment Center

Arrival Packet

Revised August 2013

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MISSOURI DEPARTMENT OF CORRECTIONS
MARYVILLE TREATMENT CENTER

TO: All New Arrivals

Welcome! You have been assigned to the Maryville Treatment Center (MTC) so that you may have the opportunity to address and attempt to resolve those issues that played a significant role in leading to your incarceration. The Maryville Treatment Center's programs are designed to help offenders acknowledge and begin to resolve their criminal social behavior patterns and/or substance abuse/chemical dependency problems.

The heart of the Maryville Treatment Center's program is the structured and regimented therapeutic community. The therapeutic community is a new way of living, working and experiencing treatment in a correctional environment. While at the Maryville Treatment Center, you will be involved in individual and group counseling, support groups, lectures, study activities, and work assignments. The Maryville Treatment Center's staff will be monitoring your behavior, interaction with staff and other offenders, your motivation for treatment and your attitude.

The staff at the Maryville Treatment Center wants you to be successful in addressing the root causes for your incarceration, but only you can bring about that success. You shall be responsible for your successful completion of the treatment program. The staff will be available to provide you with the tools for recovery, but it will be your responsibility to choose to use them.

It is important that you understand how critical your cooperation and your motivation for treatment are to your success in this treatment program. During the months that you will be here, a great deal can be accomplished if you put forth the effort to make it happen. It is our desire that upon your completion of the therapeutic community experience, you will have addressed the root causes of your incarceration and acquired the skills to permit you to return to free society and become successful, productive, law-abiding citizens. Because of the serious work that both you and the staff of the Maryville Treatment Center will be engaged in, it must be understood that there will be little tolerance for those who choose not to work towards recovery. The success of your treatment ultimately depends on you. We encourage you to make the most of this opportunity.

Sonny Collins, Warden
Maryville Treatment Center

Canteen Spending

1. Each housing unit has a canteen list to order from. Quantity limits are on this list
2. Most prices are current; however, there may be some variations.
3. Offenders are to go to the Kiosk per the posted calendar dates on each housing unit and enter your PIN. Make your selections and ensure your list is complete. Once the list is printed, canteen staff cannot make any changes.
4. Per the posted calendars in each housing unit, offenders will be called out by Control Center to the Canteen after the 11:00 a.m. count. Offenders will go to the designated pick-up window, get your order, sign for your order and leave.
5. Do not talk to the canteen workers or canteen staff for any reason. If there is a problem with your order, report this to the classification staff on your floor immediately.
6. Offenders on blue suit status will no longer be escorted to the canteen, they will be called out by Control Center to the Canteen after the 11:00 a.m. count.
7. If an offender is moved to another housing unit after he has placed his order, he will pick up his canteen order with his previous floor for that week.
8. Observe all canteen rules and directives as posted.

Count Schedule

Count, Offenders remain in bunk	2:00 a.m.
Count	5:30 a.m.
Count	7:15 a.m.
Count (AEL students are counted in the classroom)	11:00 a.m.
Count	5:00 p.m.
Count	10:00 p.m.

The 10:00 p.m. count is a name and number count, offenders must show their ID cards.

Educational Opportunities

If you do not have a verified high school diploma or GED (General Education Development), you will be mandated to attend Adult Education Literacy. **If you believe you have a High School Diploma (HSD), or a GED (General Equivalence Diploma), or an approved GED application, send a written note to the Education Department. However, you must come to class until your HSD or GED is verified.** If you are required to attend Adult Education Literacy, you will be expected to attend all assigned classes and actively participate in these classes. You are expected to actively pursue your GED.

Fire and Safety

You are primarily responsible for your own personal safety. If you know and follow these guidelines you will have a safer stay here.

1. Know the location of exits in areas you live and work in. Routes are posted on housing unit bulletin boards.
2. Know where emergency diagrams, fire equipment and fire extinguishers are located.
3. Follow directions of staff in any emergency situation.
4. Immediately report any unsafe conditions to your supervisor.
5. Be watchful for wet floors:

- a. In an institutional setting, someone is usually mopping floors. Mop floors correctly, ½ at a time, leaving a dry place to walk.
 - b. Mop up any spills immediately; if you spill it, mop it up.
 - c. Beware – restroom and shower floors are often wet and slick.
6. Don't rush - take your time:
 - a. DON'T RUN
 - b. Don't push
 - c. Don't shove
 7. No horseplay.
 8. Watch where you are going and what you are doing.
 9. Be cautious getting into and out of bunks. Bunks have metal frames and can injure you if you hit or bump them hard enough. Do not use a chair to climb in or out of bunks.
 10. If you don't know the safety rules of a particular area, ask.
 11. Don't operate any machine or equipment unless you have been instructed in its safe and proper use and are authorized to use it.
 12. Help keep your area of the institution clean. "A clean place is usually a safe place." It also helps eliminate rodents and insects.
 13. Do not feed, pet or approach animals at the institution. Cats, skunks, squirrels, mice, etc. can carry disease or rabies and could bite you.
 14. Be cautious on stairs and steps.
 15. Observe smoking regulations.
 16. No spliced electrical cords.
 17. No boxes or paper sacks for storage, furniture or trash containers. Boxes of property may be kept in your locker.
 18. Think before you do it - every action does have a reaction.
 19. Be respectful. Think of others, their feelings, reactions, etc.
 20. If you are injured, report it to staff immediately - NOW . . . NOT LATER. He/she will complete an accident report if it is necessary.
 21. Recreational injuries, fights, self-inflicted or horseplay injuries are considered injuries that require an accident report form to be filled out.
 22. Inmates reporting false information for any report, including accident reports, are subject to CDV's.
 23. Upon being assigned a job, you may be given and required to sign more specific and detailed safety rules pertaining to that job.

BY FOLLOWING THESE SIMPLE SAFETY GUIDELINES, YOU CAN HELP PROTECT YOURSELF FROM NEEDLESS INJURY AND PULL-UP'S/CDV'S. THANK YOU FOR YOUR COOPERATION.

Offender Grievance Procedure (D5-3.2)

The offender grievance procedure provides offenders with a method of presenting complaints and gives staff the opportunity to resolve legitimate complaints. Offenders at Maryville Treatment Center are encouraged to have informal discussions with unit staff as a first step in resolving a complaint.

The offender grievance procedure consists of three stages:

1. INFORMAL RESOLUTION REQUEST (IRR)

If you are unable to resolve a complaint through informal discussion with unit staff, you may request an informal resolution request form. You must request an IRR form via LOC to your caseworker. You should file your IRR within 15 calendar days from the alleged incident.

Prior to returning the completed IRR form to your caseworker, you must request to return the IRR, via LOC to your caseworker. You will receive your response within 40 calendar days of receipt of the IRR by staff.

2. FORMAL OFFENDER GRIEVANCE

If you are not satisfied with the response to your IRR, you may request an offender grievance form. The grievance form must be requested via LOC to your caseworker. You must file the grievance within seven (7) calendar days of your review of the IRR response. If additional time is needed to prepare the grievance, you must request an extension waiver form, via LOC to the grievance officer, within the seven (7) calendar day period. You will receive a response to your grievance within 40 calendar days. If no response is received within that time, you may request an offender grievance appeal.

3. OFFENDER GRIEVANCE APPEAL

If you are not satisfied with the response to your grievance, you may request an offender grievance appeal form via LOC to the grievance officer. The grievance appeal form must be filed with the grievance officer within seven (7) calendar days from the date you sign the offender grievance response. The DOC has 100 calendar days to respond to an appeal.

If more time is needed to prepare the appeal, you must request an extension from the grievance officer, via LOC, within the seven (7) calendar days. Any questions you have concerning the grievance procedure may be addressed to the grievance officer, via LOC.

Housing Unit Assignments

Housing unit assignments are made based on bed availability. Requests for room/bed changes should be made through written communication to the CCA.

H U #3 – 3A3
3A4
3C3
3C4

H U #4 – 2C1-151
2C2-269
2C3-301

Ad-Seg & TASC – 3A1

Institutional Rules & Regulations

Institutional Rules are rules and regulations that may or may not be within the Offender Rulebook. Institutional Rules should be considered as rule #41 – Procedures and Rules in the Offender Rulebook. The decision to issue a pull-up, an information sanction or write a conduct violation report is at the discretion of the person who witnesses or received information relevant to a violation. Treatment offenders may be referred to OMT/PRC due to their behavior.

1. Offenders will be in proper attire during work and treatment classes, while in the library, when attending groups, (including religious groups) education classes, meals, appointments with staff, etc.
 - a. Proper attire consists of boxer shorts, t-shirt (either white or gray), socks, gray state shirt, gray state pants and belt, (if required). Shoes may be state-issue or personal (no shower shoes).
 - 1) Thermal undergarment shirts are to be worn under the white/gray t-shirt. (A t-shirt is required over the thermal shirts when proper attire is required.)
 - 2) Crew neck sweatshirts are to be worn over the white/gray t-shirt, under the state-issue gray shirt. (Gray shirt is required over the crew neck sweatshirt when proper attire is required.) Gray fleece zip-up jackets are to be worn as a jacket only, over all proper attire, with the exception of the state-issue coat. Fleece wear is considered personal property and will be maintained in the offender's footlocker. Fleece zip-up jackets will be allowed in all areas of the institution.
 - 3) Offenders may wear a combination of state-issue attire with personal attire during their free time.
 - 4) Authorized ball caps are permitted with proper attire. The bill of the ball cap much face forward.
NOTE: Ball/stocking caps must be removed while inside any building.
 - 5) Shirts will be tucked in at all times when wearing state-issue attire.
 - 6) From April 1st through October 31st, only, offenders may omit the state-issue gray shirt as part of the daily proper uniform.
 - a) Offenders may remove their t-shirt and be bare-chested in designated areas of the institution following the evening meal (Monday – Friday) and at any time on weekends and holidays.
Designated areas are:
 - (1) Zone 1 recreation area behind Building 2 (to include the night yard area).
 - (2) Any area of the blacktop surface circling Building 3 (this includes the steps by the road on the south side of Building 3 in front of the chapel).
 - (3) Zone 2 recreation yard behind the 5-Bay Maintenance Building.
 - (4) In the housing units (including the day room areas).
 - b. Offender clothing that is weathered, worn or torn needs to be reported immediately via LOC, to the appropriate Case Manager. Offender clothing that is lost must be reported to the FUM, via LOC, within 3 working days.
2. Casual attire (shorts, sweats/sweatshirts) may be gray or white in color and may be worn on weekends, holidays, during recreation and during free time. Clothing must comply with the following:
 - a. State-issue grays are to be clean and neat in appearance.
 - b. Clothing will be properly fastened, at all times. Shirts will be fully buttoned up to, but not including, the collar button.
 - c. Waistbands will be worn within one inch of the waist – at no time will underwear show.
 - d. Belts must be cut to and worn at a length no to exceed three inches past the belt buckle (belts are not required with elastic-waist pants).
 - e. At no time will pant legs or shirtsleeves be rolled up, in any fashion (this does not include coat sleeves, which may be rolled two times).
 - f. Altered clothing, including cut-offs, is not permitted.
 - g. Shower shoes may not be worn off assigned housing unit floors. Shower shoes are not to be worn while cleaning of the unit.
 - h. Religious clothing (including headgear) may only be worn for movement to/from and during an approved accommodated religious activity or as directed by the chaplain/designee.
 - i. Religious medallion/necklaces must be worn inside clothing while attired in state-issue grays and may be worn outside clothing while in casual attire.

- j. Doo-rags may only be worn in the offender's assigned housing unit. Doo-rags may not be worn to meals, work, visits, AEL, treatment, medical, the library, religious activities, during standing custody counts, on the yard or in recreation. Doo-rags may not be worn underneath any other headgear (ballcaps, stocking caps, etc.).
3. Offenders must be in possession of their identification cards at all times. ID cards must be visible at all times, unless the card is in staff possession. ID cards will be attached to the collar (left side) of the state-issue gray shirt, to the collar (left side) of the state-issue coat and to the neckband of the t-shirt (left side). In the event the shirt is removed, the ID is to be attached to the front side of the waistband of the pants/shorts (left side).
4. Laundry and ironing are to be done during free time.
 - a. Offenders are responsible for monitoring their laundry.
 - b. Offenders are allowed to use only ¼ c of powdered laundry soap for top load machines of ½ oz. liquid laundry soap for front load machines per load twice each week. Soaps are not to be mixed. Any changes to this must be approved by the FUM/designee.
 - c. Offender pillows, wool blankets, belts, coats, boots or personal shoes are not to be washed in the housing unit washing machines without classification staff approval.
 - d. Blankets (wool and cotton) will be washed only by the institutional laundry in July and December.
 - e. State-issued coats are washed annually ;by the institutional laundry. Offenders may submit an LOC to their CCM if their coats become soiled and need to be washed before the annual laundering. The CCM will determine if the coat needs to be laundered.
 - f. Irons and ironing boards may be utilized in assigned areas only.
5. Offenders will stand at the end of their bunk during custody counts. Offenders will remain standing until the officer has completed counting in their bay/room. After the officer had counted in the offender's area, offenders may sit (not lie down) in the area of their bunk until count has cleared.

NOTE: All offenders will remain in their bunk during 2:00 a.m. count.

 - a. During weekday counts, offenders are to wear pants or shorts and a shirt. Shoes and socks may be excluded.
 - b. Offenders need to remain at their bunk in a quiet and orderly manner, until count clears.
 - c. Offenders may quietly access their footlockers after being counted and prior to count being cleared – headphone/walkmans are not allowed.
 - d. After count has cleared, offenders will be allowed to move around their housing unit floor until their floor is called to AMC, mainline or announcement of "lights out".
6. All offenders are required to attend all meals. En route to the dining room, offenders will walk in a single file line and not run. Offenders may not talk.
 - a. Offenders on room restriction will be called to meals last.
 - b. Offenders are not allowed to bring any condiments (hot sauce, cheese sauce, peanut butter, etc.) or state-issue towels/washcloths into the dining room.
 - c. No item, food, drink, spoons, etc., may be removed from the dining room without staff approval
 - d. Offenders who elect not to eat at mainline will be required to proceed to mainline with your TC floor and touch the double doors. **(Exception: Offenders who are diabetic and/or have been previously released from food service work detail and have already eaten before their family.)**
7. Each offender is responsible for reporting on time to work assignments, meals, classes, groups, etc. Offenders must remain in assigned areas until scheduled dismissal time unless given approval from staff.
8. Housing unit/wing doors will be secured at 9:45 p.m. Offenders will not be allowed off housing unit floors after this time. The only exception will be for a medical emergency. Offenders will be in their assigned area, with lights out, according to offender privilege/status. The privileges are as follows:
 - a. No dot: 9:30 p.m. weekends, weekdays and holidays
 - b. Red dot: 10:00 p.m. weekdays and 10:30 p.m. weekends and holidays
 - c. Green dot: 10:30 p.m. weekdays and 11:00 p.m. weekends and holidays
 - d. Blue dot: 11:00 p.m. weekdays and 11:30 p.m. weekends and holidays

9. Offenders will not watch TV, play games and utilize the day room, do laundry, shower, etc. after lights are out. All activities will be shut down. Showers and laundry may resume after 4:00 a.m.
10. Telephone use will be according to offender privilege/status level and only during free time. Phone calls are scheduled in 15 minute increments. It is the offender's responsibility to ensure he does not exceed his 15 minute increment.
 - a. Offenders may make as many calls as they choose during that 15 minutes. As soon as connection is made for the first phone call, the 15 minutes will begin. Minutes not used during that 15 minute increment are forfeited.
 - b. Additional privileged level calls may be made on the same day; however, offender must wait one hour prior to using an additional 15 minute increment. **NO consecutive increments will be allowed.**
 - c. Phone calls are allowed after returning from morning meal.
 - d. In the event of an emergency, telephone calls may be approved by the FUM/shift supervisor via a note.
 - e. No offender may make a phone call for another offender.
 - f. Three-way calls are not permitted.
 - g. Offenders may not use another offender's PIN.
 - h. Phone use will not be permitted after lights are out.
 - i. Telephone week is considered Sunday through Saturday. Offender must have their dot privilege prior to making calls for that week.
11. Offenders are to be clear on the intent of all written and verbal communication. Language that is in code, uses gang jargon or nicknames, or is nonsensical shall be considered suspect of security violations. There will be no use of profanity.
12. Television programming will be allowed, according to offender privilege/status level, as follows:
 - a. Televisions shall be **turned off** Monday through Friday during the following times:
 - 7:15 a.m. – 11:00 a.m. when count clears
 - 12:40 p.m. – 5:00 p.m. when count clears
 - b. Television volume will be determined by staff and will not be permitted above reasonable levels at any time.
 - c. Channel selections will be determined by TC floor. If an agreement cannot be reached, staff will make the decision.
 - d. Appropriate TV programming will be viewed according to TC principles.
 - e. Only news programming is allowed during the following times (ESPN is not considered news):
 - 1) Return of morning meal to 7:00 a.m.
 - 2) 5:30 p.m. to 6:30 p.m.
13. Living unit and day room noise levels will be kept to a minimum. Lights will be off when not in use and/or when safety and security is not of a primary concern for that area. Horseplay of any kind (running, wrestling, pushing, etc.) will not be permitted.
14. Portable cassette/CD/radio players may be utilized during personal time, according to the offender's privilege/status level, and will be put away when not in use.
 - a. Walkman radio volume should be audible only to the person using it.
 - b. In the areas where radio use is not allowed, headphones are to be off the ears and placed around the neck.
 - c. Portable cassette/CD/radio players are not permitted at work sites (library, staff offices, EOD desk, medical, chapel areas, education classes, treatment classes/groups) or during meals.
15. Offender living areas will be kept clean and a daily inspection will be conducted by the service crew coordinators and custody staff at 7:00 a.m. Offenders will make their bed and clean their assigned area (including emptying trash).
 - a. Furniture in offender living areas is not to be rearranged or removed without directive from the FUM. Fans can be moved with the approval of the sergeant if the FUM is not on site. Fans will be available in the housing units from April 1 to October 31.

- b. Footlockers will be neat and orderly at all times, except when in use. All property must fit and be stored within the footlocker with the exception of one (1) folder containing treatment material only and may be stored under the mattress. No mail, legal work, photos, newspapers or magazines are allowed in the folder. **Exception: Offenders serving as TOPS who have an expandable folder or plastic box where paperwork is maintained, may place this folder at the end of their footlockers due to space limitations.**
 - c. Footlockers will be stored under the bunk, flush with the edge, and will be locked when the offender is not in his bunk area. (Note: At the head of the bed only, offenders will be allowed to leave out one footlocker, approximate distance of one (1) foot, which may be utilized as a step for the offender on the top bunk.)
 - d. State coats must be hung on wall pegs. Fleece zip-up jacket is to be stored in the offender's footlocker.
 - e. Footwear will be neatly displayed under the bunk, adjacent to the footlocker with the exception for offenders on the top bunk who may have their shower shoes in a position to step into upon climbing from their bunk (Attachment A). Offenders living in a 2, 3, 4 or 6 man rooms may store shoes in the closet.
 - f. Dirty laundry only may be stored in the laundry bag at the end of the bunk. Laundry bags are not to be used to haul or store canteen items.
 - g. A towel and/or washcloth may hang at the head of the bunk until dry and then must be put away.
 - h. Offenders may leave out medically approved items (eyeglasses, hearing aids, CPAP machines, etc.) while sleeping and/or present at their bunks.
 - i. Beds will be fully made and blanket pulled tightly, extended the length of the mattress and the pillow placed at the proper end on top of the blanket.
16. Posting or hanging of items other than towels, washcloths and one air freshener in bunk areas is not permitted. No items are to be stored on windowsills or offender desks.
 - a. Pictures may be placed, not taped, on the inside lid of the footlocker (no nudity, violence, endangering institutional safety/security, racially inflammatory, etc. in accordance with IS/SOP13.1.1 Offender Mail Procedures).
 17. Only those items on the approved offender property list will be permitted in offender living areas.
 18. When assigned or reassigned to a room or bay, offenders, with appropriate staff, should check the room/area for existing conditions or damages prior to signing the room inspection checklist. Any existing conditions or damages should be documented on the room inspection checklist.
 - a. Offenders may not change from assigned bunks or rooms with medical or staff approval (there will be no convenient bunk moves).
 - b. Offenders are considered "out of bounds" if entering a housing unit/floor/room in which they are not assigned.
 19. Offenders are not allowed to sleep or lie in their assigned bunk from 7:00 a.m. to the end of PMC unless medically assigned or have FUM/classification approval. **NOTE:** Weekends and holidays are excluded unless scheduled for treatment activities.
 - a. Offenders on the 4:00 a.m. food service call-out will be allowed to lie down after AMC until 11:00 a.m.
 20. Offenders will not congregate/loiter in halls or stairwells.
 21. During group activities (lectures, meetings, etc.) offenders will remain quiet and orderly.
 - a. No items (food, drink, candy, etc.) will be allowed in classes, groups or at work assignments. (Exception: drinks are allowed from June 1st through September 30th.)
 - b. When exiting activities, chairs will be stacked as directed by staff. The room will be left clean and orderly (no trash on the floors).
 - c. When sitting in chairs, all four chair legs will be touching the floor. Offenders must sit appropriately in their chairs, no feet on desks, tables, chairs, bunks, etc.
 - d. Offenders will exit in a single file line, neat and orderly, from all classrooms.
 - e. Offenders who are assigned to treatment activities or work beginning at 8:10 a.m. will sign out at the EOD desk prior to the 7:15 a.m. count. Offenders will sign out to their 8:10 a.m. location. This will also include the AM Canteen workers. However; those offenders that attend AEL in the morning and all other offenders not assigned to an 8:10 a.m. activity are expected to return to the housing unit after AMC to sign out to the appropriate location.

22. Offenders are not permitted possession of cigarette lighters or flame/heat producing items. Offenders of legal age are authorized to smoke in designated areas at approved times.
 - a. There is no smoking within 25 feet of any building entrance.
 - b. There is no smoking on any walk way, road or blacktop surface. (Exception: Zone 1 yard behind the white line where the basketball/handball courts are).
 - c. Smoking is not permitted during movement to meals.
 - d. Tobacco products are to be disposed of in appropriate receptacles. Tobacco products are not to be thrown or dropped on the ground.
23. No items will be posted on bulletin boards or walls unless authorized and approved by the FUM. Offenders are not allowed to remove posted data unless directed to do so by staff.
24. Communication from any offender inside a building to any person outside the building is strictly prohibited. Offenders are not to extend any body part outside of nor throw any item from any window.
25. All medication will be taken as instructed by medical staff. Medication not taken will be turned in to staff immediately. Expired containers will be turned in to medical within five (5) calendar days by the offender. Empty cards will be disposed of by the offender by removing their personal label and placing in the trash. **Do not** send to medical.
26. Offenders must have permission to enter any staff member's office or work area (to include custody posts) and must be properly dressed (with minimal dress of gym shorts and a shirt).
27. Recreation:
 - a. State issue boots **may not be worn** while engaging in recreational activities in the gym or on the yard, to include but not limited to basketball, volleyball inside the gym, handball, ping pong, pickle ball, running on the track, etc. This does not include playing pool or weightlifting.
 - b. Offender ID cards are required to check out recreational materials. All items must be returned to the issue room prior to closing.
 - c. All offenders (except recreation workers) will leave recreation at the designated closing time.
 - d. Offenders participating in recreational activities on the yard are not to communicate with anyone outside the perimeter fence.
 - e. All posted rules will be in effect.
 - f. Recreation use is in accordance with offender privilege/status level.
 - g. Offenders who do not have their tennis shoes may check out tennis shoes from recreation using their offender ID. State-issue boots will be stored in recreation while the offender has tennis shoes checked out. Offenders will need to return the issued tennis shoes 30 minutes prior to recreation closing. The shoe checkout process is posted in the recreation area. **NOTE: Recreation tennis shoes are not to be worn in the sand volleyball pit.**
28. Offenders are required to sign-in and out from the housing unit floor at the EOD desk with the exception of AMC/PMC/meals or other emergency situation (fire drills, etc.). Offenders will leave AMC and PMC and return to the housing unit to sign-out to their next location.
29. Offenders are not to be spitting on the asphalt, concrete or handrails.
30. When taking showers, offenders must wear boxer shorts and a towel wrapped around their waist while entering and exiting the shower area.
31. Offenders must abide by all posted directional signs, including "Out of Bounds", and will remain at least 12 feet away from any perimeter fence unless otherwise instructed by staff.
32. Offenders are to have limited items in their possession while they are on the yard areas. (Exception: canteen days and first arrival material/property.) They are not to pack clothing (with the exception of issued and/or exchanged clothing whereupon they should be returning to their housing units immediately).

33. Offenders must utilize the barber shop when cutting hair. Shaving of the head will be allowed on the housing unit only after the offender has their hair cut in the barber shop to a minimal length. For safety reasons, shaving of the head may require another offender to assist.

Sonny Collins, Warden

Effective date:

LIVING AREA RESTRICTION
(Revised 12/2011)

ID must be surrendered to custody officers while in unit. State issue grays will be surrendered and blue coveralls will be issued. Offenders will be in blue clothing at ALL times EXCEPT to go to the shower and while in bed. Living area restriction clothing is to be worn appropriately, at all times, (i.e., arms in sleeves, not tied around the waist, etc.).

Offenders are restricted from telephone use for the duration of their sanction. In an emergency, the FUM or shift supervisor may give approval for telephone use.

Offender will be confined to his room/bay, with the exception of:

1. Meals
2. Restroom/showers
3. Religious services (once per week with permission, via LOC, from the FUM/designee)
4. Visiting will be in accordance with current privilege/status but limited to two hours and will be a non-contact visit.
5. Law library (if a court deadline exists and only with approval/pass from the FUM/designee).
6. AMC/PMC
7. Required treatment activities including one-on-one, process groups as well as support groups with FUM approval.
8. AEL/GED

Offender is restricted from work and all activities not listed above (Exception- G.I. day: Offender is expected to keep his living area clean).

Offenders may not be on the yard or in any of the recreation areas. Offender may not play any type of board games or cards.

Offender is not allowed to attend any special activities (i.e. community day, tournaments, concerts, etc.). Offender is required to attend the Community AMC on community days but will not attend the Community PMC.

Offender must remain in the area of their own bunk, and may only visit offenders who are assigned to the bunk immediately to the right and/or left of him.

Offender will be released to meals **last** unless otherwise directed by staff.

Offender is not permitted to use a portable radio/CD/cassette player while on living area restriction and must secure it in his footlocker.

Offender must take the most direct path to their destination in an appropriate time frame – no "baby steps".

Offender will be allowed to utilize the microwave.

Canteen spend is limited to hygiene items, stamps and legal material **ONLY**. This applies to when orders are placed in the Kiosk system. Offenders will not be allowed to submit special orders due to being on living area restriction at the time the order is placed but are off living area restriction when they pick up their order at canteen.

I have read and understand the living area restriction rules.

Offender signature and number

Classification staff signature

Date

NOTE TO CLASSIFICATION STAFF: ATTACH THIS TO RESTRICTION NOTIFICATION AND FORWARD TO CUSTODY

ACTIVITY RESTRICTION
(Revised 12/2011)

ID must be surrendered to the housing unit custody officer while in the unit. A pink Activity Restriction ID card will be issued and must be worn at all times on the **RIGHT** collar of the outer most garment.

Offenders are restricted from telephone use for the duration of their sanction. In an emergency, the FUM/designee or shift supervisor may give approval for telephone use.

Offender will go to work and will attend treatment classes (i.e. AMC, PMC, process group, one-on-ones and other TC activities unless otherwise notified). Offenders must check in with the floor officer upon departure from **and** arrival to the housing unit. Offenders may work EOD desk while on Activity Restriction.

Offender may request, via LOC to the FUM, to attend religious services and may do so with approval/pass, from the FUM/designee.

Offender may go to canteen.

Offender may request, via LOC to the FUM, to go to the library once a week to check out books and may do so with an approval/pass from the FUM/designee. Offender may go to the law library if a court deadline exists with approval/pass from the FUM/designee.

Offender may not participate in recreation.

Offender is allowed to go to clothing issue when approved by classification staff.

Offender may request via LOC to the FUM, to attend support group with approval/pass from the FUM/designee.

Offender is not allowed to attend any special activities (i.e. community day, tournaments, concerts, etc.).

Offenders may not be on the yard (Exception: Breaks from AEL, work or treatment classes and may smoke at these times **only**).

Offender must take the most direct path to their destination in an appropriate time frame – no "baby steps".

Offender is not allowed to be in the day room area and may not play any type of board games or cards.

Offender will be allowed to utilize the microwave.

I have read and understand the Activity Restriction rules.

Offender Signature and Number

Classification Staff Signature

Date

NOTE TO CLASSIFICATION STAFF: ATTACH THIS TO RESTRICTION NOTIFICATION AND FORWARD TO CUSTODY

Job Assignments

All offenders are expected to work a minimum of 30 hours a week. Treatment is considered work time and applies to half the required minimum. Any offender not having a verified high school diploma or GED (General Education Development) is mandated to attend Adult Education & Literacy. The AEL classes will be considered the offender's work assignment, which constitutes the other half of the minimum requirement. Premium pay slots are only available to those with an E score of 1.

To obtain a job change, you must have your receiving unit supervisor sign first, followed by the supervisor that is losing you. All offender requested job changes will be submitted via LOC to the unit CCA. Any job change form that is missing staff signatures will be considered null and void.

Law Library

Law library hours:

Monday through Friday – 8:30 a.m. – 10:55 a.m. and 1:00 p.m. – 3:25 p.m.

The law library is located in the MTC library. To use the law library, you must sign in to both the main library and the law library. All law material is on the computer. Law clerks are available, but they will not fill out forms or type information for you.

The library will supply a free copy of Form 40. If you need to make copies of legal information or forms, you will need copy tickets. Anything copied will be paid for.

All rules for the law library are posted and will be strictly enforced.

Library

At MTC, our goal is to provide a quiet, peaceful atmosphere that promotes reading, learning and quiet study. A place where gathering information and learning is encouraged and the enjoyment of reading is found.

Library hours:

Monday through Friday – 8:30 a.m. – 10:55 a.m. & 1:00 p.m. – 3:25 p.m.

WHEN COMING TO THE LIBRARY:

- You need to be in full state-issue attire.
- No food (includes candy) or drink.
- You need to sign in (and out) and leave your offender ID at the desk.
- If you are wearing a coat, please remove it and hang it on the back of a chair until you are ready to leave.
- **Complete rules are posted and strictly enforced.**

BOOK CHECK OUT

You may check out three (3) books at one time. You may renew these books once. If a book you want is checked out, you can request a reserve on the book. You will be notified when the book is available. Books are checked out for two (2) weeks.

RETURNING BOOKS

You may return books to the library during open library hours. If you cannot get to the library, you can return them in the book drop that is located in the hall by the dining hall.

OVERDUE BOOKS

When a book becomes overdue, you will receive a notice. If books are not returned by a certain date, a conduct violation and/or a pull-up will be written.

COPY SERVICE

A copy machine is available in the library. Hours for the copy service are:

Monday through Friday: 9:30 a.m. – 10:00 a.m.; 12:30 p.m. – 1:00 p.m.

You must purchase copy tickets from the canteen in order to use the machine - one copy ticket for each copy made. Library staff are the only people allowed to use the machine, so you need to ask a staff person to have a copy made. The copy machine will not be available when appropriate staff is gone. This copy machine is not for treatment purposes – all copies must be paid for. Copyright laws are followed.

TYPEWRITER USE

Typewriters are available for personal and legal use. There is no time limit on the typewriters unless there is a waiting list. If someone has time-sensitive legal work, they will have priority use of the typewriters. You can ask for the typewriters at the circulation desk. Proper paperwork is required. Ribbons and correction tape is provided - you are responsible for all other supplies.

Computer and library rules will be strictly followed when using the computers.

POLITENESS, RESPECT, AND FOLLOWING THE RULES IS ALWAYS EXPECTED. WE EXPECT IT FROM YOU AND YOU SHOULD EXPECT IT FROM US.

Line of Communication

A Line of Communication (LOC) system is used at Maryville Treatment Center for treatment offenders to ensure a structured inquiry/response process. All offenders at MTC are required to use a LOC form to initiate offender to staff communication, request information, make inquiries, apply for a job position, etc. The LOC provides consistency and written documentation of inquiries/requests as processed through family/staff hierarchy.

Offenders may obtain LOC forms at the EOD desk or from the floor officer. Upon completion of the offender request section of the form, it should be forwarded to the elder to be routed to the appropriate staff. If applicable, the LOC may be returned with the response.

Processing LOC forms through family hierarchy provides offenders with responsibility and the opportunity to solve issues at the lowest level possible in the LOC system. If applicable, LOC's are forwarded to staff for processing and returned with a response.

Mail Rules

1. All outgoing mail must have the offender's commitment name (first and last name), register number and **COMPLETE RETURN ADDRESS** (including room or bay) on the upper left corner of the envelope.

EXAMPLE: Offender Name Offender Register #
 3A3-303
 Maryville Treatment Center
 30227 U.S. Highway 136
 Maryville, MO 64468

The institution name must be written out. The initials MTC are not acceptable. Mail with an incomplete return address will be returned to the offender. If the offender's name and register number are not indicated,

the mail will be opened. If identity can be determined, the mail will be returned to the offender. If identity cannot be determined, the mail shall be disposed of after sixty (60) days.

2. Outgoing mail must have proper postage affixed to the envelope in the upper right corner and the correct return address in the upper left corner. Mail with an incorrect return address **and/or** improper postage will be returned to the offender.
3. Outgoing mail shall have **no** artwork or writing other than mailing addresses on the **front** of the envelope. Envelopes that depict artwork or writing on the **front** of the envelope other than the mailing addresses will be returned to the offender.
4. Outgoing mail (EXCLUDING PRIVILEGED MAIL) must be unsealed when sent to the mailroom to allow for inspection.
5. Privileged mail is defined as mail that is **sent to or received from** a judge, attorney, court, elected government official or a departmental or divisional administrator (THIS DOES NOT INCLUDE THE DEPARTMENT OF SOCIAL SERVICES). Incoming mail from the Internal Revenue Service is considered privileged mail. Outgoing mail to the Internal Revenue Service **IS NOT** considered privileged mail.

Privileged mail categories will be determined by the return address. Privileged mail must have a printed letterhead return address for direct delivery to the offender. Mail that appears to be privileged, but does not have a printed letterhead return address (i.e., typed, computer generated or handwritten), will be processed in accordance with guidelines established in IS/SOP 13-1.1, subsections 1) through 4) of section III.F.3. (Mail between offender counsel substitutes, offender law clerks and offender co-defendants is not considered privileged mail.)

6. Postage due mail will be returned to sender.
7. Correspondence by audio or videotapes is not permitted except as outlined in IS/SOP 13-1.1.
8. All incoming mail (except privileged mail) will be opened in the mailroom and examined for unauthorized articles or substances.
9. Outgoing mail containing unauthorized articles or substances (i.e., hair, body fluids, etc.), that may create a health/sanitation hazard will be impounded and a conduct violation may be issued.
10. Incoming mail may contain no more than five (5) enclosures, i.e., newspaper clippings, printed material from the Internet, drawings, cartoons, etc. Mail that contains unauthorized items will be processed in accordance with disposition guidelines established in IS/SOP 13-1.1. This includes Polaroid photographs, clippings or drawings that are pornographic in nature or depict nudity, stationery supplies, address labels, greeting cards that contain a mechanical musical device, unmarked greeting cards, greeting cards that are of a design other than one-dimensional (include any type of surface or attachment that covers/contains hollows or pockets, i.e., areas of raised surface, foam-filled, etc.) or greetings cards, posters, drawings, etc. that measure in excess of 8 1/2" x 11", enclosures in excess of five (5) per mailing, and items of a homemade nature with unknown adhesive. No bubble-padded envelopes are allowed.
11. Mailroom staff shall notify offenders of non-delivery of mail (incoming or outgoing) unless the mail is impounded for investigative purposes as outlined in section III.E.F. or III.F.1.b.1.
12. Offenders shall not enter into credit agreements, installment purchase agreements, contracts, form a corporation, perform corporate work, represent any business firm or conduct any type of business operation by mail. **EXCEPTION:** When an offender is in the transitional phase preparing for release (6 months from established release date). This must be approved by the offenders FUM/Designee.
13. Offenders shall not receive a supply of literature for distribution, whether religious, philosophical, political or other. Literature is limited to one (1) set of information per offender. If a supply of literature is needed for approved offender activities, it must be ordered through a staff person responsible for monitoring distribution.
14. Offenders are authorized to receive newspaper subscriptions, library & religious publications. Any publication that is not in compliance with IS/SOP 13-1.1, Offender Mail Procedures, and IS/SOP 13-1.2 Censorship Procedures shall not be allowed.

15. Offenders may not send mail addressed to "Occupant". Offenders may not receive mailing lists (e.g. telephone directory pages), blank personal checks, maps, lottery tickets, telephone cards or credit cards.
16. Offenders will be held responsible for the contents of letters and packages. Writing threatening or obscene letters or using the mail for solicitation, extortion, or to obtain money by other fraudulent means may result in disciplinary action as well as possible prosecution for violation of U.S. postal regulations.
17. Offenders shall not subscribe to nor receive any publication that provides technical information on the design, construction or use of any instrument or device that could pose a threat to institutional security or safety.
18. The Censorship Committee shall determine the acceptability of incoming mail of questionable content.
19. Offenders shall not receive any package, other than discharge clothing, from family or friends. Personal packages will be refused and returned, unopened, to the sender unless specifically authorized, in writing, by the superintendent prior to receipt of the package. Offenders may not order personal property items from commercial vendors except as outlined in IS/SOP 22-1.1 Inmate Property Control Procedures.

Discharge clothing may be received 30 days or less from an offender's release date and shall be limited to:

- | | |
|---------------------------------|-----------------------|
| One (1) undershirt | One (1) belt |
| One (1) pair of boxers/briefs | One (1) pair of shoes |
| One (1) pair of trousers/shorts | One (1) pair of socks |
| One (1) shirt | One (1) coat/jacket |
| One (1) wallet (empty) | |

20. Visiting inquiry forms may be obtained from housing unit classification staff. The offender's name and register number should be printed in the appropriate blanks at the top of the form and sent to family/friends for completion. Upon completion, the visiting inquiry form should be returned in an envelope marked that a visiting inquiry form is enclosed.

EXAMPLE: Visiting Inquiry
 Maryville Treatment Center
 30227 U.S. Highway 136
 Maryville, MO 64468

PERSONAL LETTERS, STAMPS, MONEY ORDERS, ETC. CANNOT BE SENT IN THE SAME ENVELOPE AS A VISITING INQUIRY.

PLEASE DO NOT SEND MONEY ORDERS TO THE INSTITUTION. FOLLOW INSTRUCTIONS ON THE MONEY SLIP. Money orders may be sent to the address shown on the deposit slip.

Missouri Department of Corrections
 P.O. Box 1609
 Jefferson City, MO 65102

Meals

All meals are nutritionally complete and based upon a division-wide, six-week cycle menu. Housing units are called on a rotating basis with meal times beginning after count. Alternative meals, such as sack lunches, may be used due to institutional security needs. Headgear, i.e., cap, hat, wave cap, bandanna, must be removed before entering the dining room. Offenders will wear full state issued gray attire.

Offenders are not allowed to bring personal condiments, hot sauce, cheese sauce, etc. to the dining room. No state issue washcloths or towels will be allowed in the dining room.

Medical Services

Medical service requests (MSR's) are available from housing unit staff. Completed MSR's for complaints may be submitted during open sick call daily at 8:30 a.m. or 6:30 p.m., as announced by control center via the loud speaker. Medication refill requests must be placed in the MSR box located in front of food service. Refill requests are picked up by nursing staff every morning. Emergency care is available 24 hours a day, seven days a week. MSR must be completed before coming to sick call.

Mental Health Information

Mental Health offers group therapy and is currently providing Life after Release. This eight (8) unit group provides skill building in therapeutic group atmosphere promoting positive communication and coping skills during your transition to the community. Additional topics include learning to make reality based goals and seek positive support systems that may help you be successful in your Life after Release.

Mental Health provides for individual counseling regarding mental illnesses. Examples include anxiety, anger, depression, trauma, grief and loss issues.

Mental staff schedules call-outs Monday through Friday during regular business hours. Use MSR or LOC to receive call-out.

Notary Services

Notary service is provided by the housing unit CCA via LOC. The library does provide back-up notary services and arrangements are made by the FUM.

Offender Finances

Offenders are responsible for knowing their account balances prior to a scheduled spend. Offenders are responsible to use the KIOSK machine to check account balances. Offenders are expected to factor in any account activity that may have occurred after the roster was printed. Pull-ups and/or conduct violations may be issued to offenders who turn in canteen spend lists that exceed their account balance.

Requests for a printout of account balance or victims' compensation should be directed to the business office via written communication. Be sure to include your full name, register number and room location on all notes. If you wish to receive a copy of your account for legal or court purposes, please specify this in your request. You may only request one copy every 30 days.

The KIOSK machine is available for offenders to use to determine their account status.

Offender Property Guidelines

Guidelines for offender property as established in IS/SOP 22-1.1 Offender Authorized Personal Property and IS/SOP 22-1.2 Offender Property Control Procedures shall be strictly adhered to. Please review the most current SOP's mentioned above in the library.

In accordance with IS/SOP 22-1.2 Offender Property Control Procedures, unauthorized property of newly arrived offenders shall be packed and placed in property storage.

Offender Packages

According to IS/SOP 22-1.2 Offender Property Control Procedures, offenders are authorized to receive two vendor order packages and two religious item packages per year. The year will begin the date of arrival at this facility. Package returns must be within 10 working days of receipt (Monday – Friday with holidays exempt).

Prison Rape Elimination Act (PREA)

As part of your orientation process, you will attend a Prison Rape Elimination Act education class. You will watch a video called "Speaking Up" and will have a discussion regarding what you should do in the event you encounter sexual abuse or harassment by an offender, staff, contracted employee or volunteer. You will also be given a brochure outlining how you can prevent sexual abuse, how to report sexual abuse, what to do if you are sexually abused and what actions you can expect if you are a victim of sexual abuse. **The Missouri Department of Corrections has ZERO tolerance for any type of sexual abuse or harassment.**

If you have been sexually abused:

- Get yourself to a safe place and report to a staff member immediately. The longer you wait to report the abuse, the more difficult it is to obtain evidence for investigation.
- Do not shower, brush your teeth, use the restroom or change your clothes. Doing so may destroy valuable evidence to prosecute the perpetrator.

Ways to report abuse:

1. Report the abuse to any staff member either verbally or in writing as soon as possible, whether the alleged incident involved you or not.
2. Call the department's confidential PREA Hotline. You can do so at any offender phone by listening to the prompts and **pressing '8' or dialing (573) 526-PREA (7732).**
3. Write to the Missouri Department of Public Safety, Crime Victims Services Unit, PO Box 749, Jefferson City, MO 65012.

If you have additional questions, you may refer to policy in the Library or send a Line of Communication to the PREA Site Coordinator (Deputy Warden) at MTC.

Probation and Parole

Parole officers are assigned according to the last digit of the offender number, and they are as follows:

<u>Last Digit</u>	<u>Office</u>
0, 1, 2, 3	3C-239
4, 5, 6, 7, 8, 9	3C-238

Parole offices are located in Building 3.

You may submit a line of communication (LOC) to your parole officer stating your question or your request. Submit this to his/her office asking the question you desire answered. Your question will be responded to in writing or in person with a scheduled appointment.

IF YOU HAVE PAROLE QUESTIONS, CONTACT YOUR PAROLE OFFICER. DO NOT ASK YOUR CLINICIAN, CASEWORKER, OFFICERS ON THE FLOOR OR ANY OTHER STAFF YOU COME IN CONTACT

WITH. CONTACT YOUR PAROLE OFFICER TO ENSURE THAT YOU RECEIVE THE CORRECT INFORMATION.

HOME PLANS

Home plans must be submitted to your parole officer, in addition to requests from your treatment staff. You may submit the home plan information on an LOC with the following information:

Name of person with whom you will be residing
Relationship of that person to you (spouse, parent, etc.)
Street address; City; State; Zip Code; County;
Phone number

Offenders with Interstate Compacts requests, you must contact your parole officer immediately.

FREQUENTLY ASKED QUESTIONS

- **I have not seen the Parole Board. Am I stipulated for treatment?**
You are not stipulated for anything until you have seen the Parole Board or your case has been reviewed by the Board. See your parole officer for clarification.
- **I have seen the Parole Board, but am not stipulated for treatment. What do I do?**
You need to see your parole officer to verify your status.
- **What if I am stipulated for treatment and refuse or am terminated from the program?**
You need to discuss possible consequences with your parole officer.
- **If I complete treatment, will my date be advanced?**
There is no guarantee of date advancement; however, if you successfully participate in and complete your treatment program and maintain good institutional adjustment after your parole hearing, your parole officer will request date advancement. The Parole Board makes the final decision.
- **What if my parole date is before the completion of treatment?**
This is handled on a case-by-case basis. See your parole officer to discuss the situation.
- **How is my advancement date calculated?**
Treatment staff provides the projected completion date to the Probation/Parole Office. This is the date used when submitting the report to the Parole Board. Issues with the projected completion date should be discussed with treatment staff.
- **Will I leave on the date listed on my "hard copy" (answer from the Parole Board)?**
That is the date we will try to have you released on. Your release is dependent upon your home plan being approved and Central Office preparing your release orders. Your release date is a presumptive date, meaning that you will not go until all the proper tasks have been completed relative to your release.

Protective Custody Needs

In accordance with IS21-1.3 Protective Custody, offenders shall be placed in protective custody when there is reason to believe that there exists a life-threatening danger to the offender. If you believe you need protective custody, immediately contact any staff member.

Puppies 4 Parole (P4P)

This program will implement a "socialization" dog program at Maryville Treatment Center. Rescued dogs, provided by the New Nodaway Humane Society, will be housed at the institution, within approved offender rooms, and will be the responsibility of the assigned offenders. The primary goal of this program is to prepare the dog for

adoption. This goal will be accomplished through nurturing and teaching the dog socialization, obedience, house training skills, in addition to fostering proper diet and weight requirements in dogs that have been maltreated.

Offenders who meet the eligibility requirements of this program will be assigned to a specific dog for the purpose of bonding, training and care in order to better prepare the dog for adoption within the private sector, thus reducing the possibility of it being destroyed, while at the same time providing a service to the community. If you are interested in being a dog handler, you can submit an LOC or go to the Resource Room and fill out an application.

Two offenders that are roommates will be assigned to each dog. They will be responsible for all aspects of dog care. Responsibilities will include, but not be limited to maintaining proper diet requirements, grooming and hygiene, training and exercise, daily records as well as sanitary issues of the dogs and institutional environment. Pairing each dog with two offenders ensures joint responsibility, shared duties and handling, more importantly, ensure that each dog is always in the care of an offender; at no time will a dog be left unattended within the institution with the exception of meals and when both offenders are on a visit.

It is also important to remember to note the appropriate way to greet out dogs. It is expected that you, as a Therapeutic Community member, approach the dog handler first, while ignoring the dog, ask the handler if it is okay to pet the dog. Please respect the handlers answer, as they know the dog best and know if the dog is ready for socializing with other community members. White bandanas around the dogs necks are also utilized to inform others that approaching the dog is not appropriate at that time. Your cooperation with the P4P program and dog handlers will ensure a safe environment for both the dogs and community members.

Records Office

Due to the effects the "Jake's Law" can have on your release, the records office at MTC will provide you with the information necessary to file Plea of Guilt forms, if you so choose. The goal is to leave the Department of Corrections with no outstanding wants or warrants. This includes everything from simple misdemeanors and traffic charges to out-of-state wants and warrants. If you have questions regarding any outstanding tickets, wants or warrants, write a note to the records officer and state where you think the outstanding wants/warrants are, in which city or county.

Recreational Activities

All offenders who are not on living area restriction or activity restriction shall have access to the gymnasium and outside recreation. Recreation schedules are posted on gymnasium and housing unit bulletin boards.

Photos are taken in designated areas from 6:30 p.m. to 8:00 p.m. on Tuesday, Wednesday and Thursday during the summer; 1:00 p.m. to 3:00 p.m. Monday through Friday during the winter; and from 8:30 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m. on Saturdays and Sundays throughout the year. Picture tickets are \$1.50 each and must be purchased from the inmate canteen. Visitors may purchase pictures in the visiting room for \$1.50 each.

The barbershop is located in the gymnasium. Barbershop hours and gym rules are posted on the Recreational doors.

Movies may be shown on the weekend/holidays as scheduled. Movie times are posted according to schedule.

Religious Activities

A monthly religious events calendar is posted in each Housing Unit, Library, Gymnasium, Chapel and the All-Faith Chapel (3A2-219). Any questions or concerns regarding religion should be directed to the chaplain. Religious and devotional material is available in the library and the chaplain's office. Please check the monthly religious events calendars for all the services.

Restorative Justice

Restorative Justice is a process that focuses on restoring the health of the community, repairing the harm done, meeting victim's needs and emphasizing the offenders to give back to society. Offenders are held accountable to the people and communities they have violated restoring the emotional and material losses of victims.

Impact of Crime of Victim Classes (ICVC) are educational classes with the intent to bring awareness and understanding to the offenders regarding the negative impact crime has on victims and communities, as well as the victims families. The classes are voluntary and taught by staff with a minimum of thirty (30) hours of class time plus ten (10) hours of homework.

Rights and Responsibilities

RIGHTS

The Maryville Treatment Center recognizes its responsibility to fulfill the rights of the offenders under its custody, who are protected by constitutional, statutory or common law.

As an offender you have the following rights:

1. The right to have visits from a lawyer or clergy person at reasonable times.
2. The right to receive legal mail and to correspond by sealed mail with a private attorney and to have assistance from staff to make confidential contact with legal counsel, upon counsel request.
3. The right to humane care and treatment.
4. The right to limited medical and dental care, provided by department-appointed services.
5. The right to a safe, secure, clean environment with the least physical means necessary to secure order and control. The right to protection from yourself and others.
6. The right to attend religious services.
7. The right to be treated with respect and dignity and not be subjected to discrimination based on race, religion, nationality, sex or political belief.
8. The right to have the rehabilitation plan (TAPS) explained & to have prompt evaluation, care & treatment.
9. The right to a clean, orderly environment, adequate toilet and bathing facilities, adequate lighting, ventilation and heating.
10. The right to wholesome, nutritionally well balanced, adequate meals.
11. The right to recreational opportunities, including outdoor exercise as weather permits.
12. The right to be free of verbal and physical abuse.
13. The right to grieve and have grievance procedures explained when it is felt your rights have been violated.
14. The right to have visits with a clergy person at normal visiting times and in accordance with DOC I.S. 13-3.2.
15. The right to have records kept confidential in accordance with federal confidentiality regulations, specifically 42 CFR Part 2 (2.22).
16. No offender can be denied treatment because of a relapse from earlier treatment.

The rights listed above are subject to the limitations necessary to maintain institutional order and security. The department shall ensure the constitutional right of offenders to practice their religion, receive visits, communicate or correspond with persons or organizations, subject to the order and security of the institution.

RESPONSIBILITIES

As an offender at the Maryville Treatment Center, you have the following responsibilities:

1. You are responsible for the choices you make.
2. You are expected to participate fully in the community.
3. You are expected to follow the cardinal, major and house rules.
4. You are expected to follow the DOC handbook.
5. You are expected to respect the life, liberty and property of every person.
6. You are expected to be productively employed.

State Clothing Issue

Upon arrival at MTC, you will receive your bedroll, which consists of:

Boxer shorts (1 pr.)	Pillowcase (1 ea.)	Laundry bag (1 ea.)	Sheets (2 ea.)	Socks (4 pr.)
Wool blanket (1 ea.)	Towels (2 ea.)	Padlock (1 ea.)	Washcloths (2 ea.)	Pillow (1 ea.)

The following morning you will receive your state-issue clothing, which consists of:

Gray shirts (3 ea.)	State boots (1 ea.)	T-shirts (3 ea.)	Boxer shorts (4 pr.)
Gray pants (3 pr.)	Duck coat (1 ea.)	Belt (1 ea.), if needed	

If there is anything wrong with your clothes or they begin to wear out, it should be taken care of by writing an LOC to your CCA for inspection. New arrivals need to try on all items for fit or other problems when given the directive. If this is not taken care of the day the clothing is issued, then it may be 30 days before it will be exchanged. Be especially concerned if the clothes are sagging or dragging because we have a strict dress code at MTC.

NOTE: Missing or damaged state-issue property may result in issuance of a conduct violation and/or pull-up as outlined in section III.I. of IS/SOP 22-1.1 Offender Property Control Procedures.

Suicide Warning Signs

Any offenders who recognize or suspect the following warning signs of offender suicide should immediately notify staff:

- 1) Offender engages in or attempts to engage in behavior with potential for self-harm (i.e., swallows razor blades, places plastic bag over head, self-mutilation).
- 2) Offender threatens to attempt suicide.
- 3) Offender talks about suicide or self-injurious behavior with staff or other offenders.
- 4) Offender exhibits markedly sad, tearful behavior or reduced emotional reactivity.
- 5) Offender makes frequent references to death.
- 6) Offender exhibits dramatic shifts in emotions or behavior.
- 7) Offender isolates self and withdraws from normal level of interpersonal interactions.
- 8) Offender experiences loss of someone (spouse, close friend, parent, sibling, etc.) or something (marriage, appeal, release date, custody level).
- 9) Offender has a significant change in circumstances
- 10) Offender is fearful of impending release.
- 11) Offender begins giving away personal belongings.

Support Groups

Support groups are voluntary for offenders who wish to participate and are active in the program. Support groups and other group activities are listed on the institutional activity calendar posted on each housing unit bulletin board.

Tobacco Restrictions

As stated in institutional rule #23, smoking is prohibited in any space of all buildings and any enclosed area operated by the Department of Corrections. Offenders of legal age are authorized to smoke in designated areas at approved times only. Smoking is prohibited on the road/black top areas with the exception of the black top area of Zone 1 yard behind the white line (basketball/racquetball court area). Smoking is prohibited within 25 feet of any entrance to any building. Offenders are not permitted possession of cigarette lighters or flame/heat producing items without staff authorization.

Missouri Re-Entry Process

The Department of Corrections has initiated the Missouri Re-Entry Process (MRP). This process was created to prepare offenders to be productive citizens and make a positive transition into society. Offenders assigned to MTC will be assisted by their case manager to help identify assets and liabilities based on the Transitional Accountability Plan (TAP). This plan will be created with each offender so that individual needs and goals are identified. MRP will be available to all offenders at MTC.

Visiting Information Guide

In conjunction with requirements set forth in institutional policy and standard operating procedure IS/SOP 13-3.1 Offender Visitors, this guide serves to provide information and regulations of the visiting program at Maryville Treatment Center.

Only persons who are approved and listed on an offender's visiting list will be permitted to visit. If, for any reason a visitor is terminated from an offender's list, the visitor may not apply to be on the list of another offender at this facility until the previous offender is released or transferred from Maryville Treatment Center.

A. VISITING HOURS:

1. Saturday and Sunday 9:00 a.m. to 5:30 p.m.

Visits are four (4) hours in length unless special visits have been approved.

Offenders at MTC for 30 days or less are not eligible to receive visits.

Offenders at MTC for 31-90 days may receive four (4) four-hour visits per month.

Offenders at MTC for more than 90 days may receive eight (8) four-hour visits per month.

Offenders who do not sign into the program, or are negatively terminated, will not be eligible for visits.

B. VISITING RULES:

1. Visitors 13 years of age and older are required to show a valid Missouri Department of Revenue picture identification.
2. Visitors who have surgically implanted metal hardware must provide a written statement from a physician.
3. Visitors under the age of 18, unless married to an offender, must be accompanied by an adult who is approved for visiting.
4. Visitors will not be permitted on institutional grounds more than 30 minutes prior to visiting time. Loitering in the parking lot or on any part of facility grounds is prohibited.
5. A maximum of four (4) people, including children, may visit an offender at any one time.
6. The number of visitors who may visit an offender at one time may be revised to prevent overcrowding in the visiting room.
7. Visits may be limited, at any time, due to space limitations and requirements of the state fire code.
8. Children are not to be left unattended, at any time, in the parking lot, reception area or visiting room.
 - a. An adult must attend children during rest room use.
9. Visitors may not leave and re-enter the facility.
10. Anyone suspected of recent alcohol or drug use will not be permitted to enter the facility.
11. Proper conduct is expected from all visitors. Improper or disruptive conduct may result in termination of the visit and denial of future visits.

12. One greeting and departing embrace and brief kiss is permitted. An offender and visitor may hold hands.
 - a. Hands will remain above the table, at all times.
 - b. Children six and under may sit on the lap of the offender unless special concerns are noted.
13. Verbal and/or physical abuse towards any staff member may result in the loss of visiting privileges.
14. Vending machines are available in the visiting room. In accordance with IS 22-1.1 Offender Property and Control Procedures, offenders may not be in possession of money. All purchases from vending machines are to be made by the visitor.
15. Visitors are prohibited from bringing any article or package to the institution for an offender.
16. Any package to be sent out of the facility with a visitor must be processed through the proper channels by the offender.

C. Visiting Restrictions/Child Abuse Offenders D5-3.4

To remain in compliance with policy D5-3.4 Visiting Restrictions/Child Abuse Offenders, any offender which falls into the guidelines as set forth in this policy will not be allowed children visitors. This will be to include any contact, verbal or physical with any children while in the visiting room or other areas where accessible.

D. Food Visit Incentive Program Rules:

1. All rules for general visiting apply unless specified otherwise.
2. Visiting eligibility:
 - a. The offender must be conduct violation free for 30 days. Offenders must complete the food visit application two (2) weeks prior to the established date. The offender must be CDV free for 90 days for each additional food visit. The additional food visits may take place during any month. Offenders may only request a food visit once in the 60 day period and must wait 60 days to submit a request again.
3. No more than four (4) food containers may be brought in. All food will be inspected by classification, treatment and/or custody staff prior to entry into the visiting room.
4. No beverages of any kind may be brought in except those for infant children.
5. No metal, glass, or aluminum containers may be brought into the visiting room. Food items must be brought in plastic or Styrofoam containers and may be carried in a sack or cardboard box. No ice chests or coolers will be allowed into the facility.
6. Containers for home prepared or store-bought foods may be no larger than 9x9x4 and must be constructed of clear plastic only.
7. Eating and serving utensils and cups must be plastic and must be brought in by visitors.
8. Unused food portions must be disposed of. Offenders will not be allowed to return to housing units with food.
9. All cakes and pies must be sliced prior to entry.
10. Whole vegetables are not permitted – vegetables must be sliced prior to entry.
11. Food may be prepared at home, catered by or purchased from a vendor

E. Denial/Termination/Suspension of Visits:

1. Any visit may be denied/terminated on the basis of, but not limited to, the following:

- a. Improper conduct.
 - b. Failure to follow visiting rules and regulations.
 - c. Refusal to submit to a search.
 - d. Suspected use of alcohol or narcotics.
 - e. Possession of any smoking or tobacco product inside the facility.
 - f. Unacceptable language.
 - g. Improper dress of a visitor.
 - h. Any breach of safety/security.
 - i. Providing false information or the refusal or failure to produce sufficient identification.
 - j. Failure to prevent children from disturbing others in the visiting room.
2. All visiting privileges of a specific visitor may be terminated/suspended for a period of time up to one year, based on, but not limited to:
- a. A visitor's or offender's actions.
 - b. Refusal to submit to a search.
 - c. Pending an investigation of possible wrongdoing by a visitor.
 - d. Possession of any tobacco or tobacco product including, but not limited to, rolling papers, lighters, pipes, etc.
 - e. Falsification of information on a visiting inquiry may be cause for permanent termination.
 - f. Possession of drugs or alcohol or weapons on state property may be cause for permanent termination and criminal prosecution.
 - g. Any other safety and security concerns.
 - h. Any offender or visitor suspected of violating any law may be subject to criminal prosecution.
3. If visiting denial/termination results in a suspension of visiting privileges, written notification of the suspension, including the reason for suspension, will be sent to the visitor within five (5) business days with copies to the offender, classification file and assistant division director. The visitor may appeal the termination to the assistant division director within 30 calendar days. The assistant division director will respond, in writing, within 30 calendar days of receipt of the appeal.
4. If the assistant division director does not reverse or alter the decision, the visitor will not be permitted to visit and will not be approved for visiting status at another facility.
5. If suspended for one year, the person may reapply for visiting status following the normal process at which time re-evaluation will occur.

Note: Visitors must also abide by IS/SOP 13-3.1, Offender Visitors in regards to allowable/non-allowable items for entry into the Visiting Room and dress restrictions.