

# **Moberly Correctional Center**

## **Receiving and Orientation Handbook**

THE R&O UNIT AT MCC IS LOCATED IN HOUSING UNIT #3 B-WING. YOU WILL REMAIN ASSIGNED TO THIS WING THROUGHOUT THE R&O PROCESS. WHILE HERE YOU WILL RECEIVE INFORMATION ABOUT THE FOLLOWING:

Protective Custody	Missouri Reentry Process (MRP)
Prison Rape Elimination Act (PREA)	Programs/Recreational Activities
Classification	Count Times
Medical	Fire and Safety
Mental Health	Yard Times and Restrictions
Probation and Parole	Housing Unit Assignments
Canteen Services	Job Assignments
Property	State Clothing Issue
Mail Services	Telephone Access
Offender Finance Services	Meals
Educational/Vocational Opportunities	Tobacco Restrictions
Library and Legal Services	Visiting
Grievance	MCC Out of Bounds Areas
Chapel – Religious Activities	MCC Institutional Rules
Restorative Justice	

**CHECK POSTED CALL OUTS EACH DAY! YOU CAN RECEIVE EXTRA DUTY AND/OR A VIOLATION FOR MISSING A POSTED CALL OUT!**

**Specific to the R&O Wing:**

**THERE ARE NO JOB CHANGES OR ROOM MOVES WHILE YOU ARE ASSIGNED TO R&O.**

**YOU ARE NOT ALLOWED TO ENTER INTO ANY CELL THAT YOU ARE NOT ASSIGNED TO FOR ANY REASON!**

**YOU ARE NOT ALLOWED TO PERSONALIZE YOUR CELL WHILE IN R&O IN ANY WAY.**

<p>Protective Custody Requests</p>	<p>Any offender may request protective custody from any staff member at any time.</p>
<p>PREA - Prison Rape Elimination Act.</p>	<p>Prison Rape Elimination Act of 2003 is a federal law established to address the elimination and prevention of offender sexual abuse in correctional facilities and community confinement areas. PREA seeks to ensure correctional agencies protect offenders from all forms of sexual abuse.</p> <ul style="list-style-type: none"> <li>• Offenders are encouraged to report any PREA issues and/or concerns to any staff member immediately.</li> <li>• Offenders also have an additional resource of reporting to the Crime Tips Hotline and the number is *9-555.</li> <li>• Offenders need to remain aware that at any given time there is a probability of staff members of the opposite gender being present in the living areas.</li> <li>• Offenders are directed to utilize barriers and cover themselves accordingly in common areas.</li> </ul>
<p>Classification</p>	<p>Offender custody levels will be evaluated on an annual basis and/or if a triggering event occurs.</p>
<p>Medical Services</p>	<p>Medical is located in the Administration Building. Open sick call is:</p> <ul style="list-style-type: none"> <li>• Mon – Fri 9:00am to 11:00am 1:00pm to 4:00pm</li> <li>• Sat – Sun 10:00 am to 10:15am.</li> </ul> <p>Offenders must fill out a Health Service Request form (HSR) which can be obtained from the rotunda during open movement. <b>NOTE:</b> An offender must report to their assigned job or school session prior to going to open sick call to receive permission or they must wait until their personal time. (Attachment A)</p>
<p>Mental Health Services</p>	<p>Mental Health Services are available to offenders as requested and/or deemed necessary.</p> <ul style="list-style-type: none"> <li>• If at any time you are having suicidal thoughts or experiencing any suicidal warning signs seek assistance from any staff member immediately. (Attachment B)</li> <li>• If you have a need prior to seeing a therapist, you will need to complete and submit an HSR.</li> </ul>

<p>Probation and Parole</p>	<p>You must be placed on a call-out to see an Institutional Probation Officer (IPO). Check the daily call-outs to see if you are set to meet with your IPO.</p> <p>The IPO Open Door Office is located on the east side of the Chapel Hours of operation are Tuesday, Wednesday, and Thursday:</p> <ul style="list-style-type: none"><li>• 9:00am to 10:00 am</li><li>• 1:30 pm to 2:30 pm.</li></ul> <p><b>Note:</b> If you saw the Parole Board prior to transferring to MCC, your answer will be forwarded to MCC P&amp;P. For parole violators this could take up to <b>3 months</b>, and answers from hearings could take up to and/or exceed <b>8 weeks</b>. If you are scheduled to see the Board but haven't, you will be scheduled to meet with your IPO as needed. Your transfer could affect the date of your hearing.</p> <p>Classification Case Managers <b>WILL NOT BE ABLE TO GIVE YOU YOUR PAROLE ANSWER</b>, however, they can provide offenders with their next parole hearing date.</p>
<p>Canteen Services</p>	<ul style="list-style-type: none"><li>• Canteen kiosks are located in each wing. Instructions are located on the kiosk.</li><li>• The Canteen is located at the MCC Mercantile on the west side of the school building.</li><li>• Canteen orders must be placed by 7:00am the business day prior to your wing pick up day.</li><li>• In R&amp;O, orders must be in the kiosk, saved and unchanged no later than Fridays by 7:00am.</li><li>• R&amp;O pickup days are Mondays.</li><li>• There is a maximum spend limit of \$350 a month; \$87.50 weekly.</li><li>• There are some items that do not count towards the spend limit and they are represented on the kiosk as a (1).</li><li>• It is your RESPONSIBILITY to pay attention to the posted canteen information sheet provided in your wing for any changes to the normal operating procedures!</li></ul> <p><b>Special Spend:</b> If you are released from AD-SEG, DIS-SEG or an out-count return, it is your RESPONSIBILITY to see your case manager immediately to see if you qualify for a special spend.</p>

<p>Property and Offender's PPI's</p>	<ul style="list-style-type: none"><li>• The <u>majority</u> of offender's possessions are tracked on their PPI (Personal Property Item Listing).</li><li>• Offenders may request a copy of their PPI from their case manager.</li><li>• Offenders are <u>responsible</u> for knowing the allowed quantity of any given item and to stay within those limits.</li><li>• Offenders must follow proper procedures to remove an item from their PPI to ensure they stay within the allowed limits. The item must be turned into the property room to be sent out of the institution or disposed of.</li><li>• Items will only be added to an offender's PPI with Proof of Purchase. If an offender no longer has the receipt for the item, it is their responsibility to obtain the receipt from Offender Finance in Jefferson City, MO.</li></ul> <p><b>Special Orders:</b> Items that CANNOT be ordered through the canteen may qualify for a special order. An offender must meet with their case manager to initiate a special order. Special Order Items for example: Art supplies, contacts/glasses (must have prescription), and wedding rings (verified marriage license).</p> <p><b>Note:</b> Offenders can order CDs &amp; books through the Property room.</p>
<p>Mail Services</p>	<p>Mail that an offender sends must have the following written on the return address: Offender Name and ID Number Cell Location Moberly Correctional Center (Do not abbreviate) PO Box 7 Moberly, MO 65270</p> <p><b>MCC Mail Guidelines:</b></p> <ul style="list-style-type: none"><li>• Mail will be picked up by 7:30 am.</li><li>• Mail must be left unsealed.</li><li>• Legal mail; see your case manager to verify and have sealed.</li><li>• 25 loose photos mailed in per day – However offenders may only have 25 loose photos in their possession. (all other photos must be in an album or dispose of)</li><li>• 5 inserts (copies, newspaper clippings, etc.)</li><li>• NO OFFENDER PHOTOS of yourself or others.</li><li>• No booklets or copies of books mailed in.</li><li>• No bare-chested children (babies in diapers).</li><li>• No nude photos. Questionable undergarments may be restricted if exposing too much. (See IS13-1.1 for definition)</li><li>• No stamps or envelopes mailed in.</li></ul>

<p>Offender Finance Services</p>	<ul style="list-style-type: none"> <li>• DOC Fees will be deducted automatically from State Tips.</li> <li>• Questions regarding fees assessed will need to be directed to the Business Office and/or Probation and Parole.</li> <li>• If you owe Court Cost and/or Child Support, see your case manager to initiate a green check to make a payment from your offender account.</li> </ul>
<p>Educational and Vocational Opportunities</p>	<p>If an offender does not currently have their HSE (GED) or High School diploma, they are enrolled in school.</p> <p>If interested in a vocational program, contact your case manager.</p>
<p>Library and Legal Notary</p>	<p>Offenders have access to the Library/Law Library which is located in the school.</p> <ul style="list-style-type: none"> <li>• The Law Library offers law computers to research civil or criminal cases.</li> <li>• Law Clerks are available for advice.</li> <li>• Legal services are free of charge.</li> <li>• Offenders have access to approved and updated policy and procedures issued by the DOC that offenders are allowed to view.</li> <li>• Up to 4 books may be checked out at a time and kept for up to two weeks.</li> <li>• Offenders are responsible for any item checked out under their offender name and number.</li> <li>• Reference materials such as newspapers and magazines cannot be checked out. They must be utilized in the Library.</li> <li>• Copy Services are available with the use of a copy card             <ul style="list-style-type: none"> <li>➤ Copy cards can be purchased in the Canteen.</li> <li>➤ If you have a copy card issued by another institution it will not work at MCC. You must write the institution that issued the copy card to request a refund if you are entitled to one.</li> </ul> </li> </ul> <p><b>Legal Notary:</b> If you have legal work that needs to be notarized, the librarians will notarize from 2:30 pm to 3:00 pm Mon-Fri.</p>
<p>Offender Grievance</p>	<ul style="list-style-type: none"> <li>• The first step in resolving a problem is discussing it with your case manager.</li> <li>• If that does not resolve the issue you may request:             <ul style="list-style-type: none"> <li>➤ <b>Informal Resolution Request (IRR)</b>, if the issue involves MCC.</li> <li>➤ <b>Grievance</b>, if the issue is in involves another institution. ( See D5-3.2 regarding this procedure)</li> </ul> </li> </ul>



<p>Chapel - Religious Activities</p>	<p>MCC has an all faith chapel. Don Horne is the Chaplain.</p> <ul style="list-style-type: none"> <li>• The hours of consultation:             <ul style="list-style-type: none"> <li>➤ Monday, Wednesday &amp; Friday 1:30pm to 3:30pm.</li> <li>➤ Tuesday and Thursday emergency only.</li> </ul> </li> <li>• The Chapel schedule is posted in the wing.</li> <li>• You MUST BE ON A CALL OUT for religious services.</li> <li>• Sign-up for religious services is located in the Chapel during open yard.</li> <li>• If interested in Spiritual Study classes, send a request to the Chaplain for one of the following:             <ul style="list-style-type: none"> <li>➤ <b>Born to Win</b></li> <li>➤ <b>The Gavel Falls</b></li> <li>➤ <b>The Sentenced Lifted</b></li> </ul> </li> </ul>
<p>Missouri Reentry Process (MRP)</p>	<p>The MRP office is located in the school and is available to provide information and resources to offenders during incarceration and once they are released. They also provide assistance in obtaining a home plan if all resources have been exhausted.</p> <p>The MRP office provides assistance with the following:</p> <ul style="list-style-type: none"> <li>• <b>Birth Certificates</b> – MO and Out of State; R&amp;O case managers will initiate this process.</li> <li>• <b>Social Security Cards</b> – Offender's birth certificates must be in their records file prior to applying for a social security card. It is the offender's <u>responsibility</u> to apply for their Social Security Card at 90-120 days prior to their release.</li> <li>• <b>SSI Disability</b> – Offender's <u>responsibility</u> to initiate the process 90 days prior to their release.</li> <li>• <b>DD 2.14 (Military Paperwork)</b> –Offender's responsibility to initiate.</li> <li>• <b>MO State ID card</b> – This can be issued upon release once the birth certificate and social security card is on file.</li> <li>• <b>Medicaid</b> – Offender's responsibility to initiate if necessary.</li> <li>• <b>Financial Aid App. Form (FASFA)</b> – Offender's responsibility to initiate if interested.</li> <li>• <b>Restorative Justice</b> – If interested, contact the MRP office.</li> </ul>

**Programs and  
Recreational  
Activities**

Several programs are offered to assist in learning valuable skills.

Sign-up for the following is in the MRP office located in the school:

- Anger Management (Satisfies Parole Board Stipulation)
- Pathways to Change (Satisfies Parole Board Stipulation)
- Inside Out Dads
- Impact on Crime Victims (ICVC)

Write to Ms. Epping, Substance Abuse Counselor, to enroll in the following:

- Relationships, Lifestyles, and Values
- Relapse, Recovery, and Recidivism
- Commitment to Change 1, 2, and 3
- Substance Abuse Basic Education; Living in Balance
- Free Your Mind
- Basic Relapse Prevention

**Alcoholics Anonymous and Narcotics Anonymous:** Sign-up is in the recreation building.

**Hounds Program/Puppies 4 Parole:** If interested, you may request an application from your case manager.

**Therapeutic Community (TC):** There is an application and interview process prior to being accepted into this program. For further information speak with your case manager.

The following are offender organizations (Supervised by staff or V.I.C.). Sign-up is located in the recreation building.

- Vietnam Veterans of America
- Toastmasters
- NAACP
- Offenders Offering Alternatives
- Unique Jaycees

**Recreation Building:**

Recreational activities include but are not limited to Softball league, Basketball league, and other various games are often on any given basis.

<p>Count Times</p>	<p>1:30 am inside your cell (not announced) must be showing skin          6:30 am standing outside your cell door          4:30 pm standing outside your cell door          9:15 pm standing outside your cell door</p> <ul style="list-style-type: none"> <li>• Count times may vary due to unforeseen circumstances, and/or additional counts may take place.</li> <li>• The rotunda will give a 5-10 minute warning that count is about to begin.             <ul style="list-style-type: none"> <li>➤ Report immediately to your assigned cell;</li> <li>➤ Be standing outside your cell door, with the door open;</li> <li>➤ TV/Radio volume must be turned OFF;</li> <li>➤ cell lights ON;</li> <li>➤ DO NOT BLOCK your DOORWAY;</li> <li>➤ NO TALKING.</li> </ul> </li> </ul> <p>A VIOLATION FOR #18 MAY BE ISSUED FOR YOUR FAILURE TO FOLLOW THE PROPER PROCEDURE DURING COUNT.</p>
<p>Fire and Safety</p>	<ul style="list-style-type: none"> <li>• <b>Fire in the wing:</b> Officers will direct offenders out of the wing into the staging area. Remain calm and follow staff direction to ensure your safety.</li> <li>• <b>Earthquake:</b> Remain calm and follow the direction of staff to ensure your safety.</li> <li>• <b>Severe weather:</b> All outside movement will be closed. If a tornado warning is issued for the institution, staff will instruct offenders to return to their cells to lock down. All doors will be secured to limit flying debris. After the all clear is given, follow staff orders and remain calm.</li> </ul>
<p>Yard Times and Restrictions</p>	<p>Open Yard is generally called at 8:30am and 1:30pm daily. These can change at any time due to unforeseen circumstances. Therefore, the rotunda will notify all offenders when the yard opens and closes.</p> <ul style="list-style-type: none"> <li>• <b>Summer Evening Yard Schedule:</b> Starts when ordered by the Warden (posted in wing). Summer Yard is for all housing units and is usually from 6:00pm until 8:00pm every evening and Sundays. The rotunda will notify offenders when yard opens and closes.</li> <li>• <b>Winter Evening Yard Schedule:</b> Starts when ordered by the Warden (posted in wing). Winter Yard is generally two housing units at a time and rotates on an every other evening basis. There is no yard on Sunday evenings. Winter evening yard is in the gym, therefore, offenders are not allowed to take any tobacco products with them to evening yard during this time. Offenders are also allowed to go to the meal at this time. The rotunda will notify all offenders when the yard opens and closes.</li> </ul>



<p>Housing Unit Assignments</p>	<ul style="list-style-type: none"> <li>• There are no room moves while in R&amp;O.</li> <li>• Offenders are not allowed to put in a request as to where they will be moved to once leaving R&amp;O.</li> <li>• After being placed in general population, offenders will be able to initiate a room move if not satisfied with initial placement.</li> <li>• Once in general population, offenders are entitled to one room move every six months.</li> </ul>
<p>Job Assignments and School Sessions</p>	<p>All offenders will be assigned a job at MCC.</p> <ul style="list-style-type: none"> <li>• Changes in job and school session will not be allowed while in R&amp;O.</li> <li>• Upon arrival R&amp;O offenders will be given Food Service (FDS), Dining Room (DNR), Watch Officer Detail (WOD), and Dorm Worker (DRM) orientation.</li> <li>• Offenders are expected to stay in their initially assigned job for 60 to 90 days before changing positions. However, if an offender is hired for a Pay Slot Job, a West Zone Job, or their current job assignment agrees to the job change then it is possible to change jobs with a 2 week notice. Offenders can discuss their options with their general population case managers.</li> </ul>
<p>State Clothing Issue</p>	<p>Offenders are responsible for all of their state issued clothing. An offender is not allowed to alter their state issued clothing in any manner.</p> <ul style="list-style-type: none"> <li>• <b>Laundry Services:</b> If an offender chooses to use the laundry service and their items are lost they must fill out a Supply Request Form. It must be filled out correctly, clearly state that the items were sent to laundry and they did not return in the laundry bag. Have the wing officer sign the form.</li> <li>• <b>6 Month Clothing Exchange:</b> Offenders are eligible for a 6 month clothing exchange from the date of their arrival to MCC. It is the offender's <u>responsibility</u> to be aware of this date, fill out the supply request form correctly, mark that it is 6 month clothing exchange, and have the Wing Officer sign the form.</li> </ul>
<p>Telephone Access</p>	<p>Offenders are allowed access to telephones in their wings.</p> <ul style="list-style-type: none"> <li>• Offenders are not allowed to save the phones for other offenders.</li> <li>• Offenders are in violation of Rule #38 if they allow another to use their pin, minutes, and/or allow another offender's family or friends to place money on their account.</li> </ul>
<p>Meals</p>	<ul style="list-style-type: none"> <li>• The rotunda will call your wing when it is time to report to the dining hall.</li> <li>• Cups, condiments or additional food items are not allowed into the dining hall.</li> <li>• Food may not be taken out of the dining hall, unless you have a medical dietary need, and it is documented on your lay-in.</li> </ul>

<p><b>Tobacco Restrictions</b></p>	<p>MCC DOES NOT ALLOW SMOKING IN ANY BUILDINGS, HOUSING UNITS, CELLS, OR ON THE WALKWAYS.                  The following are areas where offenders are allowed to smoke:</p> <ul style="list-style-type: none"> <li>• Inner and outer recreation yard</li> <li>• Gravel areas</li> <li>• Some work places have break areas for offenders.</li> </ul>
<p><b>Visiting</b></p>	<p>Visiting room hours are Friday, Saturday and Sunday:</p> <ul style="list-style-type: none"> <li>➤ 9:30 am to 1:30 pm</li> <li>➤ 2:30 pm to 6:30 pm.</li> </ul> <p>All visitors regardless of their age have to be approved on their own visiting form prior to visiting.</p> <p><b>Food Visits:</b></p> <ul style="list-style-type: none"> <li>• You must be at MCC for at least 4 months and be violation free for 4 months to qualify for food visits.</li> <li>• Contact your general population case manager regarding criteria for food visits. (See IS13-3.1 for visiting rules)</li> </ul>
<p><b>MCC out of Bounds Areas</b></p>	<p>The following is a list of out of bounds areas at MCC:</p> <ul style="list-style-type: none"> <li>• In any area other than bathroom or assigned cell after lights out.</li> <li>• In any area where not assigned, scheduled, or permitted to be. Such as another housing unit, wing, walkway to another house, or inside the gated area of another housing unit.</li> <li>• Off the sidewalk between the main walk and each housing unit or school building.</li> <li>• Behind the school.</li> <li>• Behind the Chapel inside the zone fencing.</li> <li>• In Administration Building when not on a posted call out or responding to orders.</li> <li>• In Canteen or canteen area when not scheduled to spend.</li> <li>• In Food Services when not assigned.</li> <li>• In West Zone when not assigned.</li> <li>• Beyond the roadway or track of the recreation yard toward the perimeter.</li> <li>• During NECESSARY MOVEMENT, you are to be on the walk ways.</li> </ul>

MCC  
Institutional  
Rules

Rules of Conduct #41.1 MCC Institutional Rules

- Fingernails longer than the end of the finger.
- Hanging unauthorized items on walls, door, or window. (2 8x10 framed pictures are approved for each inmate.)
- Placing materials in and around light fixtures.
- Blocking the view or entry of the officer from the door or window
- Having more than four offenders in a cell at the same time.
- Leaving items in common area.
- Loitering (such as on steps, landings, rotundas, etc.)
- Cutting line and/or going through line twice in Food Service.
- Leaving food tray on table in Food Service.
- No removing any food from Food Service.
- Failure to wear appropriate work uniforms.
- Failure to remove head gear in Adm. Bldg., Food Service, School, Library, and Rotunda areas.
- Failure to wear gray uniform trousers outside of assigned living quarters (except for Library, Recreation Activities, Evening Yard, Weekends, and Holidays).
- Failure to wear a shirt at all times except in the wing and recreational activities.
- Failure to wear footwear outside the housing unit.
- Exposing self by wearing clothing excessively ripped, either deliberately torn or worn. Example: shredded t-shirts, trousers, sweatpants, or shorts ripped in crotch or buttocks area; trousers unzipped.
- Wearing trousers anchored to legs in any way.
- Wearing trousers too big so they sag.
- Failure to have I.D and key on person outside of assigned housing unit wing.
- Running on all walks, in the housing unit, rotundas, and wings.
- General Population/Segregation offenders communicating (verbal or written) with each other.
- Carrying excessive canteen items into and outside of housing unit on days other than designated spending days.
- Using hand signs/gestures, symbols, codes, and graffiti affiliated with gang activities.

**It is the offender's RESPONSIBILITY to be aware of all the DOC Rules of Conduct and MCC Rules of Conduct.**

## Access to Services

Attachment A

<p>Routine Medical Treatment</p>	<p>Routine treatment requests should be submitted through your facility Health Service Request (HSR) Process.</p> <p>Medical      Dental      Optometry      Mental Health      Medical Records</p>
<p>Self Declared Emergencies</p>	<p>An emergency condition that requires immediate attention in order to preserve life or body function. (IS11 41.1)</p> <p>Examples of conditions considered acute or emergent include, but are not limited to: Heart Attack, Severe Trauma, Severe Bleeding, Stroke, Asthma Attack, Sudden Loss of Vision, Thoughts of Suicide/Self Harm</p>
<p>Dental</p>	<p>Dentures/Partials are provided meeting the following criteria: Insufficient number of teeth to eat a normal diet <u>AND</u> patient has proven good oral hygiene <u>AND</u> for partial dentures all fillings and oral surgeries must be completed.(IS11 36.1)</p> <p>Dentures/Partials are not provided for cosmetic purposes.</p> <p>Cleanings will be scheduled when the schedule allows.</p>
<p>Medication</p>	<p>Medication treatment plans will be reviewed by the physician and will be adjusted as indicated and may vary from what was prescribed prior to incarceration.</p> <p>Medications may be crushed or dispensed as watch take per orders of the prescribing physician.</p>
<p>Off Site Medical</p>	<p>Off Site Specialists are utilized when determined to be medically indicated by your physician and approval obtained through a managed care process.</p> <p>Recommendations received from outside providers are reviewed and will be considered in the development of your individual treatment plan.</p>
<p>Medical Records</p>	<p>Requests for copies of records should be submitted through your facilities HSR process.</p> <p>Copies may be obtained at a charge of \$15.00 plus \$0.35 per page. Copies of HIV test results will not be provided while still incarcerated.(IS11 14.6)</p>
<p>Release Assistance</p>	<p>Chronic Care offenders may be provided up to 1 year medical records.</p> <p>30 day supply of prescribed Medication</p> <p>Specific appointments and aftercare will be set up for individuals identified through your Case Management program.</p>



**2014 Welcome to Moberly Correctional Center Mental Health MHM****MHM Mental Health Staff Members****Cahill, ICMHS**

QMHP's: Turley, Prentzler, Smith, Roath

Clerk's: Peters, Cafa-Ash

RN's: Benac, Drury

Dr. Pendurthi; Dr. Fasihuddin

**Mental Health Office location:**

Administration Building, Second Floor

**Mental Health Appointment Protocol**

When you have a mental health appointment your name will appear on the daily callout that is posted in your house with an appointment time. You will need to report to the Administration Building, callout window, on the left before the first gate. They will ask you for your name and number. They will then give you a pass and you may go up to the second floor. You will then need to find your name on one of the callouts (look for the Call Out Board on the left side of the hall) to see which therapist or doctor you will be seeing that day. Take a seat and wait for your appointment time.

**Services Offered**

Individual counseling, Group counseling, Medication Management, Discharge Planning, Crisis Intervention

**How To Receive Our Services**

If you have a Mental Health Rating of 3 or 4, you will be assigned to a Psychiatrist and a Therapist shortly after you arrive. If you have something urgent before this time submit a MSR to Medical during sick call. You will be placed on a call-out for a mental health appointment as soon as possible. If you are a Mental Health 1 or 2 and wish to contact the Mental Health Department or wish to enroll in one of our groups, submit a MSR to medical during sick call and you will be scheduled or will be placed on a waiting list for the group you requested.

**The Groups We Offer**

- **SLEEP HYGIENE GROUP**: Provides education about sleep and sleep problems often experienced while one is incarcerated, as well as sleep promoting interventions and techniques. (4 Modules)
- **COGNITIVE BEHAVIORAL THERAPY GROUP**: Assists in using & developing individual coping skills. Skills: Stress Management, Thinking Errors, Anger Management & Assertiveness. (10 Modules)
- **DEPRESSION GROUP**: Education regarding depression such as thinking styles and stress factors that contribute to depression and introduce skills that may reduce depressed feelings. (6 Modules)
- **TRAUMA GROUP**: Education about trauma and the recovery process. (5 Modules)
- **DEALING WITH FEELINGS**: Provides understanding of your emotions, assists in developing better control over them, and developing new and healthy ways of living your life. (15 Modules)
- **PSYCHOTROPIC MEDICATION MANAGEMENT GROUP**: Provides information regarding psychotropic medications prescribed to participants. This group is for MH levels 3 or 4 only. (4 Modules)
- **UNDERSTANDING MENTAL HEALTH WITH SYMPTOM MANAGEMENT**: issues of a mental illness and symptom management. This group is for MH levels 3 or 4 only. (5 Modules)
- **COPING AND HOPING GROUP CHARTING A NEW COURSE (PLANNING FOR A BETTER LIFE)**: Group assists participants in learning to meet their basic needs and personal goals. (5 Modules)
- **RESPONSIBLE PARENTING**: Provides the opportunity to improve parenting skills. (30 Modules in about 9 weeks)
- **ADJUSTMENT TO INCARCERATION (COPING WITH INCARCERATION)**: This group addresses common difficulties that offenders may have with adjusting to the correctional institution and teaches coping skills to deal with these issues. Also, provides offenders with information regarding how to respond to family, friends, and relatives they left behind when going to prison. (6 modules)
- **CHRONIC SUICIDAL THOUGHTS / SUICIDAL BEHAVIORS**: Provides training that assists offenders in skills to reduce & cope with chronic suicidal ideation and self-injurious behaviors. (7 modules)
- **GRIEF SUPPORT (GRIEF AND LOSS)**: Provides information about the grief experience. (9 modules)
- **AFTERCARE TRANSITION GROUP**: Provides cognitive and behavioral skills training that assists in planning for life after release. This group is for offenders approaching a release date. (8 modules)
- **THINKING ERRORS**: To understand thinking errors and to learn how to identify them. (# of Modes to come)
- **MENTALLY ILL CHEMICAL ABUSERS (DUAL DIAGNOSIS)**: Provides information on dual implications of mental illness and substance abuse. (# of Modes to come)
- **WORK SKILLS**: Assists offenders in developing independent work skills. (# of Modes to come)

PLEASE NOTE: A MODULE IS TYPICALLY COMPLETED IN A SESSION. GROUP LENGTH CAN VARY DEPENDING



Revised: March 26, 2014

UPON FACILITATOR AND THE NEEDS OF THE GROUP. GROUPS MEET ONCE A WEEK FOR 60-90 MINUTES.

IF YOU ARE INTERESTED IN ATTENDING GROUP THERAPY PLEASE SUBMIT A MSR  
WITH THE NAME(S) OF THE GROUP(S) YOU WISH TO ATTEND.

NOT ALL GROUPS WILL BE OFFERED AT THE SAME TIME. GROUP LENGTHS VARY BY MATERIAL COVERED.