



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
RECEIPT

INMATE NAME	DOC NUMBER	LOCATION
<p>I HAVE RECEIVED A COPY OF _____ _____, DATED _____.</p> <p><input type="checkbox"/> I HAVE RECEIVED THE ABOVE INFORMATION</p> <p><input type="checkbox"/> I HAVE READ AND UNDERSTAND THIS MATERIAL.</p> <p><input type="checkbox"/> I HAVE HAD THIS MATERIAL READ AND EXPLAINED TO ME BY _____ _____.</p>		
INMATE SIGNATURE	DATE	
STAFF SIGNATURE	DATE	

South Central Correctional Center



Offender Informational Guide

August 2011

INTRODUCTION

Welcome to South Central Correctional Center (SCCC.) We encourage you to take pride in the work or program you are assigned to complete. Your accomplishments will benefit us all. The information in this packet is provided to help benefit you.

Enclosed you will find the institutional rules, programs, and services that will be available. This institution incorporates the Restorative Justice concept. We will make every effort to keep you informed of policies, programs, and schedules as they are developed or changed. We encourage you to familiarize yourself with Department policies, Institutional policies, Divisional policies and standard operating procedures. They are available for you in the library.

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ADMINISTRATIVE SEGREGATION

Administrative Segregation Units at SCCC consist of 60 single cell beds in HU #1 and 288 double cell beds in HU #2. Refer to IS/SOP21-1.2.

ADULT ONLY RESTRICTION

Offenders on Adult Only visiting restriction will not be allowed to visit with visitors under the age of 18 years old unless it is the offender's spouse. Refer to policy for further information.

CANTEEN SERVICES

Offenders may spend once a week. Canteen hours are posted in the housing unit and on the Offender Informational Channel (7). Electronics & clothing purchase requests must be submitted through classification staff for verification/approval. No appliances may be purchased during tip week. Canteen list and rules are attached. KIOSKS are available in each general population housing unit wing for canteen services.

CLASSIFICATION STAFF CONTACTS

Classification staff will have open office hours within the unit. Office hours are posted. You may initiate "inmate to staff" correspondence, pertinent to institutional business matters, via inside mail.

COUNSELING SERVICES

Mental Health Services are available to any offender and is under the oversight of the Institutional Chief of Mental Health Services. SERVICES ARE AVAILABLE FOR ANY OFFENDER AS NEEDED and may be accessed by Medical Service Request (MSR), referral, self-declaration or etc. The department consists of a: Psychiatrist who directs the administration of psychotropic medications; a Psychiatric Nurse that provides Metabolic Monitoring, administers certain medications, schedules, facilitates a Psychotropic Medication Education group, and coordinates medication issues while simultaneously interacting in related counseling concerns; two licensed counselors, a psychologist, and an office administrator that provide a full range of services from Chronic Care, Individual counseling services, Crisis Intervention, Bereavement Counseling, Hunger Strikes Interventions, Victim counseling relating to assaults, rapes, and Prison Rape Elimination Act (PREA). Besides one-on-one counseling, offenders are also able to enroll in group therapy sessions including: Symptom Management, Social Skills, Work Skills, Anger Management, Gender Relevant, Dual Diagnosis, Discharge Planning, Cognitive Behavioral Therapy, Personal Hygiene, Dealing with Feelings, Self-Esteem, Trauma, Grief Support, Responsible parenting, Sleep Hygiene, Planning for a Better Life, Life After release, Depression, Accepting Mental Illness, Coping with Incarceration, Coping and Hoping, and Medication Education Training. Weekly rounds within the Administration Segregation and Chronic Care units are conducted including advising board members, monitoring mental health and provide systematic reports. A self-help, individually paced module, Taking a Chance on Change, is offered to motivated offenders upon their request while in Administration/Disciplinary Segregation placements.

<u>COUNTS</u>		
12:00 a.m.	Official count	
2:30 a.m.	Official count	
6:00 a.m.	Custody count—standing (unless handicap prevents)	
11:15 a.m.	Custody count—standing (unless handicap prevents)	
4:15 p.m.	Custody count—standing (unless handicap prevents)	
10:00 p.m.	Code 23 Name and Number count/standing with ID card	

DAILY ACTIVITIES

The daily schedule will consist of the following: daily wing inspections, meals, counts, recreation, work assignments, and other activities as implemented.

EDUCATIONAL OPPORTUNITIES

If you do not have a verified High School Diploma or GED you will be assigned to education programs as space is available in accordance with your needs as described by policy.

FIRE & SAFETY ISSUES

Mission statement:

1. To provide secure and safe living and working conditions for offenders and staff alike.
2. To ensure a clean and sanitary environment to include food service and medical.

Goals:

1. That all offenders be able to know and use fire exits in their living and work area by means of evacuation plans, exit signs and training (fire drills.)
2. All offenders will keep their cells clean and all property items placed in footlockers as prescribed by the property list.
3. To keep your cell clean and free of spoiled foods. To sanitize your toilet and sink to help eradicate infectious diseases, e.g. TB and Hepatitis A.

GRIEVANCE PROCEDURE

Offenders will submit their complaint in writing to the Unit classification staff. Classification staff will then attempt to resolve the complaint through discussion. If unsuccessful, an IRR may be requested. Refer to D5-3.2 for guidelines and procedure.

GROOMING

No cutting or trimming of beards/hair outside of your assigned cell. All other personal grooming is only permitted inside of your cell, outside on the rec yard, or in the Barber Shop. Please adhere to Institutional Rule #11 listing personal items allowed outside.

HOUSING UNIT ASSIGNMENT

Upon arriving at SCCC you will be assigned to general population as bed space becomes available. A Privilege Housing Unit is available to eligible general population offenders who meet specific qualifications/criteria, which are posted on the Offender Information Channel (7) or questions can be directed to unit staff.

IDENTIFICATION CARDS

Offenders are required to wear their ID card on the upper right side of their clothing, with picture facing out, at all times outside of the cell. ID card replacement will be handled by your housing unit staff at your cost of \$3.00.

INMATE FINANCES

Requests for certified financial statements will be made to the Business Office. Your written request via inside mail should include your name, number, housing unit assignment and the reason for the request. Other questions concerning your finances may be addressed to classification staff.

INSTITUTIONAL RULES

Discipline is a critical factor in maintaining the normative environment at SCCC. To maintain the high standards of conduct expected of offenders at SCCC, any violation may be considered a major violation depending upon the circumstances. You are expected to abide by the rules listed in your Inmate Rulebook, as well as the Institutional Rules. (Refer to the attached copy of Institutional Rules.)

JOB ASSIGNMENTS

Job assignments will be assigned by the Jobs Coordinator based on institutional needs and offender eligibility. HU 7 offenders will receive their job assignments from classification staff. Eligibility criteria for a premium pay position will be as outlined in SOP18-1.1.

KIOSK OPERATION

As you approach the KIOSK you will observe the Info Mate keypad screen. At that point you enter your DOC ID Number. Do not add a zero to the beginning of your number. After your DOC ID Number has been entered touch the button marked NEXT. At that point enter your 4 digit PIN, then touch the ENTER button. The account request screen will then open. On the screen you will then touch the button marked PERSONAL, your canteen balance will appear on the screen. After you view your balance touch the EXIT button 2 times to exit the program.

LAUNDRY

The laundry schedule by day and housing unit will be posted in the wing and on the Offender Information Channel (7). Blankets & coats will be laundered every other month.

LIBRARY SERVICES

Leisure, educational, and law library services are available. The schedule will be posted in the wing and on the Offender Information Channel (7).

LEGAL ACCESS/ACCESS TO COURTS

Phone calls to attorneys may be made during your recreation time. Attorney visits, phone requests, etc., may be made from the attorney through the litigation office. IS/SOP8-1.1 Access to Courts ensures offender are provided their constitutional right of access to courts, counsel and public officials, and that access is "adequate, effective and meaningful" as required by state and federal law.

MAIL SERVICES/PROCEDURES

All outgoing mail must have:

Offender's full commitment name & DOC register number
South Central Correctional Center
Housing unit, wing & cell number
255 West Highway 32
Licking, MO 65542-9069

It will be returned with a Rejection of Mail form if not done as above.

1. Incoming mail will be delayed if the address does not contain full commitment name and DOC number. It is the offender's responsibility to notify family/friends of this requirement.
2. Incoming mail received by offenders will be delayed if the sender's complete name and return address are not on the envelope.
3. No mail will be accepted by the institution if postage is due.
4. Incoming mail will be picked up by the evening shift in the Mailroom and delivered to the housing unit.
5. Mail will be delivered to the offender as time allows after the evening meal.
6. Legal mail is sent to the housing unit caseworker.
7. All outgoing mail will be placed in the housing unit mailboxes prior to 6:00 a.m. No mail pickup will be made on Saturday, Sunday, or holidays.
8. All privileged mail must be marked "privileged mail" on the outside of the envelope. If sealed envelope is found to contain other than privileged mail, it will be returned to the sending offender with a Rejection of Mail form.
9. Offenders must affix the proper postage to certified or return receipt mail. The amount of postage and receipts may be obtained from property room and/or classification staff.
10. Offenders wanting to insure packages must obtain the fees from property room staff. The item insured will be left with the property room officer.

MAIL SERVICES/PROCEDURES (continued)

11. Cigarettes, postage stamps and other miscellaneous items commonly used for barter will not be sent out of the institution through the mail.
12. Offenders will not enclose stamps or stamped envelopes in outgoing correspondence being mailed to another correctional facility.
13. No cash, checks or money orders may be received by offenders through the mail.
14. Offenders will not be allowed to receive postage stamps, labels and stickers via incoming mail.
15. Photographs or computerized reproductions of an offender will not be permitted.
16. Photographs which pose a threat to institutional security will not be permitted to be sent into the institution.
17. Two-ply photos such as Polaroid's will not be allowed into the institution.
18. Mechanical greeting cards containing batteries or metal pieces will not be permitted into the institution.
19. Posters and greeting cards which exceed 8 1/2 X 11 inches will not be delivered to the offender.
20. Newspapers, magazines, books and TV guides may be received by the offender, only if they are mailed directly by the publisher.
21. Telephone books or pages from telephone books will not be permitted to enter the institution.
22. Maps will not be permitted to enter the institution.
23. Offenders will not receive gang related materials through the mail.
24. Mail to another offender may only contain correspondence from the sending offender.
25. Writings or drawings on the same side of the envelope as the addresses will be returned to the sending offender.
26. Other postal services are available upon request to classification staff.
27. Used postage on outgoing mail is prohibited.
28. Bulk rate priority mail envelopes are available by request via correspondence to mailroom and/or classification staff.

Any items that can be purchased from the canteen will not be allowed to be mailed into the institution or ordered from an approved vendor.

GUIDELINES FOR CENSORING ITEMS:

A publication or item may not be rejected because its content is religious, philosophical, social, sexual, or is unpopular or repugnant. Publications will be reviewed on a case-by-case basis.

Offenders shall not be allowed to receive publications or any items that:

1. Promote violence, disorder or the violation of state or federal law;
2. Portray explicit sex acts, sadistic sex acts, or sex acts in violation of state or federal law or; sex acts.
 - a. Where one participant appears to be non-consenting;
 - b. Where one participant appears to be forceful, threatening, or violent;
 - c. Where one participant is dominating another;
 - d. Where one participant is degraded or humiliated;
 - e. Where one participant appears to be a child;
 - f. Where there appears to be any form of penetration;
 - g. Where any bodily excretory function is portrayed (defecation, ejaculation or urination) or
 - h. Where the material portrays bondage, sadomasochistic behavior (sexual gratification by inflicting or submitting to physical or emotional abuse) or bestiality (sexual relations between a human and an animal).
3. Provide technical information on the design, construction, or use of an instrument or device which could endanger institutional security or safety; such as:
 - a. Portrays or describes methods for construction or use of weapons, ammunition, bombs, or incendiary devices;
 - b. Displays or provides schematics or information on how a gun or a weapon is built; or
 - c. Displays someone being threatened by a firearm.

NOTE: Photos or pictures which simply display firearms are not prohibited.

MAIL SERVICES/PROCEDURES (continued)

4. Provide information on how to obtain prohibited publications;
5. Are so racially inflammatory as to be reasonably likely to cause violence;
6. Contains information which can be used to instill violence or hatred among the offender population;
7. Portray, encourage, or describe methods of escape from a correctional facility or contain blueprints, drawings, or other similar descriptions of an institution;
8. Portray or describe recipes or processes for brewing alcoholic beverages or manufacturing drugs;
9. Portray what appears to be illegal drugs or substances;
10. Are written in code or a language that staff are unable to interpret;
11. Depict, describe or encourage activities which may lead to the use of physical violence or group disruption;

NOTE: Sign language or style of dress alone (in the absence of other material that supports, incites, promotes, or advocates any type of illegal gang activity) will not be the cause of rejection. Photos containing sign language or dress can be copied and copies sent to the gang task force committee for tracking purposes; however, the original photos should be delivered to the offender.

12. Encourage or instruct in the commission of criminal activity; or are personal photographs which exhibit nudity (display genitalia, buttocks or breasts), of children and/or adults.

MEALS

(Approximate times)

BREAKFAST--	5:00 a.m.——Ad. Seg. (HU1&2) food delivered
	5:00 a.m.——Housing Unit 7
	6:15 a.m.——General Population
LUNCH--	11:15 a.m.——Ad. Seg. (HU1&2) food delivered
	11:00 a.m.——Housing Unit 7
	11:15 a.m.——Education
DINNER--	11:30 a.m.——General Population
	4:00 p.m.——Housing Unit 7
	4:30 p.m.——Ad. Seg. (HU1&2) food delivered
	4:30 p.m.——General Population

*OFFENDERS WILL WEAR STATE ISSUE CLOTHING (GRAY PANTS AND GRAY SHIRT OR WHITE T-SHIRT) TO ALL MEALS.

MEDICAL SERVICES

South Central Correctional Center provides 24 hour nursing coverage 7 days a week. Nursing and physician sick call, dental, optometry, x-ray, lab, psychology and onsite infirmary care are among the provided services. MSR's are available in Administrative Segregation from the nurse assigned to do rounds in that unit. General Population nurse sick call times are posted in the wings or you can see your unit staff for days and times. General population offenders are to report to the housing unit bubble officer to obtain a Medical pass. A Medical Services Request (MSR) form should be completed with a detailed description of your concern upon arriving at the Medical Unit. Upon arriving at Medical you will sign in and be seated. You will be seen on a first come first serve basis. You *will not* be allowed to go to the medical unit from work or school, except in emergency situations, designated appointments, or HU sick call times. Medication Pass occurs as designated. You are expected to arrive on time for all medical appointments. Reporting 10 minutes late for a scheduled appointment may result in your appointment being rescheduled. State issue clothing must be worn for all scheduled appointments (except medication administration). Requests for urgent/emergent care may be accessed through custody, classification or work supervisors. These concerns will be directed to the medical staff and treated accordingly. Emergency buttons are located in each cell. You may use them in the event of a potential life threatening conditions, such as uncontrolled bleeding, shortness of breath, chest pains, severe pain, seizures, etc. Use of the emergency button for other than specified may result in a conduct violation.

NOTARY SERVICES

Offenders will submit their request in writing for notary services to the unit classification staff or may request during open office hours. Services are also available in the Library.

OFFENDER INFORMATION CHANNEL

Policy updates, food service menus, institutional events et cetera are updated on the Offender Information Channel, located on channel 7.

PRIVILEGE PASS SYSTEM

GP offenders will be issued a privilege picture pass ID. This will not take the place of your DOC ID. When you wish to go to one of the following locations, you will turn your privilege pass into the housing unit bubble and receive an appropriate pass for Medical, Canteen, Property, Clothing Issue, Visiting Room, and Law Library. Upon returning to the housing unit you will turn in the previously issued pass and receive your privilege pass back. You may not leave the housing unit without a pass with the exception of meals and scheduled recreation. The privilege pass should never leave the housing unit with the exception of transfer and reassignment to another housing unit. Please notify unit staff if you lose or destroy your privilege pass; a \$3.00 replacement fee may be charged.

PACKAGES/PROPERTY ROOM

Packages must be ordered by the offender from an approved vendor. Family members and friends may not send packages. Offenders will be allowed to place package orders four times annually. Offenders shall complete an order form from a mail order catalog and present his order to the housing unit staff for approval. No home made order forms will be accepted. A request for withdrawal of offender funds (green check) shall be completed by the offender in view of staff and placed in a stamped envelope with the order form for processing by housing unit staff. Offenders are responsible for ensuring that all items ordered meet policy requirements. Complete property procedures can be reviewed in the library. The policy titles are: IS22-1.1, Offender Authorized Personal Property; IS 22-1.2, Offender Property Control; IS22-3.1 Offender Canteen. Property is limited by the attached personal property list and canteen list.

PROBATION & PAROLE

Questions/Concerns regarding parole matters should be addressed through written correspondence to the Institutional Parole Officer (IPO). (See attached Parole Issues Section.)

PROTECTIVE CUSTODY NEEDS

There is no Protective Custody Unit at SCCC. If at any time you feel you are in danger or in need of protection, you should immediately contact the nearest staff member and you will be placed on TASC for your protection. Refer to SOP 21-1.2 for further information.

RECREATIONAL ACTIVITIES

The following activities are available: basketball, weights, ping pong, foosball, volleyball, softball, shuffle board, handball, miniature golf, board games, and cardiovascular/aerobic exercise. Other activities are available seasonally. Schedules are posted.

REHABILITATION PROGRAMS

• ANGER MANAGEMENT

A department-approved curriculum which contains 14 modules designed to teach offenders strategies to manage their anger effectively This program is a self help class which allows the offender other means of handling anger instead of using rage. This class is 12 weeks packed with exams, exercises, journals and homework.

• ALCOHOLICS ANONYMOUS (AA) & NARCOTICS ANONYMOUS (NA)

These Alcohol Treatment and counselling programs/groups main purpose is to help addicts in kicking their habit and to remain substance free. Whether you are/were an addict or you are close to someone who is, these programs/groups will help you in dealing with the issues and problems associated with substance dependencies or addictions.

REHABILITATION PROGRAMS (continued)

• EMPLOYABILITY SKILLS/LIFE SKILLS (ES/LS)

The Employability Skills/Life Skills curriculum is designed to provide an opportunity for Offenders to reevaluate their lives and identify areas that may need development in relation to potential employment and life skills such as communication, problem solving and goal setting. These skills can be used during incarceration and especially upon and after release. This program offers offenders the tools needed to make changes if they choose to use them.

• STORY LINK

The goal of this program is to strengthen the bonds of family between convicts and their school age children. Offenders who are 90 days conduct violation free are permitted to select and read a book, provided by the program, and say a short message to their child on a cassette tape under the supervision of a VIC. They may also write a short message in the book. The VIC's will then send the tape and book to the child at no cost to the offender or his family.

• HEALING PAWS

This program is a subdivision of the Puppies for Parole program. Its primary goal is to better prepare a canine for adoption through nurturing and teaching the animal socialization, obedience, and house training skills as well as teaching offenders responsibility and accountability. Offenders interested in participating must meet all required criteria and applications are available in the IAC office.

• INSIDE-OUT DADS

This is a six (6) week program that is very similar to "Long Distance Dads." It is an excellent way to learn parenting skills and communicate better with your children while incarcerated.

• IMPACT OF CRIME ON VICTIMS CLASS (ICVC)

This class teaches offenders that a crime creates many unseen victims. It allows offenders to hear the stories of people who have been impacted by crime and the hardships they have had to endure. This is done by having a Victim's Panel. This class is dedicated to making "NO MORE VICTIMS."

• IMPACT OF CRIMINAL THINKING CLASS (ICTC)

Criminal thinking is a mind set or pattern of thought which criminals use to justify and give themselves permission to offend. It consists of various thinking errors and personality defects. Criminal thinking has at its root certain errors in logic. These errors are commonality among criminals. They were usually introduced and reinforced during childhood, so that by the time we were young adults, our criminal thinking errors were an intricate part of our mentalities and personalities. We are going to break these thinking errors down, examine them and try to see what caused them, whether they are true, and if they are valuable to our continued development as men and human beings. Another part of the course will deal with self-esteem.

• GAVEL CLUB

This is an offender organization that helps its members improve their abilities to communicate effectively.

• MENS WORK

This program is designed to produce behavioral, emotional, and attitudinal changes in men so they can resolve conflicts without resorting to violence. However, it is more than an anger management series; more than a rebuilding their lives in a respectful, cooperative way. This program achieves that goal by challenging men's attitudes, cherished beliefs, excuses, rationalizations, and misinformation. This program challenges controversy, conflict, strong feelings, and so much more that's necessary to the process of men changing.

REHABILITATION PROGRAMS (continued)

• PATHWAY TO CHANGE

This program is designed to help you examine who you are so you can better understand your thoughts and your decision making habits. It will help you understand the secret to real success is in wanting something so bad that you are willing to make positive sacrifices to get it.

• RESTORATIVE JUSTICE

The purpose of this organization is to participate in projects and activities which benefit the community and those victims who have been impacted by crime. There are several ways you can become involved in a RJO project.

Daily RJO Projects-Currently the project groups are involved in many different activities. They hand make special holiday gift bags which are then filled with assorted toys and candy and delivered to the children who visit the institution. They also make pillows which are in turn donated to local organizations such as shelters and nursing homes. The organization holds fundraisers to fund their projects and to make monetary donations to local organizations who help the needy.

RJO Soda Tabs-Soda tabs are collected and donated to the Ronald McDonald House. For each tab donated, they pay for a free minute of dialysis for a financially impaired child. RJO hours-1 Kool Aid can full = 3 hours.

RJO Used Stamps-Used stamps are donated to the VA that cuts and glues them together creating large murals. The money these murals generate is used for our Veterans. RJO hours-25 used stamps=1 hour.

RJO Locks of Love-This charity provides hairpieces to financially disadvantaged children under the age of 18 who suffer hair loss as a result of a medical condition. If the inmate has hair 8-10 inches long and would like to donate it for an ill child then he may go to the barbershop and inform them. The barbershop has forms and will be happy to oblige you. RJO hours-1 lot of donated hair=24 hours.

RELIGIOUS ACTIVITIES

Each offender may declare one religious attendance preference to attend the services of that religion. Call-outs are posted in the housing unit wings and outside the chapel office weekly. Religious material is available in the chapel area. Religious preferences may only be made in the months of January and July. Forms are available from the Chaplain.

Religious Library Hours:

8:20 am-9:30 am & 1:20 pm-2:30 pm

(during your scheduled gym recreation times only)

ROOM MOVES

Room moves will be done in accordance with guidelines established in institutional policy SOP 5-3.1.

STATE ISSUED CLOTHING

For further information refer to Per SOP22-2.1: State Property Issued to Offenders.

Uniform Shirts	(3)	HU7 OFFENDERS RECEIVE 5 UNIFORM SHIRTS.
Uniform Pants	(3)	HU7 OFFENDERS RECEIVE 4 UNIFORM PANTS.
Underwear	(5)	
T-Shirts	(3)	HU7 OFFENDERS RECEIVE 5 T-SHIRTS.
Footwear	(1)	
Socks	(4)	HU7 OFFENDERS RECEIVE 5 PAIRS OF SOCKS.
Coat	(1)	
Sheets	(2)	
Pillowcase	(1)	
Blanket	(1)	
*If an offender does not have a personal blanket, he will receive two (2) state issue blankets.		
Bath towels	(2)	
Washcloth	(2)	
Pillow	(1)	
Laundry Bag	(1)	

SCCC - OFFENDER AUTHORIZED PROPERTY LIST

All property with the exception of state issue, television, radio/tape player, fan, typewriter, consumable/edible canteen items or ice chest/cooler must be able to be stored in offender's footlocker upon demand.

Those items marked with an asterisk * are "Religious Items"

Those items marked with MVE must be purchased through MVE/canteen and not from outside vendor.

A

Acetaminophen tables (like Tylenol).....	1
Adapter (universal AC/DC).....	1
Address Book.....	1
After-shave lotion.....	1
Air fresheners (nonflammable).....	1 pkg
Air sole inserts.....	1 pr
Alarm Clock (no wind up).....	1
Anesthetic throat lozenges.....	1
Antacid (like Maalox/Mylanta, etc.).....	3 pkg
Antifungal ointment.....	1
Antifungal powder.....	1
Arch supports.....	1 pr
Artificial sweetener/creamer (combination).....	4
Aspirin (enteric coated 325 mg).....	1
Athletic shoes.....	2 pr
Athletic supporters.....	1

B

Baby oil.....	Not allowed at SCCC
Baby powder.....	1
Backgammon.....	Not allowed at SCCC
Bar soap.....	2
Bathrobe ^{MVE}	1
Batteries.....	4 ea
Beads religious (rosary, dikhr, etc., no gemstones).....	1 strand
Bedsread/blanket.....	1
Beef links (combination).....	6
Beef summer sausage.....	6
Beef tips.....	6
Belt (maximum width 1 1/2" with 1 1/2" maximum with buckle).....	Not allowed at SCCC
Benzoyl peroxide 5%.....	1
Bisacodyl (Dulcolax/5 mg tab).....	1
Black mesh canteen bag.....	1
Blow dryer (wattage limit: 1,500).....	Not allowed at SCCC
Body lotions.....	1
Body wash (gel only).....	2
Books (includes legal books, dictionary and sacred writings).....	6
Breakfast pastries.....	6
Bread.....	Not allowed at SCCC
Brown paper bag.....	2

C

Cable Cord Connector (75 OhM).....	2
Cable splitter.....	1
Cakes (boxes of items containing multiple serving packages).....	Limit 3 boxes
Cakes (individual package servings).....	12
Calcium - 250 mg oyster shell with 250 mg vitamin D.....	1
Calculator (hand-held).....	1
Calendar.....	1
Candy (bags) (combination).....	6 bags total
Candy bars (combination).....	12 bars total
Cappuccino mix.....	24

SUICIDAL WARNING SIGNS

◆ Warning Signs:

- ◆ Thinking about hurting yourself
- ◆ Feeling that nothing will ever be better
- ◆ Thinking hurting yourself is the only thing that will make you feel better
- ◆ Thinking suicide is the only thing that will make you feel better
- ◆ A cellmate talking about hurting himself

A cellmate telling you goodbye

- ◆ A cellmate giving his stuff away

◆ What to do:

- ◆ Step 1: If you are thinking of suicide, or hurting yourself, tell an officer, nurse, or mental health staff member right away. It will help to talk about it.
- ◆ Step 2: Don't be afraid to ask somebody if he is thinking about hurting himself. Asking is always a good thing to do and can help save his life.
- ◆ Step 3: If you think another offender is going to hurt himself, tell an officer, nurse, or mental health staff member right away. Stay with the person until you can let a staff member know what is happening.

YOU CAN PREVENT SUICIDE. YOU CAN SAVE A SUICIDAL PERSON!

If you feel suicidal tell a staff member and/or press the emergency button in your cell. Emergency buttons are located in each cell. Press the button if you are in a life threatening position or feeling suicidal.

TELEPHONE USAGE/ACCESS

General population offenders may use the phones during recreation time or open wing. The phones will be turned off before and during count or any time as deemed necessary due to safety and security concerns. All three way calls are prohibited. Offenders will limit their phone usage to 15 minutes. This limit may be enforced electronically.

TOBACCO RESTRICTIONS

Tobacco use is prohibited in all buildings, offices, or any enclosed areas, including offender's living areas, per Departmental Policy, D2-11.9. Smokeless tobacco is prohibited. You are only allowed to smoke while on recreation or when supervised by staff in designated areas only. All tobacco products will be disposed of in an appropriate receptacle.

TRANSITION ACCOUNTABILITY PLAN (TAP)

Upon arrival you and your Case Manager will meet to discuss your institutional phase TAP. With this document you and your Case Manager will work on to establish meaningful personal goals including action plans to meet the goals.

VISITING

Visiting occurs each Friday, Saturday, and Sunday with two sessions each date.

- 1st Session 9:30 a.m. - 1:30 p.m.
- 2nd Session 2:30 p.m. - 6:30 p.m.

General population offenders will be permitted 10 visits per month. Holiday visits will be as announced. Visiting lists may only be changed twice a year during the months of April and October.

Cassette head cleaner	1
Cassette player (walkman type with headphones) or CD player with headphones	1
CDs/Cassette tapes (blanks from canteen only) (combination)	20
Cereals (bags)	2
Checker set with board	1
Cheese (tub/block) (combination)	6
Chess set	1
Chips (combination)	6 bags total
Chlorpheniramine Maleate based decongestants (ONLY)	1
Cigarette filters	Not allowed at SCCC
Cigarette papers	4
Clock-radio	1
Coal tar shampoo	1
Coffee/Cocoa (combination)	15 total
Cologne	Not allowed at SCCC
Comb/Pic (no sharp point/knob end/assortment/plastic)	2
Condiments (including sauces, salt, pepper, etc.)	1 each item
Conditioner	1
Contact lens case	1
Contact lens cleaner	1 bottle
Contact lens saline solution	1 bottle
Contacts, clear lens (soft/hard continuous wear) + 1 pair personal or state issued glasses	1
Contacts, clear lens (disposable daily wear) six month supply + 1 pair state issued glasses	1
Copy cards (no return) refunds for institutional transfers only)	10
Corrections paper	1
Cough drops - (like Halls, Dimetapp) (liquids not permitted)	3 pkgs
Crackers (all types) & Cookies (combination)	Limit 6 pcks/boxes
Cream for sore muscles & joints (like A Balm)	1
Crockpot/Hotpot (either or/both) (5 cup maximum)	1
Cup (insulated) 32 oz. maximum	1
D	
Denture adhesive	1
Denture cleanser	1
Denture cup	1
Denture cushions	2 ea or 1 pkg
Dual cassette stereo (24" x 8" x 12")	1
Dips (combination)	6
Decongestant nose drops (similar to Afrin/Neo-Synephrine, etc.)	1
Deodorants (combination) (solids, roll on, gel stick, clear)	2
Dominoes	1
* Dream catcher - small (max. 12" in diameter for centerpiece)	1
Deodorized shoe insert	1
Dish soap	1
Dictionary (pocket, soft back)	1
E	
Ear muffs	1
Earrings (stud type, no stones)	2
Eyeglasses (includes personal and state issued)	2 pr
Eyeglass case (soft sleeve type only)	1
Eyeglass frame grips	1 pr or 1 pkg
Eyeglass strap	1
Ear-buds	See headphones
Electric razor or razor/beard trimmer combination or beard trimmer only \$50.00 maximum	1

Extension cord (6'UL Approved)	1
Earphone (TV)	1
Ethnic hair care products	1 ea
Emery boards (paper only - non-metal)	1 pkg
Envelopes (business)	100
Envelopes (manila) (combination) (9x12 10x13)	20
Erasers	1
Eye drops (similar to Murine/Allerest, etc.)	1

F

Fabric softener sheets (facilities with offender washers/dryers)	1 pkg
Face lotions (medicated and non-medicated)	2
Fan (no metal blades - oscillating - maximum 12")	1
* Feathers (12" or shorter, unadorned)	3
Fly swatter (plastic only)	1
Folders (expandable) (unless authorized)	2
Frisbee	1

G

G.E.D. study book	1
Gloves (dress/work/mitten/handball/weightlifting) (no leather)	1 pr
Greeting cards (combination)	10

H

Hair brushes (assortment, wooden-palm or plastic)	2
Hair nets (assortment)	1 or 1 pkg
Hand lotions	2
Handballs (container of 2)	1
Handkerchief (white only)	6
Hanger (plastic only)	Not allowed at SCCC
Headgear ^{MVE} (ball-type, non-crushable, roll-up cap) or (Du-Rag)	1
Head Phone Extension 12'	1
Head Phone Replacement Pads	2 ea or 1 pkg
Head phones - stereo - individual unit	1
* Head cover	1
Hemorrhoidal cream (similar to Preparation H)	1
* Herbs (Sage, cedar, sweet grass (combined)	4 oz. or less
Hot pot plastic insert	1

I

Ice chest/cooler (hard plastic exterior/6-pack size)	1
Ice cream	3
Immersible heater (UL approved)	1
Instant drinks (box, container, pouch (combination)	4
Instant oatmeal	2

J

Jacket ^{MVE} (lightweight, washable, no suit jacket, unlined, no hood)	1
Jalapeno peppers	4

L

Loose pictures	25
Locks/combination	Not sold at SCCC
Leather treatment	1
Laundry soap	2
Lighters (clear plastic)	2
Legal Pads	4
Lip balm	1

M

Mac and cheese	4
Magazines/Newspapers	6
Meat/cheese snacks (combination)	6
* Medallions (2" maximum, cross, crucifix, star of David, etc.)	1
* Medicine bag	1

* Medicine shield – small (max. 12" in diameter for centerpiece)	1
Mirror (plastic 12" x 12" maximum)	1
Mono/Stereo Adapter	1
Moustache wax	Not allowed at SCCC
Mouthwash	1
Mug soap	1
Multivitamin w/minerals/iron	1
Multivitamin with iron	1 bottle
Multivitamin/mineral without iron (men/women over 50, similar to Centrum)	1

N

Neck chain (no stones, 22 inches maximum strand)	1
Nuts (combination)	4
Nicotine patches	1 pkg
Notebook paper	2 pkgs
No More Victims security bracelet	1

O

Offender organization activity coupons (no return)	Event
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P

Pajamas ^{MVE}	2 pr
Peanut butter	4
Pencils (security colored)	1 pkg
Pencils (security)	4
Pens (security)	4
Perfumes	Not allowed at SCCC
Pest strips/traps	Not allowed at SCCC
Petroleum jelly	Not allowed at SCCC
Phone minutes (maximum/month) 10 cents/minute \$1.00 increments	\$200.00
Photo coupons (no return)	10
Photo frames	2
Photograph/picture album (8" x 10" maximum size)	1
* Phylactery (4" x 4" box containing scriptures attached to a leather strap)	1
Pickles	10
Ping-pong balls	Not allowed at SCCC
Ping-pong paddle	2
* Pipe (ceremonial)	1
* Pipe bag (to accommodate ceremonial pipe)	1
Pipe cleaner	1 or 1 pkg
Pipe filters	1 or 1 pkg
Pipe	2
Pitcher (64 oz maximum)	1
Plain paper	2 pkgs
Plastic storage container with lid (64 oz maximum)	2
Playing cards	2
Poison ivy, bites, skin conditions lotion	1
Ponytail holders (assortment)	1 pkg
Pool chalk	Not allowed at SCCC
Popcorn (H. U. 3, 7 and 4 A-B only)	1
* Pouch (12" x 12" maximum)	1
Pouches foil-packed food (combination)	24
Powder for regularity (like Metamucil)	1
Powdered milk	2
* Prayer shawl (4' x 6" maximum)	1
* Prayer oil	1
Prostheses & durable medical equipment approved by medical unit	

Q

Q-tips (box)	1
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R

Racquet ball	1
Radio/tape player combination	1
Ranch dressing (individual packets)	12 pkgs

Razor – security (single blade)	7
Razor – disposable	Not allowed at SCCC
Reading lamp (clip-on or desk-12" maximum)	1
Reading lamp light bulbs – 40 watts maximum	1
Refried beans	6
* Religious stick pins (2" maximum) (no gemstones)	2
Rice	6
Ring (band only, no stones)	1
Robe	1
Rolling machine sleeve replacements	1
Rolling machine	1
Rug (2' x 3' max, washable, fire retardant)	1
* Runes (2" x 2 1/2" max. blocks with symbols written on them)	1 set

S

* Sacred writing (Bible, Holy Scroll, Koran, Quran, etc.)	1
Seasonings	1 each
Security dental floss	1
Security nail clippers	1
Security shaving bag	1
Setting/styling gels or lotions	1 ea
Sewing kit	1
Sewing needles (assorted sized)	1 pkg
Sewing thread (assorted colors)	3
Shampoo	1
Shaving brush	1
Shaving cream	1
Shaving mug	1
Shoe laces	1 pr
Shoe polish/paste (brown/black/white/neutral)	1
Shoe shine brush	1
Shorts ^{MVE} (mid-high to knee length, no cargo pocket style)	3
Shower cap	1
Shower shoes	1
Soap holder	1
Socks ^{MVE}	7 pr
Soda (combination)	24
Soups (dry) (combination)	24
Special cream soap (similar to Basis)	1
Special dermatology soap (similar to Fostex)	1
Stamped post cards	20
Stamps	Variable
Stationary	2 pkg
Stocking caps	1
Sugar/Sugar cubes	Not allowed at SCCC
Styptic pencil	Not allowed at SCCC
Sun block	1
Sunglasses	1
Sweat bands (1 headband 1 pair wrist bands)	2
Sweat pants ^{MVE} (cotton pants)	3

T

* Tarot cards (3" x 5" maximum, cards with pictures on them) set	1
Tea (bags/instant)	2
Television	1
Tennis ball	Not allowed at SCCC
Thermal bottoms (stamped with DOC number)	3
Thermal tops (stamped with DOC number)	3
Thimbles	1
Thumb tacks	Not allowed at SCCC

Tobacco products (combination)	20 pkg
Tobacco	2 Bugle and 10 Top
* Tobacco	4 oz or less
Toilet paper	2
Toothbrush (security)	1
Toothbrush holder (security)	1
Toothpaste	2
Tops	12
Tortilla shells	6
Towels	4
Tumbler with lid (12oz maximum)	1
TV cable (6')	2
Tweezers	1
Typewriter	1
Typewriter correction tape (1 must be in machine)	2
Typewriter ribbons (1 must be in machine)	2
<u>U</u>	
Underwear (boxers)	6
Utensil sets (plastic knife/fork/spoon)	2
<u>V</u>	
Vapor Rub	Not allowed at SCCC
Vitamin E 400 IU (Vitamin E oil Not allowed at SCCC)	1
<u>W</u>	
Wallet (pocket size only)	1
Washcloths	4
Wastebaskets (fireproof)	1
Watch (\$30.00 maximum)	1
Watch band	1
Watch pins	2 ea or 1 pkg
Water bottle	1
* Worship rug (2' x 4' maximum, in addition to other rug on list)	1
<u>Z</u>	
Zippers (assorted sizes)	1

REMEMBER: All personal property, with the exception of a television, radio/tape player, fan, typewriter, consumable/edible canteen items or ice chest must fit in your locker in accordance with IS/SOP22-1.2, Offender Property Control Procedures.

SOP19-1.1
Attachment A

**SOUTH CENTRAL CORRECTIONAL CENTER
GENERAL OFFENDER INSTITUTIONAL RULES**

1. No communicating by telephone or mail with any staff member without authorization of the Warden/designee with the exception of routine offender-to-staff correspondence pertaining to business.
2. Wearing of sunglasses inside buildings is prohibited except when there is a documented medical reason (i.e. prescription sunglasses). Sunglasses may be worn outside in daylight hours only unless there is a documented medical reason.
3. No loitering or lingering during movement windows on walkways.
4. No wasting of resources. This includes, but is not limited to, letting water run, leaving light on, or leaving radios or appliances running in cell when not present or not needed.
5. Cell door will remain shut at all times in the housing unit except when entering or exiting. When an offender exits the cell, the cell door will remain secured until the next open window. If an offender needs to use the facilities, he may enter his cell but he cannot exit again until the next open window. It is the offender's responsibility to secure his cell door at all times. (Exception: HU3 offenders may leave their cell door ajar if they are within the wing.)
6. No sitting on, or having feet on any furniture, walls, doors, or item(s) not intended for that purpose, to include stairs and/or railings.
7. Failure to maintain a moderate tone of voice in any area is prohibited. This includes outdoors. No yelling. Other than organized recreational activities, there will be no yelling or communicating between fences and/or across yards.
8. Failure to utilize headphones when operating a radio, television or tape/CD player is prohibited. Offenders must maintain volume so as not to be heard by others. Headphones/ear buds are only allowed to be worn in cells or outside of all buildings.
9. No cutting in line/bypassing other offenders already waiting in any area.
10. No eating/drinking in any unauthorized area, to include canteen items consumed in any area other than offender's assigned cell/cubicle. No food items are allowed on the housing unit recreation yards. Only the following personal items are allowed on the recreation yard:
 - One (1) reading material
 - One (1) tumbler/water bottle
 - One (1) Walkman/CD with on (1) set of headphones/earbuds
 - One (1) comb or pick
 - Two (2) decks of playing cards which must be played on a picnic table
11. No flushing of any inappropriate item down any sink or toilet.
12. Using state forms, materials, and equipment for personal correspondence/use is prohibited.
13. Use of first name or nicknames when referring to any staff member is prohibited. You will address staff in a proper manner using either their title or Mr./Ms.
14. Asking any staff member for personal items (i.e. cigarettes, etc.) will not be allowed. No entry into any staff person's office or other unauthorized area without permission from that staff person. Offenders will not stalk or become involved with staff for any purpose which is in conflict with the performance of their duties.
15. Fund manipulation: directly or indirectly transferring money or other negotiable instrument to another except as specifically authorized is not permitted.

16. Any type of payment to, and/or receiving funds from, offenders for their services (i.e., legal aid, barber shop, etc.) is prohibited.
17. When being pat searched, either during cell searches or during any other searches, the offender will not speak or attempt to interfere or distract staff during searches. Nor will any other offender present do so.
18. All offenders are required to answer intercom pages and to keep all published and/or verbal appointments with staff. It will be the offender's responsibility to report to work, meals, call outs, etc., as scheduled.
19. Cell/cubicle alteration: Making unauthorized changes in living quarters is prohibited as outlined in SCCC Cell Arrangement.
20. Offenders will maintain all areas, including day room and activity areas, in a clean, neat, and orderly condition. Offenders will keep beds made, floors clean, excessive trash removed, etc.
21. Reckless, careless, or dangerous behavior, likely to cause injury or hazardous conditions, is prohibited, (i.e., horseplay, martial arts)
22. There will not be any writing, distribution or possession with intent to distribute any motto, creed, saying, drawing, or gang related material within the offender population which is designed to disrupt the institution by encouraging strikes, riots, fights, racial or religious hatred, or prohibited acts.
23. Offenders will check in and out with Housing Unit Control Officer when leaving or returning to housing unit. Movement to more than one destination without first returning to the assigned housing unit for a new pass is prohibited.
24. Offenders will carry nothing to and from the cell/cubicle/housing unit unless authorized by staff.
25. Open wing movement/cell visitation or lingering in front of or in the cells, lingering or sitting on stairs is prohibited. Upper walk is for access to cells only. More than one offender in a shower is prohibited.
26. Emergency button: Using for any purpose other than to alert officer of a medical emergency or fire is prohibited.
27. Personal laundering of bed linens is prohibited unless authorized in writing. Offenders are responsible for knowing the laundry schedule of their housing unit and for keeping bedding and clothing clean and in good repair. Offenders are responsible for informing staff promptly of any lost/missing laundry. Clotheslines of any kind are prohibited.
28. No tampering with security seals applied to appliances by institutional personnel.
29. Offenders will wear proper identification at all times on upper right chest area with their name and photo side visible at all times. Lost I.D. cards must be reported in writing immediately to the housing unit staff and replaced at the offender's expense (\$3.00). Offenders must have a valid identification card in their possession at all times and will present it to any employee of the Missouri Department of Corrections or contracted employee immediately upon being requested to do so.
30. Clothing: When going to and from the shower, the minimum clothing permitted will be boxers and shower shoes. No nudity allowed outside of cell unless in the shower. Clothing will be properly worn and fastened at all times. Shirt may be removed inside the housing unit when T-shirt is worn. Clothing will not be worn in such a manner that underwear is visible. Nor will clothing be worn in such a manner that it could be utilized to identify the offender as a gang member. No sleep-wear will be worn in the wings at any time. Shower shoes may be worn in the wings only. Socks must be worn when wearing shower shoes, except to and from the shower.
31. Offenders are responsible for securing their personal and state issued property against theft or damage. The institution will not be responsible for any personal property not under the direct control of staff. The institution is not responsible for personal clothing that is lost or stolen in the institutional laundry.

32. Keep off the grass except in authorized area (i.e. ball field).
33. No cutting or trimming of beards outside of the cell. All other personal grooming will only be allowed inside of cells or outside of the housing unit.
34. All three-way calls are prohibited.
35. Wearing of headgear inside buildings is prohibited except inside of cells, religious headgear in the chapel, medically-prescribed headgear, and as set out in IS/SOP-1.3 Offender Personal Grooming.
36. There will be no transferring of property between offenders under any circumstances, including, but not limited to, loaning, selling, bartering, altering, giving away, receiving, bequeathing, and/or trading personal property. PIN: A Personal Identification Number (PIN) is considered personal property to the extent that offenders will not loan, borrow, sell, or use another offender's PIN number. It is the offender's responsibility to maintain the confidentiality of his PIN.
37. Offenders are prohibited from being in a wing or housing unit to which he is not assigned unless given written authorization from staff.
38. When the 10:00 p.m. count clears, lights will go out in the general population housing units. Housing unit wing lights only will be turned on at 5:45 a.m. for the 6:00 a.m. count. The 6:00 a.m. count will be announced and it will be the offender's responsibility to turn his cell light **ON** before count. Lights will remain on until count clears. This excludes the following units: administrative segregation, privilege units (wings), and the minimum security unit..
39. Offenders are allowed to carry religious texts while enroute to and from religious services.
40. Offenders are prohibited from taking personal reading materials to job assignments.
41. Group religious studies are prohibited except as scheduled in the chapel or in the offender's cell.
42. Offenders will not antagonize and/or mistreat any of the dogs in the Healing Paws Program.
43. All assigned cell items (i.e. mattress, laundry bag, etc.) are housing unit property and will remain in the designated cell.
44. Offenders are only permitted to spit in a toilet.
45. Offenders will practice good hygiene by regularly showering, washing hair, etc. All personal hygiene activities will be conducted in the cell/cubicle or in the shower area.
46. Offenders will not remove the iron-on labels containing their name and register number from issued clothing. If labels do come off, it is the responsibility of the offender to notify the housing unit staff, and staff will notify clothing issue for replacement.
47. Offenders on medical restriction will adhere to all restrictions noted on the lay-in/medical/duty restriction form.
48. Offenders will not retain/re-use empty canteen containers except those sold by offender canteen for storage purposes.
49. Smoking is only permitted in approved designated outdoor areas (i.e. green boxes and ball fields).
50. No unauthorized assemblies.

NOTE: The above listed rules and regulations are subject to change at the discretion of the administration. These rules are to be used as a guide and, in no way, do they create a protected liberty interest for any offender.

Signature on file

Michael Bowersox, Warden

Revised Effective Date: 08/29/11

PAROLE ISSUES

SETTING OF PAROLE HEARINGS: Parole Hearing dates are set by central office Probation and Parole. This normally takes between ten to twelve weeks from your arrival. As soon as a date is set you will receive a notice in the mail. Please do not write to the parole office about your parole hearing date unless it has been more than 12 weeks since your arrival.

PAROLE VIOLATORS, CONDITIONAL RELEASE RETURNEES, TREATMENT FACILITY RETURNEES, AND COMMUNITY RELEASE CENTER RETURNEES:

Reports have been sent to the Board concerning your case and the Board will make a decision based on this report. You will either keep your date, your date will be extended, or you will be scheduled for another parole hearing. As soon as we get this information you will be notified. This normally takes approximately 10-12 weeks from your return.

PAROLE HEARINGS: Prior to your parole hearing, a parole officer will interview you and give you the opportunity to ask questions about your case. The hearing itself consists of a panel of three people, a board, a parole analyst, and a parole supervisor. You may also have one delegate come to your hearing. Children are not permitted to attend Parole Hearings. Any children must remain in the visiting room reception area and must be under adult supervision. SCCC staff will not supervise children. Victims are notified and may also address the Board. After your hearing the Board will make a decision and you will be notified when the answer is received (approximately four to eight weeks following your hearing). You will be given the opportunity to discuss your answer and special conditions and may request an appeal form if appealable.

TIME CREDIT DATE CONSIDERATION: If you have a time credit date on your face sheet, the Records Office will submit your name to the Warden for the time credit consideration approximately 3 months prior to your time credit date. If the Warden wishes to grant time credit a report is sent to the Board and you will be notified if it is granted or denied. You do not have to request time credit consideration as it is done automatically based on your time credit date.

HOME PLANS: If you have submitted a home plan and have not heard back from the parole office, you are to assume that your plan has been accepted. An investigation of your home plan is not sent out until you are approximately two months short of your release date. If there is any problem a parole officer will contact you to see if you have an alternate plan or need to be placed in a Residential Facility (also known as a halfway house).

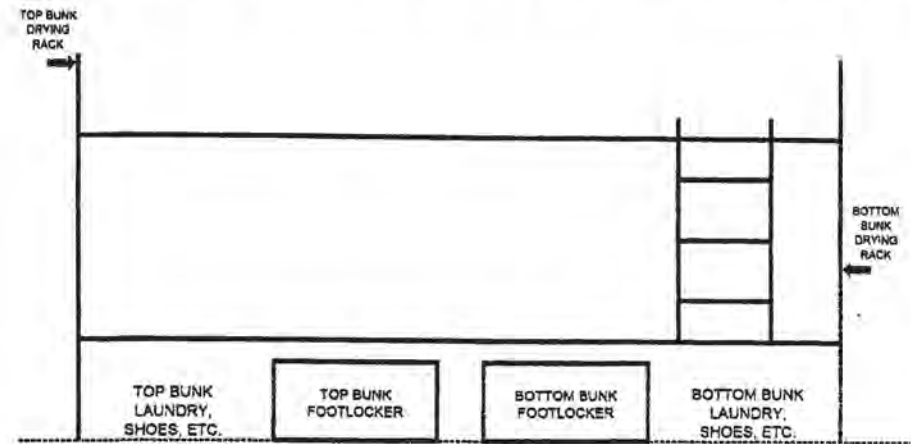
ELECTRONIC MONITORING PROGRAM: Each offender will be screened for EMP Placement at the time of his parole hearing. The cost of this program is covered through the Intervention Fee, which is \$30 paid monthly by all probationers and parolees. The program will range from 30 days in length to 120 days in length depending upon progress.

RESIDENTIAL FACILITIES: If you do not have a home plan, a residential facility placement can be requested. The Board can also require you to go to a RF. You usually do 45 days in the program.

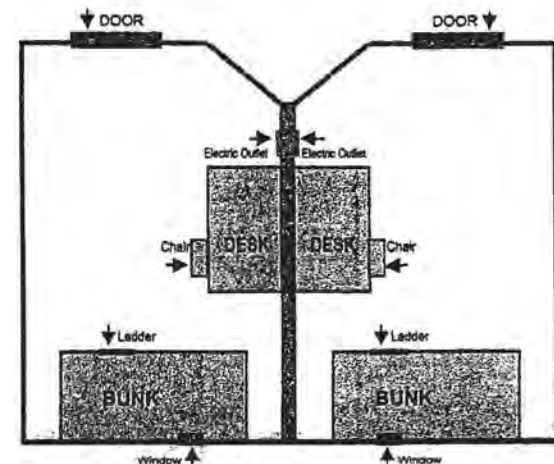
JAIL TIME: Jail time is credited by sheriff's endorsement and must be sent directly from the sheriff or the jail to the Records Office. If you have questions concerning your jail time direct your note to the Records Office.

COMMUNITY RELEASE CENTERS (SLCRC/KCCRC): Each offender is screened for CRC eligibility when he has a parole hearing. This is done automatically and you do not have to request it.

SCCC Cell Arrangement



NOTE: Nothing will be hung on the cell door, walls, window, or lights, except clothing items hung on hooks (if available). Nothing goes on the side of bunk, on the ladder, or in windows to obstruct view. When not in use lockers will remain under the beds, with either the hasp or handle facing out, for security reasons. The desk will be against the wall with the electrical outlet. The chair/stool will be under the desk when not in use. You may place appliances on the top of the desk. The top desk shelf is for the top bunk only. The bottom desk shelf is for the bottom bunk only. All items will be neatly placed on the shelves. If clothes are wet, they may be hung on the end of the bed on your designated drying rack until dry (no clotheslines). Once dry they will be put away. PerSOP22-1.2: All personal property items (except television, fan, radio/tape player, typewriter, ice chest, edible canteen items, and state issue items) will be stored in the footlocker. Failure to comply with these instructions may result in disciplinary action and/or loss of property.



Apr 13, 2011 12:23 PM
OFFENDER CANTEEN PRODUCT LIST
South Central Correctional Center
(Prices are subject to change based on the variety of product selected)

PROD# ITEM DESCRIPTION

APPLIANCE

1024 CABLE COAX 6'
1023 CABLE SPLITTER
1004 CLAMP ON LIGHT
1000 DIGITAL ALARM CLOCK
1008 EXTENSION CORD, 6 FT
1006 HOT POT
1005 LIGHT BULB
1007 STINGER
1003 8" FAN CLEAR

BATTERY

1011 AA BATTERIES 2 PK
1012 AAA BATTERIES 2 PK
1013 WATCH BATTERY

HEADPHONES

1017 EARBUD
1018 HEADPHONE EXT CORD 6'
1019 HEADPHONE Y ADAPTER
1016 HEADPHONES LARGE
1014 HEADPHONES SMALL
1020 STEREO/MONO HEADPHONE ADPTR

TV

1025 CABLE COAX 12'
1024 CABLE COAX 6'
1021 13" FLAT PANEL TELEVISION - LCD

TYPE

1029 CORRECT FILM TYPEWRITER RIBBON
1031 COVER-UP CORRECT TAPE-FABRIC/MULTI
1028 FABRIC TYPEWRITER RIBBON
1027 MULTI STRIKE TYPEWRITER RIBBON
1026 TYPEWRITER

WALKMAN

1034 AM/FM CD WALKMAN
1032 AM/FM/CASSETTE WALKMAN
1036 CASSETTE TAPE 90M

WATCH

1038 CLEAR WATCH

CLOTHING

CLOTHING CARE

1044 MVE LAUNDRY SOAP
1039 SEWING KIT

CLOTHING MVE

1048 A-1014 SUMMER CAP
1049 A-1015 WINTER CAP
1050 A-1016 STOCKING CAP
1051 A-1205 JACKET
1052 A-1300 FLEECE JACKET
1053 A-1301 FLEECE PANTS
1054 A-1500A MENS PJS
1056 A-1600A ROBE
1057 A-1601 FLEECE ROBE
1058 A-1800 MENS BOXER
1059 A-1801 TSHIRT
1061 A-1804 MENS TUBE SOCKS

1062 A-1805 POCKET POLO
1063 A-1806 TSHIRT/LS
1066 A-1813 KHAKI SHORTS
1067 A-1814 COTTON SHORTS
1068 A-1815 MENS SLEEVELESS TSHIRT
1072 A-2004B LITE BLUE BATH TOWEL 27X54
1073 A-2006 WASHCLOTH
1074 A-2812 BLANKET

NON MVE

1075 ATHLETIC SUPPORTER (NO CUP)
1076 DU RAG WHITE
1077 JERSEY GLOVE
1078 SWEATSHIRT
1081 THERMAL BOTTOM
1080 THERMAL SHIRT

SHOECARE

1083 BLACK SHOE LACES
1082 SHOE INSOLES
1084 WHITE SHOE LACES

SHOES

1089 SHOWER SHOES
1087 TENNIS SHOES

DRINKS

COFFEE

1093 DECAF COFFEE
1091 FOLGERS COFFEE CRYSTALS 8 OZ
1090 FR VANILLA INSTANT CAPPUCINO
1094 NON DAIRY CREAMER
1092 100% COLOMBIAN COFFEE

DRY

1097 COUNTRY TIME LEMONADE
1095 HOT COCOA
1096 LEMONADE DRINK MIX
1101 ORANGE DRINK MIX
1104 PEACH DRINK MIX
1099 POWDERED MILK
1098 SUGAR FREE LEMONADE DRINK MIX
1102 SUGAR FREE ORANGE DRINK MIX
1103 TANG INSTANT DRINK MIX
1105 TEA BAGS

SODA

1113 DIET MOUNTAIN DEW
1108 DIET PEPSI
1109 MOUNTAIN DEW
1111 MUG ROOT BEER
1107 PEPSI
1110 SIERRA MIST
1114 WILD CHERRY PEPSI

FOOD

BREAKFAST

1121 BAGEL
1132 GRANOLA BAR
1130 INST OATMEAL SUGAR FREE VAR PK
1129 INSTANT OATMEAL VARIETY PK
1124 MALT O MEAL FROSTED FLAKES
1128 MALT O MEAL FROSTED MINI SPOONERS
1127 MALT O MEAL GOLDEN PUFF
1125 MALT O MEAL HONEY NUT SCOOTERS
1126 MALT O MEAL TOOTIE FRUITIES
1131 POP TART

CANDY

1147 BUTTERFINGER CANDY BAR
1134 HERSHEY'S CHOC CANDY BAR
1135 HERSHEY'S WALMOND CANDY BAR
1148 JELLY BEANS
1149 JOLLY RANCHER APPLE STIX
1150 JOLLY RANCHER CHERRY STIX
1140 M & M PEANUT CANDY
1139 M & M PLAIN CANDY
1141 MILKY WAY CANDY BAR
1136 REESE'S PEANUT BUTTER CUPS
1143 SNICKERS ALMOND CANDY BAR
1142 SNICKERS CANDY BAR
1151 SUGAR FREE FRUIT MEDLEY
1138 TWIX CANDY BAR
1144 ZERO CANDY BAR 1.85 OZ

CANDY

1137 3 MUSKETEERS CANDY BAR
CHIPS
1159 BAR-B-Q POTATO CHIPS
1157 BBQ CORN CHIPS
1170 CHEESE CRUNCHY CHIPS
1162 HOT BAR-B-Q POTATO CHIPS
1164 NACHO CHEESE TORTILLA CHIPS
1158 PLAIN POTATO CHIPS
1163 PLAIN TORTILLA CHIPS
1700 PREPAPPED POPCORN
1160 SOUR CREAM/ONION POTATO CHIP
1169 WHOLE ENCHILADA

COOKIES & CRACKERS

1203 CHEESE CRACKERS
1195 CHOCOLATE CHIP COOKIES
1204 CINNAMON HONEY GRAHAMS
1196 DUPLEX CREME COOKIES
1197 ICE OATMEAL COOKIES
1198 PEANUT BUTTER COOKIES
1199 SALTINE CRACKERS
1200 SNACK CRACKER
1201 UNSALTED CRACKERS
1202 VANILLA WAFERS

CONDIMENTS

1180 BBQ SAUCE
1239 BROWN GRAVY
1240 CHICKEN GRAVY
1176 CHOCOLATE SYRUP
1171 CREAMY PEANUT BUTTER
1172 CRUNCHY PEANUT BUTTER
1186 FRENCH ONION DIP
1173 GRAPE JELLY
1174 GRAPE JELLY SUGAR FREE
1191 HABANERO CHEESE SPREAD
1185 HONEY
1184 HOT SAUCE
1189 JALAPENO CHEESE SPREAD
1192 JALAPENO PEPPERS
1187 JALAPENO SQUEEZE CHEESE
1177 KETCHUP
1179 MAYO PACKETS

1178 MUSTARD

1193 PICANTE SAUCE REGULAR
1194 PICANTE SAUCE X-HOT
1181 RANCH DRESSING
1188 SHARP SQUEEZE CHEESE
1190 SHARP-CHEESE SPREAD
1183 SOY SAUCE
1182 SPAGHETTI SAUCE
1175 STRAWBERRY PRESERVES
ENTREE
1208 BBQ BEEF ENTRÉE
1205 BEEF STEW ENTRÉE
1209 BEEF TIPS IN GRAVY ENTRÉE
1240 CHICKEN GRAVY
1206 CHILI NO BEANS
1207 CHILLI W/BEANS
1210 CORN BEEF ENTRÉE
1217 HAM & BEANS
1218 KOSHER ENTREES
1211 LASAGNA ENTRÉE
1215 SPAGHETTI
ICECREAM
1221 CHOCOLATE ICE CREAM
1219 DRUMSTICK
1220 ICE CREAM SANDWICH
1224 ORANGE SHERBERT
1222 VANILLA ICE CREAM
MEATFISH
1234 BEEF SALAMI
1232 BEEF SUMMER SAUSAGE
1233 CAJUN BEEF SUMMER SAUSAGE
1230 CHICKEN BREAST
1229 FISH STEAKS GREEN CHILI
1228 FISH STEAKS SPICY MUSTARD
1227 MACKEREL
1235 PEPPERONI SLICE
1237 SPAM SINGLES
1225 TUNA
SIDE
1241 BROCCOLI CHEESE RICE
1239 BROWN GRAVY
1240 CHICKEN GRAVY
1247 DICED CARROTS
1243 EGG NOODLES
1253 FLOUR TORTILLAS
1249 GREEN BEANS
1254 GREEN OLIVES
1242 MACARONI & CHEESE
1251 MIXED VEGETABLES
1250 PEAS
1238 PINTO BEANS DRY
1252 REFRIED BEANS-SPICY
1245 RICE
1246 SPANISH RICE

OFFENDER NAME: _____

DOC NUMBER: _____

CELL: _____



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
OFFENDER SEXUAL ABUSE AND HARASSMENT ACKNOWLEDGEMENT

OFFENDER NAME (PLEASE PRINT)	
DOC NUMBER	
<p>I acknowledge that I have received the Offender Sexual Abuse & Harassment brochure and/or attended an orientation that included information about the Prison Rape Elimination Act. I understand I have the right to be free from sexual abuse and harassment, and to be free from retaliation for reporting such incidents. I understand there are several ways to report offender sexual abuse and that medical and mental health services are available.</p>	
OFFENDER SIGNATURE	DATE
WITNESS NAME (PLEASE PRINT)	DATE
WITNESS SIGNATURE	

MO 931-4505 (6-13)

DISTRIBUTION: ORIGINAL - OFFENDER CLASSIFICATION FILE



STATE OF MISSOURI



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
RELIGIOUS SERVICES SIGN UP

You may choose to regularly attend the services of one of the religious communities listed on the posted schedule of religious services. All religions accommodated for group services by the department may not be active at all correctional centers. If you have questions regarding the active religious communities, please consult with the chaplain.

UPON SELECTION OF A SCHEDULED RELIGIOUS SERVICE AS LISTED BELOW, CHANGES TO ANOTHER RELIGIOUS SERVICE CAN ONLY BE INSTITUTED DURING THE MONTHS OF: **MARCH, JULY AND NOVEMBER**. CONTACT YOUR CHAPLAIN IF YOU DESIRE A CHANGE.

OFFENDER NAME		
DOC NUMBER	H.U.	CELL
MY PREFERRED SERVICE: Please Refer to Institutional Schedule for Services/Times, etc.		
CALL OUT NO.	NAME OF SERVICE	
	(PRIMARY)	
	(SECONDARY)	
OFFENDER'S SIGNATURE	DATE	
WITNESS	DATE	

MO 931-4302 (3-02)

CONSEQUENCES

For the
Offender That
Sexually Abuses,
Assaults or Harasses
Other Inmates...

An investigation will be made into each allegation of sexual abuse and harassment. It is important to remember that sexual abuse does not have to be a violent act. If the victim feels they would be physically harmed if they refuse, that is sexual abuse. If you are found guilty of sexual abuse, you will be issued a disciplinary report and the sanctions will be harsh. The Department of Corrections will also seek prosecution for perpetrators of sexual abuse. In addition to facing additional time to serve, you will also face life-long reporting requirements as a sexual offender in accordance with Missouri law.

If you have trouble controlling your actions seek help from mental health staff. Consider participating in programs designed to control anger or reduce stress.

It is also important that offenders do not make false, misleading or unfounded reports in bad faith. There may be serious disciplinary consequences for doing so.

The Missouri
Department of Corrections
has zero tolerance for
sexual abuse or harassment.

DEFINITIONS OF SEXUAL ABUSE & HARASSMENT

Sexually abusive or sexually harassing acts can be committed by another offender, staff, contracted employee or volunteer. The Missouri Department of Corrections has zero tolerance for any type of sexual abuse or harassment.

Sexual Abuse is defined as any type of unwanted physical sexual contact. This includes contact or penetration of the anus or vulva with the penis, finger, mouth or other object.

Sexual Abuse includes unwanted sexual touching of the genitals, breasts, inner thigh or buttocks, groin or anus, either directly or through clothing.

Sexual Abuse occurs when the victim does not consent, is coerced into a sexual act by overt or implied threats of violence, or when the victim is unable to consent or refuse.

Staff Sexual Abuse also includes any instances of voyeurism, when it is proven there is intent to abuse, arouse or gratify sexual desire, or if an employee displays uncovered genitalia, buttocks or breasts in the presence of an offender.

Staff Sexual Harassment includes repeated and unwelcomed sexual advances, requests for sexual favors or verbal comments, or any gestures or actions of a derogatory or offensive sexual nature. It is also considered sexual harassment if staff make demeaning references to gender, make sexually suggestive or derogatory comments about an offender's body or clothing, or make obscene comments or gestures.

Missouri
Department of Corrections

OFFENDER SEXUAL

ABUSE & HARASSMENT



This publication is sponsored by the
Missouri Department of Corrections

PREVENTING SEXUAL ABUSE

You can take steps to avoid sexual abuse by following these safety tips:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Walk and stand with confidence. Many abusers choose victims who look like they won't stand up for themselves. Don't be afraid to say "NO!" or "STOP IT NOW!"

Do not accept canteen items or favors from anyone. Placing yourself in debt to another offender can lead to the belief or expectation that you will repay the debt with sexual favors.

Do not accept an offer from another offender for protection.

Avoid casual nudity and talking about sex. These things may cause another offender to believe you are interested in a sexual relationship.

Avoid secluded areas. Position yourself in plain view of staff members.

Do not trust others too easily. Make wise choices when associating with others. Making friends with the wrong group of people can make you a target automatically.

Most importantly, if you are being pressured for sex, report it to a staff member immediately.

Finally, if you notice another individual being pressured for sex, or involved in a sexual relationship with another offender or staff, report it immediately.

REPORTING SEXUAL ABUSE

If you have been sexually abused:

Get to a safe place and report the abuse to a staff member immediately.

The longer you wait to report the abuse, the more difficult it is to obtain evidence for investigation. You have a personal responsibility to report abuse of others too, even if you do so anonymously.

Do not shower, brush your teeth, use the restroom or change your clothes. Doing so may destroy valuable evidence to prosecute the perpetrator.

There are several ways in which 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, P.O. Box 749, Jefferson City, MO 65012.
- ④ If you are assigned to a community release center or community supervision center, you may report sexual abuse using the above guidelines or calling the PREA hotline at (855) 773-6391.

VICTIM'S RIGHTS

As a victim of sexual abuse, you have certain rights, including the right to be free from retaliation and harassment.

You will be separated from the alleged abuser immediately.

When necessary, medical personnel will be notified and you will receive a physical exam. You will be assessed for injuries or exposure to sexually transmitted diseases. Any evidence collected will be sent to a crime lab.

You will be referred to a mental health professional for assessment and ongoing treatment, as necessary.

If requested, a victim advocate will be provided for you or you may contact an advocacy organization. The contact information is available in the institutional library.

Your allegation of sexual abuse will be investigated and if possible, the abuser will be disciplined and referred for prosecution. It is important you work with the investigator.

Later on, you may wish to seek the support of a trusted friend, family member or staff member, such as the chaplain or mental health staff. The days ahead can be traumatic and it helps to have support.

You have the right to know the outcome of the investigation.

You have the right to be notified of court proceedings and to provide an impact statement for the court and parole hearings, in the event of conviction.

Your Chaplain

Your chaplain is Michael Walker, he is here to assist you in meeting your spiritual needs. Appointments are not necessary all offenders will be assisted according to the Chaplain's weekly schedule. Critical illness or death in the immediate family constitute an emergency and will be dealt with as soon as is possible.



RULES OF CONDUCT

DRESS CODE: FULL STATE GRAYS

NO FOOD/DRINK/SMOKING

NO LOITERING IN THE CHAPEL

TABLES ARE AVAILABLE FOR STUDY GROUPS OF NO MORE THAN TWO OFFENDERS.

NO ELECTRONIC DEVICES ALLOWED

Chapel service sign up, March, July and November only. Or within 30 days of R&O or segregation release

Respect and dignity are to be exercised at all times!

CHAPEL LIBRARY HOURS

MONDAY

8:20-9:20am 4 House

1:20-2:20pm 5 House

TUESDAY

8:20-9:20am 3 House

1:20-2:20pm 6 House

WEDNESDAY

8:20-9:20am 5 House

1:20-2:20pm 4 House

THURSDAY

8:20-9:20am 6 House

1:20-2:20pm 3 House

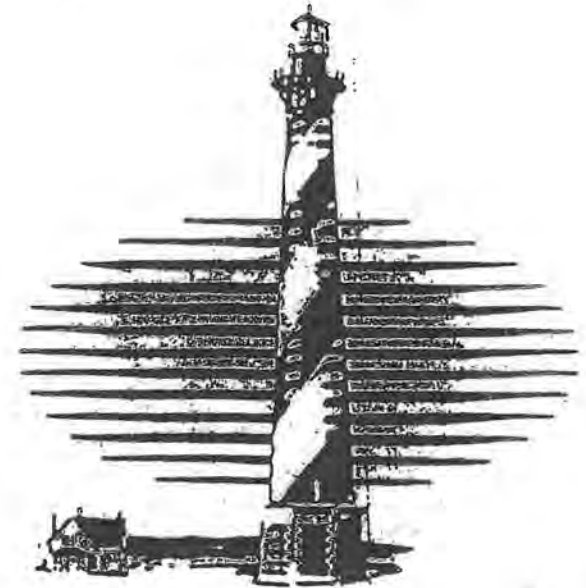
FRIDAY

8:20-9:20am 4 House & Workers

1:20-2:20pm 3 House & Workers

SCCC CHAPEL

Informational Brochure



Chaplain Michael Walker

Aftercare Ministries

Information (pamphlets, brochures) is available for those who are making home plan arrangements. There are organizations all over the state willing to help the ex-offender "get back on his/her feet" and some of these even come to the chapel to meet and interview inmates. You may sign up with the reception clerk in the chapel office.

Counseling

The Chaplain is available to those seeking spiritual counseling. All offenders are welcome to make an appointment, during office hours.

Emergency Family Contact

If a death in the immediate family has occurred and can be confirmed, the department will provide a short phone call to a family member. Transport to funerals or bedside visits are no longer provided.

Free Literature

Just as sacred books are donated, so are inspirational religious material, magazines, newspapers, pamphlets, booklets, brochures and flyers; these are available in the chapel hallway. Offenders are encouraged to use the literature rack during chapel hours.

Inside Marriage Arrangements

All inside marriage arrangements are coordinated through the chapel. Marriage packets are available in the chapel office and offenders are expected to read the information and guidelines first, any questions or concerns you may have can then be directed to the Chaplain.

Sacred books

Books designated by the MDOC as sacred books for personal use, can only be given to offenders if they have been donated by outside sources. Book totals are to be in conjunction with institution policy. All items assigned by the Chaplain should be added to an offender's property list.

Special Program/Services

At times, faith groups may have special celebrations in the chapel, the yard or even in the visiting room. Outside guests often come and attend these special services. Posters are placed throughout the institution announcing these unique services.

Visiting Clergy/Spiritual Advisor

Those who wish to be visited by a member of clergy (or spiritual advisor) will need to gain agreement first with the clergy person and then the Chaplain will contact them to begin the approval process and make visitation arrangements. Visiting will take place only in the Visiting room and will not count against an offender's allotted amount of visits.

VICs (Volunteers In Corrections)

Many volunteers come every week and all through the year to encourage, and minister to offenders. They come on their own time and some travel good distances just to reach out and express a little good will. Come meet them!

The Chaplain is available any time during your Big Recreation, if you need to see the

CHAPEL SERVICES

SUNDAY

6:20-8:20pm CG-Solid Rock Church (P) #

MONDAY

8:20-10:20 Wicca (P) #500
1:20-3:20pm Native American (P) #422
6:20-8:20pm CG-Men of God (S) #235
6:20-8:20pm CG-Celebrate-Recovery (S) #

TUESDAY

8:00-9:20am Al-Islam (S) #121
1:20-2:50pm MSTa (S) #111
6:20-8:20pm CG-Promise Keepers (S) #2

WEDNESDAY

1:20-3:20pm Native American (S) #423
1:20-3:20pm Messianic (S) #251

THURSDAY

1:20-3:20pm Catholic Mass (P) #511
6:20-8:20pm CG-GCMBC (S) #234
6:20-8:20pm CG-IRON-MEN (S) #280

FRIDAY

8:20-10:20am MSTa (P) #113
1:20-3:20pm Al-Islam (P) #122
6:20-8:20pm CG-Seventh Day Adventist (S) #451
6:20-8:20pm CG-Glory of God Discipleship #822

SATURDAY

8:20-10:20am CG-Jehovah's Witnesses (S) #441
8:20-10:20am ME-Messianic (P) #252
1:20-3:20pm CG-Pentecostal (S) #255 (2nd, 3rd, and 5th Saturday)
6:20-8:20pm CG-Sons of Thunder (S) #21

Religious program facilitators serve as liaisons between the various religious groups and the SCCC chapel. Their primary purpose is to assist their respective religious communities, the chaplain, and volunteers in corrections in providing approved religious programming. A facilitator is appointed by the chaplain with input from the religious community and confirmation of the Deputy Warden of Operations.

Facilitator Qualifications

In order to be considered for a facilitator position, an offender must:

- ◆ have been at SCCC for at least six (6) months;
- ◆ have high school diploma/GED or be in good standing with Education;
- ◆ be knowledgeable in religious group faith/tenets;
- ◆ be able to work well with chaplain, group members, and volunteers.
- ◆ be free of major conduct violations for one (1) year; AND
- ◆ demonstrate positive institutional adjustment as indicated by conduct violation history and other factors.

*SCCC Chapel
255 West Highway 32
Licking, MO 65542-9069
573-674-4470
Fax: 573-674-4428*

SOUTH CENTRAL CORRECTIONAL CENTER

FACILITATORS GUIDE



Banquets

Under the supervision of the chaplain, group facilitators are responsible for the planning and preparation of scheduled catered and canteen banquets.

At least ninety days prior to any banquet, the facilitator shall submit to the chaplain a "Food Event Activity Proposal" and a complete list of individuals who wish to attend the banquet. The chaplain will review the list, and approve or deny each individual based on group attendance and conduct history.

Catered Banquets

For any catered banquet, the facilitator should discuss possible menu options and pricing with the members of the group. At least four months prior to the banquet, the facilitator shall consult with the chaplain regarding specific arrangements for vendors, menu items, and pricing. Upon approval of the proposal, the chaplain will make the necessary arrangements with the caterer.

The chaplain will submit a final list of approved individuals to the Canteen, and a copy will be provided to the group facilitator. Banquet tickets will be sold during tip week, usually the month prior to the banquet. Approved individuals will be able to purchase tickets for only their attendance. There are no refunds of individual ticket purchases, except special circumstances may warrant refunds if the banquet is not able to take place.

Canteen Banquets

All individuals who are approved to participate in a group canteen banquet, must purchase their food items during the designated tip week, usually the month prior to the banquet. Before returning to their housing units, they must deliver the items, with proof of purchase, to the chapel for storage. Approved individuals will be able to contribute items for their attendance only, and any items submitted to the chapel for the banquet will be consid-

ered donated to the group, regardless whether or not the individual actually attends the banquet.

Annual Calendars

On or before October 15 of each year, facilitators must submit an "SCCC Religious Group Annual Planner" for their group activities for the upcoming year. The proposal should include requested dates for any special services, observances, and banquets. In general, special events and services should be held during regularly schedule meetings, but if they require special preparation, they should be included on the annual planner. Baptisms for applicable groups may be held once per quarter. Each recognized group may request one catered banquet and one canteen banquet per year, except that banquets for all Christian General (CG) groups are included in the CG planner. Banquets are always held in the evenings on Monday-Wednesday in the visiting room.

Canteen Fund Purchase Requests

Group facilitators are responsible for assessing the resource needs of their groups and making Canteen Fund purchase requests on a quarterly basis. Facilitators shall submit their requests for the upcoming quarter during the first day of the month of December, March, June, and September. The requests will then be submitted to the central office for preliminary approval before being presented to the SCCC Canteen Committee for final approval. Canteen Committee meetings take place during the first month of each quarter (January, April, July, October).

Religious resources requested through Canteen Funds will focus on group study and worship materials for accommodated religious communities and general religious/spiritual materials for use by all offenders. Canteen Fund requests shall include a description of each item with an explanation of its intended use.

Facilitators for Christian General (CG) groups shall provide purchase requests for their groups to the primary CG facilitator at least two weeks prior to the quarterly deadline. The CG facilitator will then include those requests with the other CG requests submitted to the chapel.

Donations

Donations of religious/spiritual materials to the SCCC Chapel will only be accepted if they are pre-approved by the chaplain and delivered to the chapel with a properly completed "Deed of Gift" form. Facilitators who are approached by individuals or groups who wish to donate materials to the chapel shall direct them to contact the chaplain in writing or by phone for details.

Requests for Materials

Chapel clerks work for the chaplain, not facilitators. All requests for group flyers, programs certificates, or other materials needing to be completed by the chapel clerks shall be submitted to the chaplain at least two weeks prior to the date the materials are needed.

Group Lesson Plans

The purpose of accommodated religious group meetings is for group members to observe, practice, and study their faiths/tenants. The primary facilitator of each groups shall be responsible for completing the "Chapel Group Lesson Plan" form for each regular meeting that takes place. After each meeting, the lesson plan shall be given to the chapel officer.

Advisory Council Meetings

Religious-Advisory Council meetings are held at least quarterly to share information, coordinate religious activities, receive input and suggestions, and promote tolerance and cooperation among religious communities. Primary group facilitators will be expected to attend and participate in the meetings.



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
CONSENT TO INTERVIEW/PHOTOGRAPH

OFFENDER NAME (PRINT OR TYPE)	DOC NUMBER
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All offenders under the age of 17 must have their attorney or designated guardian co-sign this form.

I consent to being interviewed photographed audiotaped videotaped and agree to participate freely in the interview/research project conducted by the interviewer/researcher from the organization or agency named below.

I further consent to the use of any information or material supplied by me as a result of my participation.

I have read this form, or have had this form read to me, and verify by my signature that I understand the contents.

INTERVIEWER/RESEARCHER (PRINT OR TYPE)	ORGANIZATION/AGENCY			
ADDRESS	CITY	STATE	ZIP	TELEPHONE:

OFFENDER SIGNATURE	DATE
ATTORNEY/GUARDIAN SIGNATURE	DATE
INTERVIEWER/RESEARCHER SIGNATURE	DATE
STAFF WITNESS SIGNATURE	DATE

PRISON RAPE ELIMINATION ACT (PREA)

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. Such violations affect security, staff safety and can be emotionally and physically devastating for the victim. Being a victim of offender sexual abuse can complicate an already challenging Reentry process and heighten the risk of continued criminal behavior.

Missouri Department of Corrections Offender's Guide to Sexual Misconduct/Abuse How to Identify and Report Sexual Misconduct/Abuse

The Missouri Department of Corrections is committed to ensuring a safe and humane environment for all offenders. An important part of a safe and human environment is freedom from sexual misconduct/abuse by staff and offenders. For the purpose of this guide, staff includes Department of Corrections employees, contract employees, interns and volunteers. Offenders include those incarcerated as well as those under the supervision of the Board of Probation and Parole. This guide explains offender rights and the safeguards that are in place for protection from sexual misconduct/abuse.

The Department of Corrections cannot and will not tolerate any form of sexual misconduct/abuse against offenders. The Department recognizes the worth of each individual and strives to treat offenders humanely. State statute prohibits sexual misconduct/abuse by staff members. The Department, its staff and offenders are also subject to the Federal Prison Rape Elimination Act (PREA), which has as part of its purpose establishing a zero-tolerance standard for the incidence of rape in prisons in the United States and making the prevention of prison rape a top priority in each prison system.

THE MISSOURI DEPARTMENT OF CORRECTIONS MAINTAINS A ZERO-TOLERANCE POLICY REGARDING OFFENDER SEXUAL MISCONDUCT/ABUSE OR HARASSMENT.

Any offender who is the victim of sexual misconduct/abuse should report the incident to staff or investigators immediately.

The Department of Corrections, in an effort to continually promote the professionalism of our staff and the safety of offenders, may pursue prosecution of any staff member or offender who is involved in sexual misconduct/abuse. It is important that everyone, both staff and offenders, do their part to eliminate sexual misconduct and harassment in our institutions. The purpose of this guide is to ensure offenders are aware of the safeguards that exist for their protection.

DEFINITIONS

Inmate-on-Inmate Sexual Violence: For the purposes of reporting under the Federal Prison Rape Elimination Act (PREA), the Department of Justice has identified two categories of offender-on-offender sexual violence: nonconsensual sexual acts and abusive sexual contacts. Examples of behavior by offenders that is prohibited include, but are not limited to:

- 1) Nonconsensual Sexual Acts:
 - Contact of any person without his or her consent, or of a person who is unable to consent or refuse; and
 - Contact between the penis and the vagina or the penis and the anus including penetration, however slight; or
 - Contact between the mouth and the penis, vagina, or anus; or
 - Penetration of the anal or genital opening of another person by hand, finger or other object.
- 2) Abusive Sexual Contacts:
 - Contact of any person without his or her consent, or of a person who is unable to consent or refuse; and
 - Intentional touching either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person;

PRISON RAPE ELIMINATION ACT (PREA)

Staff Sexual Misconduct: Includes any behavior or act of a sexual nature directed toward an offender by an employee, volunteer, contractor, official visitor, or other agency representative (excludes offender family, friends, or other visitors). Sexual relationships of a romantic nature between staff and offenders are included in this definition. Examples of behavior by staff and offenders that are prohibited include, but are not limited to consensual or nonconsensual sexual acts including:

- Intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire; or
- Completed, attempted, threatened, or requested sexual acts; or
- Occurrences of indecent exposure, invasion of privacy, or staff voyeurism for sexual gratification.

Staff Sexual Harassment: Includes repeated verbal statements or comments of a sexual nature to an offender by an employee, volunteer, contractor, official visitor, or other agency representative (excludes offender family, friends, or other visitors). Examples of behavior by staff and offenders that are prohibited include, but are not limited to:

- Demeaning references to gender or derogatory comments about body or clothing; or
- Repeated profane or obscene language or gestures.

Retaliation: Includes intimidation to prevent an offender from filing a complaint or participating in an investigation of sexual misconduct/abuse or harassment. The Department prohibits any individual from interfering with an investigation, including intimidation or retaliation against a witness.

It is important that everyone, staff and offenders, do their part to eliminate sexual misconduct/abuse and harassment in our institutions. The purpose of this guide is to ensure offenders are aware of the safeguards that exist for their protection.

REPORTING SEXUAL MISCONDUCT/ABUSE

Sexual acts or sexual contacts between any staff person and an offender, even if the offender consents, initiates or pursues, are always prohibited.

Sexual misconduct/abuse by staff or offenders is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct/abuse – when it is experienced or seen, report it immediately.

To make sure that sexual misconduct/abuse *is* reported, the Missouri Department of Corrections has several ways for offenders to report confidentially. Offenders may use the reporting method with which they are most comfortable.

Reporting from a Correctional Center:

- Tell any staff member at the facility. It is part of their job to report any allegation, ensure the offender's safety, and maintain confidentiality.
- Send a "kite" or letter to the Superintendent or Investigator at the institution.
- Send a "kite" or letter to the Inspector General's Office at the Department of Corrections, Central Office –

Inspector General's Office
PO Box 236, 2729 Plaza Drive
Jefferson City, MO 65102

- Call the Crime Tips Hotline. Dial *9555
- Use the Informal Resolution Request process to submit a grievance.

PRISON RAPE ELIMINATION ACT (PREA)

REPORTING SEXUAL MISCONDUCT/ABUSE (continued)

Sexual acts or sexual contacts between any staff person and an offender, even if the offender consents, initiates or pursues, are always prohibited.

Reporting from a Residential Setting including the Community Release Centers, Community Supervision Centers and Residential Facilities:

- Tell any staff member at the residential setting. It is part of their job to report any allegation, to ensure the offender's safety and maintain confidentiality.
- Utilize the Residential Setting Procedure.
- Send a letter to the Inspector General's Office at the Department of Corrections, Central Office –
Inspector General's Office
PO Box 236, 2729 Plaza Drive
Jefferson City, MO 65102

Reporting while on community supervision:

- Tell any staff member at the Probation and Parole office, to include the Unit Supervisor or the District Administrator. It is part of their job to report any allegation, to ensure the offender's safety and maintain confidentiality.
- The offender may file a report with local law enforcement.

NOTE: If a sexual assault has occurred, seek medical attention as soon as possible. Do not shower, brush teeth or wash clothes or underclothing. This could wash away hair or other bodily fluids, which are critical evidence. Also, save anything that touched the perpetrator, (e.g., a condom, tissue or a towel) or anything that she/he left behind. Immediately report the incident to a staff person in the institution or to local law enforcement in the community.

TO PREVENT BECOMING A VICTIM...

While incarcerated or under community supervision, no one has the right to pressure offenders to engage in sexual acts. Offenders do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.

To avoid sexual assault by offenders:

- Choose associates carefully. Look for people who are involved in positive activities.
- Avoid secluded areas. Position yourself in a safe zone area in plain view of staff members.
- Do not accept commissary/personal property from another offender. Placing yourself in debt to another offender can lead to the expectation of repaying the debt with sexual favors.
- Do not accept an offer from another offender to be a protector.
- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong LEAVE.
- If you are being pressured for sex, report it to a supervisor immediately.

PRISON RAPE ELIMINATION ACT (PREA)

WHAT HAPPENS TO REPORTS OF SEXUAL MISCONDUCT/ABUSE?

The Missouri Department of Corrections will review all allegations of sexual misconduct/abuse.

Allegations of sexual misconduct/abuse may be investigated by the Missouri Department of Corrections Investigations Unit or referred to the appropriate department authority to be addressed.

POSSIBLE OUTCOMES OF AN INVESTIGATION

During review of sexual misconduct/abuse allegations, a number of actions may occur if it is determined to be in the best interest of the offender, the staff, or the worksite. Keep in mind a thorough review and/or investigation takes time. Information and evidence must clearly support or refute any allegation with evidence, information gathered from witnesses, and documentation.

After the review or investigation is finished, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true.
- There is insufficient evidence to conclude the allegation is or is not true.
- There is enough evidence to prove that the allegation is not true. This means that the evidence shows the offender made a false allegation. If the investigation proves the offender made a false allegation, she/he could receive a conduct violation while incarcerated or, if on supervision, the court or the Board of Probation and Parole may be notified.
- There is not enough evidence to prove the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

When an allegation is proven to be true, a staff member or an offender who sexually abuses or assaults an offender may be disciplined up to and including prosecution. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately.

HELP IS AVAILABLE

If incarcerated, mental health and medical staff are available for crisis care.

If under community supervision or a residential setting, a referral to an appropriate community treatment provider will be made by a staff member of the Division of Probation and Parole.

REMEMBER

- The Department of Corrections has a zero-tolerance policy and sexual misconduct/abuse or harassment will **NOT** be tolerated.
- If you are a victim, report it immediately.
- All reports of sexual misconduct/abuse will be investigated.
- False allegations can hurt the victim and the accused.
- Help is available.
- If you witness sexual misconduct/abuse or harassment of another, report it immediately.

**SOUTH CENTRAL CORRECTIONAL CENTER
VISITING ROOM RULES**

OPERATION:

1. The Visiting Room will be open as follows: Friday, Saturday, Sunday; two separate four hour blocks of visiting shall be held: the first from 9:30am to 1:30pm, and the second from 2:30pm to 6:30pm. Processing will begin at 9:30am and stop at 1:00pm. Processing for the afternoon will begin at 2:30pm and stop at 6:00pm. Each block of time will be considered one visit.
2. All offender visitors must be on the offender's approved visiting list or have an approved special visit before being allowed to visit.
3. Offenders assigned to general population are allowed a maximum of 10 visits per month without special approval. Only 3 visitors will be allowed to visit an offender at one time. The visit may include 3 additional visitors who are under the age of 5.
4. Immediate Family: Spouse, parents/step-parents, mother-in-law, father-in-law, and their spouses, siblings/step-siblings and their spouses, grandparents/step-grandparents and their spouses, great-grandparents/step great-grandparents and their spouses, legal guardian, primary support person and their spouse, children/step-children and their spouses, grandchildren/step-grandchildren and their spouses, and great-grandchildren/step great-grandchildren and their spouses.
5. Visitors shall not be allowed on state property more than one-half hour prior to visiting hours.
6. No adults, children or pets may remain in the vehicle on institutional grounds.
7. Loitering or lingering on the parking lot or any other state property at any time will not be allowed.
8. Visitors shall not be allowed to bring a camera into the institution.
9. Visitors must register at the front door.

OFFENDERS:

1. Upon arrival of an offender visitor, the officer assigned will promptly call for the offender and then monitor the time closely assuring that the offender arrives at the visiting room in a timely manner.
2. Offenders will report directly to the visiting room officer for processing, strip search, and dressing out.
3. Before being permitted to visit, an offender will be clean and neatly groomed.
4. Offenders will wear state issued shirt, tee-shirt and pants to the visiting room. Jumpsuits and shower shoes will be issued by the dress out officer after the officer strip searches the offender for a visit. Offenders are required to wear a short sleeve, state issue tee-shirt underneath their jumpsuit. The visiting clothing will be laundered after the visiting session and stored in the dress out area. Shower shoes will be cleaned after each use.
5. Offenders may bring only the following items to the visiting room:
 - a. One(1) offender identification card;
 - b. One(1) ring/wedding set only;
 - c. One(1) Medic-Alert bracelet/necklace;
 - d. One(1) pair of prescription glasses;
 - e. One(1) movement pass;
 - f. One(1) nitroglycerin medication;
 - g. One(1) religious medallion/necklace.
6. Only one offender at a time may use the offender restroom. The offender will be strip searched.
7. Offenders will maintain acceptable language and conduct while on a visit.
8. CONDUCT OF OFFENDERS AND VISITORS: Sexually explicit behavior will not be permitted. Offenders and visitors will be allowed one greeting and departing embrace/brief kiss 1 to 2 seconds—MOUTH MUST BE CLOSED WHEN KISSING. THE ONLY PHYSICAL CONTACT PERMITTED AT ANY OTHER TIME IS HOLDING HANDS. This includes while pictures are being taken. Offenders shall maintain acceptable language and conduct while on visit. Children 6 and under may be permitted to sit on the lap of the offender unless prohibited based on observation or special orders. GOODBYES WILL BE SAID AT THE ASSIGNED TABLE.
9. TABLES WILL BE ASSIGNED BY VISITING ROOM STAFF. Offenders or visitors will not move furniture. Tables and chairs are arranged in a specific order. Offenders and visitors will not swap seating assignments. Inappropriate behavior could result in a special seating arrangement, a conduct violation(CDV), or termination of the visit.
10. AN OFFENDERS' ATTENTION SHALL BE TOWARD HIS VISITOR, NOT OTHER OFFENDERS/VISITORS IN THE VISITING ROOM. The offender must stay at the table during visit except to:
 - a. Go to dress out for restroom/medication.
 - b. Go to the play area or artwork display.
 - c. To have pictures taken with visitor.
11. Offenders are required to abide by the same dress code in the visiting room as required within the institutional

- perimeter (e.g. no sagging pants, etc.).
12. Offenders will be strip searched upon entering and exiting the visiting area and when using the offender restroom.
 13. **CHILDREN MUST STAY IN THE IMMEDIATE AREA OF THE VISITOR OR IN THE DESIGNATED PLAY AREA AT ALL TIMES.** Sole responsibility for child care rests with the adult visitors, not the offender. Children must be accompanied by an adult visitor in all areas of the visiting room. Children will not be allowed to play in the restrooms, around the tables of other visitors or in an unruly manner. Children will not be allowed to take toys to individual tables or remove the toys from the play area. If the behavior of the child(ren) becomes unacceptable (i.e. running, annoying other persons, failing to stay with escorting visitor, etc.), and after both the offender and visitor have been advised to keep the child(ren) under control and have failed to do so, the shift supervisor will be notified and the visit may be terminated.
 14. **ONE WARNING** will be given when children are not properly supervised. If a problem continues, the visit may be terminated.
 15. No smoking in the visiting room area—inside or out..
 16. Offenders will not be permitted at the vending machines at any time. Offenders will not be allowed to operate the machines or the microwave.
 17. Activities with children by offenders is permitted only at a table in the play area. Offenders are not allowed to be on the floor of the indoor play area.
 18. **ANY SPECIFIC VISIT MAY BE DENIED OR TERMINATED BY THE WARDEN/DESIGNEE ON THE BASIS OF, BUT NOT LIMITED TO:**
 - a. Improper conduct;
 - b. Failure to follow visiting rules and regulations;
 - c. Refusal to submit to a search or trace technology test;
 - d. Observed in a state of intoxication;
 - e. Unacceptable language;
 - f. Any improper dress of the visitor;
 - g. Any breach of safety and security.