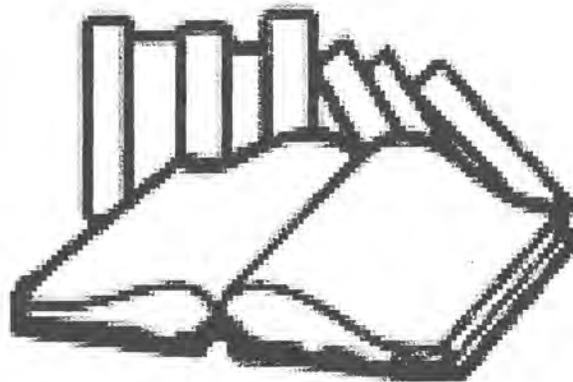


**WESTERN MISSOURI
CORRECTIONAL
CENTER**

**RECEIVING
AND
ORIENTATION**

ADMISSIONS PACKET



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R&O ORIENTATION FOR MENTAL HEALTH

The Mental Health Dept. is located in the Medical area of Central Services. We provide individual counseling, group therapy, and psychiatric consultation (if needed).

You may request Mental Health services by submitting an MSR (Medical Services Request) through open sick call. You will not be seen at the time that you turn in the MSR. We will schedule you an appointment, most likely within 7 days.

On the MSR, check the box next to Mental Health. In the "For" box, please put why you want to be seen; groups, counseling, etc. If you are interested in a group, please put down which one(s).

Currently we are offering the following groups:

The Mental Health Department offers the following groups to ANY offender at WMCC.

Anxiety/Stress Management: For those wishing to learn relaxation techniques to help reduce stress and anxiety.

Thinking Errors (Cognitive Change): For those wishing to learn more about how we think and feel; we also discuss becoming aware of thinking errors and how to change them.

Trauma: For those who have experienced any kind of abuse in their lives and how that affects their reactions and relationships now.

Dealing with Feelings: For those wishing to discuss a variety of issues, focusing on relationships/adjustments to incarceration/re-entry into society.

Med. Education: For those interested in learning about benefits and side effects of medication.
ONLY OFFERED TO MH 3'S.

You will be provided with a certificate of completion once all sessions are completed.

If you came in on a psychotropic medication you can expect a visit from one of our staff within 2 weeks of your arrival date. You will then be scheduled to see our psychiatrist. If you are having problems with your medication, please let them know.

C. Ventura, ICMHS
Revised: 03-20-2011

MENTAL HEALTH GROUPS

The Mental Health Department offers the following groups to **ANY** offender at Western Missouri Correctional Center:

Anxiety/Stress Management: For those wishing to learn relaxation techniques to help reduce stress and anxiety.

Thinking Errors (Cognitive Change): For those wishing to learn more about how we think and feel; we also discuss becoming aware of thinking errors and how to change them.

Trauma: For those who have experienced any kind of abuse in their lives and how that affects their reactions and relationships now.

Dealing with Feelings: For those wishing to discuss a variety of issues, focusing on relationships/adjustments to incarceration/re-entry into society.

Parenting: for those wishing to learn how to maintain relationships and parent from a distance.

Med. Education: For those interested in learning about benefits and side effects of medication. **ONLY OFFERED TO MH 3'S.**

If you are interested in any of these groups, please let us know.
You may use an MSR – after “for” write “Group”
then write the name of the group you are interested in attending
and send the MSR to the Mental Health Department.

WESTERN MISSOURI CORRECTIONAL CENTER ACCESS TO MEDICAL CARE

SICK CALL

Sick call will be held by a scheduled appointment only. Offenders must complete a MSR and drop it off in the box in front of the dining area. MSR's will be picked up by medical staff at 8:30 am and 1:00 pm.

Be as detailed as you can be on the MSR. You will be called up or scheduled for an appointment with the sick call nurses.

Over the Counter (OTC) Medication:

Offenders may obtain OTC medication by filling out an OTC sheet (available in the housing unit) and placing it in the MSR box in front of the dining areas.

INHALER EXCHANGE:

Inhalers are exchanged on Tuesdays and Wednesdays at 2:00pm during recreation period. You must bring your empty inhalers to medical to receive a new inhaler. Be sure to request a refill on your inhaler when the counter reaches 40.

Nitroglycerin:

Empty bottles are to be returned to the medical department to be able to receive a refill.

MONTHLY MEDICATION CALL-OUT:

You will need to bring an MSR to Sick Call or drop the MSR in the silver box in front of dining about a week before you are out of medication. You will be given a call out to pick up these medications when they arrive. Empty medications cards have to be returned to medical when you pick up your refills.

SELF-DECLARED MEDICAL EMERGENCY (SDME)

SDME is for life threatening emergencies such as chest pain, asthma, seizure, etc. **If it is not an urgent or emergent situation it will be referred to the MSR system.**

MEDICATION LINE

DAILY PILL LINE is approximately as follows: 5:30 am, 11:15 a.m., 6:00 p.m, and 8:30 p.m.

INSULIN LINES ARE AS FOLLOWS:

4:45 am, 11:00 am, 5:00 pm, and 7:45 pm

TB MEDICATION LINE IS AS FOLLOWS:

12:30 PM Monday and Thursday

MEDICATION REFILL

Refills on bottled medication and inhalers will be given only with the return of the empty container.

NITRO – is exchange every month, so you need to also return your old nitro when you are called up for meds. These meds should be carried on your person at all times. Monthly meds are done Monday through Friday.

MEDICAL AND HEALTH EDUCATION FILMS are shown each day at differing times on institutional TV (the same channel as the movies). In addition, medical has placed health and medical pamphlets in the library. You will also receive patient information sheets for your conditions in the sick call (if one is available for your complaint). If you are in CHRONIC CARE CLINIC, you will receive patient teaching from the Nurse and Doctor regarding your disease(s).

SMOKING CESSATION

Pamphlets are available upon request.

ACCESS MEDICAL

M-scores are evaluated on a yearly basis, unless indicated otherwise. **Medical does not provide extra blankets, mattresses, pillows, thermal underwear or clothes.**

ACCESS MEDICAL IN HOUSING UNIT #1

MSR's are picked up daily by nursing and sick call is done daily. Medication times are as follows: 6:00 am, 10:00 am, 2:00 pm and 6:00 pm.

MEDICAL RESTRICTIONS

The only medical restrictions that transfer from prior institutions are those corresponding with current M-Scores. All paper lay-in, or M-scores, etc. will need to be submitted via sick call for evaluation.

RELEASE OF MEDICAL INFORMATION

If you wish have medical information released to family members or anyone else, you will need to come to medical at sick call with a MSR to request a release of medical information. This request need to be updated (renewed yearly) and are limited to one contact per person.

CONCERNS REGARDING MEDICAL SERVICE

If you would have concerns regarding your healthcare delivery and services please contact the site Director of Nursing or Health Services Administrator via submitting a MSR using the Sick Call process.

PATIENT GUIDE TO MEDICAL SERVICES

Welcome to your Medical Unit. The Department of Corrections and Corizon Healthcare are working together to provide comprehensive medical services to residents incarcerated in the Missouri Department of Corrections. Each person utilizing medical services is viewed as a "patient". The healthcare professionals look forward to developing a professional alliance with you. You can help by providing the medical staff with accurate information, reporting on time for appointments, and following recommendations given to you by the nurses and doctors.

Health care is something you usually don't think about until you need it. Our goal is to meet your medical needs in a timely manner while maintaining your dignity and confidentiality. The health care staff strives to bring you the level of care that is comparable to community standard of practice.

Staff Qualifications:

All doctors and nurses are licensed to practice in this state. Many of our physicians are either Board-Certified or Board-Eligible, meaning that they have completed additional training and education to obtain certification in a specialized medical field. Our nurses are all CPR certified and many of them have advanced certification in life-saving techniques. Some staff are CCHP-s (Certified Correctional Health Care Professionals). Corizon or Western Missouri Correctional Center is accredited by the National Commission on Correctional Health Care (NCCHC) which has set certain standards for healthcare in prisons and jails.

Services Available:

Health Maintenance and Disease Prevention

- TB skin testing
- HIV testing
- Regular physical exams
- Testing for sexually transmitted diseases
- Mammography and GYN exams for females
- Chronic Care Clinics
- Vaccinations (including flu vaccines for the ill and elderly)
- Health Fairs
- Dental exams and X-Rays
- Eye exams and glasses
- PSA testing for prostate cancer (age specific)

Ongoing Medical Care

- Doctor Sick Call
- Nursing Sick Call
- Infirmary Care
- Offsite Specialty Care
- Onsite Specialty Care
- Hospital Care

Medications

- Prescription medications
- Psychiatric medications

Frequently Asked Questions about Medical Care

How do I request Medical Care?

Medical services are requested by completing a Medical Services Request (MSR) form and placing it in the locked box for the medical staff to pick up. This box is generally located near the area of the dining hall. This exact location is provided during your facility orientation. This form is used to request all services – mental health, nursing sick call, doctors, appointments, dental and eye exams. These MSR's are reviewed daily by a nurse and scheduled – your name and the time of your appointment(s) will appear on the call – out list posted in your housing unit. Please check these lists daily even if you don't think you have an appointment because we automatically schedule appointments such as physicals, mammograms, TB testing, chronic care and it's important that you keep these appointments. When the nurse

reviews your MSR it may be classified as emergent requests immediately, URGENT appointments as soon as possible and schedule routine appointments within a short period of time.

How do I get medications and refills?

A physician within a correctional facility must prescribe all medications. They are then ordered from our offsite pharmacy. If it is imperative that you start taking the medication immediately and if it is not in stock, it can be obtained from a local pharmacy until your regular prescription is received and you can come to pill line and get your medication dose by dose. Otherwise, new prescriptions are usually received within 1 – 3 working days depending on the facility location and time of the order. You are responsible for picking up your medications in a responsive manner or it may be returned to the pharmacy. We may utilize generic and alternate brand – name medications so the pills you receive may look a bit different from those you are used to. However, they are the same medication and are approved by the Food and Drug Administration (FDA). If you do note a change in the look of your medication, please check this with the nurse for an explanation. **If you run out of medication, please do not do without your medication.**

When do I get to see a specialist for my condition?

We utilize a variety of specialty physicians in the community. You must first see and be referred to a specialist by a physician at this facility. The physician submits a request for a specialist consult to the Regional Medical Director along with documentation supporting this request. The Regional Medical Director will either approve the request, asks for further information, or suggests another treatment alternative to be tried first. After the specialist consult is approved an appointment is scheduled. You will not know the date, time or place of the appointment for security reasons. Sometimes, due to the specialist's schedule an appointment may take several weeks or longer to occur. We also utilize tele-medicine so you can have a consult via TV camera without leaving the facility.

What kind of Dental Care can I get?

Our dental department offers exams, fillings, extractions, and full or partial dentures. **Cleanings are done on a space available basis only after other priorities have been resolved.** We can provide education on taking care of your teeth and gums just as a dentist in the community would do.

Can I get a new pair of glasses?

You can be scheduled for one routine eye exam yearly upon request and receive one pair of glasses every two years at no cost to you. We do not do routine special tints or photo – gray lenses without a medical diagnosis identifying a medical need. If your glasses are accidentally broken through no careless fault of your own,, they may be repaired at no cost to you; otherwise, repairs are your financial responsibility.

What is an infirmary?

Many prisons have an infirmary, which is used to provide inpatient treatment and observation when necessary. Sometimes an offender can go to an infirmary instead of a hospital for treatment. At other times an offender may go to an infirmary after hospitalization to recover instead of going immediately back to general population. An infirmary assignment can not be refused.

How do you get in a Chronic Care Clinic?

Everyone is examined by a physician when they enter the Department of Corrections to ensure chronic health problems, such as high blood pressure, are identified. These offenders are then scheduled to be seen on a regular basis by both a nurse and a doctor to follow their condition and ensure that their disease remains under control. We use the same process if a routine physical or doctor's appointment uncovers a chronic health condition.

What can I do to help myself?

Your health is first and foremost your responsibility. You can best help yourself by doing the following:

- Stop Smoking
- Eat a healthy diet
- Get regular exercise
- Avoid getting tattoos
- Good handwashing

The medical staff can provide you with educational material and help with all of these. Please submit an MSR to begin the process.

Update: April 30, 2013

AICS AND HOUSING UNITS

WMCC utilizes the Adult Internal Classification System (AICS) for classification and housing assignments. All housing assignments will be made in compliance with the AICS Classification instrument. The AICS process begins immediately upon receiving the offender and the observation period will be for no less than 14 days.

Offenders will be assigned to a room or bay area based on security concerns (highest priority), special programs within the institution, offender's disabilities and offender's health needs.

An offender may make a request for a room move by completing the Room/Cell Request (MO931-3118) form and submitting it to classification staff, after being assigned to a general population housing unit.

Housing Unit's:

A-Side - Custody Levels 1, 2, & 3

- HU#1 Administrative Segregation
- HU#2 Therapeutic Community
Transitional Housing Unit
Handicap Offenders
- HU#3 Handicap Offenders
- HU#4 Work Release & R&O
- HU#5 General Population & Dog Program

B-Side – Custody Level 3 & 4

- HU#6 General Population
- HU#7 Therapeutic Community
- HU#8 General Population & Dog Program
- HU#9 Transitional Housing Unit
- HU#10 General Population, R&O

Prior to release from the reception and orientation unit, classification staff will review the offender's classification file to determine a job assignment.

A preliminary protective custody screening will be held with each offender to include a file review. A Protective Custody Needs Assessment/Waiver (MO931-3564) will be completed upon every offender's arrival at WMCC. If Protective Custody issues are present, the offender will be placed on TASC and housed in Administrative Segregation.

Use of a telephone is a privilege, not a right. Abuse of the telephone or the procedures may result in a conduct violation (CDV) or restricted availability of the telephones. Third party and three way calls are not authorized. Each offender will be required to have and use a personal identification number (PIN) to make collect calls. Offenders are not authorized to loan their PIN to another offender borrow, sell or use another offender's PIN. Offenders who wish to utilize the telephone system must go to the canteen on their spend day to receive their PIN. Offenders are permitted one free PIN per month. Additional charges will be 5 cents each.

CANTEEN/CLOTHING ISSUE

CANTEEN: If you would like to know how much money you have to spend at the canteen you may check the kiosk machine located in the Housing Unit Wings or Recreation Departments.

You can spend up to \$75.00 per week /\$300 per month excluding special purchases which are televisions, fans, tape players, etc. Check calendar each month for draw week. Your state tip is posted to your account at that time. No special purchases can be made during draw week.

Phone minutes may be purchased from the Kiosk machine any day. The minutes cannot be used until posted approximately 24 hours later. Phone minutes will not be counted against the \$75.00 draw limit.

We have some special events such as fast-food items and food banquets held at the Chapel in which you can buy coupons for at the Canteens. We also sell Visiting Room picture coupons. You can utilize the coupon to get your picture taken in the Visiting Room. Your family can also purchase pictures in the Visiting Room.

A Canteen schedule should be posted in your housing unit wing on the bulletin board. Canteen price lists are available for \$0.25 at the Canteen. The Housing Units should have one copy in the bubble and the library has a copy of the list. A schedule is also on the WMCC information channel.

Western Missouri Correctional Center has a Point of Sale system in our canteen. This means that you will enter your canteen order utilizing the kiosk in the housing unit wings or recreation buildings. Your order will be printed and filled in the canteen. You will have until the day before your scheduled pick up to add or delete from your order. Each housing unit will be scheduled one day per week to pick up their canteen order. All sales are final, NO REFUNDS OR EXCHANGES. You must bring offender ID to pick up. Once you pick up your order, you may begin entering your new list into the kiosk for your next spend. If you have a problem with your canteen order, submit a kite to canteen within 24 hours.

If you want to purchase clothing from MVE, tennis shoes or appliances, you must see the back office for approval. Your caseworker will complete the order form and turn into the canteen. On your next spend day put the approved appliances, etc., on your canteen list form. These will need to be at the top of the list. If these are not on your list you will not be able to purchase them. Canteens will only hold approvals for 30 days. If purchases are not done in this time frame your request will be thrown out and you will need to resubmit.

If approved for the fan program, do not add to the kiosk order until final approval from the Business Office.

Appliances will be picked up at same time you receive canteen. Property will notify you when clothing or shoes are ready to be picked up from warehouse. All approvals will be added to your property list.

A complete listing of Authorized Canteen Items is available in the institutional library in SOP 22-3.1 Offender Canteen.

WESTERN MISSOURI CORRECTIONAL CENTER
CLOTHING ISSUE RULES

OFFENDERS WILL BE ISSUED CLOTHING DURING RECEPTION AND ORIENTATION AS SPECIFIED IN THE WESTERN MISSOURI CORRECTIONAL CENTER'S STANDARD OPERATING PROCEDURE FOR IS05-1.2 INSTITUTION RECEIVING AND ORIENTATION.

CLOTHING EXCHANGE PROCEDURES ARE AS FOLLOWS:

1. OFFENDERS WILL BE HELD FINANCIALLY RESPONSIBLE FOR THE CARE AND MAINTENANCE OF THEIR STATE ISSUED CLOTHING. CONDUCT VIOLATIONS MAY BE ISSUED FOR CLOTHING ITEMS THAT ARE LOST, ABUSED, OR ALTERED BY THE OFFENDER AND THE OFFENDER MAY BE CHARGED FOR REPLACEMENT OF THAT ITEM.
2. STAFF ARE AUTHORIZED TO ALLOW OFFENDERS TO PAY FOR LOST OR DAMAGED CLOTHING ITEMS WITHOUT ISSUING CONDUCT VIOLATIONS, ON A CASE-BY-CASE BASIS. REPLACEMENTS FOR MISSING ITEMS WILL NOT BE ISSUED UNTIL EITHER A GREEN CHECK IS COMPLETED OR A CONDUCT VIOLATION IS ISSUED. IF THE MISSING ITEM IS A NECESSITY (SHOE, COAT, BLANKET, ETC.) AND THE OFFENDER IS UNWILLING TO SIGN A GREEN CHECK, A VIOLATION WILL BE ISSUED BEFORE THE ITEM IS REPLACED.
3. OFFENDERS WILL SUBMIT A LIST TO THE BACK OFFICE FOR ALL CLOTHING TO BE EXCHANGED ON THEIR MONTH OF ELGIBILITY. THE LIST MUST BE WRITTEN CLEARLY STATING THEIR NAME, NUMBER, COMPLETE JOB ASSIGNMENT AND COMPLETE LIST OF CLOTHING TO BE EXCHANGED OR REPAIRED. THE BACK OFFICE WILL FORWARD TO CLOTHING ISSUE. NO EXCHANGES 3 MONTHS PRIOR TO MONTH OF RELEASE.
4. WORK RELEASE OFFENDERS WILL SUBMIT THEIR LIST IN THE SAME MANNER AS STATED ABOVE. THE LAY IN TO HAVE EXCHANGE WILL BE PROCESSED BY WORK RELEASE SUPERVISOR.
5. UNDER CLOTHING ONLY WILL BE ELIGIBLE FOR A 6 MONTH EXCHANGE. (T-SHIRT, BOXERS, SOCKS, TOWELS, WASHCLOTH,) UNLESS SPECIAL CIRCUMSTANCES EXIST. AT THAT TIME THE REQUEST WILL BE REVIEWED AND APPROVED/DENIED BY THE CLOTHING ISSUE SUPERVISOR.
6. BEDDING ITEMS AND ALL GRAY STATE ISSUED CLOTHING WILL BE ELIGIBLE FOR A YEARLY EXCHANGE (SHEETS, PILLOW CASE, BLANKET, GRAY SHIRT, GRAY PANT.) UNLESS SPECIAL CIRCUMSTANCES EXIST. AT THAT TIME THE REQUEST WILL BE REVIEWED AND APPROVED/DENIED BY THE CLOTHING ISSUE SUPERVISOR.
7. EMERGENCY ITEMS FOR EXCHANGE, CONSIST OF BOOTS, LAUNDRY BAGS, COATS AND BLANKETS MAY BE CONSIDERED EMERGENCY ITEMS ON A CASE-BY-CASE BASIS. THE OFFENDER WILL NEED TO CONTACT THE HOUSING UNIT STAFF OR WORK SUPERVISOR TO CONTACT CLOTHING ISSUE. AT THAT TIME THE REQUEST WILL BE REVIEWED AND

APPROVED/DENIED BY THE CLOTHING ISSUE SUPERVISOR.

8. ONCE OFFENDER'S LISTS ARE RECEIVED, THE CLOTHING ISSUE SUPERVISOR WILL LOCATE OFFENDER'S CLOTHING ISSUE CARD BY THE NAME AND NUMBER. THE CLOTHING ISSUE SUPERVISOR WILL DETERMINE IF THE OFFENDER IS WARRANTED AN EXCHANGE. ELIGIBILITY WILL BE DETERMINED BY THE OFFENDERS LAST DATE OF EXCHANGE OR BY THEIR INITIAL ARRIVAL.
9. IF IT IS DETERMINED THAT AN OFFENDER IS NOT ELIGIBLE FOR AN EXCHANGE THE OFFENDER WILL RECEIVE WRITTEN NOTIFICATION FROM THE CLOTHING ISSUE SUPERVISOR. (SEE ATTACHMENT G) THE OFFENDERS LIST WILL BE ATTACHED TO THE COPY OF (ATTACHMENT G) STATING THE DATE OF ELIGIBILITY AND RETURNED TO THE OFFENDER VIA DEPARTMENTAL MAIL.
10. OFFENDERS ELIGIBLE FOR THE EXCHANGE WILL BE ISSUED A CALL OUT FROM THE CLOTHING ISSUE SUPERVISOR WHEN THEIR ITEMS ARE READY FOR EXCHANGE. OFFENDERS WILL NEED TO ARRIVE TO CLOTHING ISSUE AT THE TIME AND DATE SPECIFIED ON THEIR CALL OUT WITH THE CLOTHING TO BE EXCHANGED. IF THE OFFENDER IS A NO SHOW HE WILL LOOSE HIS PRIVILEGE TO EXCHANGE. THE OFFENDER WILL WAIT ANOTHER 6 MONTHS, UNLESS HE CAN PROVE UNFORESEEN CIRCUMSTANCES.
11. IF AN OFFENDER LISTED AN OUT OF STOCK ITEM FOR EXCHANGE, THE CLOTHING ISSUE SUPERVISOR WILL DESIGNATE THE DEFERRMENT ON THE OFFENDERS CLOTHING ISSUE CARD. CLOTHING ISSUE WILL KEEP A LOG TO CALL UP THE OFFENDER WHEN THE DEFERRMENT ITEM BECOMES AVAILABLE.
12. ALL CLOTHING SUBMITTED FOR EXCHANGE MUST BE PROPERLY LABELED WITH THE OFFENDER'S NAME AND NUMBER OR THE ITEMS WILL BE CONSIDERED CONTRABAND AND IMPOUNDED.
13. ALL CLOTHING MUST BE LAUNDERED AND CLEAN. IF THIS IS NOT DONE, AN EXCHANGE WILL NOT BE GRANTED.
14. ANY REGULARLY ISSUED ITEMS (EXAMPLE: GRAY SHIRTS AND GRAY PANTS, TEE SHIRTS, SHEETS, BLANKETS, ETC.) MAY BE EXCHANGED FOR SERVICEABLE USED CLOTHING ITEMS.
15. CLOTHING ISSUE STAFF WILL MAKE THE FINAL DETERMINATION AS TO WHAT IS CONSIDERED SERVICEABLE.
16. IF CLOTHING ISSUE STAFF ADVISED THE OFFENDER THAT AN ITEM DOES NOT WARRANT EXCHANGE, THE DECISION IS FINAL. ANY ARGUMENT WILL RESULT IN A CONDUCT VIOLATION.
17. WHEN AN OFFENDER'S PROPERTY IS PACKED FOR STORAGE IN THE PROPERTY ROOM AN INVENTORY OF STATE ISSUED CLOTHING WILL BE COMPLETED BY THE OFFICER PACKING THE PROPERTY. CONDUCT VIOLATIONS WILL BE ISSUED FOR ANY EXCESS OR ALTERED STATE ISSUED CLOTHING AND THE OFFENDER WILL BE CHARGED FOR ANY ALTERED ITEMS.
18. WHEN AN OFFENDER IS TRANSFERRED OR RELEASED, ALL STATE ISSUED ITEMS MUST BE RETURNED TO CLOTHING ISSUE. OFFENDERS WILL BE CHARGED FOR ANY MISSING ITEMS.

A complete listing of Authorized Personal Property is available in the institutional library in Policy IS22-1.2 Offender Property and Control Procedures.

Attachment E
State Property Issued to Offenders
Labeling Procedures

If a label comes off of a clothing item the offender needs to bring the article to the Clothing Issue area to be retagged. Retagging will be done by kites through mail process.

* If sizes do not match the offender's clothing issue card, the items will be confiscated and the offender will need to sign a green check for replacement of such or receive a conduct violation.

* Only items that have been issued by Clothing Issue will be relabeled. Clothing will not be relabeled if it was issued from any other area or if it has been exchanged between offenders.

* Offender clothing WILL NOT be marked with handwritten names and numbers (ex. permanent marker) or the offender will need to sign a green check for replacement of such or receive a conduct violation.

* Offenders should make every effort to get items retagged when they notice the label is coming off. Also, offenders should bring tags that have fallen off to Clothing Issue along with items to be retagged when Clothing Issue submits the lay in.

CLOTHING ISSUE EXCHANGE
RETURN TO CLASSIFICATION STAFF WHEN COMPLETED

DATE: _____ PRINT FULL NAME: _____ NUMBER: _____

HU/CELL: _____ JOB ASSIGNMENT: _____
IF NO JOB ASSIGNMENT LIST "UNASSIGNED"

On the lines provided write the number of items to exchange and sizes if necessary.

ANNUAL EXCHANGE (ONCE YEARLY)

PILLOW: _____
BLANKET: _____
SHEETS: _____
PILLOW CASE: _____
UNIFORM PANTS: _____
UNIFORM SHIRTS: _____
COAT: _____

6 MONTH EXCHANGE (TWICE A YEAR)

BATH TOWELS: _____
WASHCLOTHS: _____
TEE SHIRTS: _____
UNDERWEAR: _____
SOCKS: _____
FOOTWEAR: _____
LAUNDRY BAG: _____

Only one (1) visit will be allowed per every six (6) months unless an emergency arises. You will receive a white pass with the date and time to report to Clothing Issue. Do not report more than 7 minutes prior to your appointment.
No exchanges within 3 Months of release. ALL ITEMS MUST BE LAUNDERED

CLASSIFICATION USE ONLY

ANTICIPATED RELEASE DATE: _____ CLASSIFICATION INITIAL: _____

WMCC ACADEMIC EDUCATION

Revised October 24, 2012

1. School hours are as follows:

	Normal Week	Holiday Work Week
Session #1	6:25 am – 9:10 am	7:00 am – 9:00 am
Session #2	9:25 am – 12:10 pm	9:30 am – 11:30 am
Session #3	1:00 pm – 3:45 pm	12:30 pm – 2:30 pm
2. Upon entering the education building, students **must turn in their ID and report directly** to their assigned classroom. Loitering in hallways is not permitted.
3. Students must sign in and out of class to verify attendance.
4. Students must sign in before going to an appointment if their appointment is after the starting time of school. Students must return to school after the appointment if school is still in session.
5. While class is in session, students must obtain a pass from their teacher prior to exiting the classroom. Bathroom passes are not available the first 15 minutes of class or the last 15 minutes of class. A student is allowed to leave the classroom only once per class session. Offenders will be signed out when they go to the bathroom and signed in when they return. **(There are no scheduled break times.)**
6. Students must conform to the dress code of the education section while in the education area. This includes classrooms, offices, hallways, and bathroom.

WMCC School Dress Code

- Full grays (shirts and pants) are required at all times unless written exception is made by the DWOM.
 - Grey shirt must be worn on the outside of any other garment, and in the manner it was made to be worn.
 - Pants must be pulled up around waist, not sagging.
 - Only solid covering shoes may be worn. No shower shoes.
 - No headgear may be worn including hats, do-rags, sunglasses, combs, picks, etc. Headgear must be removed when entering the education area.
 - No personal coats may be worn in Education. State issued coats only.
7. No non-school items may be brought to school. This includes food, drink, tobacco products, lighters, library books, walkmans, headphones, and etc.
 8. No personal letters may be written during class unless assigned by the teacher as part of a class project.
 9. All students are to complete 30 minutes of computer work each week.
 10. Sleeping is not allowed during class time.

11. Folders, tablets, books, pencils, and pens issued for school work must remain in the classroom. They may not be taken back to the housing unit unless checked out to the individual by the teacher.
12. Students are to remain seated and actively working until the officer releases them at the end of class.
13. Students found to be in an unsupervised classroom are eligible for a conduct violation.
14. Students and workers will conform to all behavior and conduct regulations as cited in the Inmate Rule Book with absolutely no disturbances, disrespectful or loud behavior permitted. It is particularly stressed that absolutely no profanity or vulgar language will be tolerated.
15. Students will bring only their pass and/or their call out sheet to the testing room.
16. Students are to return to their assigned classroom when testing is completed.
17. Students are not allowed to bring coats, jackets, or any other objects to the testing room or the student will be sent back to their classroom. Exceptions will be made when/if the need arises.
18. Students may take a restroom break between tests, but testing times will continue as scheduled.
19. Students are not to write on the test booklets. Scratch paper will be provided and must be turned in at the end of the testing session.
20. Failure to comply with the testing room rules may result in a conduct violation.
21. Additional clarification of testing room rules is posted on the walls within the testing room.
22. These rules apply to all students and workers in the Education I area and/or the Education Annex area. Violations for the above rules may be issued by any Education staff member or custody officer.
23. Any deviation from the above rules must be approved by the Education Supervisor on an individual basis.
24. Individual teachers may have additional expectations in their classrooms but they do not supersede these rules.

New Student Form

Offender Name : _____ ID # : _____

HU # : _____ Assigned to session : 1 2 3 (Circle one)

Date Effective : _____ DMO # : _____

School Rules Read

Date: _____

I certify that I have read or have had read to me the WMCC School Rules and agree to abide by them.

Student Signature: _____ ID #: _____

Teacher Signature: _____

VOCATIONAL EDUCATION

REQUIREMENTS

Probable release date must be at least
7 months to 5 years

Must have Education score of
1 or 2

Must have an Institutional score of
1,2, or 3

ALL COURSES INCLUDE HANDS ON TRAINING

**CONTACT YOUR GENERAL POPULATION HOUSING UNIT
CASEWORKER FOR AN APPLICATION**

**ALL COURSES ARE CERTIFIED BY THE DEPARTMENT OF
LABOR FOR APPRENTICESHIP PROGRAMS: Residential Plumbing,
Electrical Wiring, Residential Carpentry and Basic Welding are now
certified by the National Center for Construction Education and
Research.**

Applied Computer Technology class offers Microsoft Certification.

COURSES OFFERED AT TRANT CAREER AND TECHNICAL EDUCATION CENTER

Auto Mechanics

6 Hrs/day

Approx. 360 hours

Electrical & Ignition Systems; Steering & Suspension, Auto & Manual Transmissions, Heating/Air; Hybrid & Electrical Fuel-cell Vehicles



Diesel Mechanics

6 hrs./day

Approx. 360 Hours

Brake and Wheel Bearings; Transmission; 5th Wheel; Cooling Systems; Engines; differential; Suspensions; Fuel Systems; Electrical; Service of Truck



Modern Woodworking

6 hrs./day

Approx. 360 Hours

Power Tool Maintenance and Repair; Process and Procedures of Construction; Cabinet and Furniture Fundamentals; Assembly and Final Surface Preparation; and much more...



Applied Computer Technology

6 hrs./day

Approx. 360 hours

Keyboarding; Windows XP; Office 2007 Word and Excel; and Computer Hardware & Software; PowerPoint & Access for Advanced Enrichment is Available



Small Engine Mechanics

6 hrs./day

Approx. 360 Hours

Wiring; Fuel and Ignition Systems; Engine Overhaul; Enhanced Modules including Boat and Motorcycle Repair



Residential Carpentry

6 hrs./day

Approx. 360 Hours

Blueprint Reading; Site Preparation; Foundation systems; Framing; Roof Systems; Qualifications for entry level Carpenter, Roofer, Sheet rocker

Basic Welding

6 hrs./day

Approx. 360 Hours

Safety; Arc Welding; Tig Welding; Mig Welding; Plastic Welding; Plasma and Gas Cutting Methods; some Fabrications



Electrical Wiring

6 hrs./day

Approx. 360 Hours

General Shop Safety; Blueprint Reading; Residential Wiring; Conduit Wiring; Service Entrance; Light Commercial; Troubleshooting



Residential Plumbing

6 hrs/day

Approx. 360 Hours

General Shop Safety; ID of Fittings; Joining Copper Tubing and Steel Pipe; Set Plumbing Fixtures; Basic Blueprint Reading



ALL COURSES ARE CERTIFIED BY THE DEPARTMENT OF CORRECTIONS AND THE UNITED STATES DEPARTMENT OF LABOR

REQUIREMENTS:

Probable release date must be at least
7 months to 5 years

Must have Education score of
1 or 2

Must have an Institutional score of
1, 2, or 3

ALL COURSES ARE HANDS ON
TRAINING

TO JOIN US IN MAKING YOU A
SUCCESS

CONTACT YOUR HOUSING UNIT
CASEWORKER FOR AN APPLICATION



LET US HELP YOU PREPARE FOR
YOUR FUTURE

Education is a companion, which no
misfortune can depress,
no crime can destroy,
no enemy can alienate,
no despotism can enslave.

At home, a friend,
abroad an introduction,
in solitude a solace
and in society
an ornament.

It chastens vice,
it gives at once grace and
government to genius.

Without it, what is man?
A splendid slave, a reasoning savage.

Addison Joseph
1672-1719

English essayist, poet and statesman



Trant Career and Technical Education Center At WMCC

Jeanie Harris,
Career and Technical Education Supervisor



Making Careers Happen

FIRE AND SAFETY

Sanitation is the single most important item that we can do to protect ourselves and others from the spread of germs and disease. Taking showers regularly, flushing toilets after use, thoroughly washing hands immediately after any use, and keeping cells clean and sanitized will go a long way in keeping influenza and other germs from spreading. Sanitize your cell regularly with a diluted solution of 7.5 disinfectant.

Because we reside so close to each other, caution must be taken with body fluids, especially blood. If you should release or observe blood released notify a staff member immediately. Anyone cleaning up blood must have on personal protective equipment as needed to protect them, but at least gloves. Wipe up blood with a mop or rag placing the contaminated mop or rag in a water soluble bag placed inside a "Bio-Hazard" labeled red bag to be sent to laundry. Spray all contaminated surfaces with 10% liquid bleach and 90% water made fresh within at least 12 hours (2 oz. of bleach and 18 oz. of water in a 20 oz. spray bottle.) Spray on contaminated area and allow to air dry. Items that can not be sprayed with bleach or sent to laundry to disinfect will be destroyed through medical waste.

All work sites and VTS classes comply with OSHA. All work locations will provide you with the necessary safety equipment and instructions to perform your job safely. Use the safety equipment and do not take short cuts or unnecessary risks. Follow the safety instructions of both the manufacture and your instructor. Do not use any tool or equipment until you are authorized and you understand the safety instructions.

Living safely in a cell requires some guidelines. Follow your housing unit rules. Only one extension cord per offender, which must be plugged into the outlet only. Cords are not to be altered or spliced together. Appliances cannot be tied or hung from any furniture.

Cooking in cells is allowed in crock pots with stingers in liquid and under direct supervision of the owner. Leftovers must be handled with caution as they can cause food borne illnesses. Plastic trash containers are required - paper bags can not be used as a trash container. Covering of vents is not allowed.

All units are sprayed monthly for insects and each unit is notified in advance. Personal items and food should be moved away from the walls or covered.

This is not an inclusive list, but for general information.

FOOD SERVICE ORIENTATION INFORMATION

- **Hours of operation for the Dining Hall:**
 - Breakfast: Mainline dining rooms open approximately 5:20 a.m. or soon as possible after 5:00 a.m. count clears.
 - Lunch: Mainline dining rooms open approximately 11:00 a.m. or soon as possible after 10:30 a.m. count clears.
 - Supper: Mainline dining rooms open approximately 5:00 p.m. or soon as possible after 4:30 p.m. count clears.

Housing Units are called out in sequence according to call out originated by Assistant Warden.

- **Operation Procedures for Obtaining Special Diet Needs**
 - The medical procedure will provide a report to Food Service. Special diet needs are provided as indicated by the Medical department when offenders report to mainline.

- **Rules for eating and picking up trays**
 - Trays are picked up at the window in the dining room from the serving line.
 - Offenders have a reasonable amount of time to complete their meal.
 - Offenders are to take their tray to dishroom window upon exiting dining room.
 - No headgear is worn in dining hall.
 - Only low tone conversations are allowed at a table, conversation between tables is not allowed.
 - No Double Backs
 - No Line Jumping
 - Keep table clean while eating.
 - No exchanging of food during meals.
 - No moving from table to table.
 - No ducking under the rail.
 - Take tray given to you.

- **Special Meals Served Throughout the Year:**
 - Independence Day (July 4th), Labor Day, Christmas, Thanksgiving, Memorial Day

Contact Information: Food Service Manager

**WESTERN MISSOURI CORRECTIONAL CENTER
GENERAL POPULATION HOUSING UNIT RULES**

The following rules apply to all offenders assigned to WMCC. These rules will be strictly enforced in order to provide a safe, secure, and clean environment for the offender general population.

1. Custody Counts are at 5:00 am, 7:30 am, 10:30 am and 4:30 pm. During the counts offenders must be standing or sitting in their assigned cell and be physically visible to the counting officer(s). There will be no movement outside the offender's cell during counts. The view through cell doors will not be obstructed at any time. At 10:00 p.m. an offender identification count will be conducted. At this time offenders are to be standing with their identification cards in view of the counting officers. Identification cards will not be placed in the window.
2. Curfew is at 10:00 pm until after the 5:00 am count clears. Offenders will remain in their assigned cells unless otherwise authorized due to work, school and/or medical.
3. Offenders are allowed only in their assigned housing unit, housing unit wing or cell area. Open inner-wing visitation for offenders within their assigned quarters will be allowed during all times when the yard is open. At the close of the evening yard, inner-wing visitation may continue until curfew. There will be no more than four (4) offenders in a cell at any given time, one of whom must be assigned to that cell. When visitors are present the door is to remain open. Visits will not be permitted in the cell in which an R&O offender or a living area restriction offender resides. Offenders on living area restriction will keep their cell door secured at all times. Living area restriction offenders are not allowed to use the microwave. No loitering in the sallyports of the housing unit is allowed.
4. Only four (4) offenders are allowed at the wing tables at one time. Offenders are not allowed to exercise in the wing.
5. Smoking will not be allowed inside the housing unit. It is prohibited within twenty-five (25) feet of any building and on all walkways. Tobacco products are not allowed in the central services area. Approved smoking areas include open recreation yards on A and B-Side and at the picnic table provided on either side of the sidewalks leading to the housing units.
6. Offenders will not enter Classification offices without prior approval of a staff member. One offender at a time will be allowed in the unit office only; exceptions will be made on an individual basis. Classification open door hours are 8:30 am to 12:30 pm Monday through Friday. Appointments will be required outside of

these times.

7. The noise within the unit will be kept to a minimum. The sound should not be able to be heard outside of any cell. Dayroom usage will not be allowed during curfew.
8. Appliances and lights will be turned off when the room is exited by the offender occupants. Beds shall be made prior to the offender exiting the housing unit for work, recreation or yard. No clotheslines will be permitted at any time. Each offender assigned to a cell will be allowed one plastic hook on the wall opposite the desk and one plastic hook around the sink. No clothing or property is to be hung in the showers or any other areas of general access. No rugs or other items will be used to block the bottom of the room door and no blankets, towels, etc will be used as rugs. No chemicals shall be stored in the cell. No extension cords will be connected to another extension cord.
9. No game playing will be allowed in front of the housing unit or under the canopies of the housing units with the exception of the picnic tables in front of the Housing Units. The canopies of the housing unit are for movement only and loitering is not allowed.
10. Picnic tables in front of Housing Units 2 through 9 are for general population use. The table directly in front of Housing Unit 10 will be restricted for R&O Offenders.
11. The recreation building will be open until 8:00 p.m., Monday through Friday and 3:30 p.m. Saturday and Sunday. General population housing units will have access to the recreation building and the yard during their scheduled recreation periods.
12. Offenders are allowed access to showers with the exception of count time. Showers will not be allowed during curfew unless authorized due to work or school. Offenders must wear at minimum boxer shorts, shower shoes, and/or a bathrobe when moving to and from the shower.
13. Offenders shall maintain cleanliness in their cells as deemed necessary by housing unit staff. Offenders will comply with the mandatory laundry schedule.
14. Cells and all furnishings are to be maintained in good order. A cell inspection checklist is to be completed each time offenders move into or out of a cell. Offenders will be held accountable for damages to the cell or its furnishings.
15. It is optional for the offenders assigned to cells to secure their footlockers. Any altered padlocks will be confiscated and processed per currently established procedures. All offenders utilizing personal combination locks are required to provide the combination to the control module.
16. No items will be posted on the bulletin boards or walls unless authorized and/or

approved by the Functional Unit Manager. Offenders are not authorized to remove posted items.

17. Photographs, art work, and calendars will be allowed on the wall behind the desk, but will not extend past the length of the desk. Material removed from magazines is not allowed or any other item is not allowed.
18. Offenders are responsible for possessing their cell keys at all times. When offenders leave their cells, the cell door must be locked. When offenders are in their cells asleep, doors must be locked. Lost and/or damaged keys are to be reported immediately to the housing unit staff. Offenders will be required to pay for the replacement value of any missing and/or damaged keys/locks. Missing keys will result in key and lock replacement charges.
19. Windows, beds, doors, vents and light fixtures must be kept clean and clear. Nothing will be attached to or hung from the beds, windows or doors. Window ledges will also be kept neat and uncluttered. Appliances may not be hung from the walls, ceilings, beds, or stacked in any manner.
20. A towel may be used to cover the desk only. Reasonable effort will be made on the part of staff to safeguard property during searches.
21. Inside phones may be utilized until curfew. Outside phones may be utilized during your scheduled recreation time.
22. Homemade items such as wire antennas, extension cords, lamps, lamp shades, painted light bulbs or other homemade electrical items will not be permitted.
23. The room arrangement below must be followed, based on the location of the door (see attachment).
24. No appliances will be allowed on the yard with the exception of a walkman with headphones. Headphones are not to be worn by the offender while on the sidewalk.
25. All properties transported to the warehouse property room and canteen purchases must have staff authorization for transport. No pitchers or coolers are allowed on the yard.
26. Canteen items must remain in the original container/packaging and must be disposed of when empty.
27. No food items will be taken from the Food Service areas, except authorized diet bags or items approved by the Warden/ designee. Any food item from a provided meal found in a room will be contraband. No unauthorized items will be taken into the Food Service areas.

28. Emergency call buttons in offender cells are for emergencies only.
29. Offenders must be properly attired when outside their assigned unit. Leisure clothing may be worn to recreation areas, dining room and in the housing units. At a minimum, offenders must wear a t-shirt and pants/shorts to recreation. Offenders may remove the t-shirt during recreation. Offenders may remove shirts after normal work hours, while in their housing units, during yard exercise, during outside recreation, or in the gym area. No hats, hoodies, do-rags or other headwear is to be worn in the housing units outside of the offender's cell. Headwear may be placed on once the housing unit has been exited and the offender is outside of buildings only. Religious headgear will be allowed only as policy dictates. Only state issued clothing will be worn to worksites, the Library, Chapel, School, and Visiting Room unless otherwise approved. Sunglasses that are not prescription are not allowed to be worn in any building.
30. Offenders are not allowed to cut hair, facial hair or braid hair in the common areas of the housing unit. Due to hygiene reasons offenders are not allowed to provide hair care services in the common areas of the housing unit. No haircuts will be allowed on the yard.
31. Once a wing/housing unit has been called for a meal, movement will be closed after 10 minutes and offenders will not be allowed to leave the housing unit after this time with the exception of scheduled appointments. The designated route will be followed to Food Service.
32. Medication will only be disposed of by Medical. Expired medication must be returned to Medical.
33. Wheelchairs are to be used by the person the wheelchair is issued to.

NOTE: Any of the foregoing rules and regulations are subject to change at the discretion of the administration. Noncompliance with any published rule governing this institution may result in issuance of a conduct violation or other disciplinary action.

/Signature on file/

Ronda J. Pash, Warden

Effective Date: 05-03-13

LIBRARY ORIENTATION

If you have any questions about library services, you may write a letter to the librarian, Ray Hoffman.

Available during your Recreation Schedule.

Hours:

Weekdays (Mon-Fri.)

8:30 a.m. – 10:00 a.m.

1:00 p.m. – 4:00 p.m.

6:30 p.m. – 8:00 p.m.

Saturdays

8:30 a.m. – 10:00 a.m.

1:00 p.m. – 2:30 p.m.

Closed in evening

CLOSED ON SUNDAYS

GENERAL RULES:

- Full grays required; gray shirt on the outside and buttoned, long pants and no low hanging pants.
- Personal coats must be removed.
- No radios, headphones or headgear of any kind.
- No food, drink or tobacco.
- Passes are required daily – except evenings.
- Three (3) books per day may be checked out; total of three (3) in possession.
- You may not renew an overdue or reserved book/s.
- All materials to be borrowed require you to present your ID card.
- Most books in general circulation are due in two (2) weeks.
- Items may be reserved only if in library inventory and are already checked out.
- Electric typewriters are available first come/first serve. (You must buy your own ribbon and paper from Canteen.)
- Reference materials, periodicals, and law materials may not be taken from the library.
- Overdue lost, damaged, or stolen materials may result in a CDV, including restitution. Library privileges are suspended until library account is cleared.

LAW LIBRARY:

- Law materials may not leave the library.

- Room restriction and activity restriction may come to the law library only with an approved Qualified Legal Claim Form (QLL).

COPIER:

- You may not make copies for someone else. Possession of another offender's copy card may result in a CDV and the card will be confiscated.
- Copy cards from other camps do not transfer.
- You must leave ½" margin or document may not copy correctly.
- Enlargements and/or reductions are not guaranteed. No credit will be issued.
- No copies will be made of, including but not limited to, maps, nudity, IDs, pornography, gang related materials or certificates of any kind.

RESERVE BOOKS:

- If a book is listed in the library card catalog but checked out, you may request that the book be placed on the reserved list for you when it is returned.
- If a book has multiple reserve requests, the book is offered to who reserved it first.
- A reserve book notice will be sent to the offender and he will have seven calendar days to check out the book. If it is not checked out by the date indicated on the reserve notice, it will be offered to the next offender or placed back in circulation, whichever is appropriate.
- Only general circulation books are allowed to be placed on reserve.

DVD MOVIES:

- DVDs and equipment may only be used in the library.
- Headphones and/or DVDs must be checked out from the reference desk.
- First sign in has choice of DVD offerings.
- Later patrons may check out headphones and watch the ongoing movie.
- There are no "double features". If someone is waiting to watch a movie, those watching the previous movie must relinquish headphones to those waiting. Whoever had headphones the longest is first to turn them in.
- Some library sessions do not allow time for watching full length movies.
- Broken, stolen, damaged equipment may result in a CDV, restitution and/or suspended library privileges.

HANDICAP SERVICES:

- Books on tape are available to those who cannot use standard printed materials because of visual or physical limitations, either permanent or temporary. Application to Wolfner Library is required and must have the signature of a camp doctor.
- A viewer that enlarges is available for use in the library.
- Special accommodations will be available with approval from appropriate staff.

OVERDUE BOOKS:

- Book return bins are located by mainline on A and B sides, or return your book in the library. You are responsible for returning your book in good condition and on or before the date due.
- Materials not returned on or before the due date may receive a CDV. Damaged materials will be assessed replacement costs. Library privileges are suspended until account is cleared.

OTHER FACTS:

- The librarian is able to notarize documents 2:00 p.m. – 4:00 p.m. Monday – Friday, when the librarian is available, except holidays. If the librarian is gone, offenders should see their caseworker. Exceptions include Work Release and Education can be done between 6:30 p.m. and 8:00 p.m.
- The library is generally open during scheduled hours. It is closed on Sunday, during the Health Fair, and Saturday evenings.

An offender who does not follow any library rule-verbal or posted-may be asked to leave the library and may be issued a CDV.

Mailroom Procedures
Western Missouri Correctional Center
609 E. Pence Road
Cameron, MO 64429

Office Hours: Monday - Friday 7:30 a.m. to 4:30 p.m.
Closed Saturday and Sunday

Contact: Mailroom Supervisor

Offenders may send kites to the mailroom regarding any questions or have their caseworker call us.

Policy and Procedures regarding offender incoming and outgoing mail are found in:

IS13-1.1 Offender Mail Procedures
Standard Operating Procedures:

- Legal Mail:** Incoming and outgoing mail will be searched except for legal mail. Outgoing legal mail must be clearly marked and addressed to a legal representative.
- Certified Mail:** Mail being sent out as certified must be clearly marked on the envelope and have the correct amount of postage.
- Priority Mail:** Priority mail envelopes are available in the mail-room and property room upon request. No more than 3 envelopes per request.
- Postage:** Outgoing mail may be taken to the property officer to be weighed to ensure correct amount of postage. If postage is incorrect, the mailroom will hold the item and you will be informed with a Rejection of Mail Notice to supply the mailroom with the amount of postage still needed to send out the item.
- Packages:** When packages are received, we must have an approved voucher on file in the mailroom to receive the item. If there is no voucher, the item will be refused and returned to sender.
- Money Orders:** If money orders are received in the mail for an offender, they will be returned to the sender by the mailroom.
- Contraband:** If contraband is sent to an offender, an Unauthorized Property Notice will be sent to the offender. The offender will have 60 days to either mail out the item at his expense, have it sent out with a visitor, or request that the mailroom destroy or donate the item.

If bodily fluids or unknown substance is found on any part of the letter or envelope it will immediately be given to the Fire and Safety coordinator to be destroyed or held as evidence.

Magazines: All magazines must pass censorship guidelines.

Policy and Procedures may be viewed in the offender library.

MISSOURI REENTRY PROCESS

Your Map to Success – Transitional Accountability Plan

Through interviews and assessments you will work with a case manager to establish a Transitional Accountability Plan to address identified risks and needs. A team will be established to assist you in your plan. This team will consist of institutional staff, family, faith based organizations, and outside agencies. The team members may vary as you accomplish goals or as your needs change. You will be encouraged to participate in the process of making a change in your life during your incarceration and after your release. This team will monitor your progress and update your plan throughout your incarceration with the goal being your successful return to your community.

You will be meeting with a case manager to identify your strengths and weaknesses and together you will begin to establish goals to address your needs. Keep those goals meaningful to you and attainable. You will be meeting with your case manager at least once every six months to update your TAP. During these meetings you will discuss your accomplishments and efforts towards achieving your goals as well as establishing new plans based on your needs.

When you are within six months of release you will be placed in a Transitional Housing Unit (THU) where you will work on release preparedness. It is time for you to plan for employment, housing, family, transportation, and other needs to help you be successful upon your release. You will be working closely with your case manager who will assist in linking you with community resources and introducing you to your Field Parole Officer.

Partnering Agencies

The **Department of Economic Development** (Division of Workforce Development) is committed to working with other agencies and our partners across the state to help you successfully complete the transition from prison to community. DWD provides services related to employment preparation.

Work Force Development (DWD) – Informational meetings are conducted monthly. DWD staff will explain services they can provide you such as, job assessments, training, and vocational rehabilitation. Your case manager will assist you in making an appointment at the nearest DWD office prior to your release.

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

Birth certificate – If you have less than \$250 on your account you may qualify for a free birth certificate. Birth Certificate applications are available for all states. See your case manager or resource person for an application. If you have more than \$250 on your account there is a fee for the birth certificate which is determined by each individual state.

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

The **Missouri Department of Social Services** believes that this partnership assists you and your family by promoting connections during the incarceration period which will continue upon release. If you develop a support system prior to release through access to services and family you will experience a better transition to the community.

Medicaid – If you have a qualifying medical or mental health disability, DOC staff will assist you in completing the application for Medicaid. Your completed application will be forwarded to the Family Support Division where appropriate staff can determine your eligibility for Medicaid coverage under the Medicaid Assistance Program.

The **Missouri Department of Elementary and Secondary Education** (Division of Vocational Rehabilitation-DVR) is a program to assist persons with physical or mental impairments to become employed. MDVR's mission is to provide the highest quality of employment-training services to Missourians with disabilities.

The **Missouri Veteran's Commission** representative attends your facility quarterly. He will assist you in processing forms to obtain your benefits and/or getting them started again upon your release. The SF 180 form is also available for you to obtain your DD-214.

Veteran's Benefits - If you are a veteran you may attend an informational meeting about Veteran services and benefits. A Veteran Services officer will assist you with your application.

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

The Missouri Department of Revenue provides:

Missouri Driver's License - Are you eligible to get your driver's license reinstated? Driver's License, Commercial and/or Motorcycle manuals are available to study for the written test. Driver's manuals for other states may be available on request.

Missouri Identification Card – WMCC is able to assist you in obtaining a non-drivers license identification card, which will allow a smoother transition into your community.

The Social Security Administration

Social Security Card – Social Security Card Applications and information about your local office are available from your case manager.

Community Resource Library

The program service building has a library of Reentry and Community resource information available to assist you in preparing for release.

Green Hills Community Action Agency

Offers an Offender Empowerment program for offenders being released to Harrison, Mercer, Sullivan, Livingston, Daviess, Grundy, Putnam, Linn and Caldwell Counties. The program manager meets with offenders regularly 120 days prior to release to assist with employment, education and social issues. If you are interested and have a home plan in one of the above counties, contact your case manager.

Core Programs /Services Available

Alcoholics Anonymous – discusses issues regarding alcoholism. Groups utilize the AA Big Book and Twelve Steps and Twelve Traditions. Meetings are open to anyone with a desire to understand the disease of alcoholism. Meetings held on Monday evening in Education. Prior to release, upon your request, you may be given locations and times of outside meetings in your area to attend upon release.

Anger Management – assists you in learning constructive ways to express and control anger.

Catholic Charities – Offers a Case Management and mentoring program for offenders returning to the Kansas City area (Jackson, Clay, Cass and Platte Counties). The program required a pre-release commitment of 3-6 months and a one (1) year commitment to Case Management. If you are interested see your Case Manager to see if you qualify.

Circles of Transformation - This is a six (6) week volunteer reentry program that is geared to give participants the opportunity to discuss issues concerning release via the circle process. Follow up and assistance with making community contacts is also available to graduates after release.

Narcotics Anonymous - A twelve step support group for individuals who are learning to live without the use of substances. Meetings are held the 2nd and 4th Wednesday evening in Education.

Importance of Employment and Education

- Over half of all offenders without a GED or high school diploma return to prison.
- Thirty per cent of released offenders return to prison within 1 year when they do not have full-time employment
- Obtaining a vocational skill gives you a fifty per cent better chance of not returning to prison.

Missouri Re-Entry Process Goals

- Re-establishing family ties
- Addressing your individual needs through the Transitional Accountability Plan
- Providing tools for employment through Great Hires
- Reduce recidivism
- Become a successful member of your community

RULES FOR ATTENDING CLASSES IN THE PROGRAM SERVICES BUILDING (PSB)

1. There is **NO SMOKING** allowed while attending a class or meeting, even if you live on A-side. Program Services is considered a part of **Central Services** – therefore, you may **not** bring tobacco products into this building.
2. You must have on **gray pants and gray shirt** to attend classes, unless weather permits wearing of white t-shirts. No sagging.
3. No head gear or sunglasses are allowed while in class.
4. Please be respectful while waiting for class to begin or on break. There is other staff trying to work in PSB.
5. Make sure you sign in at desk; otherwise you will not receive credit for attending class.
6. If you have another appointment during the time you are in a class you must contact a DOC staff person to get permission to leave. University staff, Work Force Development staff, etc. cannot give you permission to leave.
7. Unexcused absences could result in a conduct violation.
8. Office areas/desks are Out of Bounds.
9. You are not allowed to come to PSB unless you have a pass.
10. Criteria for successful completion of a class are dependent on length of class and / or instructor. They will give you this information at the first class meeting.
11. No food or drink is allowed.
12. Use of profanity is not acceptable.
13. Further questions regarding the classes at the Program Services Building may be directed to any staff person.

Prison Rape Elimination Act (PREA)

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

- Establishing a zero-tolerance standard for the incidence of prison rape in prisons in the United States
- Make the prevention of prison rape a top priority in each prison system
- Develop and implement national standards for the detection, prevention, reduction, and punishment of prison rape
- Increase the available data and information on the incidence of prison rape, consequently improving the management and administration of correctional facilities
- Standardize the definitions used for collection data on the incidence of prison rape.

Offenders are prohibited from using physical force, coercion (example: promises of protection for sex), threats, or intimidation to force any other offender or person to participate in a sexual act. Any type of sexual misconduct, abuse, or rape should be reported immediately to staff. Additionally, Missouri state statute prohibits staff from being involved with any type of sexual acts or contact with offenders even if the offender consents, initiates, or pursues the act. For further information regarding the prevention and or reporting of sexual abuse, refer to the Missouri Department of Corrections publication, 'Offender's Guide to Sexual Misconduct/Abuse'.

Each offender will receive the "Offender Sexual Abuse and Harassment" brochure and sign the acknowledgement form of receipt.

BE ADVISED FEMALE STAFF WILL BE PRESENT IN THE LIVING AREA.

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 to report the 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, MO 65102.

Offender Finances

A Kiosk is located in each Housing Unit and Recreation Building to assist with information on your account balances. You will need a PIN number to access your account; one may be obtained at the canteen.

If you have questions about your account, including questions regarding your debts such as Victim's Compensation, etc., you may address them to the Business Office. We also have access to see what is owed on the Inmate Revolving Fund. We answer correspondence daily. Please be sure your **Name** and **Number** appear on your inquiries. You can request an account statement for the last six months. If you request a copy of your account for more than six months, you will need to pay for the copies. If you need a Certified Account Statement, you must request it through our office; we will forward it on to Offender Finance in Jefferson City. Please state the reason for the Certified Account on your request. It could take one to two weeks to get a Certified Account Statement back, so please allow ample time.

All green checks are processed through the Business Office. Please make sure that your signature and right index fingerprint is on the front of the Request for Withdrawal of Inmate Funds and the purpose of the check is filled out. Green checks sent to outside sources need a stamped addressed envelope with the green check. We send green checks to Offender Finance twice a week, Wednesday and Friday. Green checks written for more than \$200.00 must be accompanied with a detailed explanation to the case manager or FUM for approval. These requests will then be forwarded to the Warden for approval. Please allow adequate time for this process.

OFFENDER GRIEVANCE POLICY

Welcome to Western Missouri Correctional Center. The following is a basic overview of the Offender Grievance Procedure D5-3.2.

I. Offender Grievance Purpose: This procedure provides guidelines for offender and staff to resolve issues of concern to offender at the earliest opportunity possible.

A. Access to the Grievance Procedure:

1. The Offender Grievance Policy D5-3.2 may be viewed in the Library.
2. All offenders are entitled to use the Grievance Procedure unless limitations have been placed on the offender due to abuse or misuse of the procedure. Offenders must refrain from knowingly and deliberately filing duplicate or improper Informal Resolution Requests/Offender Grievances.

B. Reprisals

1. No reprisals shall be taken against an offender for use of, or participation in the grievance procedure except:
 - a. Offenders may be held accountable for misusing or abusing the Grievance Procedure.

C. Abuse/misuse of the Grievance Procedure

1. Abuse
 - a. Use of abusive or profane language
 - b. Threats of bodily harm
 - c. Continued filing of abusive/profane or threatening complaints
2. Misuse
 - a. Duplicate complaints-specific issues or incidents will be addressed only once
 - b. Expanded complaints-one grievable issue per complaint
 - c. Continued filing of duplicate or expanded complaints
3. Restrictions may be placed on offenders who abuse or misuse the Grievance Procedure

D. Grievable Issues

1. Offenders may grieve all matters related to institutional life except:
 - a. Probation and parole matters
 - b. Actions of state legislature or other federal, state and local agencies
 - c. Actions in institutions where the offender does not reside, unless said actions personally involve or, directly affect the offender

- d. Judicial Proceedings
- e. Conditions which affect another offender without affecting the grieving offender personally 08/16/06

E. Informal Resolution Request (IRR) Process

1. IRR forms are obtained from the staff member in the back of the offender's current housing unit who processes the forms.
2. Offenders must or shall file within 15 calendar days from date of the alleged incident.
3. The offender must state their complaint in detail.
4. If more than one form is requested, it is staff's discretion to determine if multiple forms will be provided or if the offender will be required to turn in the form before another form is given.
5. The offender should provide all materials/information available to him.
6. Only original IRR forms will be accepted (No copies).
7. Staff will attempt to discuss the complaint with the offender prior to developing a response. The discussion will be documented and the offender will sign the form indicated whether resolved or unresolved by the discussion prior to formulating a formal response.
8. IRR'S will be responded to within 40 calendar days of receipt.
9. You will review the findings and recommendations in the presence of a Classification Staff Member.
10. Offenders must sign the form indicating whether the response is satisfactory or unsatisfactory. If the offender refuses to sign, such will be noted and the complaint will be abandoned.

F. Offender Grievance Process:

1. After completing the IRR process, if the offender is not satisfied, the offender may obtain an offender grievance form from designated staff.
 - a. Only the signed original offender grievance form will be accepted.
 - b. A grievance must be filed within 7 calendar days after the offender receives the response on the IRR form.
 - c. The warden/designee will respond within 40 calendar days from receipt of the form.
 - d. The offender will review the response in the presence of the grievance office staff member/designee
 - e. Offenders must sign the form indicated whether the offender accepts or appeals the response.
 - f. If the offender refuses to sign the form, the complaint will be abandoned.

G. Offender Grievance Appeal Process

1. If the offender chooses to appeal, the offender may obtain an offender grievance appeal form from the Grievance Officer.

- a. Only signed original offender grievance appeal forms will be accepted.
- b. Offender grievance appeal forms must be submitted to staff within 7 calendar days.
- c. Offender grievance appeals will be forwarded to appropriate staff in Central Office for response.
- d. The Division Director/Designee should respond within 100 days of receipt.
- e. Once the appeal answer is returned, the offender will review the response in the presence of the Grievance Office Staff/Designee.
- f. This stage exhausts the offender grievance procedure.

H. Miscellaneous

1. Medical, Dental and Mental Health complaints will be addressed by the appropriate Medical Department.
2. Offenders who transfer to another institution and have a complaint about the institution from which they transferred, the offender may bypass the IRR process and proceed by filing an offender grievance within 15 calendar days of their transfer date.
3. If transferred during the process, the grievance officer will be sent an offender grievance form and a copy of the IRR to the offender's current facility.
4. When an offender is transferred out of the state, paroled, placed under electronic monitoring or in a residential facility, or release from all jurisdiction of the department, the offender is responsible for providing the grievance with an address in writing, within applicable time frames, to receive a response or to continue a pending offender grievance. Failure to do so will result in abandonment of the offender grievance.

The above is just a brief overview of D5-3.2 Offender Grievance. You are encouraged to review this policy in its entirety in the Library. If you have any questions about this policy, talk to a member of your Housing Unit Classification Staff.

OFFENDER PERSONAL GROOMING

Offender clothing shall be clean and appropriate at all times. Offenders must be dressed at all times in accordance with Standard Operating Procedure Offender Personal Grooming 6-1.3.

Offenders need to follow good hygiene practices. Shower facilities and soap will be provided to the general population to allow offenders to shower at least once every 24 hour period. Offenders in segregation units will be allowed to shower once every three days.

Fingernails and toenails will be no longer than the tips of the fingers or toes and will not be filed into points.

Offenders may have whatever hair and beard length they prefer, however, they can be directed to cut or shave their hair for security, health, and hygiene reasons. Offenders can be required to remove braids or other fashions and comb through hair at any time for security or health reasons.

Only one pair of earrings may be worn at a time, one each per ear lobe. Adornments requiring piercing of the skin in other body parts are not permitted.

PROBATION AND PAROLE

- You are assigned to a parole officer on the basis of the last digit of your inmate number. Check the signs in the Sergeant's office located in the Recreation Building.
- Don't attempt to see your parole officer until you are assigned to permanent housing. If you have an emergency, write a note describing your issues to the parole officer. If you are a 120 day case and have an out of state home plan, write a note to your parole officer.
- Once you are assigned to permanent housing, you may see your parole officer during open door time or send a note describing your issues. (See attached caseload listing)

GENERAL INFORMATION ABOUT YOUR PAROLE HEARING

- Parole hearings are set by Central Office (CO) and you will receive your notification from them. Hearing schedules are based upon sentence length.
- Parole violators will receive correspondence from CO on an outdate or new parole hearing date within two or three months.
- Your parole officer will see you approximately one month prior to your parole hearing date to discuss and to prepare a report for the Parole Board. Bring your proposed home plan information with you at that time.
- You are permitted one person from your approved visitation list to attend your parole hearing with you.
- 120 day call back or shock incarceration cases – a report will be completed around your 90th day to the Judge. If you plan to reside out of state, a home plan must be submitted within the initial first two weeks of incarceration or time will not allow for an out of state home plan.
- Any questions pertaining to your jail time, detainer(s) or other face sheet issues should be addressed to the **Records Office**.
- Any letters sent to the Parole Board will be rerouted back to WMCC Probation and Parole Office.

DANGEROUS FELONY LAW

Dangerous felonies defined by the State of Missouri are: (as of 6-5-06)

- Arson 1st Degree
- Abuse of a Child (Child dies as a result of injuries)
- Assault 1st Degree
- Assault of Law Enforcement Officer 1st Degree
- Domestic Assault 1st Degree
- Elder Abuse 1st Degree
- Kidnapping
- Murder 1st Degree (Only those eligible for parole)
- Murder 2nd Degree
- Robbery 1st Degree
- Attempted Forcible Rape (If physical injury results)
- Attempted Forcible Sodomy (If physical injury results)
- Forcible Rape
- Forcible Sodomy
- Statutory Rape 1st Degree (Victim less than 12 yrs. of age at the time of the offense)
- Statutory Sodomy 1st Degree (Victim less than 12 yrs. of age at the time of the offense)
- Child Kidnapping

LAW ENACTED (Senate Bill #763 Effective 8-28-94)

- A Commitment Count is the number of times an inmate has been in and out of DAI supervision and picked up new conviction(s) while out. If a new crime is committed while in MDC and later convicted, that too will be counted as a Commitment Count.

4. MMPT (Minimum Mandatory Prison Term) Requirements

Crime committed 8-28-94 to 4-26-98

- 01 - none
- 02 - 40%
- 03 - 50%
- 04 and above – 80%

Crime committed on/after 4-27-98

- 01 – 40%
- 02 – 50%
- 03 and above – 80%

SCREENING FOR THE TIME CREDIT

Your time credit request is automatically submitted by the Records Department 3 months short of your time credit date and must be approved by the Institutional Warden and the Parole Board.

P&P FREQUENTLY ASKED QUESTIONS

- **When can I turn in my home plan?**
In-state home plans should be submitted to your Parole Officer 2 months prior to your release date. Out-of-state plans should be submitted 4 months prior to release. Please do not submit home plans prior to these times; they will not be accepted.
- **What is the difference between Minimum Eligibility (ME) and Minimum Mandatory Prison Term (MMPT)?**
Minimum Eligibility is the date you are eligible for parole. Minimum Mandatory Prison Term is the amount of time you have to serve before you can be released. If you have to serve a percentage of your sentence (i.e., 40%, 85%, etc.) you will have an MMPT date.
- **Will I have a 9-month review?**
Only if you meet the following criteria:
 - Not scheduled for release on max date
 - Not scheduled for release on ME / MMPT date
 - Have not had any Board action within 6 months
 - Not stipulated for treatment
- **What can I do to prepare for my parole hearing?**
 - Request and take programs offered by the institution
 - Obtain your GED
 - Don't get violations
 - Be honest and cooperative with your Parole Officer
- **What do I do if I have a Conditional Release Date or Time Credit Date question?**
Write the Records Department; the parole office does not handle these questions.
- **What are the considerations for an interstate compact?**
For an interstate compact you must have a place to reside with verifiable employment or means of support and immediate family residing in the receiving state. You must provide your own transportation to the other state.
- **When are the intervention fees due once released from prison?**
Ninety (90) days after release.
- **If my release date is on a state holiday will I still be allowed to leave on that date?**
Yes, you will leave on that date, but you will be processed through the Business Office on the last day of operation prior to that date.
- **When do I meet with the Business Office?**
You will meet with the Business Office the morning of your release date unless you have an early bus departure. In that case you will meet with the Business Office on the day prior to your release date. The Business Office will call for you when they need to meet with you.

WMCC PAROLE OFFICER CASELOAD

Effective date 03/05/2014

<u>Parole Officer</u>	<u>Ext.</u>	<u>Last digit of Offender's #</u>	<u>Extra RDO</u>	<u>Open Door</u>
<u>A-SIDE Housing Units 1, 2, 3, 4, 5</u>				
Kelley Burke , POIII – (Supervises CRCC) - 632-2727 Ext. 1256				
Michelle McAfee	5135	0,1,2,3		Thursday 9-10 & 1-2
Krystal Youngs	5131	4,5,6,7		Tuesday 9-10 & 1-2
Phil Gerstenberger	5134	8,9 & HU 1	Monday	Wednesday 9-10 & 2-3
<u>B-SIDE Housing Units 6, 7, 8, 9, 10</u>				
Charles (David) Roberts	5145	01,2		Thursday 9-10 & 1-2
Tamara Grossman	5141	3,4,5,6	Friday	Wednesday 9-10 & 1-2
Valerie Lee	5142	7,8,9 Confined Probation Caseload & Interstate Compact		Friday 9-10-& 2-3
Carrie, DA	2124	Transfer Docket		
Sandy Lasher	2136	after 03/28/2014		
	2135			
Parole Hearing Rm	2154			

R&O/WAREHOUSE SCHEDULES **ID CARD REPLACEMENTS**

MONDAY:

A.M.- ID cards will be made between the hours of 8:00 a.m. and 11:00 a.m. in R&O. All offenders needing their ID replaced for any reason must come to R&O for a new photo. All offenders must be in full grays.

Green check IDS will be done on an individual basis.

If IDS are lost or damaged due to staff negligence, they will be replaced on an individual basis. An IOC must accompany offender.

Legal mail may be brought to R&O with the correct amount of postage attached until 2:00 p.m. (Monday – Friday)

Warehouse/Property Room hours are 8:00 a.m. to 4:00 p.m. (MONDAY-FRIDAY)

*If an offender wants to send property out, whether in the mail, on a visit, donate or dispose of, they need to send an offender correspondence to the property room. The Property Room will call you up. This usually occurs on Thursdays.

*The Property Room will call you when you receive a package, MVE clothing, or property that follows you when you transfer.

*The Property Room will call you to handle confiscated contraband.

WMCC RECREATION

Recreation Hours are as follows:

Monday through Friday
8:00 a.m. to 10:00 a.m.
1:00 p.m. to 4:00 p.m.
5:00 p.m. to 8:00 p.m.
Friday, Saturday, Sunday, and Holidays
8:00 a.m. to 10:00 a.m.
1:00 p.m. to 3:45 p.m.

NO personal items: Cups, glasses, pitchers, reading materials, or canteen items allowed in the Recreation Building.

Programs provided by the institutional Recreational Department for the offender population include: Intramural Basketball, Intramural Softball, Horseshoes, Handball, Ping Pong, Volleyball, Tennis, Frisbee, Foosball, Washers, Weight Lifting, Fitness Equipment and Parlor Games.

Cultural Activities provided to the offender population include: movies, television, and bands.

MOVIES

Movies will be rented from Net Flix on contract through the bid process. Movies are shown through an internal movie system airing throughout the institution. All movies will be carefully screened by the Recreation supervisors. No R-rated movies are allowed to be shown in the institution.

BANDS

The institution may have three bands on each side including: Country, Rock, and Rhythm.

Board games are available to be checked out on the weekends. There is a list posted in the Recreation Building of available games. Games will be issued by Recreation on Fridays. The games must be returned the following Tuesday no later than 10:15 a.m.

ALTERNATING HOUSING

On A Yard, Housing Unit #2 and Housing Unit #4 will share one Recreation period while Housing Unit #3 and Housing Unit #5 share another Recreation period.

On B Yard, Housing Unit #7, Housing Unit #10, and A and B Wings only of Housing Unit #8 will share a Recreation period while Housing Unit #6, Housing Unit #9, and C and D wings only of Housing Unit #8 will share a Recreation period.

There will be a total of three recreation periods each day with no more than two housing units on the yard at a time on A Side and not more than 2 ½ Housing Units on the yard at a time on B Side.

Contact David King, ROIII - B Side Recreation

RELIGIOUS ACTIVITIES

Chapel Information

August 18, 2006

Chaplain James P. Foster

ACCOMODATED GROUPS

- | | |
|---------------------------|--------------------------------------|
| 1) Al'Islam (Muslim) | 5) Moorish Science Temple of America |
| 2) Catholic | 6) Nation of Islam |
| 3) Christian General | 7) Native American |
| A. Latter Day Saints | 8) Wicca |
| B. Jehovah Witness | 9) Messianis/Juddiasm |
| C. Seventh Day Adventists | |
| 4) Jewish | 10) Buddhism |

Check the Chapel Calendar for the schedule of services and study group times. The calendars are posted on each entrance door of the Chapel and the Offender information bulletin board in each housing unit wing.

Forms to seek accommodations for groups not listed above may be obtained from the Chaplain staff pursuant to Religious Programs and Activities, IS 17-1.1. Copies of this policy are available for review in the institutional library.

Chaplain is available for: Religious Concerns, (Spiritual guidance, marriage applications, etc.), Family Emergencies (Deaths, illnesses, etc.), and Support with Personal Issues

How to Contact the Chaplain: In person, when available, you may send a kite or you may attain a pass from your housing unit officer. Check the Chapel Calendar for OPEN CHAPEL hours.

Send a note to the attention of the Chaplain to make an appointment for a personal and confidential discussion.

Contact your housing unit FUM/Case Manager to arrange an appointment.

Donated Materials: Donated religious materials, such as Bibles, Qur'ans, Tracts, etc., may be picked up from the Chapel when available, during OPEN CHAPEL hours.

Cards: The Chapel **does** handle the Holiday cards of all sorts. This includes birthday cards, greeting cards, thinking of you cards, sympathy cards, etc. Also, cards can be purchased at the canteen. Check with your housing unit. Adseg offenders are not allowed cards of any sort.

WMCC RESTORATIVE JUSTICE PROGRAM

D5-4.32 RESTORATIVE JUSTICE ACTIVITIES

Revised: 05-01-13

In accordance with D5-4.32 Restorative Justice Activities the following Restorative Justice projects will be available. Restorative Justice is done on a volunteer basis and is not a paid position. All activities must be coordinated around your work schedule and done on your own time.

1. Gardens and Greenhouse: Help plant vegetables, weed, and harvest vegetables. One hour credit for each hour worked. If interested send a note to Institutional Restorative Justice Coordinator.
2. Recycling: You can help crush cans. One hour credit for every hour worked. If interested send a note to Institutional Restorative Justice Coordinator
3. Pop Tabs: 25 donated pop tabs are worth 1 hour of Restorative Justice Credit.
4. Coloring Books: Make age appropriate coloring books which are donated. You will receive 5 hours worth of credit for 5 pages front and back. If interested send a note to Institutional Restorative Justice Coordinator.
5. KidsSmart: You can make flash cards and other in cell projects that are donated to schools. Each packet is worth 3 hours of credit. If interested send a note to the Institutional Restorative Justice Coordinator.
6. Greeting Card Recycling: Turn in 5 used greeting cards, they will be recycled by St. Jude Ranch for children. Every five (5) cards is worth 1 hour of credit.
7. Cards: Inspiration drawings on handkerchiefs to be distributed to local nursing/veteran's homes. You must provide needed materials. Worth 2 hours of credit for each card.
8. Handkerchiefs: Inspirations drawings on handkerchiefs to be distributed to local nursing/veteran's homes. You will provide needed materials. Worth 3 hours of credit for each handkerchief.
9. Eyeglasses: You can donate your personal eyeglasses when done with time or when you receive a pair. These would be forwarded to the local Lions Club for disposition. One pair is worth 5 hours of Restorative Justice Credit.

If you have any questions, you can contact your housing unit classification staff.

WESTERN MISSOURI CORRECTIONAL CENTER
EFFECTIVE OCTOBER 2010
VISITING ROOM RULES

In order to provide a pleasant visiting experience in a safe and secure environment, we ask that you follow the Visiting Room Rules listed below. The Department of Corrections encourages visiting however; visits are a privilege and regulations must be followed in order to retain visiting privileges.

The following is a reference to rules governing offender visiting at WMCC. It is not intended to be entirely inclusive of all policies, procedures and rules pertaining to offender visiting. All institutional rules and standard operating procedures are subject to change without notice.

All visitors are subject to search prior to entering and exiting the Visiting area. Vehicles must be locked and secured before they are left unattended.

I. Visiting Hours

A. The Visiting Room hours will be:

1. Friday 9:30 a.m. - 1:30 p.m.
2:30 p.m. - 6:30 p.m.
2. Saturday 9:30 a.m. - 1:30 p.m.
2:30 p.m. - 6:30 p.m.
4. Sunday 9:30 a.m. - 1:30 p.m.
2:30 p.m. - 6:30 p.m.

B. The no contact area closes at 1:00 p.m. and 6:00 p.m.

C. The outside entrance doors are locked at 12:30 p.m. and 5:30 p.m.

1. No one will be permitted to enter the Visiting Room Reception Area after this time.

D. No visitor will be allowed on institutional grounds more than one half-hour prior to visiting time.

E. Offenders will not be called for visits after 10 a.m. until count clears and after 4 p.m. until count clears.

F. Visiting hours may be shortened at any time due to institutional emergencies and/or safety and security issues.

II. Visitors

A. All offender visitors must be on the offender's approved visiting list or have an approved special visit before being allowed to visit.

1. Visitors will only be permitted to be on one offender's visiting list within the Department unless the visitor is an immediate family member (not including a significant other) of more than one offender.
2. Offenders are only allowed to visit with those persons approved on their visiting list.

B. Only immediate family and designated visitors that are approved and on the

offender's visiting list may visit on Saturday and Sunday.

1. Immediate family and designated visitors are defined in the Institutional Services Procedure 13-3.1 Offender Visitors as:
 - a. spouse
 - b. parents/step-parents, mother-in-law, father-in-law and their spouses
 - c. siblings/step-siblings and their spouses
 - d. grandparents/step-grandparents and their spouses
 - e. great-grandparents/step-great grandparents and their spouses
 - f. legal guardian, primary support person and their spouses
 - g. children/step-children and their spouses
 - h. grandchildren/step-grandchildren and their spouses
 - i. great-grandchildren/step-great grandchildren and their spouses
 - j. one person designated as a significant other.
2. On Saturdays and Sundays each block of time is considered one visit. Visitors may visit only once per day.
- C. Visitors 13 years of age and older shall be required to show a current school picture identification card or a valid Missouri Department of Revenue picture before admission to the visiting area. Valid state identification cards from other states may be accepted.
 1. Persons whose religious tenets prohibit them from being photographed will be required to:
 - a. obtain prior approval to visit from the Superintendent/designee, and
 - b. present a Department of Revenue identification card without photo.
- D. Visitors under 18 years of age, unless married to the offender, must be accompanied by an adult on the visiting list.
- E. Children cannot be unattended. This includes in vehicles.

III. Visits Permitted

- A. Each offender may receive 8 visits per month, unless otherwise determined by his institutional judgment status.
- B. Visits will be limited to 3 persons, and may include up to 3 additional visitors who are under age 5 per offender with 1 exchange of visitors allowed during the visit.
 1. This exchange will be counted as 1 visit provided the offender does not leave the visiting room.
 2. It is the responsibility of the visitors to divide the visiting period among themselves.
- C. If a visitor leaves the visiting room floor for any reason other than medical needs, the visitor will not be allowed to re-enter the visiting room. Visitors are restricted to 1 visit per day.
- D. Visiting restrictions, such as the number of visitors, length of visits etc. may be imposed as needed due to the limitations of the visiting room facilities, staff or other safety and security concerns.

IV. Dress Code

- A. Visitors must dress appropriately. The following dress code must be followed:
1. Clothing must not be excessively tight or baggy, see through, or revealing.
 2. Clothing must not be gang related or camouflaged, must not have racial slurs, inflammatory language, or inappropriate language.
 3. Skirts, dresses, and shorts must come to minimum of 2 inches above the kneecap. No wrap around skirts and dresses are permitted. Skirts and dresses may not have slits that extend higher than 2 inches above the kneecap.
 4. Slacks/jeans - no holes or slits permitted. No bib overalls.
 5. Shirts, blouses and dress tops must cover the shoulders, chest, back and stomach.
Display of cleavage, midriff or back is not permitted.
 6. Appropriate undergarments must be worn and not be visible.
 7. Shoes must be worn except for infants not walking.
 8. Jewelry may be worn, but a visitor may be required to remove it if it presents a safety or security concern.
 9. Headgear will only be worn based on religious requirements, such headgear will be subject to search.
 10. All visitors will be asked to remove the contents of their pockets and place those items in a container, prior to being scanned by detection devices.
- B. Offenders must dress appropriately:
1. State gray pants and State gray shirts will be worn at all times.
 2. State issued footwear will be worn at all times.
 3. Offenders will not be allowed to wear undershirts or tank tops. State issued boxer shorts and State issued white socks will be worn.
 4. Only State issued coats are to be worn to the Visiting Room and will be placed in cubicles in change rooms.
 5. No exceptions, deviations or alteration to clothing will be permitted.

V. Allowable and Non-Allowable Items

- A. Visitors will not bring any personal property into the institution except:
1. The locker key
 - a. Small lockers are available to secure personal items. Unsupervised coat hooks are also available. WMCC is not responsible for lost, stolen or damaged items.
 2. Each adult visitor may bring up to \$50.00 in currency.
 - a. All money, both paper and coins must be placed in a clear plastic bag. WMCC does not furnish these bags.
 - b. All children under the age of 18 must be accompanied by an adult visitor when using the microwaves and vending/change machines. Offenders are prohibited from using machines.
 - c. WMCC is not responsible for any loss or failure of machines.
 3. Items for infants will be permitted as follows:
 - a. 1 clear carry-all for infant supplies,

- b. 6 cloth or disposable diapers,
 - c. 1 baby blanket
 - d. 3 clear plastic baby bottles of prepared formula, juice or water,
 - e. 1 clear, plastic no spill toddler cup,
 - f. 3 unopened vendor containers of baby food. No metal or glass containers are allowed.
 - g. 1 small feeding spoon, must be plastic.
 - h. 1 unopened package of wet wipes.
 - i. 1 plastic pacifier, plastic teething toy and plastic rattle.
4. Medications/medical equipment needed to maintain the visitor's life, such as nitroglycerine; insulin; oxygen or asthma inhaler may be retained on the person or visitor.
 - a. Other medication will not be permitted on institutional grounds.
 - b. The visitor must inform the Visiting Room Officer of the need for medication/medical equipment.
 - c. Visitors with surgically implanted metal hardware must submit a written statement from a physician.
 - d. Visitors who have special needs, i.e. wheelchairs, assistance animals, etc. must submit a written statement from a physician. Notice should be made at least 3 days prior to the visit.
 - e. Needles for the injection of insulin must be secured in lockers until they are needed. The visitor is responsible for removing all needles from the Institutional grounds. Needles are not permitted to be disposed of in trash receptacles or anywhere on Institutional grounds.
 5. Chewing gum and tobacco products are not permitted.
 6. Cameras, recording devices, cell phones and pagers are not permitted in any part of the institution.
 - a. Visitors may purchase picture tickets at the reception desk, prior to entering the visiting room.
- B. Visitors may not bring any items to, or take items from, an offender except as Follows:
1. Legal documents for signature purposes such as: car titles, divorce papers, income tax papers, etc. with prior approval.
 2. Wedding bands may be brought in with prior approval.
 3. Children may bring in report cards, school papers, workbooks and artwork to share with the offender.
 4. The offender may accept up to 1 drawing by children no larger than 8 1/2" x 11".
 5. Visiting room staff must approve any items in accordance with safety and security considerations before offenders will be permitted to take anything back to the housing unit.
 6. Visitors must remove all other items from the Visiting Room.
 7. Visitors are not allowed to take any items out of the visiting room that were purchased from the vending machines.
 8. An offender may send excess personal property out on a visit through proper channels and prior approval. Visitors may pick up the property at the

Visiting Room Reception Desk.

- C. Food Visits may be available for eligible offenders.
 - 1. Food visits will occur on the first four Fridays of each month as follows:
 - A side - 1st and 3rd Fridays
 - B side - 2nd and 4th Fridays
 - 2. Visitors participating in food visits for one offender may not give food to another offender during the visit.
 - 3. Food brought into the facility must comply with security regulations.
 - a. Food may be prepared at home, catered by or purchased from a vendor
 - 1. All food must comply with security regulations.
 - 2. A total of four (4) containers may be brought for each authorized food visit.
 - 3. Containers for home prepared or store-bought foods may be no larger than a 9x9x4, and must be constructed of clear plastic only.
 - 4. Food brought from vendors must be in the original container (no glass, metal, aluminum pans or foil).
 - 5. In addition to the above 4 containers, paper, plastic or styrofoam disposable dinnerware and eating utensils are allowed and must be provided by the visitor.
 - 6. The following items may not be brought in for food visits:
 - a. fresh fruit items
 - b. Jell-O or ice cream or
 - c. beverages
 - b. Inspection of food items may include a physical search of the food items that entails cutting, stirring, piercing or separating an item to ensure no contraband is introduced into the facility.
 - 1. Staff members conducting the search must wear appropriate gloves and a hair net or cap;
 - 2. Any food not easily searched may be denied.
 - c. Food may only be consumer by the offender and his visitor and may not be shared with others.
 - d. Leftover food items must be discarded in appropriate receptacles, by the visitor, after the visit, or removed from the facility with the visitor.
- D. Drugs, alcohol, weapons and other contraband are prohibited on state property. Violators will be prosecuted.
- E. Possession of any items considered to be contraband may result in arrest and prosecution. If an offender is found in possession of any contraband items following a visit, the assumption will be made that the visitor or visitors are responsible for this possession and will be dealt with accordingly.
- F. With the exception of food items that are consumed during the visit, nothing may be passed directly to the offender.
- G. Offenders are authorized to bring the following to the Visiting Room:
 - 1. Only authorized clothing and footwear
 - 2. 1 pair of prescription eyeglasses (if required)
 - 3. 1 comb
 - 4. 1 wedding band

5. 1 religious necklace or medallion
6. their identification card
7. housing unit room key
8. life saving medications
9. legible pass

VI. General Visiting Room Rules

- A. No disruptive or unacceptable activity will be tolerated.
- B. Should a visitor or offender appear to be under the influence of an intoxicating substance or act in an incoherent manner the visit will be terminated.
- C. Any altercation between offenders, visitors, an offender and a visitor, offender and staff or visitor and staff will cause a visit to be terminated.
- D. Only visitors will be allowed to handle money and make purchases from vending machines.
- E. No loitering in front of or by the vending machines is allowed.
- F. Visitors should keep control of children at all times.
 1. Visitors are responsible for replacing toys, games, etc. to their designated area upon completion of the visit.
 2. Children will not be left alone with an offender.
 3. Children will not be left unattended at any time in the receiving room, visiting room or parking lot.
- G. Visitors and offenders are not to place their feet on the furniture or move from table to table visiting others.
- H. Only 5 visitors will be allowed in the airlock at one time.
- I. Offenders and visitors will be allowed 1 greeting and departing embrace and brief close-mouthed kiss. These actions are only permitted at the air-lock doors.
 - a. Holding of hands will be permitted in the Visiting room.
- J. Loitering in the parking lot or other state property is prohibited.
- K. Visitors and offenders will not be allowed in the restroom at the same time.
- L. Visitors are not allowed to communicate with offenders through the fence.

VII. Denial/Termination/Suspension of Visits

- A. Any specific visit may be denied/terminated at any time on the basis of, but not limited to:
 1. Improper conduct.
 - a. Proper conduct from all visitors is expected. Improper conduct is any behavior that disturbs the peace, is offensive to others, aggressive behavior, displaying of anger or attitude, inappropriate sexual gestures, body language or touching and the like.
 2. Failure to follow visiting room rules.
 3. Refusal to submit to a search. The search can be conducted by is not limited to the use of detection devices.
 4. Suspected use of alcohol or narcotics.
 - a. Anyone who is suspected to be under the influence of alcohol or drugs will not be permitted to enter the institution.
 5. Smoking inside a State building.
 6. Unacceptable language.
 7. Visitors who demonstrate blatant symptoms of a contagious illness may be

- temporarily denied visitation to prevent spread of illness (ie., pinkeye, vomiting, etc.
8. Improper dress.
 9. Any breach of safety or security.
 10. Refusal or failure to produce sufficient identification or falsification of information
- B. Visiting privileges of a specific visitor may be terminated/suspended at any time without prior advance notice to the offender or visitor for a period of time up to 1 year, based on but not limited to:
1. A determination is made that continued relationships would be detrimental to the offender's rehabilitative efforts.
 2. The visitor or offender's actions.
 3. Refusal to submit to a search.
 4. Verbal or physical abuse to a Corrections Officer or staff.
 5. Any safety or security concerns.
 6. Any visitor found to be in possession of drugs, alcohol, weapons or any other article the offender is not permitted to possess on state property. Visits may be terminated permanently and be subject to prosecution.
 7. Misrepresentations of information on the visiting inquiry may cause permanent termination.
 8. Any offender or visitor suspected of violating any law may be subject to criminal prosecution.
 - a. Visiting privileges may be suspended only by the Superintendent/designee. A notice will be given to the visitor indicating the reason for the suspension within 5 working days. A visitor may appeal suspension by writing a letter to the Assistant Division Director within 30 calendar days. The Assistant Division Director will respond within 30 calendar days of receipt of the appeal. If the Assistant Division Director does not reverse or alter the decision, the visitor will not be permitted to visit and will not be approved for visiting status at another institution.
 - b. Based on information provided by staff, the offender and visitor, the Superintendent/designee may remove an individual's name from the approved visiting list for a specific period, indefinitely or permanently. A written notice of the decision including a statement of reason will be given to the visitor. Statements of reason may be deleted to the extent it would jeopardize the security of the institution or safety of the individual.
 - c. The Superintendent/designee reserves the right to restrict any offender to no contact visiting as deemed necessary.
- C. Restriction of visiting privileges - result of trace technology equipment search or other detection devices.
1. Failure to submit to a search by detection devices will be documented and considered the same as a confirmed positive test result, for the purpose of visiting restrictions.
 2. Unconfirmed positive tests will not result in a visiting restriction.
 3. Confirmed positive tests:
 - a. If space is available, the visit will be permitted in the no contact visiting area.

4. Future visitation privileges will not be restricted or limited by past confirmed positive detection equipment searches.

W.M.C.C. WORK RELEASE PROGRAM

SUPERVISED WORK RELEASE: A program where offenders are employed outside the institution and supervised by employees of the department, other trained governmental agency staff, or specifically designated not-for-profit agency staff.

SUPERVISED OUTSIDE CLEARANCE ASSIGNMENT: Assignments located outside the security perimeter that are on department property and supervised by department staff.

EXCLUDED OFFENSES FOR WORK RELEASE:

Arson 1st Degree
Assault 1st Degree
Rape and Attempted Rape
Sodomy and Attempted Sodomy
Kidnapping
Murder 1st Degree
Robbery 1st Degree

****No conspiracy of any excluded offense as part of current sentence structure.**

MENTAL HEALTH SCORE:

MH-1 thru MH-3

*MH-3 offenders must be reviewed by Mental Health staff.

PUBLIC RISK SCORE:

P-3 or below No more than 60 months remaining on a 1st or 2nd felony incarceration. No more than 30 months remaining on a 3rd or more felony incarceration.
MUST HAVE SERVED AT LEAST 12 MONTHS OF CURRENT SENTENCE STRUCTURE.

INSTITUTIONAL RISK SCORE:

Must be I-1

EDUCATION SCORE:

Must be E-1

NO MISDEMEANEOR OR FELONY WANTS, WARRANTS, DETAINERS OR PENDING CHARGES

NO GANG AFFILIATION

NO ORGANIZED CRIME AFFILIATION

NO HISTORY OF PERIMETER ESCAPE WITHIN CURRENT SENTENCE STRUCTURE OR WITHIN PAST TEN YEARS

NO PATTERN OF ARSON, CHILD ABUSE OR SEXUAL OFFENSE OR ASSAULTIVE BEHAVIOR

ABSCONDER HISTORY: Will be reviewed on a case-by-case basis.

HARASSMENT: No offender who was convicted of Aggravated Harassment of an Employee

ADMINISTRATIVE SEGREGATION: Offenders who have been assigned to administrative segregation for behavioral problems will not be considered for placement in supervised work release until they have returned to general population and are conduct violation free for six months.

Anyone receiving the following will not be eligible:

An accumulation of violations; conduct violations for #11 for Substance Abuse within the past 24 months; any Major violations as outlined in I.S. 19-1.1 within the past 24 months. Conspiracy to commit any of the above may also result in denial.

ASSIGNMENT TO W.M.C.C.

Offenders must be assigned to W.M.C.C. for at least 90 Days

Must be Violation free for at Least 90 days. Minor violations may be considered on a case by case basis.

A request to participate in work release may be submitted by you to the Housing Unit #4 Classification staff. Classification staff will then review your file for eligibility.

The work release coordinator at W.M.C.C. is Jennifer Seeley, FUM at present.

MISSOURI REENTRY PROCESS PROGRAMS

AVAILABLE AT

WESTERN MISSOURI CORRECTIONAL CENTER

To attend a program, contact the correct program contact person through correspondence.

Program	Program Contact Person
Pathways to Change	Staci Smith & Brent Jones, Program Trailer
Anger Management	Marvin Haynes, FUM
Inside Out Dads	Chris Berry, FUM
Impact of Crime On Victims	Lori Frey, FUM
Overcomer's in Christ	Doug Owens, Program Trailer
Circles of Transformation	Brent Jones, Program Trailer