

**MISSOURI EASTERN  
CORRECTIONAL CENTER**

**OFFENDER HANDBOOK**

REVISED: September 2010

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# MISSOURI EASTERN CORRECTIONAL CENTER OFFENDER HANDBOOK

## INTRODUCTION

Missouri Eastern Correctional Center is located 30 miles west of St. Louis, 2 miles west of Six Flags on Old Highway 66, and 1 mile east of Pacific, MO.

ADDRESS: Missouri Eastern Correctional Center  
18701 Old Highway 66  
Pacific, MO 63069

PHONE: (636) 257-3322

The information contained in this handbook is provided so that you will be aware of your opportunities and responsibilities at this institution. You are expected to review this handbook and learn the contents so you will know the rules and regulations. If you do not understand these rules or procedures, it is your responsibility to see your housing unit staff to ask for explanations. You will find that the behaviors expected of you are like those expected of any individual living in and contributing to any community. In keeping with this philosophy, you are expected to conform to the following standards of conduct:

- A. Obey all Missouri Department of Corrections rules as written in the Offender Rulebook and all Missouri Eastern Correctional Center institutional rules as related in this handbook.
- B. Be aware of the rules and abide by daily scheduling of meals, work, recreational activities, school, therapy and other programs.
- C. Maintain good personal hygiene, dress appropriately and conform your personal appearance to the guidelines outlined in this handbook.
- D. Be responsible for all contents of your personal living area and clean up after yourself in the general areas of the housing unit, particularly in the restroom area.
- E. Act civilized, behave with respect and dignity. Support yourself and others by being cooperative and encouraging.
- F. Follow all directives of staff as issued, either verbal or written.

## **HOUSING UNIT RULES AND REGULATIONS**

### **HOUSING UNIT STAFF**

Members of the unit staff include the unit manager, caseworker, classification assistant and correctional officers. This staff, as well as your work supervisor, will monitor what you do while at this institution. You will be given as much freedom as possible to make choices and decisions regarding your welfare.

The correctional officers on duty in the housing units are also able to assist you with your day-to-day requirements. Many of your routine needs can be handled by the officers on duty. They can provide you with forms for visiting, job transfers, green checks, etc. The officers also issue toilet paper, soap, cleaning supplies and an iron, which may be checked out by submitting your ID card to the officer.

Your housing unit staff may provide you with assistance to include: referrals for counseling, visiting, explanations of policies, rules and regulations, room moves and job assignments. Office hours are posted on the housing unit office window or the lobby bulletin board, or you may schedule an appointment. Offenders are responsible for checking appointment schedules daily. Failure to attend scheduled appointments or meetings may result in a conduct violation being issued.

### **OFFENDER CELLS AND KEYS**

Responsibility for the condition of your cell lies with you and your roommate. Cells are subject to inspection/search at any time. They must be kept clean. The following rules and regulations will be enforced.

1. Beds are to be neatly made when offenders are not in them. Sheets, blankets or bedspreads may not hang over the edge of the bunk to obstruct the view into the cell from the window. Floors are to be swept and the contents of the cell kept in an orderly fashion.
2. Windows are to be kept clear at all times. Window ledges are to be kept neat and uncluttered.
3. Doorways and air vents/heating ducts may not be obstructed with rugs, newspaper, cardboard or any such items. Paper bags and cardboard boxes are prohibited in offender cells.
4. Doors must be slightly ajar any time there are visitors in the cell. As long as you have visitors in your cell, the lights will remain on.
5. Under no circumstance is furniture, bed clothing, pillows or any other item to be used to block or obstruct the vision into the cell from the outside window or the door window. Nothing is to be placed on the window in the door, except for room restriction notices. Desks may not be moved and must remain against the wall under the shelves. Furniture (lockers, chairs, desks, etc.) may not be removed or exchanged with another cell. You may be required to pay for broken furniture if it appears the damage is due to misuse or abuse by the occupant.
6. Towels will be folded and placed in lockers unless they are drying. They may not be placed under TVs, on shelves, or used in any other manner.

7. Footlockers are to be used as intended, for storage only. They are not to be turned on end. Items kept on top of the footlocker are to be kept at a minimum. Refer to the current property policy regarding storage of property in the cell.
8. Offenders may hang pictures, posters, clippings, etc. from the bulletin board in the room. Offenders are prohibited from having posters, banners, clippings, pictures or items of any type attached to, hung from, or in any manner placed on the walls or ceiling except for space provided on the bulletin board in each room. Nude pictures may not be displayed in any manner. They must be stored.
9. Please keep appliance usage to a minimum due to fire and safety concerns and to conserve energy. Television cables may not be altered.
10. Excess property or property not on the offender's property list found in the room will be considered contraband and a conduct violation may be issued. If the offender cannot prove ownership, it will be confiscated, donated/destroyed. Property altered by the offender to make unauthorized items, such as seat cushions, is not allowed and will be confiscated.
11. Offenders are allowed to have books, magazines, letters, newspapers and legal materials in their rooms. Specific guidelines regarding allowable limits are given in the Missouri Eastern Correctional Center property policy. All items must be neatly stored. Publications that promote violence and disorder or manuals dealing with design and production of weapons or bombs are prohibited. All censorship of questionable items will be referred to the institutional censorship committee.
12. Offenders are responsible for possessing their room keys at all times. When offenders leave their rooms, the door must be locked. If offenders leave the wing area, their rooms must be locked and no other offender, other than the cellmate, will be allowed to enter the room. When offenders are in their rooms asleep, doors must be locked. Lost keys are to be reported immediately to the housing unit staff or the custody officer in charge. Offenders will be required to pay for the replacement value of lost, stolen or misplaced keys. Offenders will not swing their keys in any fashion.
13. Offenders are allowed to launder a small quantity of items of personal property. Offenders must purchase their own laundry detergent and no clotheslines may be hung in the rooms. Clothing items may be hung on hangers on the hooks in the cells only. MECC is not responsible for personal items lost in the laundry.
14. All belongings in an offender's room are subject to search, to include privileged mail.

## **IDENTIFICATION CARDS**

1. Identification cards must be worn on the outermost clothing on the chest area by the offender at all times when outside the housing unit, unless when in use to check out recreational supplies. The I.D. card may be worn on a string around the neck; providing the card remains on the chest area. Failure to carry the I.D. card or wearing it in an improper manner may result in a conduct violation being issued.

2. Identification cards that are lost, stolen, misplaced, or damaged beyond repair will be replaced at the property office. The replacement cost of \$3.00 will be charged to the offender. A conduct violation may be written. I.D. cards will be repaired or replaced in the property room at designated times.
3. When an offender loses an I.D. card, he must immediately report it to the housing unit staff or custody officer.

### **MECC HONOR STATUS INCENTIVE PLAN**

1. An offender may receive Honor Status when he has been 90 days violation free.
2. An offender from another institution must meet the same requirements for honor status consideration and must have been assigned to MECC for 30 days prior to approval for Honor Status.
3. If an offender receives any conduct violation, the offender will be removed from Honor Status and must begin the process again.

#### **Privileges Afforded to Honor Status Offenders may include:**

1. Unlimited visits.
2. Personal packages may be ordered during the months of March, June, September, and December. All other offenders may order a package in March and September.
3. Honor Status offenders may have a food visit once a month from the dates of February 1 to September 30. The dates of October 1 to January 31 are reserved for holiday food visits for general population.
4. General population offenders who are not on Honor Status will be allowed one holiday food visit during the time frame of October 1 to January 31.

#### **Removal from Honor Status:**

1. One conduct violation. If the offender loses his Honor Status he must start the process again: 90 days violation free. The only exception will be those offenders who earn a GED.

**\*\* Normally, the rescinding of honor status will occur at the time of the violation hearing.**

### **ROOM ASSIGNMENTS**

Institutional policy indicates cell moves will occur once every six months, depending on offenders' requests.

1. The opportunity to select a cell mate is a privilege, not a right. Requests for a particular cell or wing may be considered at the discretion of housing unit staff.
2. Any cell assignment may be based on administrative needs without prior notice. Verbal notice will be given to the offender being moved. This is necessary to make beds for additional offenders and to accommodate various security issues that may arise on any given day.

3. Reasonable effort will be made to accommodate individual preferences when those preferences do not conflict with the needs and goals of the unit staff. All cell requests must be submitted in writing on a Room Move Request form and all affected parties must sign the document. Do not submit requests unless there are available beds to accommodate the request and/or all parties agree.
4. Movement will be kept to a minimum. Requested cell moves will only take place at the convenience of unit staff. Be sure you are compatible before you request a cell mate. Once you have been moved to accommodate your personal preferences, you will not be moved again for the next six months unless you develop a serious problem or the cell mate leaves Missouri Eastern Correctional Center.
5. If the cell mate is leaving and you wish to choose who will cell with you thereafter, your request must reach the unit manager at least one (1) day in advance of the vacancy in order to be considered. R & Os and need of the housing unit will take priority before any personal requests.
6. When vacancies occur, priority is given to the Housing Unit #1 R&O unit staff that will fill them with newly arriving offenders as soon as possible. No effort to notify an offender already in the cell will be made.
7. Bottom beds will be assigned if prescribed by medical staff. If necessary, the other offender assigned to the cell will be compelled to relinquish the bottom bed.
8. Smoking is not allowed inside institutional buildings—that includes your housing unit and cell.

### **COUNT PROCEDURES**

Each offender must be standing outside his own room, with the door open, for formal counts at 6:00 a.m., 11:15 a.m., 4:30 p.m. and 10:00 p.m. During count the offender must have his ID card displayed in his hand or attached to his clothed chest area. During the 2:00 a.m. count, offenders may be asleep in their bunks with skin showing. Offenders will remain in their rooms until the institution count clears. Please familiarize yourself with count times and plan your personal needs accordingly.

Movement during count will not be permitted. Specifically, offenders will no longer be permitted to utilize the restroom for any reason. Once counted, you must remain in your cell until you are notified that Control Center has cleared count. Since you are able to anticipate count, use of the restroom facilities should be planned accordingly. Your cooperation is essential to ensure that counts are completed in a timely manner.

### **OFFENDERS WHO ARE SHOWERING, GROOMING OR WASHING DISHES DURING COUNT MAY RECEIVE A CONDUCT VIOLATION.**

### **VISITING PRIVILEGES BETWEEN ROOMS**

1. Visiting other cells within your own wing is permitted, but no more than a total of four (4) offenders shall ever be in the cell at one time. The door must be left slightly ajar and lights must remain on when visiting after dark

2. Offenders found in wings or wing doorways other than the one to which they are assigned may receive a conduct violation. The offender who allows the out of bounds offender to enter his area is also subject to disciplinary action.
3. Offenders will not be allowed to carry anything into or out of another offender's cell.
4. Visiting between offenders after curfew times is absolutely prohibited. Offenders must return to their rooms at curfew.
5. When one offender is on room restriction, no visitors will be allowed in the room. Offenders who attempt to visit with an offender who is on room restriction or his cellmate in their room may be issued a conduct violation.
6. Offenders may not lie in or sleep in anyone else's bunk at any time, nor will they be allowed to sleep on the floor.

## **QUIET HOURS AND CURFEW**

1. **QUIET HOURS**: Radios, televisions, etc. will be on low volume; use of laundry facilities will cease; visiting is allowed, however no more than four to a cell.
  - a. **10:30 p.m. – 12:00 midnight Sunday thru Thursday**
  - b. **10:30 p.m. – 1:00 a.m. Friday and Saturday**
2. **CURFEW HOURS**: No visiting between cells; no movement allowed except to and from bathroom/water fountain. No microwave usage.
  - a. **12:00 midnight – 6:00 a.m. Sunday thru Thursday**
  - b. **1:00 a.m. – 6:00 a.m. Friday and Saturday**
  - c. Washing dishes (cups, Tupperware items) inside bathroom sinks, showers, applying facial creams, etc. or talking (visiting) with another offender after curfew is prohibited.
  - d. **NO SHOWERS AFTER CURFEW, EXCEPT EARLY MORNING AND LATE NIGHT WORKERS.**
3. Volume on radios, televisions, etc. must not exceed reasonable levels at any time. The sound should not be heard outside the cell. All appliances must be turned off when offenders are not in their cells (except electric clocks). Radios, televisions, etc. could and will be confiscated by housing unit officers. Failure to consider others may result in a conduct violation.
4. Loud, boisterous or excessive noise or horseplay of any kind is prohibited in the units. Remember, housing units are places of refuge from the noise and clamor of prison life – **Act Responsibly**. Failure to consider others will result in a conduct violation.
5. No games, exercising (this includes push-ups); leisure/recreation activities or religious practices are allowed in the dayroom. Be considerate of others.

## **TELEPHONE PRIVILEGES**

**TELEPHONES ARE NOT TO BE IN USE 20 MINUTES PRIOR TO EACH COUNT. PLAN YOUR CALLS IN ADVANCE.**

1. Telephone hours will begin upon completion of the 6:00 a.m. count until curfew.
2. All offenders may use the phone to make single party collect calls. **Calls may not be billed to another number. Offenders may not participate in Conference Calls.** Offenders may call as often as they choose during telephone hours, but be considerate of time spent on the phone.
3. Offenders are not allowed to **CONGREGATE** around the telephones.
4. Abuse of phone privileges (3<sup>rd</sup> party calls, conference calls, or other abuses) will result in restricted phone use with the possibility of being denied phone privileges, except under direct supervision. **PHONE CALLS ARE A PRIVILEGE, NOT A RIGHT.**
5. Institutional staff will not deliver telephone messages from family or friends except for verified death or critically ill notices.
6. Institutional staff will not place telephone calls for offenders except in rare and unusual circumstances or to assist in Re-entry efforts.
7. Offenders may not use staff phones to initiate calls. Offenders are not allowed to answer any phone calls.
8. All phone calls are subject to monitoring.

### **MISCELLANEOUS INSTITUTIONAL RULES OF CONDUCT**

The following behaviors are prohibited and may result in a violation:

1. Play fighting.
2. Smoking in unauthorized areas.
3. Communicating with offenders housed in the Administrative Segregation Unit by speaking, hand signals, written communication, etc.
4. Possession of loose razor blades may be considered a major conduct violation. Any item deemed dangerous, being altered, or manufactured in an unauthorized manner can result in the issuance of a conduct violation.
5. Laying in bed or having sexual contact with another offender. Offenders must be covered from the waist down while in their beds.
6. Carrying personal items out of the housing unit into the yard. Exceptions are: pitchers, drinking cups, walkmans, schoolbooks and games.
7. Possession of point spreads other than intact in original publication. Reproducing point spreads or decisions of athletic events in any format or manner or removing or cutting same from publications is considered a violation for contraband or gambling, based on the circumstances of the event.

- a. Playing cards that have been altered (currency emblems, numerical numbers, etc.) is considered a violation for contraband or gambling.
8. Recreation equipment, which is temporarily issued to offenders for their use during recreation periods, is not to be carried into housing units or other institutional areas except the gymnasium. Offenders are held accountable for any equipment/items lost, damaged or stolen while issued to them.
9. An offender may be assessed the cost to replace any lost or damaged state property that is issued to the offender.
10. Movement across the grass areas of the yard is prohibited in order to maintain the appearance of the yard area.
11. Having money placed on another offender's account or having the visitors/friends/family of offender place money on your account.
12. Threatening family or visitors to place money on your account.
13. Incurring debt of any kind to another offender or family member.
14. Having a relationship with staff that is other than professional.
15. If you are placed on Room Restriction as a sanction from a violation, you will be the last group called to food service for every meal until your sanction has been complete. You will also attend school (if assigned) while on Room Restriction.

## **INSTITUTIONAL PROCEDURES**

### **EMPLOYMENT**

The housing unit classification staff will ensure that all offenders are assigned to a regular job and/or school. When making job assignments the staff will take into consideration the offender's abilities, previous work and educational experiences, and where possible and practical, the offender's preference.

1. Offenders are responsible for being at their assigned job on time and whenever they are scheduled to work. Alarm clocks are available for purchase in the Canteen. Offenders who are late to their job or absent without prior approval (for example, an approved medical lay-in, room restriction) will receive a conduct violation. As a rule, offenders should report to their work/school assignment and check in prior to reporting to the housing unit for team or a hearing.
2. There is a range of salaries beginning at \$7.50, depending on the job assignment and other specified criteria. Wages may be reduced to provide payment for Victim's Compensation or other fees as a result of a violation for theft or destruction of property to pay for loss/damaged property/food.
3. Offenders may qualify for promotion to a higher pay slot, if available, at the discretion of their work supervisors. However, to receive a premium pay slot an offender must have a GED or high school diploma, as certified by the education supervisor. Also, an offender may not enter the prison industries program or be placed on work release unless they meet the same requirements.

4. Work Supervisors may authorize job transfers to another work section, if the job change is determined to be an appropriate and beneficial change. Offenders are to report to current assignments until the change is effective on the movement summary.
5. Once assigned to a job, offenders are required to attend in accordance with the schedule established by the work supervisor. The offender will adhere to any and all rules and expectations specific to the area and the job assignment.
6. Any offender leaving his assigned job without permission from his work/school supervisor FOR ANY REASON may be issued a conduct violation.

## **FIRE EVACUATION AND EMERGENCY DRILLS**

Procedures and diagrams giving instructions to be followed and illustrating the evacuation routes are posted in all buildings.

There are periodic fire and tornado drills conducted by the institutional fire and safety supervisor. Failure to follow instructions during these drills will result in the offender receiving a conduct violation.

Tampering with fire and safety equipment or falsely setting off a fire or smoke alarm will result in a conduct violation.

Carelessness or negligence on the part of an offender that results in a fire, injury or hazardous conditions may result in issuance of a conduct violation.

## **SAFETY PRECAUTIONS**

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

1. Running is acceptable in designated areas only (i.e. recreational activities).
2. No homemade or modified electrical items are allowed. This includes homemade stingers, homemade extension cords or other items such as radios, fans, televisions, etc., that have been modified in any way. Items such as these will be confiscated and disposed of and the offender may receive a conduct violation.
3. Smoking is prohibited in any building. There is no smoking within 25 feet of any entrance door. There is no smoking on the main yard, any building, or on programs walkway. All smoking areas will be clearly marked.
4. Any fire started by you can be considered a violation of rule #8, Arson, which is a prosecutable offense.
5. Tampering with any alarm, lock, electrical device, or extinguisher is prohibited and is a violation of rule #26, Tampering with a Safety/Locking Device.
6. Anything considered a safety hazard should be reported to a staff member immediately.

7. Appliances will be unplugged when not in use.
8. No extension cord will be plugged into another extension cord. There will be a limit of two items plugged into one extension cord.
9. Towels or other materials will not cover television and/or radios.
10. Televisions are only allowed on desk with nothing under the television.
11. No clothes lines are to be hung. Only bulletin boards are allowed for wall hangings.
12. Do not swing your key around on the cord, the key could inadvertently hit someone and a violation for assault may be issued.

### **OUT OF BOUNDS AREAS**

1. You will be considered out-of-bounds when not at your assigned detail or program at the prescribed time or when you are in restricted areas without the proper authorization.
2. Out-of-bounds areas are indicated by the shaded areas on the map in the Appendix. Any offender found to be in these areas (unless directly supervised by a correctional officer or other institutional employee) will receive a conduct violation.
3. As a general rule, the following areas are out-of-bounds with regard to all housing units:
  - a. Any office area without permission or acknowledgement of staff.
  - b. Housing unit control centers (bubbles).
  - c. Any equipment or storage rooms without authorization or supervision.
  - d. Wings or doorways to wings other than the wing to which the offender is assigned.
  - e. Other housing units or the walkways to other units that offenders are not assigned.
  - f. No loitering in the main lobby, office area, or gate entrances to housing units or housing unit porches. Stairwells must be kept clear at all times. No loitering within ten (10) feet of the housing units.
  - g. Any other posted area or as directed by staff.
4. The areas around the Administrative Segregation Unit building and the exercise yard are out-of-bounds.
5. Particular notice is directed to the posted out-of-bounds areas, approximately twenty (20) to forty (40) yards wide, inside the inner perimeter fence. This fence is posted with large signs warning offenders that they are subject to rifle fire if they approach the fence. **STAY OUT OF THIS AREA.** Do not approach the fence for any reason. Tower officers are armed with firearms and are trained to use them.

### **OFFENDERS DRESS CODE, PERSONAL APPEARANCE & HABITS**

It is the responsibility of all offenders to be neat and clean and to maintain their personal appearance and grooming at all times. Personal cleanliness is expected at all times. The following guidelines will be enforced:

1. Offenders entering the housing unit office or lobby area must be appropriately attired with a shirt, pants or walking shorts and footwear. Offenders must at least be wearing walking or running shorts and shirts whenever in the lobby. No tank tops or sleeveless shirts will be worn in the office areas.
2. Dayrooms are considered public areas – dress accordingly. The lower anatomy must always be covered when in the dayroom area. Boxers may be worn from the cell to the bathroom and do not take the place of appropriate dress. Be responsible and dress accordingly.
3. All offenders should remain aware that female staff are present in the institution and perform the same duties as the male staff.
4. Hair and beards will be clean and neatly groomed. Artificial hairpieces will not be permitted. You are required to take down braids, ponytails, or hair bound in any other fashion in order to be searched.
5. Gray pants and a gray shirt are to be worn in school, library, to medical or dental appointments, medication pick up, at the work site, and on all out counts. Closed toe shoes must be worn on out counts, unless medically authorized for other footwear. The work supervisor based upon the job requirement and location may grant exceptions to this dress code for work sites.
6. All state issued clothing must be tagged with your name and number. If tags are removed, make an appointment with clothing issue to have it retagged. Any untagged clothing will be confiscated.
7. Any State issue clothing altered or torn will result in a conduct violation.
8. The wearing of civilian shirts should reflect appropriate standards of dress. You may only wear net weaves or tank tops for leisure time activities.
9. While on out count, only state issue jackets may be worn outside of the clothing. No jewelry, except wedding bands, may be worn. No colored t-shirts or civilian pants or shirts may be worn under the state grays. No property will be allowed to be taken out with the exception of current privileged material (for explanations) for court out-counts.
10. Sunglasses, hats, caps, stocking caps, and other forms of headwear are to be removed whenever in the dining room, visiting room, office areas, programs building, education, and Administration areas. This includes entry into the medical unit.
11. Personal cleanliness is expected at all times. This rule extends to the public areas of the unit, which the offender uses. Offenders are required to clean up after themselves in these areas; such as showers, sinks, lobby, etc. **Spitting on any sidewalk is prohibited.**
12. Irons may be checked out from the housing unit control module between the hours of 8:00 a.m. and 10:00 p.m. Ironing boards are not to be sat on or to serve as a resting place for beverages. You must remain in the dayroom with the iron at all times while you have it checked out. Abuse of this privilege will result in restriction from use of the iron.

13. Offenders may wear athletic clothing in the dining area as long as it meets specifications given in the section pertaining to meals.
14. Items of clothing are to be worn as intended by design. For example, underwear may not be worn as athletic wear. Belts are to be worn through belt loops around the waist. Nothing may cover the face. Pants will not sag; the waist band of the pants will be around the offender's waist.
15. Any book, magazine, etc. marked "Property of MECC Library, DO NOT REMOVE from the Library" found inside a cell, could result in both occupants being issued a conduct violation for violation of Rule #22, Theft; and Rule #24, Contraband.
16. Any magazine, medication packs, etc., with subscription or prescription tag removed or altered will be confiscated and conduct violation issued.

### **PERSONAL PROPERTY AND PACKAGES**

1. Only property that is on the "Authorized Property List" will be allowed. Specifics can be found in the property policy, which is available for review in the Library. Any other items or property may be considered contraband. If you have any questions regarding same, contact the housing unit staff or property personnel.
2. All property must be recorded on the offender's property list. If it is not on your property list and you cannot show proof that it belongs to you, it will be confiscated and a violation may be issued. It is the offender's responsibility to ensure that all his property is listed on his property list and marked with his D.O.C. register number.
3. The officer will issue property removal forms when items of real property are taken, whether or not a violation is issued. Contraband property will be disposed of as determined by disciplinary action if there is a violation. In all other cases, the contraband property may be turned over to the property officer for investigation or disposal.
4. Offenders may not borrow, trade, swap, loan, buy, transfer, or sell property under any circumstances. Offenders may not give anything to one another or receive anything from one another or cause to have others, such as relatives or friends, to give one another anything. This prohibition includes money, canteen items, property or anything else. This is designed to prevent the strong offenders from extorting from the weak. Properties determined to be acquired under any of the above circumstances may not be returned to the actual owner.
5. Nothing may be sent home on a visit without prior arrangements through the property officer or housing unit staff. Items are limited to real property. Individual letters, cards, and other correspondence may not leave the institution in this manner as a means to circumventing the usual mail procedures and paying of postage.
6. Offender personal property will be required to be stored in the assigned foot locker. State issue property (i.e. grays, coat, bedding etc.), consumable/edible canteen, TV/fan, radio, and medical devices/aids are also exempt. (See Fire/Safety/Security Requirements). Personal property in excess of allowable limits must be mailed out at the offender's expense or picked up within 60 working days. All removal of property from the institution is to be processed through the property room or housing unit staff. If the property is not disposed of by the offender, it will be donated to an approved charity or destroyed per policy at the end of the 60 day grace period.

7. In cases of staff negligence, the institution is not responsible for reimbursement of property valued in excess of \$100 for any item. The burden of proof lies with the offender to support any allegation of staff negligence.
8. Only approved packages are allowed into the institution. General population offenders may order two (2) packages per year during the months of March and September. Any items sold in the canteen cannot be ordered through a separate package. (Honor Status offenders may order a package during the months of March, June, September, and December). Packages must be paid for by the offender and must be approved by the unit manager. Packages are to be sent **directly from the vendor**. Catalogs are available for your use in the Library. The original, or a copy of the requested item, must accompany the package order for approval.

Any packages received not containing the receipt will be sent out of the institution at the offender's expense. Any package shipped from a packages shipper (Mailboxes, Etc. or from a shipping point) or not from the place of purchase will be disposed of at the offender's expense. No one individual item valued at over \$100 will be allowed in the institution and must be sent out at the offender's expense with the exception of items purchased in the canteen.

Any appliance sent out for repairs must be mailed to the place of repair and must be returned by the place of repair. No friend or family member will be allowed to take the appliance to have it repaired. The Canteen area has a listing of repair outlets.

If the property officer received property that does not meet established property guidelines, it may not be altered to comply with the requirements in order to receive it. Such items are contraband and must be mailed out of the institution.

No ethnic, racial or otherwise offensive clothing will be allowed into the institution.

9. Offenders may have a maximum of stamps equal to the amount of 100 x current rate of first class postage stamp in their possession at one time (i.e. 100 x .44=\$44.00 worth of stamps). Stamps must be purchased in the canteen.
10. Offenders are prohibited from altering all state or personal property and appliances. Altered items may be confiscated as contraband and violation will be issued for the altering of state property. Altered or broken personal property may also be confiscated because possession of these items is also not allowed.
11. Be advised that razor blades removed from the cartridge/holder may be considered to be dangerous contraband and, if found in possession, an offender may receive a conduct violation. Also, any pieces of property that are altered or combined to resemble any type of weapon will be sufficient cause to issue a violation for dangerous contraband.
12. For further information regarding property procedures, please refer to Institutional Services Procedures IS22-11.1 and IS22-1.2.
13. The property room is open from Monday through Friday 9:00 am to 10:00 am and Sunday 2:00 pm to 3:00 pm. Sunday will be opened for packages issuance. See posted memo regarding the times and specific services offered.

## VISITING (HOURS AND FREQUENCY)

1. Offenders of the Missouri Eastern Correctional Center enjoy a liberal visiting policy. Specific details of visiting procedures and practices are available for review in the institution's library. Visiting hours are as follows for all offenders:

Friday	9:30 am to 1:30 pm and 2:30 pm to 6:30 pm
Saturday	9:30 am to 1:30 pm and 2:30 pm to 6:30 pm
Sunday	9:30 am to 1:30 pm and 2:30 pm to 6:30 pm

- a. Special visiting days will be announced well in advance to allow families to prepare for such visits.  
\*\* The second Saturday of each month will be Children's Birthday Celebration Day for children twelve and under. This will require prior approval
  - b. Visitors will not be processed into the visiting room after 1:00 p.m. for morning sessions or 6:00 p.m. for evening sessions.
  - c. Visitors are restricted to one visit per day during the morning or during the evening session, unless otherwise approved through the Assistant Warden.
  - d. Immediate family only will be allowed to visit on Saturday and Sunday.
  - e. Visiting room staff will instruct all visitors at which table to sit when they enter the visiting room.
  - f. Offenders will not be allowed to handle the money or approach the vending machines or microwaves. Offenders are expected to remain seated unless going to the restroom, the children's play area, or to take a picture.
  - g. Any unconsumed food items may be taken out of the visiting room by visitors only; offenders may not carry anything out of the visiting room.
2. Offenders have a minimum of eight (8) visits per month. Honor status offenders have unlimited visits per month.
  3. Exceptions to the frequency and duration of visits are as follows:
    - a. **Administrative Segregation:** Offenders in Housing Unit Five are only allowed no-contact visits of two (2) hour duration regardless of status.
    - b. **Room Restriction:** Offenders on Room Restriction are only allowed no-contact visits of two (2) hour duration.
    - c. **Visitors will not be allowed to enter the no contact area after 1:00 pm or after 6:00 pm.**

## VISITING ROOM ENTRY/EXIT PROCEDURE (OFFENDERS)

1. Offenders must wear state issue gray pants during visits. State issue gray shirts or civilian dress shirts may be worn. Officers may require offenders to place the tails of their shirts inside their trousers at the officer's discretion. A wedding band and/or religious chain/medallion are the

only jewelry allowed to be worn during visiting. Shower shoes that are provided by the change room staff will be the only shoe allowed to be worn into the visiting room.

2. All offenders will be strip searched both on entering and exiting the visiting room.
3. Braided hair, ponytails, or hair that is in a bound fashion will be required to be searched and will be worn down while in the visiting room.
4. Offenders are to give their room keys to the housing unit officer in exchange for a visiting room pass prior to reporting to the change room. These passes must be worn at all times while the offender is in the visiting room.
5. Offenders are not to take anything into the change room, including cigarettes. Outer wear, such as coats, must be removed prior to entry into the visiting room. Missouri Eastern staff is not responsible for personal items of clothing inadvertently or purposely acquired by other offenders from the change room. The offender will be permitted to take a comb/brush to the change room, but not into the visiting room.
6. An offender's visit may be denied due to non-compliance with the dress or appearance code, or non-compliance with visiting room rules.

### **ATTORNEY VISITS**

Visits by attorneys are routinely scheduled on weekdays during regular office hours (8:00 a.m. – 4:30 p.m.). Unless prior arrangements are made and approved, attorney visits will occur in the modified sections of the no contact area. Arrangements must be made in advance for attorney visits on weekends and/or during non-office hours. Attorneys should be advised to call ahead for an appointment and to bring his/her Bar Association Card for identification/entry purposes.

### **CLERGY VISITS**

Ministers of recognized faiths may visit with offenders during any of the established visiting hours upon the recommendation of the chaplain and prior approval of the Warden/designate. This approval involves the minister submitting copies of their ordination/diocese and by verification by the ordination body. Credentials may include an ordination certificate or letter from the church clerk.

### **DISCIPLINARY ACTION**

The Missouri Department of Corrections Offender Rulebook explains basic disciplinary procedures and lists the range of usual disciplinary sanctions. The range of disciplinary action imposed will depend on the severity of the misconduct, which will be determined by the Hearings Officer or Adjustment Board. Any offender receiving a conduct violation will be afforded an appropriate hearing.

It is the offender's responsibility to familiarize themselves with IS policies regarding discipline and disciplinary action. These policies are available in the Institutional Library (IS19-1.1 through IS 19-1.4).

### **OFFENDER MOVEMENT**

MECC allows for open yard movement, however, a badge system is necessary for offenders assigned to specific areas. Any offender who attempts to exit HU with early releases without proper verification (proper badge) may be issued a conduct violation for Rule #30, Out of Bounds, violation of Institutional Rule #41.1, Failing to abide by any published and/or posted rule.

1. Offenders will be assigned badges as follows:
  - a. All offenders that are assigned to Canteen and Education will be assigned a work badge denoting their job assignment.
  - b. All badges will be clipped together and worn under the offender's I.D. card.
  - c. A movement pass will be issued to the offender by housing unit officers to grant access to appear for an appointment destination, i.e. medical call, if the offender is on activity or room restriction status.
  - d. Offenders will line up against the building when waiting for services in property, warehouse, parole, or any section along the programs walkway. You may sit while you are waiting in line, but do not block other movement on the walkway. You may also sit on the walkway or the hill in the evenings and weekends when the yard is open.
2. Movement of offenders for group activities will be accomplished as follows:
  - a. Offenders wishing to attend other activities such as NA, AA, 12 Step, etc. must sign up on a sign-up sheet posted in each housing unit.
    - i. Call-outs for these activities will be prepared from the sign-up sheets and will be posted in the housing units.
    - ii. Offenders may not sign up for more than one service or activity where the time schedules overlap.
  - b. If an offender attends an activity, which he did not sign up to attend, he is considered out of bounds and will receive a conduct violation.

## **BUSINESS OFFICE**

**Requests for Assistance:** Requests for assistance with financial matters should be directed to the housing unit CCA. This individual will act as your liaison with the Business Office, and your communication will be processed and/or answered as expeditiously as possible. Your account balances may be available at the kiosk in the programs area.

**Withdrawal of Funds:** Requests for withdrawal of offender funds (commonly referred to as a "green check") are initiated by the offender in the housing unit. Offenders wishing to withdraw funds should obtain a "green check" from their housing unit officers. The following procedure is to be followed:

1. Funds up to \$200 may be sent to people on your visiting list or family members only (other than vendors) with housing unit staff approval. Withdrawals over \$200 must be approved by the Warden and must be a verifiable emergency. Money from your offender account may not be

withdrawn for deposit to an outside savings account. You must provide proof of need (bills, mortgage payment, etc...).

2. Your request for withdrawal will be routed to the Business Office, by housing unit staff, where it will be processed through the Department's Offender Finance Office to the person you wish to receive the money. You may expect that this transaction can take a minimum of two (2) weeks to be completed.
3. Be sure the "green check" is completed correctly and a stamped, addressed envelope is provided to include a complete return address. If the exact procedure is not followed, the "green check" will be returned to the offender, thus delaying the withdrawal of desired funds.
4. You will be notified that the transaction is completed by your receipt of a copy of your green check along with a copy of the departmental check.
5. All green checks to order items from a vendor must be accompanied by a properly completed package authorization form, a copy of the item requested and their order form.

**Receiving Funds:** Offenders may only receive monies to be posted to their accounts through the Department of Corrections Treasurer's Office. Personal checks or cash sent to the institution will not be accepted and will be returned to sender at the offender's expense. Deposit slips are available in the housing units. They include complete step-by-step direction on how to prepare the deposit slip. It would be wise to place your housing unit number on those slips. Monies deposited in this manner may be posted directly to the offender's account, when received at the Treasurer's Office. Electronic transfer of funds from Western Union is also available. It is the quickest and most efficient manner and makes the money more readily available to the offender for spending purposes. To check if a deposit has been received, please verify your request at the kiosk in the Program's Building.

## **CANTEEN**

The Missouri Eastern Correctional Center canteen stocks a variety of standard brand items. A current price list of these items' price is available in each housing unit.

1. Each offender is allowed to spend a maximum of \$300 per month, excluding major purchases such as televisions, which may be purchased in addition to that sum. Each offender may spend up to \$75 per week. This does not include purchases of MVE items (example, socks, shirts, underwear, etc.).
2. With the exception of four (4) items, offenders may purchase a non-specific amount of canteen items as long as they do not exceed \$75.00 per week and do not have over 30 food items in their cell. The following four (4) items are restricted to:

*Cigarettes/Tobacco:	30 packs of cigarettes OR 20 packs of cigarettes and up to 12 individual packs of "Top" tobacco.
*Beverages:	24 cans or 4/6 packs
*Hygiene:	Maximum of two per item.
*Ramen Noodles:	24 total; 6 will count as 1 food item

3. The limitation on the above items not only applies to canteen purchases, but also applies to the number of those items an offender may have in his possession at any given time (cell or otherwise). Refer to SOP 22-3.1, attachment B. If you are found to be over the limit in food items, it will be your responsibility to provide proper documentation that you actually purchased these items. Providing a 6 month old receipt for a package of cookies is not acceptable. Be responsible and stay within your limits. You may also maintain a reasonable amount of condiments. Use good judgment.
4. Offenders are responsible for the disposal of all containers after consumption of the item. Empty containers not sold in the canteen are considered nuisance contraband and will be disposed of per policy.
5. You should purchase only those items during the week that are needed. In essence, even though you are allotted \$75 per week to spend, your spending habits should be consistent with the amount of canteen items permitted in the cell. OFFENDERS CAN NOT HAVE OVER 30 FOOD ITEMS PER OFFENDER IN THE CELL.
6. Offender stores are not permitted. Offenders may not barter, trade, sell, buy, give or exchange anything with each other or cause to have others to facilitate such activity. Offenders engaged in such acts may receive a conduct violation.
7. Canteen items possessed or used in violation of any of the above rules will be confiscated and may result in a conduct violation. In cases where ownership cannot be determined, the canteen items will be destroyed.
8. It is the offender's responsibility to ensure that all real property purchased in the canteen is placed on his property list and is properly marked with his offender I.D. number. Items without numbers are subject to confiscation and conduct violations may be issued.
9. Offenders may not take canteen items on the yard. This does not mean that you cannot carry out one pack of cigarettes or a cookie or candy bar. Edible items carried onto the yard must be consumed prior to returning to the unit. Offenders may not carry canteen items into the housing unit unless it is their housing unit's spend day.
10. Adherence by offenders to the rules for canteen purchases will streamline the process. Please ensure that you are familiar with the canteen purchase guidelines which are available at the Canteen area or in your housing unit.

PLEASE SEE ADDITIONAL COMMENTS RELATED TO CANTEEN RULES

### **CLOTHING ISSUE**

All offenders received at the Missouri Eastern Correctional Center will receive a designated amount of state issue. This will include linen and clothing. All offenders are responsible for the articles issued to them. Worn clothing may be exchanged for replacement issue at the discretion of staff.

1. The days for repairs and exchanges for the housing units will be posted in the housing units and Clothing Issue.
2. All clothing needing repair will be left at Clothing Issue between the designated posted hours.

3. Hours for pick up of clothing repaired or to exchange clothing that has been issued will be posted.
4. In the event of a holiday or Clothing Issue is closed, a calendar will be sent to all housing units indicating the date and times of the exchange dates.
5. Emergency repairs or exchanges will be made ONLY by going through the housing unit staff to make special arrangements.
6. Offenders are not allowed to personally alter state issue clothing or to put any type of markings on the clothing. To do so may result in a conduct violation.

## LAUNDRY

### LAUNDRY PROCEDURES

1. All laundry must be secured in a laundry bag and turned in the night before the housing unit is scheduled for laundry service. **YOU MAY INCLUDE PERSONAL PROPERTY AT YOUR OWN RISK. MECC WILL NOT BE RESPONSIBLE FOR ANY LOSS OF PERSONAL ITEMS IN THE LAUNDRY.** It is the responsibility of the offender to securely close the laundry bag in accordance with instructions provided by the laundry supervisor. If the bag is not properly closed, the laundry may fall out in the washer and it may be impossible to identify ownership of the item if not numbered. All personal property must have your DOC number on them. **IT IS THE OFFENDER'S RESPONSIBILITY TO ENSURE HIS LAUNDRY BAG HAS THE STRING/CORD PROPERLY FASTENED AND THAT THE BAG IS EXCHANGED IF DAMAGED.** See Clothing Issue for any repairs or replacements.
2. **NO OFFENDER** (not even a laundry worker) is authorized to carry laundry to or from the Laundry.
3. All offenders are responsible for retrieving their laundry on the day the laundry is returned. Any loss of state issue must be reported to unit staff the same day, using the Lost Laundry Form available from the housing unit staff. State issue replacement, as a rule, will only occur when the laundry staff returns the bag to the unit in an unsecured condition or when grays have been documented as being sent in and not returned.
4. No "personal service" laundry is permitted and no laundry worker can accept money, materials, or favors to do laundry for individuals. Offering anything or receiving anything of value for laundry services are both rule infractions for which conduct violations will be issued.
5. Laundry bags should contain underwear, socks, t-shirts and/or work related items. Personal items will be washed at the offender's own risk. Damage will not be the responsibility of the Institution.
6. No multicolored items or extremely brightly colored items, which might "run" or stain other clothing will be laundered.

7. Bedspreads, blankets and state coats will be laundered at the institution by special schedule ONLY.
8. Offender civilian attire will be laundered at the institutional laundry in the same manner as other clothing. Offenders must be aware that the laundry equipment is heavy duty and not designed for civilian items. Although every effort is made to properly launder these items, offenders must be aware that there are risks involved and that the State assumes no responsibility for civilian attire. You send your personal clothing to the laundry at your own risk.
9. There are ironing boards and irons available in the housing unit for offenders to use to press their own clothing. Check out procedures and rules for use of this equipment are posted in the housing units.

## **LIBRARY SERVICE AND HOURS**

The library is a place for study and relaxation. Offenders are expected to maintain a quiet atmosphere that is conducive for everyone's enjoyment of this area. Offenders must fill out a Department of Corrections Library usage application & rules agreement and use their I.D. card to check out material from the library. Offenders must wear gray shirts and pants. Offenders are not allowed to bring any personal or state property into the Library; this includes food and drink of any kind. All offenders must sign in at the officer's desk when they arrive and sign out when they leave the library. There will be no loitering in the entryway.

Library hours of operation will be posted in the school, library, housing units, and other appropriate areas.

A copier is available for offender use; it requires a copy card, which may be purchased from the Offender Canteen. A copy card costs \$2.00 and will provide you with 20 copies. The legal section offers legal research assistance and access to LexisNexis, a legal database of state and national information. This information can be printed from the computer using a Legal Print Card. They can be paid for at the Offender Canteen, but the receipt must be brought to the Librarian, who issues the Legal Print Card. Print cards cost \$2.00 and provide offenders with 20 printed pages. The legal section offers research assistance and is available to all offenders including those in the Administrative Segregation Unit. Copies of the divisional and institutional policies and procedures are available for review in the library.

There are also several typewriters available on a first-come first-serve basis.

## **MAIL**

The following are rules and regulations of the Missouri Eastern Correctional Center mailroom. Additional information regarding mail procedures is available in the institution's library.

1. Regular incoming mail will be opened/inspected for contraband and may be read. Letters containing contraband will be confiscated and a written notice sent to the offender.

- Correspondence containing hair, body fluids, or unknown substances will be returned to the sender and not be processed by mailroom staff.
2. Incoming letters from attorneys, judges, courts, elected State and Federal officials, parole board members, and Department of Corrections administrative officials will normally be delivered unopened based on the return address on the envelope. This privileged mail will be inspected when reasonable suspicion exists and such will occur in the presence of the offender.
  3. No outgoing mail received into the mailroom can be sealed except for letters to attorneys, judges, and courts, elected State and Federal officials, parole board members, and Department of Corrections administrative officials.
  4. Although offenders may correspond with offenders in other correctional institutions, mailroom staff will read such mail.
  5. Correspondence with any person under age eighteen (18) must have consent of the person's parent or guardian.
  6. Offenders of Missouri Eastern may only mail out tapes to civilians in order to reduce their property inventory of tapes, with the exception of the legally blind. Tapes will be screened at staff's discretion and availability for review prior to sending out.
  7. All outgoing mail received into the mailroom is subject to examination or reading unless verified as privileged mail. Return address must be located in upper left corner and must include offender's complete commitment and or legal name, DOC number, housing unit, institution name (no abbreviations), and an institutional address.
  8. All orders placed by mail must be paid for at the time you order. Offenders are not allowed to enter into credit or contractual agreements. Trial subscriptions or preview ordering of anything is prohibited.
  9. All incoming subscriptions (i.e. TV Guide, magazines, newspapers, etc.) must include the offender's name, number, name of the institution, and the housing unit number and room assignment. You may receive magazines/periodicals only from a vendor. You will not be allowed to receive back-ordered issues. Subscriptions must be paid in full prior to receiving magazines. You are not allowed to have duplicate copies.
  10. The Censorship Committee may hold some mail/periodicals pending review. The committee screens items for content which advocates violence, contains pornographic material, and information/pictures in violation of state or federal law. Such items will not be allowed inside the institution.
  11. Any questions or problems concerning registered or certified mail, magazine subscriptions, newspaper subscriptions, shipping charges, etc. can be handled by contacting your housing unit CCA to have your mail weighed.
  12. For further information regarding your mail, refer to Institutional Services Procedure IS13-1.1 and the corresponding Missouri Eastern Correctional Center procedure.

13. It is the offender's responsibility, when his housing assignment changes, to advise his correspondents of the change. Mail will be returned to the sender if recipient is not properly identified.

## **MEALS**

1. Offenders must be appropriately dressed and carrying their I.D. cards to enter the dining room for meals. Appropriate dress will include pants/shorts (mid-thigh length), shirt with sleeves, socks, and shoes. Torn clothing or open weave shirts are not permitted. All headgear must be removed prior to entering the dining area. Full-time workers may wear work clothes during the noon meal. Revision to this dress code will be only as ordered by the Warden.
2. Offenders are released from their housing units and wings on a daily rotation basis. Breakfast begins at approximately 6:30 a.m. or upon completion of morning count. Lunch begins at approximately 11:30 a.m. Dinner begins following the clearing of the 4:30 p.m. count.
3. Going through the serving line more than once, or cutting line, is prohibited and may result in a conduct violation.
4. Taking food out of the dining room is prohibited and may result in a conduct violation. **WARNING:** In addition to the conduct violation, you may also be charged for the food item taken from the dining room by means of reducing your wages or paying with a green check.
5. Offenders are not allowed to carry anything into or out of the Food Service area. Institutional staff is not responsible for items left in the Programs Building lobby.
6. There are no reserved tables. Offenders are expected to complete meals in a reasonable time (approximately 30 minutes or less) and leave the area.
7. Offenders must remove their trays and eating utensils from the table and place them in the steam room prior to exiting the Food Service area.

## **RELIGIOUS SERVICES/MEETINGS**

Missouri Eastern Correctional Center has an institutional chaplain who organizes regular service and is available to offenders for counseling upon request. There are several religious groups within the institution with which the chaplain works and a calendar is regularly posted. A religious library of books and cassette tapes is maintained in the Library. These may be checked out any time during library operating hours. Bible correspondence courses are available and may be obtained from the Library.

All religious meetings are scheduled based on available space, security, and operational needs of the institution. To attend these meetings, you must sign up on a weekly basis. A schedule of these services is posted in each housing unit, on the chapel door, and on the chaplain's office door.

## **SPECIALIZED SERVICES**

### **MENTAL HEALTH SERVICES**

The services of a mental health counselor are available to all Missouri Eastern Correctional Center offenders for counseling purposes. Should you desire to utilize this service, you may contact your housing unit staff. They will complete the proper form and route same to the counselor. You may also submit a MSR. The counselor will schedule you for an appointment that will be posted with the medical call-out list.

## **PAROLE ISSUES**

1. **Office Hours:** You have a parole officer in your housing unit. They offer office hours each week which are posted. The district administrator is located in the Education Annex and the office hours are posted on the door. No appointments are needed to see your parole officer or district administrator during their open door hours.
2. **120 Day Shock:** If you are in prison on a 120 Day Shock your parole officer will call you in to prepare your court report prior to your 90<sup>th</sup> day of incarceration. You will need to submit a home plan at the time your court report is prepared.
3. **Parole Hearings:** A notice will be sent giving you the month of your hearing and at a later time the exact date of your parole hearing will be sent to you. Prior to your parole hearing a parole officer will meet with you to gather information for your Pre-hearing Report. At this time you should also be prepared to submit a home plan. This report will include your social history, criminal history, institutional conduct and program participation. You may invite one person to your parole hearing. If this person is not on your visiting list you must give your parole officer their name, date of birth, and social security number so a records check can be run to obtain approval for their entry through the Warden's office. We need this information about two weeks prior to your parole hearing.
4. **Parole Board Decisions:** Decisions will be delivered to you by your parole officer once they are received. The decision of the Parole Board is only appealable if the decision states, "This decision is subject to appeal." Some decisions are not appealable due to the fact that they are within guideline or made by majority Board Decision.
5. **Home Plan Investigations:** If your home plan is in Missouri the investigation will be sent out approximately two months prior to your release date and is due in two weeks. If your home plan is in another state the home plan investigation will be sent out four months prior to your release date and is due in 45 days. You will be notified when your home plan is approved or denied.
6. **A Pre-Release class** is held the third Wednesday of each month in the Chapel from 1:00 pm to 2:00 pm. If you are within 30 days of your release you will receive an invitation to attend. Any offender may attend this course regardless of release date. Completion of the class will be noted in your Transitional Accountability Plan.

## **RECORDS OFFICE**

The Records Office is accessible to offenders who have questions or requests regarding their sentencing. Your housing unit staff can answer many questions. Going through these channels may result in your questions being answered in a more expedient manner. Offenders, who are unable to obtain the required information from the housing unit staff, may submit their request to the Records Office, in writing. The following procedures/guidelines will be adhered to regarding the areas outlined below.

1. Detainers: When a request to place a detainer is received, the Records Office will notify your housing unit staff. They will conduct a personal interview with you, explain your rights, and give you copies of the warrant information. If applicable, you will be given the opportunity to request a speedy trial or sign a 180 writ on the pending charges. \*\*The Records office does NOT run warrant checks at the request of an offender. Checks are run when you are received at MECC and prior to release.
2. Jail Time: Obtaining verification of the endorsement of jail time is the responsibility of the offender. When requesting this information from the appropriate law enforcement agency (Sheriff's Department), be sure to ask for the exact dates of incarceration and the cause numbers you were being held for. The endorsement should be mailed directly to the attention of the MECC Records Office.
3. Face Sheets & Sentence and Judgment Orders: Copies of face sheets, Sentence and Judgment orders may be requested by writing to the Records Office.
4. File Documents: The Department does not make copies of entire file documents for use as personal files. If specific information is needed for litigation purposes, this information must be requested by subpoena duces tecum (a subpoena by which a person is commanded to bring certain documents to court).
5. Updated Sentence Information: Face sheets and sentence and judgment orders will be copied and forwarded to the offender when changes have been made to the sentence information. This will include crediting of jail time; adding additional sentence(s); sentence completions; adding non credit time, etc. The Records Office will also provide copies of the source document generating the change.
6. Money/Offender Accounts: The Records Office does not handle either money or offender accounts. Any questions regarding money or your offender account should be addressed to the Business Office.

## **HEALTH CARE SERVICES**

### **ALL OFFENDERS MUST BE DRESSED IN STATE ISSUED GRAYS TO BE SEEN IN THE MEDICAL AREA.**

When signing up for medical care, dental care, or the eye clinic, be sure to properly and completely fill out the "Medical Services Request" form. If it is not completely filled out, the offender will not be called. All appointments will be scheduled according to priority based on the medical section's assessment. Medical, dental, and eye care services are available, to all offenders who request treatment, in the following manner:

1. Medical Care: Doctor and Nurses sick call occur based on posted schedules. A Medical Services Request form must be completed to receive non-emergency medical services. If you feel your medical needs are of an immediate nature, then notify the supervising staff member who will in turn advise medical. Nursing staff will assess your concerns and make the appropriate referral. Emergency treatment is available on an as needed basis.

Specialized treatment is available with institutional physician referral and Regional Office approval. Medical Service Request forms are available in the housing units and in the medical unit.

- a. Unless an emergency, you must have a scheduled appointment to be seen on Physician's, Dental, or Nursing Sick Call and the Eye Clinic.
  - b. Your appointment will be posted in the housing units on the night prior to its scheduled occurrence. It is your responsibility to review the posting to determine the date and time of your appointment. Failure to report on time for your appointment will result in appointment cancellation. A new MSR must then be submitted.
  - c. Do not combine requests. Each request must be on a different form.
  - d. Prescribed Medications:
    - i. Controlled Medications: These medications are dispensed by the medical unit on an individual basis. You will be issued a medication pass showing the times you are to report to the medical unit and the duration of the medication.
  - e. Accidents: If you are injured, this must be reported to your immediate supervisor or the nearest staff member. The staff member will complete the appropriate needed form before you are seen by medical staff, unless the accident is of an emergency nature.
  - f. If you have questions about sick call or your medication, you can write an Offender-to-Staff correspondence requesting information
2. Dental Care: Dental appointments are made throughout the week. A Dental Assistant is available to provide certain services when a dentist is not available. Offenders wishing to receive dental care should complete a Medical Services Request (MSR) form, indicating the reason for the request.
  3. Eye Clinic: Offenders wishing to be scheduled for the optometrist must complete a MSR form stating the reason for the request. An appointment will be scheduled following receipt of the completed request form.

## REHABILITATIVE SERVICES

### EDUCATION

Offenders are urged to pursue all avenues of educational opportunities offered at Missouri Eastern. There is a wide range of programs available to the offender population on a full time or part time basis:

1. G.E.D. (General Equivalency Diploma): Offenders who do not possess a high school diploma or GED will be enrolled in classes to earn them. There are other alternative classes available for adults with special learning needs aimed at helping offenders learn to read/write or achieve basic educational skills at their own level of ability.

2. Vocational Training: Offenders at this institution may apply to participate in a wide range of vocational training courses at other institutions when they become eligible for transfer to lesser security. Offenders who are interested may apply through their caseworker. They will then be scheduled for testing and interview with the education supervisor, who will forward a recommendation to Central Office. Once an offender is approved for vocational training, his transfer to an institution that offers the course he has requested will be given priority by the Central Transfer Authority.
3. Tutors: Tutors are available to those students in need of special assistance with their studies. The tutors are offenders who have been approved by the education director to help other offenders needing help with problem areas of study. There are always staff teachers available in the classrooms to provide extra assistance to assigned students.

## **MISSOURI VOCATIONAL ENTERPRISES**

MVE offers powder coating and furniture assembly at MECC. Normal work hours are from 6:30 a.m. until 3:00 p.m., averaging a daily work time of eight hours. Starting pay in the furniture factory is fifteen cents (\$.15) an hour and maximum pay is seventy-one cents (\$.71) on an hourly rate, as established by Missouri Correctional Industries. Offenders must demonstrate academic performance skills at the twelfth (12<sup>th</sup>) grade level in order to be eligible to work in Industries.

The factory provides the opportunity to equip a person with the knowledge, skills, and attitudes to earn a meaningful living upon release. Good work habits are required with a desire to produce a quality product.

## **OFFENDER PROGRAMS**

Throughout the year, other treatment programs for concerns such as substance abuse, stress management, anger control, self-esteem, and crisis management are offered to the offender population as announced. Contact the IAC office to find further information about specific self-help programs or to sign up.

Programs are offered to the population as posted. For voluntary participation contact the IAC office.

## **OFFENDER ACTIVITIES**

### **OFFENDER ORGANIZATIONS**

There are a number of offender organizations in which you may seek participation. These organizations provide service, self-improvement, teamwork, and fun. Contact the institutional activities coordinator for more information regarding the various Organizations and their activities.

### **RECREATION**

The recreation program, an integral part of the rehabilitation process of the offender, promotes and develops physical and recreational skills, provides the opportunity for physical and emotional release, and provides a constructive use of leisure time in the Missouri Eastern Correctional Center.

Activity facilities at Missouri Eastern include a gymnasium, a music room for bands, 2 softball fields, a quarter mile track, handball courts, horseshoe pits, fitness trail, outside weight area, inside/outside basketball court, and a sand volleyball court. The gymnasium is equipped with weight machines, ping pong tables, basketball court, cardio equipment, and music equipment (limited).

General population offenders may make use of the recreational facilities, if they are not on any restriction.

Offenders may "check out" per their individual ID card; weight equipment, music equipment, sports shoes, softball equipment and other equipment through the recreation issue room. All equipment is to be used in the area and for the purpose it is intended and designed for (i.e. Horse Shoes should not be in any other area except the Horse Shoe Pits). No weight equipment should be taken out of the Gym (outside equipment is available). Under no circumstances are room keys or another offender's ID card to be used to check out equipment. The offender who checks out the equipment is held responsible for the care (damage, lost, stolen, etc.) of that item(s).

There are small game activities, handicap activities, activities for offenders over 50 years of age, and intramural sports leagues to those presented with limited ability available. These, as well as, holiday activities, intramural leagues, and specialized activities have prize money awarded for participation, completion and/or placing in these activities. A monthly calendar of events is posted in the housing units each month. Offenders are encouraged to make suggestions that would enhance the recreation agenda.

## **OFFENDER REPRESENTATION**

There is a wide range of input possible by the offender population in almost all areas of the institution. If you have a concern, take it to a wing representative, who will bring it to the attention of the appropriate committee person. There are various committees comprised of offenders/staff that address the concerns of the general population to the Administration of Missouri Eastern. There are as follows: Food Service Committee, Recreation Offender Advisory Committee, Canteen Committee, Wing Representatives, and Warden's Offender Council Committee.

## **ANSWERS TO THE MOST COMMONLY ASKED QUESTIONS**

### **LOST LAUNDRY**

- Q. How do I get lost laundry replaced?
- A. Complete a lost laundry form and submit it to your housing unit CCA outlining what items are missing and how they were lost, then place in the staff mail box. When the CCA receives the note, he/she will send notification to Clothing Issue. Notice will then be forwarded to the offender instructing him as to the time and date he should report to Clothing Issue to pick up the replacement.

### **ACCOUNT BALANCES**

- Q. How do I check my account balance?

- A. There is a kiosk in the programs area, which is available for offenders to check their accounts. Directions are on the screen. If you need assistance in reading the information, consult a staff member or write to the business office.

## VISITING

- Q. How do I find out if someone has been added to my visiting list?
- A. After a visiting questionnaire has been verified, approved and entered into the visiting system, the CCA will forward notification to the offender. It is the offender's responsibility to notify the individual that he/she has been approved/denied. Housing unit staff will not provide this information to callers.

## MATTRESSES/CHAIRS

- Q. How do I get a new mattress or chair?
- A. All requests for new mattresses or chairs should be submitted to the housing unit CCA, in writing, and placed in the staff mailbox. When Clothing Issue receives new mattresses and has notified the unit that they are available, the housing unit CCA will notify you.

## HONOR STATUS

- Q. How can I be placed on Honor Status?
- A. Your request to be placed on Honor Status must be submitted in writing to your Caseworker. The request should be placed in the staff mailbox. Your Caseworker will schedule an appointment to review your request. Check the team docket for your appointment, which will be posted on the bulletin board in front of the office.

## TRANSFER REQUESTS

- Q. How can I be transferred?
- A. Requests for convenience transfers are not allowed. Central Transfer will make the decision as to where and offender will be transferred and every attempt is made to accommodate family interaction.
- Q. Has my transfer been approved?
- A. The housing unit Caseworker will inform you if your transfer has been approved. Due to security concerns you will not be told where you will be transferred. You should remember

that not all requests are approved and consideration must be given to the reason behind your request, as well as available space at the institution you are requesting to be transferred.

Q. When will I be transferred?

A. In most cases, when transfer requests are approved, no specific date of transfer is provided. You are notified as quickly as possible to allow you ample time to collect your belongings.

### REQUEST FOR WITHDRAWAL OF INMATE FUNDS (MO 931-1413)

Q. How long does it take for my green check to be debited from my account?

A. After your green check has been processed in the housing unit, it will be forwarded to the Institutional Business Office. They will then forward your green check to the Department's Offender Finance Office who will deduct the monies from your account and forward a check to the individual you wish to receive the money. This transaction takes a minimum of two (2) weeks to be completed. When you submit a green check, you should automatically deduct that amount from your current balance. Your record keeping should be maintained in the same manner as if you were holding your checkbook – when you write a check, you should deduct the amount of that check from your balance. **DO NOT** spend some of the money again just because your green check has not cleared or been debited from your account.

### Canteen Rules

01-Only 5 offenders will be allowed to enter at one time.

02-Place your DOC ID card and spend sheet through the chuck hole.

03-You may not add anything to your list once you enter the canteen.

04-Remove all head gear and sunglasses.

05-Do not talk to canteen workers.

06-Stay behind the yellow line until a staff member calls your name.

07-Your list should be legible and precise. Do not say you want soda, be specific and indicate the brand you want.

08-There are spend sheets in the housing units; USE THEM. Make sure you put your name and DOC number on the sheet.

09-Make sure you have your canteen bag with you.

10-You may not bring any food or beverage into the canteen with you; this includes cups of any kind.

11-If the canteen is out of a specific product, it will be placed on the board and you will be allowed to request a substitute.

12-Offenders in a wheel chair and their assistants will enter the canteen when the staff opens the door.

13-After the transaction is complete; the staff member will ask you if you have everything-it is your responsibility to check your list. If you agree that all your items are present, your transaction is final.