



FARMINGTON CORRECTIONAL CENTER

RECEPTION & ORIENTATION MANUAL

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OVERVIEW: The Missouri Department of Corrections (*MODOC*) is an extension of the criminal justice process, dedicated to ensuring public safety and balancing the needs of each offender. We are also dedicated to ensuring that offenders conduct themselves in a civil and productive manner in our community. We understand that approximately 98% of all offenders at some point in time will return to their communities. Programs such as Impact of Crime on Victims, Pathways to Change, Anger Management, and organizations like Restorative Justice and Offenders Offering Alternatives, (*OOA*) along with treatment programs are tools to aid in avoiding re-incarceration.

The MODOC creates a correctional environment with responsibilities and rewards as in free society. It is the value-driven process, which holds the offender responsible for his actions. The MODOC has four sets of expectations and opportunities for offenders. The *FIRST* is to achieve and engage, on a full time basis, in work or other productive activities and to use leisure time wisely. The *SECOND* is to remain sober and abstain from unauthorized activities, including sexual misconduct and the use of drugs and alcohol, by replacing criminal thinking with relapse prevention. The *THIRD* is to achieve literacy and to acquire a GED. The *FOURTH* is to improve status by civil behavior and adherence to the MODOC's Rules and Regulations. Through these four sets of expectations and opportunities, offenders are going to make choices and be accountable for the choices made. Challenges require that the MODOC provide a correctional environment in which the offender's employability, literacy, sobriety, and civil conduct are addressed.

CANTEEN SERVICES: Offender Canteen is similar to a small convenience store. Each offender is allowed to spend on specifically assigned days, provided offenders have funds in their offender account. Offenders may check their accounts at the *kiosk*, (*ATM like*) located in each Housing Unit (*HU*). Offenders may **NOT** exceed more than \$87.50 per week and more than \$350.00 per month, excluding appliances, electronics and MVE clothing items. The second full week of the month is Draw Week for offender payroll. During this week, you **CANNOT** spend more than \$87.50 and may **NOT** purchase appliances or order clothing. Items available and prices are posted in each HU and in the bulletin board at the Canteen. The items and prices are also available on the *kiosk*. You **MUST** complete your order on the *kiosk* by the designated time according to the HU you are assigned to. You **MUST** be wearing the proper clothing and have a legible ID to enter. **NO** talking is allowed in the Canteen. Profits from the Canteen sales go into a special fund used exclusively to benefit the offender population in the following areas:

Library, Law Library: Books, magazines, newspapers, periodicals;

Chapel: Books and religious items for all faiths;

Educational and Vocational: Materials; programs (*Substance Abuse, ICVC, Pathways to Change, etc.*);

Canteen: Equipment necessary for operations; and

Recreational: Equipment.

CIVILITY AND DIVERSITY: The offender is to become a civil member of society by respecting themselves, as well as others, and demonstrating this through their actions, words, and deeds. The offender **MUST** be aware, acknowledge, and respect diversity in society, both inside and outside the Institution. Each person deserves to be treated with respect, regardless of their color, religion, intelligence, talents, and age.

COUNSELING SERVICES: The MODOC offers a variety of different programs. Some may be mandatory by the courts, such as the Missouri Sex Offender Program (MOSOP) and Substance Abuse, and some may be selected by staff to meet your needs. Also, you may request to enter a program through your Unit Staff. Each Institution has a list of programs available. You may request individual counseling with a Mental Health Professional for issues such as depression, stress, etc. by submitting a MSR (*Medical Services Request*).

COUNTS: Counts are a very important part of Institutional operation. They serve to meet two very important requirements. One, to ensure the accountability of each offender assigned to the Institution; and two, to make sure each offender is alive and well. Counts will be conducted as established by Institutional Policy. There are three types of counts and they are as follows:

Official Count: A regularly scheduled count conducted as required by Standard Operating Procedures.

Custody Count: A count of offenders taken when the maximum number of offenders are in the HUs. During the 6:00 a.m. Custody Count, offenders will be seated or standing and will have their cell light on to ensure visibility by the counting officer. During the 11:15 a.m. and 4:30 p.m. Custody Counts, offenders will stand at the back of their cell with the light on. During the 10:00 p.m. Custody Count, offenders will be standing at the door in possession of their I.D. Card, with the cell light on, to ensure that a Name and Number Count is conducted.

Emergency Count: A count when all offenders are called back into the HU for a Custody Count. Offenders shall **NOT** be counted lying down. Compliance to all Count Procedures is required and strictly enforced.

CUSTODY LEVEL: An External Classification System establishes an offender's custody level which determines facility assignment. Based upon risk factors, offenders will be scored as one of three custody levels: *MINIMUM, MEDIUM OR MAXIMUM*. Classification Staff are trained to rate custody levels as you progress through the MODOC. Any questions that you may have regarding this matter can be answered by your Case Manager.

DAILY SCHEDULE: FCC utilizes a daily schedule for offender activities. Offenders are permitted open yard time, access to Recreation, Library, Property Room, Clothing Issue, and Medical-*Open Sick Call* during their scheduled open yard time. Special accommodations to these areas may be arranged through Classification Staff when necessary. Medical emergencies should be reported to staff and will be addressed immediately. Controlled movement is utilized to facilitate offender access to various areas and services in the Institution, for example to attend meals, work assignments, recreation, etc.

EDUCATIONAL OPPORTUNITIES: The MODOC offers several educational programs. **ALL** offenders who do **NOT** possess a High School Diploma or GED will be assigned to one of three (3) school sessions until they complete their GED, as a part of their parole eligibility. Offenders will **NOT** be assigned to Education until they are released from R&O and will be placed on a stand-by list until an opening becomes available.

FIRE/SAFETY: To ensure a safe and clean environment for *ALL* offenders, you will adhere to the following general guidelines at all times: Keep your cell clean and maintained at *ALL* times; the floor will be swept; *ALL* trash will be in approved trash cans, *NOT* paper bags and will be emptied each day; and *ONLY* the authorized limits of Canteen items will be allowed. These items *MUST* be stored in your foot locker and/or desk in accordance with Institutional Procedure. *NO* open containers of food will be left around when *NOT* in use; and *NO* horseplay; Running is acceptable in designated areas *ONLY*, (i.e. recreational activities). *NO* home-made or modified electrical items are allowed. This includes stingers, extension cords, or any other items, such as radios, fans, televisions, etc., that have been modified in any way. Smoking is *PROHIBITED* in *ALL* buildings within the MODOC at *ALL* times. Offenders are *ONLY* allowed to smoke outside, *NOT* in day rooms, cells, or common areas of the HUs. Use *ONLY* disposable lighters. Any fire started by you can be considered a violation of Rule #8 - Arson. Arson is defined as causing an explosion or fire without authorization. Arson is a prosecutable offense. Anything considered a fire or safety hazard will be reported to a staff member *IMMEDIATELY*. Fire drills are scheduled on a regular basis. Tampering with any alarm, lock, electrical device, or extinguisher is *PROHIBITED* and is a violation of Rule #26 - Tampering with a locking or safety device. Extension cords will be unplugged when *NOT* in use. *NO* extension cord will be plugged into another extension cord, and there will be a limit of two (2) items plugged into any one extension cord. *NO* electrical items (i.e. television, radios, and fans) are to be placed on the bunks and *NO* extension cords run through the bunks or under the mattress. *ALL* crock pots, stingers, coffee pots, etc. will be unplugged when *NOT* in use. Televisions, radios, and appliances will *NOT* be covered, or have beneath them, towels or other materials. Offenders will *NOT* loiter in the day room area or the upper walks, nor will they hang on or lean over the rails. Painting or alterations of cells will be done by authorized personnel only. Offenders will be held responsible for any damages, alterations, or removal of State/Institutional Property (TV outlets, light fixtures, control and security devices, windows, and screens, etc.).

GRIEVANCE: The MODOC recognizes that concerns exist in the daily operation of the Institution. To ensure those concerns are properly addressed; the MODOC developed a grievance process. Each offender is encouraged to exhaust the MODOC's remedies. The Offender Grievance Procedure consists of the following three (3) basic stages:

The *Initial Stage* is the Informal Resolution Request (IRR stage). After you have discussed your complaint with your Unit Staff, you may wish to file an IRR with them. You *MUST* file this within 15 days of the incident in which you are making the complaint about, unless it is an ongoing situation. You should receive a response within 40 days of the date Unit Staff receives your IRR.

Stage Two - If you do *NOT* receive a response or you are *NOT* satisfied with the response, you have the option of filing a formal grievance. You have seven (7) days after completing stage one (1) to file a grievance. You will receive a response from the Institution Head/Designee within 40 days of the Grievance Officer receiving your grievance.

Stage Three - If you do *NOT* receive a response within 40 days, you may proceed with a 1st Appeal. If you are *NOT* satisfied with this response, you *MUST* appeal within seven (7) days to the appropriate Division Director. These will be forwarded to the Division Director, via the Grievance Officer; and the form for such appeal will be provided by the Grievance Officer.

GRIEVANCE (Continued): A response will be provided to you from the Division Director within 100 days. After you have received this response, you may consider the procedure exhausted, pursuant to federal law.

The procedure provides provisions for those offenders who deliberately file improper or false grievances or an unreasonably high number of grievances to be limited by the Institutional Head. Also, when you fail to file your appeals within the indicated time frames or improperly appeal such, your grievance may be considered abandoned by the Grievance Officer. It also provides you and the Grievance Officer the option of extending the response or appeal at any stage if and when more time is needed to achieve the goals of the procedures. All issues are grievable, except for the following: matters of Probation and Parole; actions of state legislatures and other government agencies; actions in situations which you are **NOT** assigned to, unless those actions personally involve or affect you; judicial proceedings; and conditions which affect another offender without personally affecting you. If you have questions regarding this procedure, please review the Offender Grievance Procedure. This policy is located in the Institutional Library. If you need additional information, you may contact your Unit Staff or the Grievance Officer.

GROOMING/HYGIENE: Offender clothing shall be clean and worn in an appropriate manner at all times. Nudity is **NOT** permitted at any time other than when taking a shower. Offenders **MUST** be appropriately dressed at all times. State issue clothing shall be worn, unless otherwise specified in HU Regulations. Clothing items will **NOT** be worn in any manner or style to identify with or against a gang. Offenders working outside the security perimeter are required to wear state issued clothing. Offenders assigned to the Maintenance Department and Control Center Complex shall be issued insulated coveralls during inclement weather for use **ONLY** while on their work detail. Offenders will follow the guidelines posted in the Education area and HUs regarding appropriate dress. When receiving a visit, offenders will report to the Visiting Room-Search Room, where they will be required to change into state issued visiting room shirt, pants, and state issued shower shoes or slip on canvas shoes prior to entering the Visiting Room. Offenders may wear personal clothing in living areas in accordance with HU Rules. Headgear will **NOT** be worn in the Dining Room. Offenders assigned to Food Service areas that require wearing white clothing shall be issued white shirts and pants and bouffant. Food Service workers shall maintain these items in their cells, but will only wear them during their work detail and to/from their work detail. Upon termination of their Food Service assignment, these items shall be returned to their Food Service Supervisor. Offenders going to Dining Rooms for meals will be dressed properly in accordance with directives from the Chief of Custody. Offenders should follow good hygiene practices. Sufficient shower facilities and soap are available. Offenders will be authorized to take showers per HU Regulations. Offender workers will be allowed to shower following their day's work. Offenders receiving haircuts will be allowed showers before returning to their cells. Offenders on Living Area Restriction and/or Activity Restriction will be allowed to shower based upon their work schedule and at the discretion of HU Staff. Offenders may be required to have clothing laundered at other than normal times due to sanitation or medical needs. Offenders **NOT** maintaining good hygiene practice by having their clothing laundered regularly shall be instructed to forward their clothing items to Laundry on the schedule outlined by their assigned HU. Offenders may be required to remove braids or other hair fashions and comb through hair at any time for security or health reasons.

GROOMING/HYGIENE (Continued): Some offenders, such as those who are of the Rastafarian religion will **NOT** be able to completely unravel their hair. Those offenders shall still maintain proper hygiene. Offenders may have whatever hair and beard length they prefer. Offenders may be required to cut their hair and beard and maintain short hair and a clean shaven face for concealing or transporting any contraband or weapon in their hair or beard; refusing to promptly follow staff directions with regard to a search of their hair or beard; having a history of escape or attempted escape; failing to maintain a clean and neat appearance; or having health, safety, or hygiene problems related to hair or beard. Offenders who choose to have long hair **MUST** keep their hair tucked behind the ears and tied at the nape of their neck. Hairpieces will **NOT** be permitted. Offenders may be required to shampoo their hair at any time for sanitation or health reasons. Gang related symbols or identification marks will **NOT** be worn in, nor cut into, the hair. Fingernails and toenails will be **NO** longer than the tips of the fingers and toes and will **NOT** be filed into points. Only one pair of earrings may be worn at a time - one per ear lobe. Adornments requiring piercing of the skin, worn in parts of the body, other than the ear lobe, are **NOT** permitted.

GUIDELINES FOR ADJUSTMENT TO INCARCERATION: MODOC is committed to the custody and supervision of all offenders. However, circumstances may occur which may place you in a vulnerable, insecure predicament. Be aware of and avoid conditions which may put you in these situations. Some examples of these conditions are as follows:

Avoid getting in debt by gambling, borrowing or lending.

Be aware of offender protection groups which promises provide you safety in exchange for money, cigarettes, or Canteen items.

Substance Abuse - Drugs and Alcohol: Prescribed medications should be taken according to an authorized doctor's orders only. The possession of drugs or alcohol will **NOT** be permitted and will result in a conduct violation and the appropriate sanctions. Also, the possession/use of controlled substances is against Missouri statutes, which may result in prosecution.

Unauthorized organizations will seek your membership. It is your responsibility to choose your friends wisely, as these individuals might **NOT** have your best interest in mind.

Verbal and Physical Harassment or strong-arming may occur. In the event such harassment should occur and you think you need assistance in handling this problem, contact a staff member for help.

To Avoid Sexual Assault, avoid situations which may place you at risk: Choose your company carefully; avoid being alone; avoid any type of indebtedness; and do **NOT** borrow anything. If you are assaulted, contact a staff member **IMMEDIATELY**. If sexually assaulted and to assist in possible prosecution, do **NOT** remove physical evidence either by washing or using the toilet. Cooperate with the Investigator and provide **ALL** information regarding the identity of the aggressor(s).

Crime Tips Hotline: This provides a means for offenders to leave information anonymously about criminal activity inside or outside the institution. Calls will be received by the Criminal Investigations Unit. The Hotline use is designated to report criminal activity or safety and security issues related to the MODOC.

GUIDELINES FOR ADJUSTMENT TO INCARCERATION: (Continued): The Hotline will *NOT* be utilized for complaints or grievances.

The CRIME TIPS HOTLINE TELEPHONE NUMBER is: *9-555.

The following are some ways to help you avoid the situations listed above:

Mind your own business. Do *NOT* discuss your personal business with other offenders (i.e. money, sentence/offense, family, career, criminal history, etc.).

Keep your possessions while incarcerated to a minimum. The more you have, the more you become a target.

Avoid idle time. Get involved in self-improvement activities such as education, vocational training, recreation, jobs and religion. If stress levels become too much, seek staff help. If you think you need protection, you *MUST* notify a staff member **AS SOON AS POSSIBLE (ASAP)**. You will be locked in Temporary Administrative Segregation Confinement (*TASC*) until a hearing is held. At the hearing, you *MUST* provide complete information regarding the threat and identity of all enemies. You may be placed on Protective Custody (*PC*) status, or you may be released from *PC* status back to General Population (*GP*). The MODOC is committed to ensuring a safe and secure environment for all. Each offender is responsible for cooperating with staff and for complying with all MODOC rules.

HOUSING UNIT ASSIGNMENT: Offender HU assignments will be made in a non-discriminatory manner and will *NOT* be based on race, religion, nationality, or political belief. Assignment will be based on custody level and security considerations, your PREA Risk Assessment Score, special programs within the Institution, offender disabilities, offender health needs, and other considerations. Offenders may request a room move form through their Unit Staff. It *MUST* be 120 days since your last convenience move and 90 days since your last conduct violation (*CDV*).

INSTITUTIONAL RULES: Institutional Rules are designed to maintain order. Staff will hold you accountable for each and every rule. Failure to properly follow the rules will result in disciplinary action. It will be important for you to review the rules carefully. If you have further questions regarding this matter, it is **EXTREMELY** important that you contact staff to discuss the rules. A copy of the HU Regulations is posted on HU bulletin boards, which are located in each wing.

JOB ASSIGNMENTS: All able-bodied offenders are required to work, attend school, or attend treatment programming on a full time basis. After you have moved from your orientation assignment, you will be assigned to a full-time job, school, or program(s). Offenders who do *NOT* participate in required activities (work, school, or programs) *MUST* have a legitimate excuse for being absent. If *NOT*, you may be issued a *CDV* in accordance with Institutional Procedure.

LIBRARY AND LAW LIBRARY SERVICES: All Institutions have a Library and a Law Library for offender use. The Law Library can assist you in both civil and criminal material. Refer to HU bulletin boards for hours.

MAIL SERVICES: Offender mail is handled in an efficient and equitable manner throughout the divisions. Offender mail, while important in allowing and encouraging offenders to maintain family and community relationships, **MUST** be controlled to ensure the safety and security of the Institution and the public.

DEFINITIONS:

PERIODICAL: Any magazine, newspaper, or information type packet, except books, which are distributed on a regular basis.

PRIVILEGED MAIL: Mail being sent to, or received from, consulates, judges, attorneys, courts, elected and appointed state officials, sheriffs, chief administrative officers, associates/assistants, and Central Office Section Heads. Mail received from privileged categories will be determined by the return address on the envelope. Mail between offender counsel substitutes, offender library aides, and offenders and their offender co-defendants, unelected police chiefs, and other law enforcement agency personnel is **NOT** included in this category.

PROBABLE CAUSE: When there is physical evidence or trustworthy information which would support a determination that any inappropriate written material or other inappropriate materials are concealed within privileged mail.

REASONABLE SUSPICION: When the observations, experience, training, and education of a person causes a determination to be made that inappropriate materials are concealed within privileged mail.

PROCEDURES: There shall be **NO** restrictions on the number of persons to whom an offender may write or the number of letters an offender may mail, except as outlined in this procedure. Persons who do **NOT** wish to receive mail from an offender may request in writing that the correspondence be terminated. This will include the parent or legal guardian of any person who is under 18 years of age. The offender should be informed verbally and in writing by Institutional Staff that the correspondence should **NOT** be continued unless authorized in writing by the person wishing to resume correspondence. Any time a restriction is imposed as noted above, written documentation should be placed in the offender's Classification File. **ALL** offenders **MUST** process their mail through the Institutional Mailroom. **NO** person; either staff or visitor, is permitted to bring in or take out any mail or other article for an offender.

OUTGOING MAIL: **ALL** offender mail being sent out of the Institution **MUST** be delivered to the Institutional Mailroom or designated pick-up point unsealed with the exception that privileged mail may be sealed. Offenders will be held responsible for correspondence contents. The offender will be responsible for ensuring that **ALL** mail has the offender's complete name, register number, and the Institutional address, including the proper Institutional name, in the upper left hand corner of the envelope and proper postage placed in the upper right hand corner.

RETURN ADDRESS EXAMPLE:

John Doe #0000000 HU00A-00, Farmington Correctional Center, 1012 West Columbia Street, Farmington, MO 63640

ALL OUTGOING MAIL, except **PRIVILEGED MAIL**, will be subject to examination or reading for unauthorized items, threats to institutional security, the safety of employees or offenders, and evidence of illegal activity. **NO** personal property (i.e., necklace, cassette tape, handkerchief, etc.) of **ANY** kind can be sent straight through to the Mailroom.

MAIL SERVICES (Continued):

ANY/ALL personal property items **MUST** go through the Property Room with a form which authorizes the Mailroom to send these items out of the Institution. **NO** exceptions.

ALL INCOMING MAIL should be delivered to the Institutional Mailroom where the mail will be sorted and sent to the offenders.

ALL INCOMING MAIL, with the exception of *PRIVILEGED MAIL*, should be opened in the Mailroom and examined for unauthorized articles or substances including any type of body fluid, hair, powdery substances, or other substances, which may appear to create a health or sanitation hazard, and read for content, which may compromise the safety and security of offenders, staff, and/or Institution.

ALL INCOMING MAIL is subject to Censorship Guidelines.

The following items received in offender mail are considered contraband and are **NOT** on the Approved Property List:

- | | |
|--|--|
| Excessive enclosures (more than 5) | Oversized cards (max. size 8 ½ x11) or Musical cards |
| Excessive photos (more than 25)-(max. size is 8x10) | Copied pages from books, magazines, or newspapers |
| Two-ply Polaroid's, altered photos, and photo negatives | Computer CD's, DVD's or video game CD's |
| Nude photos which display genitalia, buttocks or breasts | Writing in Code |
| Offender Photos | Maps |
| Posters | Wire clips or books with wire binding |
| Stickers | Credit Cards |
| Letters from multiple offenders in same envelope | Gift Certificates |
| Pre-paid phone cards | Phone book pages |
| Hair/body fluid | |

Items available in the Canteen: Stamps, envelopes, paper, pencils, greeting cards, & copy cards. Items that **MUST** come from a publisher or vendor are as follows: Books, magazines newspapers; calendars (Max. size 11x 17), and music CD's.

Offenders may correspond with cards or letters with offenders at other Institutions, but may **NOT** correspond with other offenders within the same Institution or offenders in Administrative Segregation at other Institutions, except for immediate family as approved by the Warden/Designee. Offenders are **PROHIBITED** from corresponding with **ALL** FCC Offenders, except for verifiable legal / active court cases. Additional requests for correspondence to occur between two offenders shall be forwarded to the Warden/Designee for consideration or approval. Offenders who are in Administrative Segregation may **NOT** correspond with offenders at other Institutions unless the recipient is a part of a verified joint legal action and then only with the approval of the Warden/Designee. **ALL** offender to offender correspondence is subject to the following guidelines: Offenders are **NOT** permitted to enclose legal work to other offenders unless the recipient is a part of a verified joint legal action and then only with the approval of the applicable Warden/Designee; offenders are **NOT** permitted to enclose envelopes, stamps, pictures, personal property items, conduct violations, and/or policies and procedures.

MEALS: **ALL** Institutions will use the statewide menu. The statewide menu will be developed and reviewed by the Food Service Coordinator. The standard for nutrient content of the master menu, therapeutic, and certified religious diets is the National Academy of Sciences, Institute of Medicine's current recommendations (issued from 1997-2004) for intake levels of vitamins, minerals and macronutrients.

MEALS (Continued): Menus shall also be planned using guidelines in the United States Department of Agriculture/Department of Health and Human Services Food Guide Pyramid and the 1995 United States Department of Agriculture/Department of Health and Human Services Dietary Guidelines for Americans. Meals are subject to budgetary constraints and the supply and availability of foods, including fresh fruits and vegetables. The menu has been planned to address as many medical and religious diet needs as possible with the standard menu. The menu contains a planned meat alternative which is to be available to those individuals who decline the standard meat portion for religious or other reasons. Other medical diets, such as renal and modified consistency diets, will be planned using the statewide menu as a base. These diets **MUST** be ordered by a physician and reviewed, as delineated in procedure. Liquid diets are available upon order by the physician or dentist and are intended for short term use only. Nutritional analyses of the statewide menu and therapeutic diets will be performed by a registered dietitian every six months or whenever a substantial change is made. There will be special meals served on the following holidays if budget constraints permit: Memorial Day, Independence Day, Labor Day, Thanksgiving, and a December Holiday.

MEDICAL SERVICES: Offender health care services are provided by contract through a private provider. These systems stress prevention care and early identification of health concerns to prevent chronic health problems. **ALL** health care providers are licensed to practice in Missouri. Many have advanced training and are certified in various specialties. The providers are obligated to provide care that meets community standards and the standards established by the National Commission on Correctional Health Care. Offenders who need medical or dental care **MUST** complete a Medical Services Request form (*MSR*), which is a written request for medical care. These forms may be picked up in the box located in front of Medical. You **MUST** bring these forms to *Open Sick-Call*. The hours are listed in Medical. All requests are screened and prioritized. Appointments are scheduled by Medical Staff and posted in each HU. Emergency medical care is provided immediately. *Refer to the How to Report a Medical Emergency section listed below.* You are encouraged to have your medical records forwarded to the Institution's Medical Unit for review and inclusion in the Medical File. The MODOC is charged with ensuring all offenders receive appropriate medical, dental, and mental health care for their needs. Outside services are used, as needed through contracted specialists. Medications may **NOT** be sent by family or other outside sources. When you are prescribed controlled medication(s), the call-out schedule is: 7:00 AM, 12:30 PM, 5:00 PM, and 7:00 PM. For the 7AM call-out, you **MUST** go with breakfast. All other call-outs are announced by the Control Room Officer. Community specialists are available to provide medical treatment or recommendations for care. Those specialists provide services for the following: cardiology care, orthopedics, dermatology, oncology, hematology, oral surgery, and general surgery. Chronic care clinics are also established within our facilities to provide services to offenders who need the following: cardiovascular care, pulmonary care, infectious diseases, endocrine care, neurology care, or other special needs which require regular medical reviews. Several facilities have on-site infirmaries which provide 24-hour care observation and care by licensed health care staff. Community hospitals provide medical care and treatment when hospitalization is required. A medical emergency condition is defined as any condition that requires immediate attention in order to preserve life or body function.

MEDICAL SERVICES (Continued):

How to Report a Medical Emergency is as follows: This list includes, but is **NOT** limited to profuse or uncontrollable bleeding; chest pain or shortness of breath; acute and/or severe injury to limbs-arms, legs, hands, and feet; severe pain; fever; seizures; and/or any potential for loss of life or limb.

How to receive medical attention in a medical emergency is as follows: In cases of emergency, you only have to declare yourself a medical emergency in order to access the Medical Unit. The Medical Unit is open 24 hours a day, seven (7) days a week. By declaring yourself a medical emergency, you will be assessed by the Medical Unit in a face-to-face interview. Once you have been evaluated, you will be treated for the emergency medical condition. In cases where the condition is determined **NOT** to be a medical emergency, you may be asked to complete an MSR and then you will be seen at a scheduled *Sick-Call*. Treatment received in an emergency is as follows: You will receive care appropriate for your medical condition. Nurses can treat certain conditions by means of treatment protocols. When you are experiencing an emergency medical condition that is **NOT** covered under these protocols, a physician is always available by telephone to give appropriate orders based on the assessment of your condition. Treatment from the physician can range from receiving a prescription, Infirmary placement or transport to the Emergency Room for evaluation. You are cautioned **NOT** to abuse this procedure in order to avoid regularly scheduled *Sick-Call*. Such abuse can result in unnecessary delay of medical services for other offenders. **ALL** self-declared medical emergencies are recorded in your Medical File.

MISSOURI RE-ENTRY PROCESS (MRP): The MODOC initiated the MRP. More than "Just Another Program," it's a new philosophy on how the MODOC will conduct business. This new direction focuses on preparing offenders for their return to society as law abiding, productive, taxpaying citizens. 97% of the 1.3 million offenders currently incarcerated in the nation's prisons, will be released and return to the communities. Within three (3) years of release, 40% will return to prison. MRP is about integrating successful offender re-entry principles and practices in state agencies and communities resulting in partnerships that enhance offender self-sufficiency, reduce re-incarceration, and improve public safety. Incorporating re-entry principles is **NOT** a "Soft-on-Crime" approach. Offenders will be expected to follow policy, procedure, and Institutional Rules. The primary goal of the MODOC is to provide public safety through secure confinement, but this will include holding offenders accountable and preparing them for a successful return to society.

NOTARY SERVICES: Each Institution has Classification Staff available to provide Notary Services. See FCC Addendum.

OFFENDER FINANCES: The MODOC has established the following guidelines governing offender accounts: Each offender will be assigned an account to provide banking services for handling moneys during the offender's confinement. Offenders will **NOT** have a checking / savings account at any outside financial institution. **ALL** deposits and withdrawals for purchases will be processed through your account. Staff at each Institution will provide you with details on how deposits and withdrawals are handled. Premium-pay workers receiving \$10 or more pay, per month, will be required to place 10% of their gross earnings into *Mandatory Savings*.

OFFENDER FINANCES (Continued): Offenders working for other agencies or Missouri Vocational Enterprise (MVE), who make more than \$250 per month will have 25% of his gross earnings placed in a *Work Release Savings Account* until their release. You may check your account at the *kiosk* machine located within each HU.

PRISON RAPE ELIMINATION ACT (PREA): In 2003, the federal government enacted the Prison Rape Elimination Act (PREA). The purpose of this law is to reduce the incidence of prison rape by creating common policies and practices for dealing with sexual assaults within correctional settings. The MODOC totally supports the guidelines set forth in this law and will **NOT** tolerate any form of sexual misconduct and/or abuse against offenders. This **NOT** only applies to offender/offender offenses, but staff/offender offenses as well. In 2002, legislature passed a law "566.145" which makes sexual contact with between staff and an offender a Class D felony. The victim's consent is **NOT** an affirmative defense. The MODOC recognizes the worth of each individual and strives to treat offenders humanely.

SPEAK UP ~ SPEAK UP ~ SILENCE VIOLENCE ~ SILENCE VIOLENCE ~ SPEAK UP ~ SPEAK UP ~

OFFENDER SEXUAL ABUSE & HARASSMENT:

Preventing Sexual Abuse: You can take steps to avoid sexual abuse by following these safety tips: Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, Leave. Walk & stand with confidence. Many abusers choose victims who look like they won't stand up for themselves. Don't be afraid to say "**NO!**" or "**STOP IT NOW!**" Do **NOT** accept Canteen items or favors from anyone. Placing yourself in debt to another offender can lead to the belief or expectation that you will repay the debt with sexual favors. Do **NOT** accept an offer from another offender for protection. Avoid casual nudity and talking about sex. These things may cause another offender to believe you are interested in a sexual relationship. Avoid secluded areas. Position yourself in plain view of staff members. Do **NOT** trust others too easily. Make wise choices when associating with others. Making friends with the wrong group of people can make you a target automatically. Most importantly, if you are being pressured for sex, report it to staff **IMMEDIATELY**. Finally, if you notice another individual being pressured for sex, or involved in a sexual relationship with another offender or staff, report it **IMMEDIATELY**.

Reporting Sexual Abuse: If you have been sexually abused, get to a safe place and report the abuse to a staff member **IMMEDIATELY**. The longer you wait to report the abuse, the more difficult it is to obtain evidence for investigation. You have a personal responsibility to report abuse of others too, even if you do so anonymously. Do **NOT** shower, brush your teeth, use the restroom, or change your clothes. Doing so may destroy valuable evidence to prosecute the perpetrator. There are several ways in which to report abuse:

- (1) Report the abuse to any staff member either verbally or in writing **AS SOON AS POSSIBLE (ASAP)**, whether the alleged incident involved you or not.
- (2) Call the MODOC's confidential **PREA Hotline**. You can do so at any offender phone by listening to the prompts and pressing '8' or dialing (573) 526-PREA (7732).
- (3) Write to the **Missouri Department of Public Safety, Crime Victims Services Unit, P.O. Box 749, Jefferson City, MO 65012**.
- (4) If you are assigned to a **COMMUNITY RELEASE CENTER** or a **COMMUNITY SUPERVISION CENTER**, you may report sexual abuse using the above guidelines or calling the **PREA Hotline** at (855) 773-6391.

PREA (Continued): Victims' Rights: As a victim of sexual abuse, you have certain rights, including the right to be free from retaliation and harassment. You will be separated from the alleged abuser **IMMEDIATELY**. When necessary, medical personnel will be notified and you will receive a physical exam. You will be assessed for injuries or exposure to sexually transmitted diseases. Any evidence collected will be sent to a crime lab. You will be referred to a mental health professional for assessment and ongoing treatment, as necessary. If requested, a victim advocate will be provided for you or you may contact an advocacy organization. The contact information is available in the Institutional Library. Your allegation of sexual abuse will be investigated and if possible, the abuser will be disciplined and referred for prosecution. It is important you work with the Investigator. Later on, you may wish to seek the support of a trusted friend, family member, or staff member, such as the Chaplain or Mental Health Staff. The days ahead can be traumatic and it helps to have support. You have the right to know the outcome of the investigation. You have the right to be notified of the court proceedings and to provide an impact statement for the court and parole hearings, in the event of conviction.

Consequences:

FOR THE OFFENDER THAT SEXUALLY ABUSES, ASSAULTS, OR HARASSES OTHER OFFENDERS...

An investigation will be made into each allegation of sexual abuse and harassment. It is important to remember that sexual abuse does **NOT** have to be a violent act. If the victim feels they would be physically harmed if they refuse, that is sexual abuse. If you are found guilty of sexual abuse, you will be issued a disciplinary report and the sanctions will be harsh. The MODOC will also seek prosecution for perpetrators of sexual abuse. In addition to facing additional time to serve, you will also face life-long reporting requirements as a sexual offender, in accordance with Missouri law. If you have trouble controlling your actions, seek help from Mental Health Staff. Consider participating in programs designed to control anger or reduce stress. It is also important that offenders **NOT** make false, misleading or unfounded reports in bad faith. There may be serious disciplinary consequences for doing so. The MODOC has a **ZERO** tolerance for sexual abuse or harassment.

Definitions of Staff Sexual Abuse & Harassment:

Sexually abusive or sexually harassing acts can be committed by another offender, staff, contracted employee, or volunteer. Again, the MODOC has **ZERO** tolerance for any type of sexual abuse or harassment.

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

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

SEXUAL ABUSE occurs when the victim does **NOT** consent, is coerced into a sexual act by overt or implied threats of violence, or when the victim is unable to consent or refuse.

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

STAFF SEXUAL HARASSMENT includes repeated and unwelcomed sexual advances, requests for sexual favors or verbal comments, or any gestures or actions of a derogatory or offensive sexual nature.

PREA (Continued): It is also considered sexual harassment if staff make demeaning references to gender, make sexually suggestive or derogatory comments about an offender's body or clothing, or make obscene comments or gestures.

SPEAK UP ~ SPEAK UP ~ SILENCE VIOLENCE ~ SILENCE VIOLENCE ~ SPEAK UP ~ SPEAK UP ~

PROBATION & PAROLE: There are often many questions about parole eligibility and the possible release date of an offender. While the answers to most questions are specific to an offender, his Parole Release will depend upon many factors. Upon arrival in the MODOC, each offender is given a booklet entitled "*Rules and Regulations Governing the Granting of Paroles, Conditional Releases, and Related Procedures*". This booklet explains criteria used during parole consideration. Within 90 days, each offender will also receive a written notice advising the month and year of the first scheduled hearing. You may obtain a copy of this booklet by contacting the Institutional Probation and Parole Officer (IPO) at the offender's assigned facility. By matching the last digit of your ID number with the Probation and Parole listing, located on the HU bulletin board, you will be able to find your assigned IPO at your facility.

PROPERTY ROOM: The MODOC maintains a property list on each offender of all personal property. Limited clothing may be owned by the offender. Appliances and most clothing can only be purchased through the Canteen. CD's, books, hobby craft materials can be bought through approved vendors from the offender's account. Refer to the Authorized Property attachment. Throughout your incarceration, you will be responsible for the safekeeping of personal articles retained in your possession. The Division of Adult Institutions (DAI) attempts to identify those articles whose value exceeds \$100.00 upon your arrival, and forwards such to the Treasurer's Office for safekeeping. However, it is your responsibility to determine if any other articles should be under the safekeeping of the Treasurer. The DAI will assume responsibility for your lost articles only if substantial evidence would indicate the loss is due to staff negligence. In such cases, the article will be replaced up to a value of \$100.00. In **NO** case will the DAI replace articles whose value exceeds \$100.00, and you are discouraged from accumulating such articles. Do **NOT** trade, giveaway, or dispose of any personal property item(s). You **MUST** bring item(s) to the Property Room and have item(s) removed from your Property List. Should you lose or have something stolen, you **MUST** report this to your Case Manager, who shall submit in writing, the reported missing item(s). If you wish to send any personal property home, you **MUST** go to the Property Room on your assigned day. You may mail or send items out on a visit. Should you go to the Administrative/ Disciplinary Segregation Unit or leave the Institution on Out-Count status, your property is packed and taken to the Property Room for storage. You can only pick up your property on scheduled days. Refer to the FCC Addendum for the schedule. Legal work can be stored in the Legal Storage Room located in the Property Room. Remember **ALL** legal work **MUST** fit in your footlocker with everything else. You can access the area on your scheduled day, or in case of an impending court date, you may contact your Case Manager who will schedule a time with the Property Room Officer. You **MUST** have a Movement Pass to come to the Property Room for any reason.

PROTECTIVE CUSTODY (PC): Offenders who are having problems living in GP may request PC. You may request PC by contacting **ANY** staff member. You will be segregated until a review is conducted by the Protective Custody Review Committee (PCRC) /Administrative Segregation Committee.

RECREATIONAL ACTIVITIES & PROGRAMS: Each Institution provides a wide range of recreational activities and programs. Each offender is encouraged to participate in these activities. Refer to FCC Addendum –Programs and the HU bulletin boards for Program and Recreational Schedules.

RELIGIOUS ACTIVITIES: Each Institution will provide Chaplaincy Services to assist offenders in identifying and utilizing their spiritual resources while incarcerated to discipline their moral and ethical conduct in an appropriate manner, consistent with their religious beliefs. The Chaplaincy Services are designed to serve all offenders regardless of race, color, creed or religious belief. Refer to FCC Addendum for hours and services.

RESTORATIVE JUSTICE: In order to restore the offender as a productive member of society, the offender is to be held accountable and responsible for the harm resulting from their criminal activity. Restorative Justice is a new concept that addresses the relationship between crime, the offender, the victim and community. This means that the MODOC must provide victims and communities opportunities to increase their involvement in the criminal justice system. The object is to repair the harm resulting from crimes committed by offenders through early intervention with MODOC and/or community partnerships embracing restorative practices. There are programs such as “Impact of Crime on Victims” (*ICVC*) and organizations like “Offenders Assisting Society by Inventing Solutions” (*OASIS*). There are projects which offenders may participate in that benefit society such as Kid-Smart. You can participate by going to an OASIS meeting or by writing the Restorative Justice Coordinator. Refer to the FCC Addendum for the organizational activities provided.

SAFETY RULES: You will be briefed on the MODOC Safety Rules. You will be required to sign the appropriate Safety Rule form. Do **NOT** operate any machines unless you have been instructed in its proper use and safety procedures. Machines and equipment are to be operated by authorized persons **ONLY**. Approved work clothing and protective devices **MUST** be worn at **ALL** times. Maintain good housekeeping habits. Operator is responsible for machine and surrounding area. Machines are to be operated **ONLY** when safety guards are in place and in proper working order. Talking to operators while equipment is running is **NOT** permitted. Horseplay is **NOT** permitted. Those assigned to operate machines **MUST** know the location of **ALL** stop switches in case of an emergency. Lubrication and adjustment of equipment is to be completed by authorized personnel. In case of equipment malfunction, notify supervisor **IMMEDIATELY**. Operator **MUST** secure machines and equipment before leaving. Posted operating rules for each machine **MUST** be followed. **NO ONE**, except operators is allowed to be on equipment at **ANY** time.

STAFF TO OFFENDER CORRESPONDENCE: Staff members are available to assist offenders with **ANY** problems. Each offender is encouraged to discuss problems or concerns with staff, who are empowered to resolve problems at the lowest level. HU Classification Staff has established office hours allowing offenders access to staff. However, these office hours may **NOT** always allow easy accessibility for many offenders. Offenders may write a letter (*KITE*) to staff and drop it in the mailbox located in the HU. Offenders should exhaust **ALL** avenues before engaging in a staff to offender correspondence. Staff will schedule a meeting, call for you, send you a reply, or post an appointment schedule in the HU.

STATE CLOTHING ISSUE: Clothing Issue hours are: Mon. – Fri., 8:00 a.m.–10:30 a.m., and 1:00 p.m.–3:00 p.m., alternating between A and B sides. At the time of your Institutional assignment, the following clothing items will be provided:

	STATE ISSUE	TOTAL PROPERTY
Uniform gray shirts	(3)	
Uniform gray pants	(3)	
Underwear	(5)	(7)
T-shirts	(3)	(12)
Footwear	(1)	(3)
Socks	(4)	(7)
Coat	(1)	(1)
Sheets	(2)	
Pillowcase	(1)	
Blanket	(1)	
Bath towels	(2)	(4)
Washcloths	(2)	(4)
Pillow	(1)	
Laundry bag	(1)	

The above listed items will be properly marked for identification purposes. You may choose to keep your personal clothing in lieu state clothing, except you **MUST** maintain one set of grays (pants and shirt) and your state issued boots. You **MUST** go to the Property Room and sign a form and return the state-issued clothing to Clothing Issue. State-issued clothing will be in usable condition. These are **NOT** new clothing items.

STATUTES: The following statutes from the Missouri Revised Statutes (Cumulative Supplement, 1992) apply specifically to prohibited behavior of offenders:

217.360 - Delivery or concealment on premises of narcotics, liquor, or prohibited articles, and penalties.

It shall be an offense for any person to knowingly deliver, attempt to deliver, have in their possession, deposit or conceal in or about the premises of any correctional facility. Any controlled substance as that term is defined by law, except upon the written prescription of a licensed physician, dentist or veterinarian, (violation of this subdivision shall be a Class C felony); any alkaloid of any kind, any spirituous or malt liquor, or any intoxicating liquor as defined in section 311.010.RSMo. (violation of this subdivision shall be a Class D felony); any article or item of personal property which an offender is prohibited by law or by rules and regulations of the division from receiving or possessing. (violation of this subdivision shall be a Class A misdemeanor); and any gun, knife, weapon, or other article or item of personal property that may be used in such a manner as to endanger the safety or security of the correctional facility or as to endanger the life or limb of any offender or employee of such a facility. (violation of this subdivision shall be a Class B felony).

217.365 - Offenders NOT to carry money, exceptions, violations, treated as contraband.

No offender while confined in any correctional facility of the department, except those offenders so authorized by the Chief Administrative Officer of a particular facility, shall be permitted to have on their person, in their cell, or in their immediate possession, any money or legal tender of any description. Such money or legal tender shall be considered contraband under the rules and

STATUTES: (Continued):

217.365 - Offenders not to carry money, exceptions, violations, treated as contraband. regulations of the department. Such contraband shall be confiscated and deposited in the Offender Canteen Fund and expended pursuant to section 217.195.

217.385 - Violence or injury to others or property by offender, penalty.

No offender shall commit or offer to commit violence to an employee of the department or to another offender housed in a department correctional facility, or attempt to do injury to any building or other property. (violation of this section shall be a Class C felony).

217.390 - Escape, defined, penalty.

An offender absent without leave from any person in charge of his supervision, or from any work assignment, educational release program or job outside of the correctional facility, or from any halfway house or correctional facility operated by another political subdivision to which they have been assigned or who willfully fails to return to such a place at the appointed time after having been permitted to leave, shall be deemed on "escape" status. They shall be reported by the division to the appropriate law enforcement officer, and upon conviction, shall be sentenced for escape as provided in section 575.210 RSMo. Inadvertent releases shall be rectified by an issuance of a warrant by the Director.

SUICIDE WARNING SIGNS: Experience a loss (spouse, friend, parent, sibling, etc.) or the loss of something important (i.e. appeal, release date, divorce, and/or custody level change), persistent sad mood or a change in mood, sudden change in eating habits producing weight loss, isolates self, withdraws from normal level of interpersonal interaction, discusses thoughts of ending one's life or reports attempted suicide in the past, suddenly gives away prized personal possessions, and/or obtains the means to harm self (i.e. saves medication). Contact any staff member **IMMEDIATELY** when you are experiencing any suicide warning signs.

TELEPHONES: Telephone service is a privilege and should **NOT** be abused. Offenders are strictly **PROHIBITED** from making or participating in '3-way phone calls.' Your PIN Number from other Institutions will work here, but it may take approximately 24 hours for the system to update with your new location. When your PIN number does **NOT** work, request a form from the Control Room Officer. The form **MUST** be complete and should be sent to the Case Manager. The Case Manager will notify you when the problem is resolved or what steps to take to fix the issue. You may talk on the phone after 7:00 a.m. until 9:45 p.m., except during Counts or Lockdowns. When another offender is waiting for the phone, you are limited to 15 minutes.

Making a Phone Call: Enter 1 for English speaking instructions. Do nothing for Spanish speaking instructions. Enter what type of call: 0-collect or 1-debit/prepay. Enter area code (XXX), prefix (XXX) and number (XXXX). (Ex: 5732187100). Enter Register Number (Ex: 0167234 or 0045234, or 1143465-Register number **MUST** have 7 numbers.) Enter your PIN (XXXX) number. When asked for your name, you should only have to do this once, unless it is reset.

Types of Calls:

Collect: Where the called party **MUST** pay for the call. Hookup charge is \$14.95 and local calling charges may apply.

TELEPHONES (Continued):

Prepaid: Money is paid to the telephone service for calls to this number only by family or friends. Hookup charge is \$1.00 and .05 cents a minute for in-country calls. A minimum of \$25.00 **MUST** be deposited and there is a \$6:95 fee. Family members may contact **SECURUS TECHNOLOGIES** at 800-844-6591.

Debit: Minutes are purchased through the offender *kiosk* and the offender may call any number that is **NOT** blocked by the party and accepted when called. There is **NO** hookup charge with .05 cents a minute for in-country calls. Offender may purchase any amount of minutes.

Problem (s) with Phone: There are forms that need to be filled out to get problems fixed with a phone. You can get these forms from the Control Room Officer.

Check your Debit Account: Enter **1** for English, then **1 188** and follow instructions.

Protect Your PIN: Please do **NOT** share your Personal Identification Number (PIN) with other offenders. Using another offender's personal identification number is a violation of Conduct Rule #38, Abuse of Telephone, Mail, or Finances. If your PIN is stolen, the facility or the telephone service provider will **NOT** be responsible for refunding the amount on your stolen PIN. If you believe your PIN has been stolen or misused, you may disable it at the *KIOSK* or by seeing your Case Manager.

TOBACCO RESTRICTION: Smoking is **PROHIBITED** in all buildings and offices or any enclosed areas operated exclusively by the MODOC. Smoking is **PROHIBITED** in **ALL** state owned or leased vehicles. Offenders who are **NOT** of legal age (18yrs or older) are **PROHIBITED** from purchasing, possessing or using tobacco products of any type. Smoking is permitted outdoors 25 feet from any building and the tobacco products **MUST** be disposed of in a receptacle designed for that purpose. **ALL** areas used to enter any building shall be designated as a 'NO Smoking Zone.' Smoking is **PROHIBITED** on walkways and tracks that are used primarily for pedestrian traffic where offenders and staff might be offended by second hand smoke. Additional break time will be permitted for smoking in the evening during the winter schedule at the Shift Commander's discretion.

TRANSITION ACCOUNTABILITY PLAN (TAP): The TAP is the key to success and is a continuous document that follows the offender through their current cycle. The TAP is a collaborative product or format agreement, involving prison staff, the offender, the releasing authority, community supervision officers, human services providers (public and/or private), victims, family members, and neighborhood and community organizations. The TAP identifies an offender's personal assets and liabilities, establishes meaningful goals, and describes the actions that should occur to prepare individual offenders for release from prison, defines terms and conditions of their release to communities, and describes their eventual discharge to aftercare around a guideline release date which is a cornerstone for transition planning. The objective of the TAP is to increase both overall community protection by lowering risk to persons and property and by increasing individual offender's prospects for successful return to and self-sufficiency in the community. When you are interviewed by your Case Manager, it is very important to be honest with your answers and needs, such as needing a Birth Certificate, Social Security Card, State I.D., specific program, etc. A Birth Certificate and Social Security Card is needed to obtain a State I.D. Card. These documents are also needed to apply for Medicaid or Disability Benefits. It may take months to receive a Birth Certificate, especially if out of state. Don't decide at the last moment that you need some of these documents.

VISITING: The MODOC encourages visiting by family and friends. Regularly scheduled visitation is available at all facilities, Friday through Sunday, with the exception of the Diagnostic and Treatment Centers. Because the Diagnostic and Treatment Centers have structured programming and activities, visits are limited to specific days and times. The number and length of visits that are authorized vary by facility because of different capacities to host visiting. Weekends are designated for immediate family members only or one individual of choice (a significant/designated other, such as a close friend). You should also be aware that unforeseen security problems might interfere with visiting, causing a delay, shortened, or suspended visits. This is unusual, but does occur on occasion. In order to be placed on a visiting list, the offender **MUST** send a Visiting Inquiry form to each prospective visitor, up to a maximum of 20. Visiting Application forms that do **NOT** contain an original signature (such as faxed or copied forms) will **NOT** be accepted. It is important that the Visiting Inquiry form is answered honestly and thoroughly, as failure to do so may result in denial of visiting privileges. After a background check is completed, a visitor may be added to the visiting list. The offender receives written notification advising of approval or denial of the visitor. **ALL** visitors 13 years and older are required to bring a valid picture identification, such as a current driver's license or state identification card. An authorized adult visitor **MUST** accompany visitors under 18 years of age. Each Institution will provide you with their set of Visiting Rules and Regulations, governing the Visiting Room as well as pertinent information, regarding dress code and other Visiting Room information. Both the offender and visitor are subject to search. State law prohibits the deliverance, possession or concealment of **ANY** contraband. Offenders and visitors will be held accountable to State law and will be prosecuted if found in violation.

FCC ADDENDUM

FOOD VISITS: Per IS/SOP13-3.1, Offender Visits, Offenders may be permitted two (2) regular Food Visits per year for GP and PC Offenders who have met the behavioral expectations. The year is split into two (2) halves. You will be allowed one regular Food Visit for each half if you meet the criteria. Criteria for Food Visit participation will consist of the following: Offenders **MUST** have been in the MODOC at least 12 consecutive months. Offenders **MUST** have **NO** record of Court mandated, Parole Board stipulated or Administrative Segregation Committee stipulated program failures (i.e. LTDT, LTC, MOSOP, ICVC, ES/LS, Pathways to Change, Anger Management, Inside/Out Dads, etc.) the two (2) years prior to the Food Visit. This includes CORE PROGRAMS that offenders have been assigned to. Excludes programs signed up by offenders voluntarily (except CORE programs), i.e. AA, NA, Story Link, etc. Offenders **MUST** be one (1) year conduct violation-free, prior to the date of the Food Visit. Offenders **MUST** have three (3) years with **NO** serious violations, (violations #1 through violations #12 or any violation that was heard and found guilty of as a major), prior to the date of the Food Visit. Eligible offenders will be allowed a maximum of two (2) Food Visits per year; one (1) visit in each half of the year. This schedule will be posted in your HU.

HOBBY CRAFTS: Approved Hobby Craft Activities at this Institution are beadwork, drawing and painting. All offenders may participate in Hobby Craft activities with the exception of those assigned as Administrative Segregation, Temporary Administration Segregation Confinement, Disciplinary Segregation, and offenders in the Farmington Treatment Center and MOSOP Therapeutic Community. Offenders will participate in Hobby Craft activities during leisure time only. Participation in Hobby Craft activities may **NOT** interfere with work, education, mandatory treatment, or other required activities. **ALL** Hobby Craft activities shall be limited to the offender's assigned cell. Offenders will be required to purchase their own Hobby Craft materials as outlined in the Hobby Crafts Procedure, which is available in the Library.

MISSOURI SEXUAL OFFENDER PROGRAM (MOSOP) INFORMATION:

- Q. What is the legal basis for MOSOP and who **MUST** participate in the program?
- A. All offenders who have been sentenced to sexual assault offenses which have occurred after August 13, 1980, are required by Mo. Statute 589.040 for participation in the program. Additionally, other sex offenses as described in Departmental Policy D5-4.1 which are relative to the given statute may also be tracked for participation.
- Q. Who determines what will be included in the program?
- A. The MOSOP Director is responsible for the overall program and is supervised by the Assistant Director of Mental Health Services.
- Q. What are the main goals of MOSOP?
- A. To provide participants with information about human behavior, offending behavior, and behavioral change; to teach participants certain important skills in order to enable participants to live a responsible, law abiding life; to assist participants in learning the cycle of thoughts, feelings, and behaviors that is related to their sexual offenses; and to assist participants in developing a relapse prevention plan to interrupt this cycle, thus avoid returning to the offending behavior.

MOSOP INFORMATION (Continued):

Q. When will I be placed in MOSOP?

A. You will be placed in the program according to your earliest possible release date. Everyone has a date of some type. You do **NOT** have to complete the MOSOP prior to going before the Parole Board, although in certain cases this may occur. Offenders are contacted for placement in the program when they are within 12 months of their earliest possible release date. In some cases, individuals may be placed in the program based on a guideline date.

Q. What does MOSOP consist of?

A. There are two phases of MOSOP, *PHASE I* and *PHASE II*.

PHASE I will be primarily psycho-educational in nature. It will consist of treatment in a group setting designed to educate about the nature and goals of treatment and the concepts associated with MOSOP. Additional topics covered will be problem-solving, human sexuality, empathy, and relapse-prevention. During this phase, participants will be administered psychological testing in order to provide data for purposes of evaluation, treatment planning, program development, and research. During the completion phase, participants will meet with an Interdisciplinary Treatment Team to assess progress and develop a plan for the next stage of treatment.

PHASE II focus will be on the individual and emphasize personal responsibility, problem-solving skills, assertiveness/social skills, empathy skills, and relapse- prevention. Completion of Phase II will require 9-12 months of successful participation as defined in the MOSOP *PHASE II*, requirements of the Operations Manual.

Q. When am I eligible for release?

A. You are eligible for a Parole Release based on your successful completion of MOSOP *PHASE I* and *PHASE II*. Refusal or non-completion of the program will result in an extension of your Conditional Release date up to your Maximum Release Date. In addition, if you do **NOT** complete MOSOP, you may be evaluated as a potential Sexually Violent Predator at the time of your release. Parole eligibility does **NOT** mean Parole Release. The Parole Board has the sole responsibility for actual release and considers many factors when making their determination.

Q. Where is MOSOP Offered?

A. The MOSOP program is offered at Farmington Correctional Center for males charged with a sex offense. Eastern Region Diagnostic Correctional Center (ERDCC) provides MOSOP to offenders in PC. Any offender who is required to participate in MOSOP shall be transferred to the appropriate Institution where the program is offered only after proper custody requirements have been met by the offender. If an offender has a custody level of five (5), he will be ineligible to complete the program until the custody level is reduced. This may result in an extension of your Conditional Release Date to your Maximum Release Date. If you refuse to participate in or do **NOT** successfully complete the program, you may be transferred to another appropriate level Institution in order to make room for those willing to participate. Your case is being tracked by MOSOP Staff. You will be notified when you are scheduled to participate in the program. It is **NOT** necessary for you to advise staff of your status.

NOTARY SERVICES: Notary services are provided by Case Manager Staff. You may obtain services during open office hours or by appointment.

ORGANIZATIONAL ACTIVITIES: In order to provide the offender population with interesting and stimulating rehabilitative activities, the Institutional Activities Coordinator (IAC) provides activities and programs for the offender population. Offender Organizational Meetings are located in A-Visit and meet at 6:00 p.m. During the summer schedule meetings start when yard opens. During the winter schedule meetings start at the release of secondary movement.

AA/NA Meetings: Meet each Monday night at 6:00 p.m., A-Visit, (excluding holidays). Send a *KITE* to the IAC, via inside mail.

NAACP Meetings: Meets the 1st and 3rd Tuesday at 6:00 p.m., in A-Visit, (excluding holidays). To become a member of the NAACP, membership dues can be paid at the Canteen. Dues are \$12.50. You **MUST** be able to verify/prove that your dues are paid. If you go to HU #5, you **MUST** re-apply.

Vietnam Veterans (Post MOI-01): Meets the 1st and 3rd Tuesday at 6:00 p.m., in A-Visit. If you're a Veteran, you **MUST** verify/prove that you have a DD 214 and were Honorably Discharged. If you need a DD214 Form, send a *KITE* to the IAC and the appropriate form will be forwarded to your attention. Dues are \$5.00.

Restorative Justice Organization: Meets the 2nd and 4th Tuesday. You **MUST** be Conduct Violation free for 3 months to attend. If you receive a Conduct Violation, and are moved HU #5, you **MUST** be violation free and wait 3 additional months to be able to re-apply.

Story Link: Meets the 4th Tuesday of each month at 6:00 p.m. You **MUST** sign up with your Case Manager and meet the criteria to be able to attend. Each month, you **MUST** re-apply through your Case Manager. For questions, contact the IAC. Additional activities are always being developed. Keep current on this information.

PROGRAMS: Below is a list of classes that are held within the institution. See your Case Manager or send a letter to the Restorative Justice/ICVC Coordinator, requesting your desire to attend a particular program.

Impact of Crime on Victims (ICVC): This class discusses different types of crime such as robberies, assaults, murder, abuse, sex crimes and drug related crimes and how victims and society are affected by these crimes.

12-Week Substance Abuse Education Program: This class is designed for offenders to gather information about substance use/abuse/addiction and how it affects values, self-esteem, coping skills, family, and decision-making. It also discusses relapse-prevention techniques, problem-solving skills, and recovery aspects.

Anger-Management: This class is designed to show offenders how to properly manage their anger and aggression. It examines past and present anger and offers ways to manage.

Pathways to Change: This class is designed to teach decision-making and cognition skills to offenders through value-based lesson plans.

Employability Skills/Life Skills (ESLS): This is a 10-week class that covers topics such as: Career Exploration, Job Application Protocol, Resumes and Cover letters, Interviewing Techniques, Job Retention Strategies, Parenting Styles, and Money Matters.

Money Management (when offered): This class teaches basic money management skills. Offenders will learn how to figure a budget and their expenses based on their income. This class also teaches offenders how to balance checkbooks and price comparison shopping.

Inside Out Dad: This is a 12-week class that teaches offenders parenting skills and how to be better fathers.

Overcoming Sexual Addiction: Draft a letter/send a *KITE* to B-Phase Chaplain, requesting your desire to attend this particular class. This class is offered to offenders on B-Phase only.

PROPERTY ROOM SCHEDULE: Property Room Hours are from 8:00 am until 11:00 pm and 1:00 pm until 4:00 pm, Mon.- Fri. Offenders may go to the Property Room during these hours when they have scheduled Open Yard. They must first obtain a Movement Pass from their HU Staff. Offenders released from HU#5 may pick up their property during their scheduled Open Yard. When HU#5 Releases (or Institutional Transfers) **CANNOT** get to the Property Room for more than a couple of days due to the Open Yard Schedule, they may make arrangements through their Classification Staff to pick up their property during an *unscheduled* Open Yard, with a Movement Pass **ONLY**. Offenders being moved from HU#25 to GP or offenders receiving items from the Contraband Room will be called for by Property Room Staff. You **MUST** have an Offender Movement Pass to enter Central Security.

RELIGIOUS SERVICES: Offenders who wish to participate in religious activities can do so in HU#1. The schedule for religious services is posted in each wing. The Primary services are in bold. If this is a time you **CANNOT** leave the HU, then go to the Chapel and let the Chaplain know you are in R&O. A Movement Pass will be sent to the HU so you can attend that main service. Hours for religious services are posted on the offender bulletin boards in each HU.

Chaplain Reception & Orientation: Welcome to FCC Chapel. FCC has two (2) Chaplains and you can set up an appointment with them by *KITE* through the inside mail, addressed to the appropriate Chaplain. Be sure to state your specific reason for requesting an appointment. Also, you can go to A-Chapel when R&O has Yard. The A-Side Chapel is located next to Gym. There is a Chapel Clerk at the front desk that will be able to answer most of your general questions about Chapel operations. Chapel Schedules are monthly and are posted on the offender bulletin boards in each HU. Chapel bulletin boards will also keep you updated on any special activities; provide more information on upcoming program events, noted approved correspondence courses, and home plan information, etc. Books, tapes, and videos are available through our Chapel Library. Books and tapes may be checked out. Videos may be watched in the designated Chapel area. We also have cassette players that may be checked out. You may see the Chapel Library Clerk for specific details about these privileges. Pamphlets, magazines, and other literature are available in the Chapel Lobby area that you may take with you to read.

VISITING: The following is a portion of the visiting policy providing the basic information needed in order to establish a visit. For more information please see your Caseworker or read the policy in the Library IS13-3.1.

VISITING (Continued):

FCC VISITING SCHEDULES FOR FRIDAY, SATURDAY & SUNDAY:

Friday: 9:30 a.m. to 1:30 p.m. 4-hour block (*All Visitors*)

Friday 2:30 p.m. to 6:30 p.m. 4-hour block (*All Visitors*)

Saturday 9:30 a.m. to 1:30 p.m. 4-hour block (*Only immediate family and/or significant other*)

Saturday 2:30 p.m. to 6:30 p.m. 4-hour block (*Only immediate family and/or significant other*)

Visitors CANNOT visit both sessions listed above.

1ST Session:

Sunday 9:30 a.m. to 1:30 p.m. 4-hour block (*Only immediate family and/or significant other*)

2nd Session:

Sunday 2:30 p.m. to 6:30 p.m. 4-hour block (*All Visitors*)

*Approved Food Visits **ONLY** 1st and 3rd Sunday

FTC Offenders ONLY: 2nd and 4th Sunday (*FTC is NOT allowed Food Visits.*)

Each block of time will be considered one visit. Offenders may have a maximum of 20 approved visitors on their visiting list. Changes may be made to the visiting list twice per year, in April and October. All visitors **MUST** be on the offender's approved Visiting List unless a Special Visit has been arranged in advanced. Individuals age 13 and older **MUST** have a valid photo ID to visit. Offenders are permitted 8 visits per month unless restricted. Offenders who are 90 days Conduct Violation free may be eligible for one extra visit per month, as long as they remain violation free. It will be the offender's responsibility to notify his Caseworker, in writing, if he believes he is eligible for the extra visit and he anticipates using the extra visit. Weekend and holiday visitors are limited to immediate family members with the exception of Sunday evening Food Visits and scheduled holidays. On scheduled Holiday Visits, offenders may receive visits from **NO** more than three (3) of their approved visitors. **ALL** three (3) of their visitors **MUST** visit at one time. Any approved visitor may visit on scheduled holidays, but **NO** exchange of visitors will be allowed. During Sunday evening food visits, four visitors at a time will be permitted with one visitor exchange allowed. **ALL** visits will be charged on the offender's monthly allotment of visits. Visiting restrictions, such as number of visitors permitted to visit at one time, length of visits, etc., may be imposed as needed due to the demands of the institution. For the purpose of this procedure, Immediate Family shall be defined as the offender's: Spouse; Parents/Step-parents, Mother/Father in-law, and their spouses; Siblings/Step-siblings and their spouses; Grandparents/Step-grandparents and their spouses; Great-Grandparents/Step Great-grandparents and their spouses; Legal Guardians, Primary support person and their spouses; Children/Step-children and their spouses; Grandchildren / Step-grandchildren and their spouses, Great-grandchildren and their spouses; and Step Great-grandchildren and their spouses.

Non-Contact Visits: Physical contact between the visitor and offender is **NOT** permitted.

Significant Other: One person selected by the offender who may visit during the same time as immediate family. Approval from the Warden is needed in special circumstances. A significant other may be added to your visiting list at any time, but may be changed only twice per year, in April and October.

Visiting Application: An application form completed by a prospective visitor to be used by facility staff to approve/disapprove visiting status. Visiting forms are located in the HU Control Room or you may contact your Case Manager.

VISITING (Continued):

Visiting Application forms that do **NOT** contain an original signature (such as faxed or copied forms) will **NOT** be accepted. *R&O Daily, Weekend & Holiday Schedules are posted on HU bulletin boards.*

SUMMARY: This handbook is designed to provide you with information regarding Institutional operation. Also, this handbook introduces you to concepts such as Restorative Justice, Civility and Diversity and the Missouri Re-Entry Process. Your placement in a Correctional Facility is the result of decisions made outside of the MODOC. Staff members are dedicated to presenting you with programs that will help you change your decision-making process to avoid further incarcerations in the future. You will be held responsible for each decision, whether it be good or bad. Restorative Justice allows the victim and community to become involved in the criminal justice system. Finally, civility, and diversity plays an important role in achieving your goals. Civil members of society understand the importance of embracing the differences between one another. Decisions should be based on intelligence and values, **NOT** on race, color, or personal beliefs. In the past, the MODOC dealt with offenders in a more punitive matter. Years of understudying have developed the MODOC into an agent of change, designed to provide you with the tools to return to society a productive citizen.

AUTHORIZED PERSONAL PROPERTY LIST
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All items must be purchased from the offender canteen unless indicated otherwise with an asterisk (*).
Standard operating procedures (SOP) should establish limits for those items which are consumable and do not have a limit established herein.

CLOTHING:

Bathrobe.....	1
Bottoms.....	6
*Bra: (female only).....	7
Footwear.....	3 pair
Gloves.....	2 pair
Handkerchiefs.....	6
Headgear (to include stocking caps).....	3
Jacket.....	1
Pyjamas.....	2
Shower Slippers.....	1 pair
Socks.....	7 pair
Thermals (tops and bottoms).....	3 each
Tops.....	12
Underwear.....	7

DENTAL CARE:

Toothbrush.....	1
Toothbrush Holder.....	4

ELECTRICAL APPLIANCES/ACCESSORIES:

Alarm Clock or Clock Radio.....	1
Cable Splitter.....	1
Calculator.....	1
*CD and/or Cassette Tapes (pre-recorded, audio only).....	20
Electric Curling Iron (female only).....	1
Electric Razor, Razor/Beard Trimmer Combination or Beard Trimmer Only.....	1
Extension Cord.....	1
Fan.....	1
Hair Dryer (female only).....	1
Headphones.....	2
Headphone Extension.....	1

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All items must be purchased from the offender (amount value indicated otherwise with an asterisk (*)).
 Standard operating procedures (SOP) should establish limits for those items which are consumable and do not have a limit established herein.

ELECTRICAL APPLIANCES/ACCESSORIES (cont.):

Hot Pot.....	1
Mono Stereo Adapter.....	1
Power Strip.....	1
Reading Lamp and Light Bulb.....	1
Singer.....	1
Television.....	1
TV Cable.....	1
Typewriter.....	1
*Typewriter Correction Tape (only if type needed not sold in canteen).....	1 package
*Typewriter Ribbons (only if type needed not sold in canteen).....	1 package
Walkman (CD, Cassette, or AM/FM).....	1

JEWELRY:

Watch.....	1
*Wedding Ring - Female (stones permitted, wedding & engagement ring considered 1) (value under \$100) (with proof of marriage).....	1
*Wedding Ring - Male (band - no stones) (value under \$100) (with proof of marriage).....	1

FOOD CARE:

Cup.....	1
Ice Chest/Cooler (soft sided, six pack size).....	1
Pitcher or Tumbler.....	1
Plastic Storage Container with Lid.....	2

FOOD ITEMS

Canteen purchases only with quantities to be determined in standard operation procedures.

HAIR CARE PRODUCTS:

Claw Clips (assortment) (female only).....	12
Comb/Pick (no durable handles).....	2
Hair Brushes.....	2
Foamtail Holders.....	20
Rubber Bands.....	1 package

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All items must be purchased from the offender's account unless indicated otherwise with an asterisk (*).
Standard operating procedures (SOP) should establish limits for those items which are consumable and do not have a limit established herein.

MEDICAL AIDS (INCLUDING EYE CARE):

Contact Lens, Case	1
*Contacts, Clear Lens (disposable daily wear)..... six month supply = 1 pair of personal or state issued glasses	
*Contacts, Clear Lens (soft/hard continuous wear)..... = 1 pair of personal or state issued glasses	
Dentures (upper or lower)	1 each
Eyeglass Strap	1
*Glasses Case (soft case - if provided with the glasses)..... same amount as pairs of glasses not to exceed 2	
*Glasses, Clear Lens (includes personal and state issued)	2 pair
Hearing Aids	1 set

MISCELLANEOUS:

Address Book	1
Bath Towel	4
Blanket	2
*Loose Pictures (8" X 10" maximum size)	25
Mesh Shave Bag	1
Photo Albums	1
Photo Frames	2
Rug	1
Sewing Kit	1
Soap Holder	1
Sun Glasses	1
Washcloth	4

READING MATERIALS:

*Books (including legal books, dictionary, course /education and religious)	6
*Magazines/Newspapers	6

RECREATIONAL ITEMS:

Board Games (i.e. chess, checkers)	1 set each
Dominoes	1 set
Playing Cards (poker & pinocle)	1 each
Racquet Ball	container of 3

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All items must be purchased from the offender's vendor unless indicated otherwise with an asterisk (*).
Standard operating procedures (SOP) should establish limits for those items which are reasonable and do not have a limit established herein.

RELIGIOUS ITEMS:

*Beads (rosary, dikh, etc., no gemstones).....	1 strand
*Dream Catcher or Dream Catcher Kit (max. 8" in diameter) (consisting of all wood hoop, string, beads, and feather - <u>NO</u> metal, plastic, needles, or adhesive).....	1
*Feathers: Eagle/Non-Specific: Feathers (12" or shorter, unadorned).....	4
*Head Cover (Kumrah/Hijab, not to cover face, no more than shoulder length) (female only).....	1
*Head Cover (not to cover face, no more than shoulder length, includes fez, yarmulke, kufee, etc.) (male only).....	1
*Medallions with Neck Chain (medallion: 2" maximum, cross, crucifix, star of David, pentagram etc.) (neck chain: 20" maximum, no stones) (total value of neck chain and medallion not to exceed \$40) (chain and medallion must always be kept together).....	1
*Medicine Bag (leather, suspended by leather thong from neck/waist, 3" x 6" maximum, unsealed, contents may consist of small animal bones, human or animal hair, plant material, tobacco, sage, cedar, sweet grass, small stones - 1" diameter or smaller, or earth).....	1
*Medicine Shield (max. 12" in diameter).....	1
*Phylactery (4" x 4" box containing scriptures attached to a leather strap).....	2
*Pipe (ceremonial, 12" maximum).....	1
*Pipe Bag (to accommodate ceremonial pipe).....	1
*Pouch (12" x 12" maximum).....	1
*Prayer Shawl (4' x 6' maximum).....	1
*Rakusu Instruction Booklet.....	1
*Rakusu Kit (includes 20 cloth pieces total (16-size 7" x 11" - 14 for Rakusu and 2 for the carrying bag) (2-size 15" x 24" for the neck strap) color options: dark gray, dark green or blue (2-size 7" x 11" - 1 for white backing material and 1 for white lines).....	1 set
*Religious Pins (2" maximum) (no gemstones).....	2
*Runes (2" X 2 1/2" max. blocks with symbols written on them).....	1 set
*Sage, Cedar (4oz. or less combined) for crushing or bruising ONLY (not for burning or smoking).....	4 oz
*Sweet Grass for crushing or bruising ONLY (not for burning or smoking).....	2 strands
*Tarot Cards (5" X 5" maximum, cards with pictures on them).....	1 set
*Tobacco (4oz. or less) for smoking or bruising where smoking is allowed.....	4 oz
Worship Rug (in addition to other rug on list).....	1

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All items must be purchased from the offender unless noted otherwise with an asterisk (*).
Standard operating procedures (SOP) should establish limits for those items which are reasonable and do not have a limit established herein.

ROOM CARE:

Fly Swatter	1
Razors	12
Locks/Combination (NOT authorized at C-5 facilities)	1
Loop Hangers	1
Mirror	1
Waste Basket/Trash Can	1

SHOE CARE:

Shoe Laces	1 pair each
Shoe Shine Brush	1

TOBACCO SUPPLIES:

Lighters	2
Rolling Machine	1

GRANDFATHERED ITEMS:

A/C Adaptor	1
Belt (maximum width 1 1/2" with 1 1/2" maximum width buckle) (Eff. 8/13/12)	1
Crock Pot (Eff. 8/13/12)	1
Denim Clothing (Eff. September 2003)	in accordance with clothing
Dream Catcher (max. 12" in diameter) (consisting of materials not matching with the currently allowed item description)(Eff. 9/23/13)	1
Dresses/Slips (Eff. September 2003)	4
Dual or Single Cassette Stereo (Eff. 8/13/12)	1
Earrings (clip-on, stud type, no stones) (female only) (Eff. 8/13/12)	5 pair
Earrings (stud type, no stones) (male only) (Eff. 8/13/12)	2
Flat Iron (Eff. 9/23/13)	1
Footwear (house shoes (female & male), boots and work shoes) (Eff. January 2003)	these were REMOVED - 5 pair
Hair Rollers (assortment) (female only) (Eff. 8/13/12)	20
Hand Towel (Eff. May 2004)	4 each
Handkerchiefs (colored) (Eff. August 2003)	6
Hooded Sweatshirts (Eff. May 2004)	must be within limits for "tops"
Hose - Knee High (female only) (Eff. 8/13/12)	3 pair

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All items must be purchased from the offender vendor unless indicated otherwise with an asterisk (*).
Standard operating procedures (SOP) should establish limits for those items which are consumable and do not have a limit established herein.

GRANDFATHERED ITEMS (cont.):

Neck Chain (no stones, 20 inch maximum) (non-religious) (Eff. 8/13/12)	1 strand
Personal Boots (Eff. September 2003)	1
Personal Coat (Eff. August 2003)	1
Pillow Cases (no black or white in color - female only) (Eff. 8/13/12)	2
Pressing Comb (Eff. 9/23/13)	1
Rings (non-weddings) (Eff. 8/13/12)	1
Scarves (female only) (Eff. 8/13/12)	2
Sheets (twin, flat size, no black or white in color) (female only) (Eff. 8/13/12)	2
Wallet (pocket size only) (Eff. 8/13/12)	1
Weight Lifting Belt (Eff. September 2003)	1

Signature on File

Dave Dormire, Director
Division of Adult Institutions

Signature on File

Matt Sturm, Director
Division of Offender Rehabilitative Services