

GUIDELINES FOR R&O VISITS

- 1) Visits are the second Saturday of each month from 2:30 p.m. to 6:30 p.m.
- 2) Only offenders that arrived 14 days prior to the visit will be eligible for the special visit. All other visitors must have approved visit applications.
- 3) Immediate family members only:
 - Parents and grandparents
 - Step parents and step grandparents
 - Siblings (over the age of 18)
 - Children (over the age of 18)
 - Designated significant other
- 4) Ex-offenders CAN NOT be designated "SO".
- 5) Any immediate family member under Probation or Parole Supervision will not be allowed to visit without letter of approval from Parole/Probation Officer.
- 6) Any family member that has been in a correctional institution must have been released for at least 6 months prior to the requested visit.
- 7) Anyone with Pending Charges or Active Warrants will be denied.
- 8) You may be asked to supply a marriage license prior to the visit.
- 9) Special visit applications must be turned in the Wednesday prior to the scheduled visit.
- 10) If you arrived the Thursday before the visit and have the pertinent information, you may be considered for a Special Visit.

WERDCC

Weekly Visiting Schedule

First Week of every month.	<p style="text-align: center;">Friday</p> <p>9:30 am to 1:30 pm General Population</p> <p>2:30 pm to 6:30 pm General Population</p>	<p style="text-align: center;">Saturday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Immediate Family Only</p>	<p style="text-align: center;">Sunday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Treatment-HU1 A Wing Immediate Family Only</p>
Second Week of every month.	<p style="text-align: center;">Friday</p> <p>9:30 am to 1:30 pm General Population</p> <p>2:30 pm to 6:30 pm General Population</p>	<p style="text-align: center;">Saturday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Diagnostic Only No one under the age of 18 may visit.</p>	<p style="text-align: center;">Sunday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Treatment-HU1 B Wing Immediate Family Only</p>
Third Week of every month.	<p style="text-align: center;">Friday</p> <p style="text-align: center;">Food visits for scheduled housing unit only! Check schedule!</p> <p>9:30 am to 1:30 pm 2:30 pm to 6:30 pm</p>	<p style="text-align: center;">Saturday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Immediate Family Only</p>	<p style="text-align: center;">Sunday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Treatment-HU1 C Wing Immediate Family Only</p>
Fourth Week of every month.	<p style="text-align: center;">Friday</p> <p>9:30 am to 1:30 pm General Population</p> <p>2:30 pm to 6:30 pm General Population</p>	<p style="text-align: center;">Saturday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm 4-H Life Program Only ONE VISIT PER DAY LIMIT</p>	<p style="text-align: center;">Sunday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Treatment-HU1 D Wing Immediate Family Only</p>
Fifth Week of every month.	<p style="text-align: center;">Friday</p> <p>9:30 am to 1:30 pm General Population</p> <p>2:30 pm to 6:30 pm General Population</p>	<p style="text-align: center;">Saturday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Immediate Family Only</p>	<p style="text-align: center;">Sunday</p> <p>9:30 am to 1:30 pm Gen. Population Immediate Family Only</p> <p>2:30 pm to 6:30 pm Gen. Population Immediate Family Only</p>

WOMEN'S EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER
VISITING ROOM RULES

EFFECTIVE: December 1, 2013

OPERATION

1. The visiting schedule for GENERAL POPULATION offenders is as follows:

VISITORS MAY ARRIVE AS EARLY AS 9:00 A.M. AND 2:00 P.M. TO BEGIN CHECKING IN. VISITORS ARE LIMITED TO ONE VISIT PER DAY. EACH 4-HOUR BLOCK OR PORTION THEREOF CONSTITUTES ONE VISIT. THIS LIMIT ALSO APPLIES TO SPECIAL PROGRAM VISITS.

FRIDAY:

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

SATURDAY:

1ST SATURDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

2ND SATURDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – ONE 4-HOUR BLOCK: 9:30 A.M.-1:30 P.M.

3RD SATURDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

4TH SATURDAY OF THE MONTH

GENERAL POPULATION – ONE 4-HOUR BLOCK: 9:30 A.M.-1:30 P.M. – IMMEDIATE FAMILY ONLY

4-H LIFE PROGRAM – ONE 4-HOUR BLOCK: 2:30 P.M.-6:30 P.M.

5TH SATURDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

SUNDAY:

1ST SUNDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

2ND SUNDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

3RD SUNDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

4TH SUNDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

5TH SUNDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

GENERAL POPULATION – TWO 4-HOUR BLOCKS: 9:30 A.M.-1:30 P.M. AND 2:30 P.M.-6:30 P.M.

SPECIAL PROGRAM VISITS WILL BE SCHEDULED THROUGH IAC IAC AND WILL NOT BE INCLUDED IN THE TOTAL NUMBER OF VISITS ALLOWED MONTHLY.

General population offenders may have three (3) visitors at one time. Children of offenders under the age of eighteen (18) will not be counted as one of the three (3) visitors, for a maximum of six (6) visitors at one time.

2. The visiting schedule for the TREATMENT CENTER is as follows:

SUNDAY – IMMEDIATE FAMILY ONLY:

ONE WING OF THE TREATMENT UNIT WILL SHARE THE 2:30 P.M.-6:30 P.M. VISITING BLOCK WITH GENERAL POPULATION:

1ST SUNDAY OF THE MONTH – HU1 A WING

2ND SUNDAY OF THE MONTH – HU1 B WING

3RD SUNDAY OF THE MONTH – HU1 C WING

4TH SUNDAY OF THE MONTH – HU1 D WING

Up to three (3) visitors will be allowed at one time and must be immediate family only. Children of offenders under the age of eighteen (18) will not be counted as one of the three (3) visitors for a maximum of six (6) visitors at one time.

3. The visiting schedule for the RECEPTION/DIAGNOSTIC UNIT is as follows:

2ND SATURDAY OF THE MONTH – IMMEDIATE FAMILY ONLY

ONE 4-HOUR BLOCK: 2:30 P.M.–6:30 P.M.

Up to five (5) immediate family members may be approved to visit prior to receipt of the completed Visiting Application during the first 2 weeks after the offender's arrival. No one under the age of eighteen (18) may visit.

4. **YOUTHFUL OFFENDERS** assigned to the Juvenile Unit will be allowed visits of the same number, same time, and same duration as general population offenders. However, these visits will take place in the confidential rooms at the south end of the visiting room. Deviations due to security considerations may be made. Youthful offenders may not have any contact or conversation with any general population offenders or general population visitors, and may not leave the confidential room without staff escort.
5. WERDCC does not designate specific days or time periods for "adult-only" visiting.
6. All visitors must be on the offender's approved visiting list or have an approved special visit before being allowed to visit.
7. Offenders are allowed a maximum of eight (8) visits per month regardless of their status. When an offender is assigned to temporary administrative segregation confinement (TASC), disciplinary segregation, administrative segregation, or living area restriction, visits will be no-contact and two (2) hours in duration, subject to room availability.

Upon written request to case management staff, offenders who do not receive any conduct violations for six (6) months will be allowed ten (10) visits per month.

8. If the Visiting Room is filled to capacity, visits will be restricted to two (2) hours.
9. No smoking is allowed during visits.

OFFENDERS

1. Upon visitor's arrival, the offender will be promptly notified to come to the visiting room.
2. Offenders will report directly to the officer in the visiting dress out room for processing. They will be issued a two-piece tan visiting room uniform, t-shirt, and sandals.
3. Before being permitted to visit, an offender must be clean and neatly groomed.
4. No coats, jackets, hoodies, or fleece tops may be worn in the visiting room.
5. Offenders' hair must be loose (no braids, buns, etc.), with the exception of dreadlocks. However, the offender may wear one single strand elastic hairband which will be taken out during the entry and exit searches.
6. Offenders with dreadlocks, who meet all qualifications for visiting privileges, will be allowed to visit after their hair has been thoroughly searched by an officer with a gloved-hand search and a hand wand metal detector search.
7. Offenders may bring only the following items to the Visiting Room:
 - A. Offender identification card
 - B. One wedding ring or wedding set only
 - C. One movement pass
 - D. Room key

8. Bathroom Usage:
 - A. Only one (1) offender at a time may use the offender restroom.
 - B. Children under the age of 5 must be accompanied by the guardian for the purpose of using the bathroom or changing the child's diaper. At no time will the offender be allowed to accompany any child to the rest room or change the child's diaper.
9. Offenders' conduct and language during the visit will be such that is acceptable in a family-oriented environment. Sexually explicit behavior will not be permitted.
10. Offenders will be strip searched upon entering and exiting the visiting area.

VISITORS

1. Visiting days are Friday, Saturday, and Sunday. Visitors must register at the front door. No visitors will be registered after 12:30 p.m. during the first 4-hour visiting block, nor after 5:30 p.m. during the second 4-hour visiting block. Visitors are restricted to one (1) visit per day. Each 4-hour block or portion thereof constitutes one visit.
2. Visitors thirteen (13) years of age and older shall be required to show a current school picture identification card that includes their name, or a valid federal or state Department of Revenue identification card before admission to the visiting area. All visitors must be on the offender's visiting list or have an approved special visit, and go directly to the visiting room after being processed.
 - A. Persons whose religious tenets prohibit them from being photographed will be required to:
 - (1) obtain prior approval to visit from the CAO or designee by submitting a written request to the CAO/designee for a special visiting privilege. This request must include justification for use of a non-photo ID.
 - (2) present a valid state-issued identification card from the Department of Revenue without photo.
 - (3) present a second form of identification
3. Visitors under the age of eighteen (18), unless married to the offender, must be accompanied by an adult on the visiting list. Only three (3) visitors will be allowed to visit an offender at one time. Children of offenders under the age of eighteen (18) will not be counted as one of the three (3) visitors, for a maximum of six (6) visitors at one time.
4. Anyone who is not visiting must leave the grounds. No adults, children, or pets may remain in the vehicles while on institutional grounds.
5. Visitors must remove their shoes, belts, suspenders, all contents from all pockets, and turn their pockets inside out before passing through the metal detector.
6. Visitors may bring in only necessary items from the approved list below. All visitors and items are subject to search.
 - A. Visitors are limited to bringing in six (6) items including report cards, school papers, homework assignments, work books, and artwork. The offender may accept two (2) items of single-sheet drawings and paintings (no glued items) no larger than 8 1/2" by 11" made by children. No photographs allowed.
 - B. Items for infants will be permitted as follows:
 - (1) 1 clear carry-all for infant supplies
 - (2) 6 cloth or disposable diapers
 - (3) 1 single layer baby blanket
 - (4) 1 change of infant clothing
 - (5) 3 clear plastic baby bottles of prepared formula, juice, or water
 - (6) 1 clear plastic no-spill toddler cup

- (7) 3 unopened plastic vendor containers of baby food
 - (8) 1 plastic pacifier, plastic teether, and rattle
 - (9) 1 small plastic feeding spoon
 - (10) 1 unopened package of wet wipes
- C. Medications and/or medical equipment needed to maintain the visitor's life (such as nitroglycerine, oxygen, or asthma inhaler) may be retained on their person.
- (1) The visitor must inform the visiting room officer of the need for the medication or medical equipment.
 - (2) Medications should be clearly labeled with visitor's name.
 - (3) Visitors who have surgically implanted metal hardware must submit a written statement from a physician.
 - (4) Visitors who have special needs (i.e., wheelchairs, assistance animals, etc.) must submit a written statement from a physician. Notice should be given in advance of the visit so any special arrangements to assist the visitor may be made.
 - (5) The visiting room officers will ensure that syringes and needles are secured in the visitor's locker. Visitors will be escorted from the visiting room for medication purposes then escorted back.
- D. Necessary prosthetic devices may be retained but are subject to removal and search.
- E. Each adult visitor is allowed to bring in up to \$50.00 cash in denominations of \$5.00 or less. A change machine is available in the visiting room for visitor use.
- (1) All money brought into the facility must be carried in clear/ transparent packaging, i.e., ziplock bag, plastic pouches, etc. No wallets, billfolds, or purses are permitted.
 - (2) Only visitors may handle money in the visiting area. Offenders may visit the vending machines and make selections, but visitor must insert money and retrieve food.
 - (3) No loitering allowed behind the counter area. After purchasing item(s) from the vending machines, visitors/offenders must return to their seats.
 - (4) Sandwiches and other food items may be shared if they are split before any bites are taken and while being observed by custody staff. Chip bags, popcorn bags, and candy bags must be laid open on the table at all times. Visitors and offenders may not feed each other or place their hands on the other person's mouth.
 - (5) Drinks may not be shared.
- F. The lobby locker key is the only key the visitor is allowed to have in the visiting room.
- G. Cell phones, pagers and other such devices need to be secured in the visitor's locked vehicle. A limited number of lobby lockers are available primarily for visitors with medication or infant supplies. Use of lockers is at the discretion of the Visiting Room Sergeant or higher authority.
- H. The institution is not responsible for personal items belonging to visitors. Items left in lockers will be disposed of if not retrieved within thirty (30) days.
- I. Non-prescription sunglasses will not be permitted in the visiting room.
- J. Other items determined to be necessary by the shift supervisor.
7. Nothing may be given to an offender during a visit to take back to the housing unit except the two drawings/paintings indicated in #6.A. above and two pictures colored during the visit.
8. Visitors of one offender may not visit with, or give anything to, another offender or another offender's visitor during a visit. Exception: If a visitor is visiting more than one immediate family member they may all sit and visit together.
9. Visitors will dress appropriately according to gender. The following dress code must be followed:
- A. Clothing must not be excessively tight, excessively loose or sagging, transparent, or otherwise revealing.
 - B. Clothing must not be gang-related or camouflaged; must not have printed racial or ethnic slurs or obscenities; must not depict or advocate the use of drugs or violence; and must not display inappropriate pictures.

- C. Skirts, dresses, and shorts must be no shorter than the top of the knee cap when standing; no wrap-around skirts or dresses are permitted; slit skirts or dresses are not permitted when the slit extends more than 2 inches above the top of the knee. If a dress or skirt has fasteners, all fasteners will remain closed so the garment is not open more than 2 inches above the top of the knee. This restriction does not apply to children ten (10) years of age or younger.
 - D. Slacks/jeans - no holes or slits permitted; no bib overalls.
 - E. Shirts, blouses, and dress tops must cover the back, chest, and stomach and have sleeves that cover the shoulders and underarms. Absolutely no display of cleavage, back or midriff is permitted. This restriction does not apply to children ten (10) years of age or younger.
 - F. Appropriate undergarments must be worn and not be visible.
 - G. Shoes must be worn, except by infants not walking. Shoes with any type of compartment are not allowed; nor camouflage.
 - H. Jewelry may be worn but a visitor may be asked to remove it if it presents a safety or security concern. This determination will be at the discretion of the Visiting Room custody staff.
 - I. Headgear is not allowed with the exception of approved religious headgear. A visitor may be asked to remove the religious headgear for searches if it fails to pass security clearance.
 - J. Wigs, extensions or hairpieces are allowed unless a safety or security concern exists. This determination will be at the discretion of the Visiting Room Sergeant or higher authority.
10. Visitors may be denied access to the institution for suspected intoxication or use/possession of a controlled substance, profane language, insulting behavior, improper dress, or any behavior that threatens institutional security.
11. All visitors are subject to electronic monitor screening. Any visitor in possession of any illegal item or substance will be denied access to the institution and may be referred to law enforcement authorities.
12. Visitors who demonstrate blatant symptoms of a contagious illness may be temporarily denied visitation to prevent the spread of illness (i.e. pink eye, vomiting, etc.).
13. Visitors and offenders are allowed one greeting and departing embrace and brief close-mouthed kiss. The only other physical contact permitted at any other time is holding hands.
14. Visitors may leave the visiting area only when a visit has ended or to complete an approved exchange.
15. Visitors escorting children into the visiting area are responsible/accountable for the children's actions. Visitors will control the behavior of their children in the visiting room. Children will be under constant supervision and are not allowed to play in the restroom or around the vending machines.
16. Visitors and offenders will not be allowed in the restroom at the same time.
17. Children thirteen (13) years of age and under may be permitted to sit on the lap of an offender unless special concerns are noted. If the child's/children's behavior becomes unacceptable, e.g., running, annoying other persons, failing to stay with escorting visitor, etc., and after the visitor has been advised to keep the child/children under control and failed to do so, the shift supervisor will be notified, and the visit may be terminated.
18. If the visiting room is at capacity, visits will be limited to two (2) hours. Visits may be terminated on a first in, first out basis.
19. PLAYGROUND RULES
- A. No one over age 13 on any playground equipment, including swings;
 - B. Stay 3 feet from the fence on all sides;
 - C. Offenders may not communicate with persons outside the visiting area fence;
 - D. No food or drink allowed on the playground;
 - E. All children must be supervised by an adult;

- F. One child at a time at the top of all slides and the fire pole;
 - G. Visitor must sit across the table from offender, just like inside the visiting room;
 - H. Playground will only be available weather-permitting.
20. Any violation of or attempt to circumvent any of these rules may result in the termination of your visit and/or your visiting privileges.

FOOD VISITS

1. Food visits are held on the third Friday of each month on a rotating basis by housing unit. The annual schedule is published in January. Only the designated housing unit is allowed visits on those days. "Special incentive" food visits must take place on a "regular" visiting day, which excludes the third Friday of each month.
2. Visitors participating in food visits for one offender may not give food to another offender or another offender's visitor.
3. Food may be prepared at home or purchased from a vendor.
 - A. All meats and poultry, breads, cakes, pies, etc. must be sliced/deboned before entering the institution, with the exception of chicken.
 - B. A total of six (6) containers is permitted per food visit. Condiments are allowed in addition to the 6 containers. Paper, plastic or styrofoam disposable dinnerware and eating utensils are allowed and must be provided by the visitor.
 - C. Containers for home-prepared or store-bought foods may be no larger than a 9 x 9 x 4, and must be constructed of clear plastic only.
 - D. Food brought from vendors must be in the original container (no glass, metal, aluminum pans or foil).
 - E. Fresh fruits are not allowed; baked fruit pies are allowed.
 - F. No Jell-O or ice cream products allowed except ice cream cakes, which must be sliced before entering the institution.
 - G. All beverages must be purchased in the visiting room.
4. All food will be physically inspected and searched by staff. Any food not easily searched, in staff's judgment, may be denied.
5. Leftover food items must be discarded in appropriate receptacles, by the visitor, after the visit, or removed from the facility with the visitor.
6. Microwave ovens are provided for heating the food.
7. No coolers or picnic baskets may be brought into the facility.
8. Visitors bringing in food must check in no later than 12:30 P.M. for the first visiting period and no later than 5:30 P.M. for the second visiting period.

CHILDREN'S BIRTHDAY CELEBRATION

1. Offenders and visitors may celebrate a child's birthday during a regular visit. Celebrations should occur within the month of the birth date.
2. The child must be age 12 or under.
3. The child must be the offender's child, sibling, grandchild, great-grandchild, or equivalent step relationship.
4. The offender must submit a written request to case management staff at least two (2) weeks prior to the planned celebration.

5. The cake may be prepared at home or purchased from a vendor, must be a single-layer no larger than 12 x 16 inches, and must be sliced before entering the institution. It may not contain any decoration except icing; no plastic decorations, candies, sprinkles, or candles. It must be stored in the original vendor container or a plastic see-through container.
6. The offender is responsible for making arrangements with the visitor to bring in a cake.
7. Visitor will provide disposable plates and plastic utensils.
8. Birthday cake will not be shared with other offenders or other offenders' visitors.

APPROVED: _____ /s/ _____ 10/31/2013
Angela Mesmer, Warden Date

TO: WERDCC Offenders Probation and Parole Information

The following information is to be used by offenders processing through the R&O Unit. Parole Violator Unit Officers are **Ms. Cunningham** and **Ms. Goepner**.

Address any notes regarding probation/parole questions while assigned to R&O to Ms. Cunningham (Ending DOC Number 0, 2, 4, 6, & 8) or Ms. Goepner (Ending DOC Number 1, 3, 5, 7, & 9). Once you are classified, you will be assigned to a housing unit. Each housing unit has an IPO on site to assist you. Please keep in mind that it takes awhile to process your paperwork, so we don't have any information to share with you, right at first.

ITEMS NOT COVERED BY THE PAROLE OFFICE:

- | | |
|------------------------------|-------------------------------|
| 1. JAIL TIME | 4. TRANSFERS TO CCC |
| 2. DETAINERS | 5. VISITATION ISSUES |
| 3. SENTENCE STRUCTURE | 6. TREATMENT BED DATES |

THESE AREAS WILL BE COVERED BY THE INSTITUTIONAL RECORDS OFFICE OR YOUR ASSIGNED CASEWORKER.

NEW CASES

If you are here on a NEW case (including probation revocations): Parole Hearings are set by the Board in a consistent manner. Once you are received at WERDCC, it takes 6-8 weeks to process your paperwork. Once you are processed, your paperwork received from the Records Officer goes to Probation and Parole Central Office in Jefferson City, Missouri. They will set up your case and schedule you for a parole hearing (see Blue Book, page 4 for table). This process usually takes 2-4 weeks. You will receive a written notice of the month and year of your hearing. A second notice will be sent out with the actual date of the hearing closer to your hearing date.

Once your face sheet has been completed by Records, you will receive a copy of it. The face sheet will reflect if you have a minimum mandatory prison term (MPT). This would include 40% for one prior commitment, 50% for two prior commitments, 80% for three or more prior commitments and 85% for a dangerous felony. You are not eligible for parole release until after your MPT is completed. Everyone has a minimum eligibility date for parole, depending on your type of sentence and class of offense.

*If you are serving a Class C or D sentence of 7 years or less (excluding sex offenses, DWI's, parole and conditional release violators), offenders may waive their hearing before the Board. A list is generated of those who qualify and an IPO will interview you accordingly. **You do not need to notify us as to your desire to waive your hearing, we**

will contact you. Please be advised that the Board does reserve the right to actually see you if they so choose.

For those scheduled for a parole hearing, as SOON AS POSSIBLE, prior to your parole hearing, you will be seen by a Parole Officer, who will answer all questions and screen you for whatever programs you may be eligible for such as EMP, residential facilities, CRC, and other treatment programs offered through the DOC. At this time, you will be interviewed for a pre-hearing report which will be submitted to the Parole Board. The IPO will also give you your minimum eligibility dates and guideline dates. The Board will decide what, if any, programs you will complete and advise you of their decision in writing within 6-8 weeks. BE PATIENT!!-Your IPO will give you your answer upon receipt of it from Central Office.

*If you are here on a ONE YEAR SENTENCE, you need to be seen by the IPO ASAP. If you are not contacted by an IPO within the first 10 business days of your stay then you need to drop the IPO a note to advise him/her of your status.

Parole Hearings are held at WERDCC. You are allowed ONE person to attend the parole hearing with you as a delegate. They need to be at the front door of WERDCC at 9:00 AM with photo identification on the date of your hearing. If your delegate isn't on your visiting list, you must give your IPO the delegate's date of birth and social security number. A background check must be completed before they are allowed to enter the hearing room. If they are an approved visitor the background check has already been completed.

When you are called to the parole office for your hearing interview, please bring the following: Certificates/diplomas received at any institution and the address & telephone number of a stable home plan.

Please start thinking about a home plan NOW. You will need to have an approved home plan to be released from the Missouri Department of Corrections. Your home plan may be denied if: a felon lives in the home, a drug user is in the home suspected of trafficking, an assaultive situation in the home, or if the P&P Officer investigating the home plan has a JUST reason to deny. **You are RESPONSIBLE for submitting an APPROPRIATE home plan.** If it is denied, the IPO will collect another plan from you. You are allowed to submit three, and if all three are denied, other arrangements will be made such as a residential facility. Submitting a stable home plan in the beginning will make a big difference, as you will wait at WERDCC until a home plan is approved, even if it goes past your parole date. OUT OF STATE home plans take approximately 120 days to get approved. Let your IPO know at least 120 days prior to your release date if you have an out-of-state home plan. An interstate compact cannot be processed until you have a release date from the Board. To meet interstate criteria, the home plan must be to an immediate family member, i.e. spouse, adult child, adult siblings, aunt, uncle, grandparent or parent.

The hearing report that will go to the Parole Board at the time of your hearing consists of 4 categories:

Criminal History—What happened during the offense, drugs, weapons involved; commission of new offense, court information, placement on probation, adjustment on probation, other community programming, other adult arrests/convictions and juvenile criminal history.

Treatment Plan—Home plans, employment after release, recommendation of special conditions (EMP, CRC, RF, no drinking, drug or MH programming etc.)

Assets & Liabilities—What is positive in your life? Work History? Education? Family Life? Conduct Violation? Program Involvement? MH Programs? Substance Abuse History?

Recommendation—The IPO will be looking at attitude and adjustment, taking into consideration comments from other staff and whether or not you are making a positive change. The IPO will figure and review with you your Salient Factor Score and go over the possible dates you could be released. These dates are ONLY Presumptive. You can be given ANY date by the Board up to your CR date.

PROBATION CASES SENTENCED UNDER 559.115 RSMo

If you are sentenced under 559.115 RSMo and are eligible for release on probation after 120 days, the Records Department will enter the court report due date and a report will be completed at that time. The report is due at approximately 90 days into your 120 day sentence. You will be interviewed for this report and it will then be sent to your Judge with a recommendation made by the IPO for release or probation denial. Jail time received prior to your sentence date will not be credited toward your 120 days.

PCT, 120 Mental Health, 120 General Population, 120 Shock Incarceration, 120 Day Treatment, Court Ordered Detention Sanction (CODS), and Sex Offender Assessment Program (SOAP) – time starts the day you arrived at WERDCC.

If you were stipulated to treatment, your name goes on a waiting list and based on bed space availability, you'll be transferred to the treatment program at WERDCC or at Chillicothe Correctional Center. The judge understands that you will not be in treatment the full 120 days. A progress report from treatment staff will give the Judge an idea of your behavior thus far in the program.

Once the court report has been submitted to the Judge, your behavior is still monitored. If you start receiving conduct violations or are negatively discharged from treatment, an updated report will be submitted to the Judge. If your probation is denied, you will be scheduled for a parole hearing before the Parole Board.

OUT-OF-STATE HOME PLANS/PROBATION CASES

Those COURT ORDERED to be here for 120 days need to contact Ms. Waite in the Parole office if they have an out-of-state home plan they wish to submit. Interstate cases take a while to be processed.

COURT ORDERED TO LONG TERM DRUG TREATMENT UNDER 217.362 RSMo

If you are court ordered to the long term drug treatment program, your name goes on the waiting list for bed space availability. The Court has jurisdiction of your case for 24 months from the date of program entry. You will be in the program for a full year (365 days). Prior to your completion of the program, a progress report will be completed by the IPO and submitted to the Judge.

MISCELLANEOUS INFORMATION

Your personal letters that are written to Probation and Parole Central Office are routinely returned to the WERDCC Parole Office to address with you. Board Members DO NOT respond.

Due to overwhelming problems in the past, the Board of Probation & Parole NO LONGER ALLOWS an offender to leave an institution on "inmate status" prior to their parole date to complete their sentence at home or in a CRC/RF/EMP. EMP is a Board stipulated program which is a "special condition" placed on your parole orders. Therefore, do not send notes asking to be considered for EMP because you must see the Board prior to a release plan being discussed with you.

Keep in mind, once you are given a parole date, this date can be cancelled based on unsatisfactory behavior or an accumulation of conduct violations. THINK BEFORE YOU ACT!!! You will NOT be released back into society if you can not abide by the rules and regulations while incarcerated.

JAKE'S LAW

Due to Jake's Law, prior to your release, our Records Department must complete a MULES/Background check to see if you have any warrants or detainers against you. If you do, Records will contact the agency and make them aware of your release date. The agency has to decide if they will pick you up on your release date, assign you a court date or retract the detainer. The agency has to let Records know for sure what their decision is, or you can't be released. If you know of pending charges ahead of time, you need to see what you can do to get these taken care of prior to your release. You can talk to someone in the Law Library for further assistance. Normally, if you just have a pending traffic ticket/city ordinance violation, you will probably not be picked up by the detaining agency. You will just take care of these violations once you are back on the streets. If you have a pending misdemeanor that involves you needing to pay a fine and/or court costs, the agency may choose to pick you up on your release date so a payment plan can be made. Almost always, you will be picked up if you have pending felony charges.

PAROLE VIOLATORS

If you were previously released on parole and violated your parole conditions, you are here awaiting the Board's decision on your case. If you have already been read your violations and offered a preliminary hearing, if applicable, you are just waiting on the Board's decision. The Board will initially decide if they will proceed with revocation or continue you on parole. If you haven't been read your violations or offered a preliminary hearing, Ms. Goeppner will interview you. A supplemental report will be submitted to the Board. The Board could decide to continue you on parole with placement in ITC (84 days of treatment) or WBVP (Women's Board Violator Process, a process that is approximately 90 days in length). If the Board decides to continue you on parole to an approved home plan, Ms. Goeppner will talk to you about your home plan. They can also decide to continue you with placement to either a CRC, RF, inpatient treatment program or on EMP, etc.

If the Board decides to proceed with revocation, Ms. Cunningham will interview you and offer you a revocation hearing. Keep in mind that the parole violation process takes a lot of time. We will see you as soon as we can.

PENDING CHARGES

If you have pending charges against you, try to get those taken care of prior to being released from Missouri Department of Corrections. This will save you from being released to a detainer or coming back to the Missouri Department of Corrections shortly after your release on new sentences.

INTERVENTION FEES

Intervention fees **WILL NOT** stop until you have been incarcerated a full 30 days after arrest. If you were arrested any day after the 1st day of each month, you will owe the fee for the following month. There is **NO** payment plan for intervention fees. **ALL** money received on your account will be taken but \$5.00 per month, until your fees are paid in full. If you feel there is a discrepancy in your intervention fees or you feel you have been overcharged, please send a kite to Ms. Francis and we will attempt to get this resolved while in Housing Unit 6, otherwise address this with your housing unit IPO.

If you made an agreement or signed a Waiver of Intervention Fees with your field Probation and Parole officer, you **MUST** contact that office to have these fees taken care of. We don't have access or authority to fix these fees that were waived in the field PO offices.

Intervention Fees are **NOT** a Business Office issue; do not send kites to them about this issue.

WERDCC AUTHORIZED PERSONAL PROPERTY LIST - Female
December 15, 2009

Address book----- 1
 Bath towel (not to exceed 27"X54")/face cloth (no black)----- 4ea
 Bedspread/blanket (no fake fur, no black, single layer only,
 twin size, fire retardant, nonelectric)----- 1
 CD and/or Cassette tapes prerecorded (blank cassettes from canteen)-- 20

******SOP: NO CD'S OR CASSETTEE TAPES ALLOWED WITH SEXUALLY EXPLICIT LYRICS/PARENTAL DISCRETION ADVISORY WARNINGS. NO RECORDABLE CD'S ALLOWED.**

Clothing

Bathrobe----- 1
 Belt (maximum width 1 1/2" with 1 1/2" maximum width buckle)----- 1

******SOP: BELT - NO EMBELLISHMENTS (MAXIMUM WIDTH 1 1/2" WITH 1 1/2" MAXIMUM WIDTH BUCKLE)----- 1**

Bottoms - shorts - mid-thigh to knee length, (no cargo pocket style), sweatpants, slacks----- 6

******SOP: BOTTOMS - ALL SHORTS AND SLACKS WILL BE PURCHASED FROM OFFENDER CANTEEN. BOXER SHORTS ARE NOT ALLOWED. STATE-ISSUED UNIFORM PANTS AND SHORTS ARE NOT INCLUDED IN THIS TOTAL----- 6**

Jacket (washable, lightweight, no suit jacket, unlined, no hood)--- 1

Foot wear (houseshoes, work shoes, athletic, (no steel or pointed toes, cleats, spikes, pockets, or spike heels) does not include state issued or shower shoes ----- 3

Gloves (handball/weightlifting/dress/work/mitten) (no leather)----- 3

Headgear - ball-type, noncrushable roll-up cap/stocking cap, (no facemask), scarf, earmuffs, sweatbands----- 3

******SOP: DO-RAGS ARE INCLUDED AS HEADGEAR; BANDANAS ARE NOT.**

Pajamas/nightgown----- 2

Tops (polo shirts, t-shirts, sweatshirts (no hoods)-----12

******SOP: TOPS WILL BE PURCHASED FROM THE OFFENDER CANTEEN. THE ONLY EXCEPTION TO THIS IS ORGANIZATIONAL SHIRTS. OFFENDER MAY POSSESS ONE (1) SHIRT PER ORGANIZATION OF WHICH SHE IS AN ACTIVE OFFICER/MEMBER. ORGANIZATIONAL SHIRTS WILL BE INCLUDED IN THE TOTAL NUMBER OF PERSONAL TOPS. IF THE ORGANIZATIONAL SHIRT IS PURCHASED BY THE ORGANIZATION FOR ITS OFFICERS/MEMBERS, THE SHIRT WILL BE RETURNED TO THE ORGANIZATION'S STAFF SPONSOR AND REMOVED FROM OFFENDER'S PERSONAL PROPERTY INVENTORY WHEN OFFENDER CEASES TO BE AN ACTIVE OFFICER/MEMBER.**

MIDRIFF MAY NOT BE EXPOSED; IT MUST REMAIN COMPLETELY COVERED BY TOP EVEN WHEN THE OFFENDER'S ARMS ARE RAISED STRAIGHT ABOVE HER HEAD.

STATE-ISSUED UNIFORM SHIRTS/TOPS ARE NOT INCLUDED IN THIS TOTAL.----- 12

Thermals (tops & bottoms)----- 3ea

Socks----- 7

Underwear

bras----- 7

underpants-(no thong)----- 7

Handkerchief (white only)----- 6

WERDCC AUTHORIZED PERSONAL PROPERTY LIST - FEMALE

EFFECTIVE: 12/15/09

****SOP: NOT CONSIDERED HEADGEAR; MAY NOT BE WORN ON OFFENDER'S HEAD.

Jewelry

Earrings (clip-on, stud type, no stones)----- pair 5
Neck chain (no stones)----- strand 1
Ring (stones permitted, wedding & engagement ring considered 1)---- 1

****SOP: NECK CHAIN (NO STONES) - 18" MAXIMUM LENGTH-----STRAND 1
THE ONLY ITEM AUTHORIZED TO BE WORN ON NECK CHAIN IS ONE RELIGIOUS
MEDALLION.

NO CRAFT RINGS, BRACELETS, OR NECKLACES MAY BE WORN. RINGS WITH
STONES MUST NOT EXCEED \$100.00 IN VALUE.

No More Victims security bracelet----- 1

Medical Aids

Prostheses & durable medical equipment approved by medical unit.
Personal glasses frame guidelines: Frames will be functional and in
colors of black, brown, gold, silver/grey, tortoise shell or clear.
Frames with characters or stone settings or sport frames, e.g. wrap
arounds are not permitted.
Glasses, clear lens (includes personal and state issued)-----pair 2
Contacts, clear lens (soft/hard continuous wear) + 1 pair of personal
or state issued glasses.
Contacts, clear lens (disposable daily wear) six month supply + 1 pair
of personal or state issued glasses.
Glasses case (sleeve type only) same amount as pairs of glasses not to
exceed----- 2
Contact Lens, case----- 1
Photographs/pictures----- (8" X 10" maximum size)
albums----- 1
framed pictures----- 2
loose pictures----- 25

****SOP: PHOTO ALBUMS CANNOT EXCEED TWENTY (20) PAGES. PHOTOS MUST
BE PLACED IN THE ALBUM IN SINGLE LAYERS. NO CARDBOARD OR HANDMADE
PICTURE FRAMES ALLOWED.

Reading materials

books (including legal books, dictionary and sacred writings)----- 6
magazines/newspapers----- 6

****SOP: PERSONAL BOOKS/READING MATERIALS MUST BE SOFT-BACKED.

Religious Items:

beads (rosary, dikhr, etc., no gemstones)----- strand 1
headcover (Hijab, not to cover face, no more than shoulder length)- 1
medallions (2" maximum, cross, crucifix, star of david, etc.)----- 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
religious stick pins (2" maximum) (no gemstones)----- 2
runes (2" X 2 1/2" max. blocks with symbols written on them)----set 1
sacred writing (Bible, Holy Scroll, Koran, Quran, etc.)----- 1
tarot cards (3" X 5" maximum, cards with pictures on them)-----set 1
worship rug (2' x 4' maximum, in addition to other rug on list)---- 1
Dream catcher (max. 12" in diameter)----- 1
Medicine shield (max. 12" in diameter)----- 1
Feathers: Eagle/Non-Specific feathers (12" or shorter, unadorned)--- 3

WERDCC AUTHORIZED PERSONAL PROPERTY LIST - FEMALE

EFFECTIVE: 12/15/09

Medicine bag (leather, suspended by leather thong from neck/waist,
3"X6" max., 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
Tobacco (4oz. or less) for smoking or bruising where smoking is
allowed----- 4oz
Sage, cedar and sweet grass (4oz. or less combined) for crushing or
bruising (only these items, no other herbs) (not for smoking)--- 4oz
Rug (2' X 3' max, washable, fire retardant)----- 1
Sheets (twin, flat size, no black or white in color)----- 2
Pillowcase (no black or white in color)----- 1

WERDCC
RECEIVING & ORIENTATION (R&O) HOUSING UNIT RULES
Effective: January 1, 2014

The following rules for all offenders assigned to the Women's Eastern Reception Diagnostic and Correctional Center will be strictly enforced in order to provide a safe, secure, and clean environment for the offender population. Failure to comply with these rules may result in a disciplinary sanction being imposed on the violator.

I. COUNT

1. All offenders must comply with official custody count procedures.
 - A. Beginning with the 4:30 a.m. count and during all counts until 10:30 p.m., offenders will sit in an upright position on their bunks, with their eyes open, and remain there until the count has cleared. After the wing has been counted and the officers are off of the wing, the offenders may use the restroom two at a time.
 - B. After 10:30 p.m. and until the 4:30 a.m. count, you will be in your assigned bed at count times, but are not required to be sitting in an upright position.

II. DAYROOM USAGE

2. The housing unit television may be turned on at 6:00 a.m. and turned off at 10:30 p.m. The Shift Supervisor on duty may extend the television viewing hours for special programming. Use of the housing unit television is a privilege and it may be turned off at any time due to the security and/or safety needs of the housing unit. Only staff may change the channel. The institutional movie takes precedence in first showing. Television channels showing music videos may NOT be viewed on the housing unit television.

III. DRESS CODE

3. All offenders will abide by the following dress code at all times:
 - A. Between the hours of 4:00 a.m. and until after the 9:15 p.m. count has cleared, you will be fully dressed, including appropriate footwear. If leaving the unit you will be dressed in your state-issued uniform. State-issued shorts may NOT be worn while assigned to Housing Unit #6
 - B. Between the hours of 9:15 p.m. and 4:00 a.m., after count has cleared, you may wear nightwear in the housing unit only. Appropriate items of clothing for nightwear are pajamas or a state-issued nightgown.
 - C. Underpants will be worn at all times except when physically in the shower.
 - D. Bras will be worn at all times except when physically in the shower, while sleeping, or when going to or coming from the restroom during sleeping hours.
 - E. Under no circumstance will offenders wear nightwear outside of their assigned housing unit at any time except in emergency situations. Shower shoes are not appropriate footwear in the dayroom or off the housing unit.
 - F. Nudity is not permitted anywhere except when physically in the shower and behind the shower curtain only. Undergarments must remain on if changing clothes in your assigned room.
 - G. Offenders on living area restriction who have been issued a white uniform will wear only the white uniform from 4:00 a.m. until after the 9:15 p.m. count clears when nightwear will be appropriate. Living area restriction uniforms will be issued every 72 hours unless needed to be issued sooner due to health or sanitary issues.

IV. HOUSE ISSUES

4. On all days (Monday-Sunday) the housing unit lights will be turned on at 4:00 a.m. and turned off at 10:30 p.m. The security needs of the housing unit will determine the housing unit lighting at all times.
5. All offenders will be up and dressed, with beds made, by 7:00 a.m. Monday through Sunday. Although you may sit on your assigned bed, you may not lay down and sleep except between the hours of 1:00 p.m. and 2:45 p.m. The only exception is a medical lay-in. All offenders are still responsible for any scheduled callouts during this time.
6. It is your responsibility to report to work assignments, meals, medical, callouts, etc. as scheduled. Failure to do so may result in a conduct violation.
7. You will be in your assigned room or bed after 10:30 p.m. with the exception of restroom privileges only.
8. You may take showers from 6:00 a.m. until 10:00 a.m. daily. The showers will be closed for cleaning purposes from 10:30 a.m. until 12:00 noon. You may resume taking showers at 12:00 noon until 8:00 p.m. each night. The showers will be closed for cleaning purposes from 8:00 p.m. until 9:00 p.m. You will not be in the shower during scheduled count times. There will be only one offender in a shower/bathroom stall at a time. If any more than one offender is observed in a shower/bathroom stall together, all of the offenders involved will receive a conduct violation.
9. You will be held responsible for the cleanliness of your room and any damage to your room or state property at all times. There will not be any cardboard boxes, paper bags, or clotheslines allowed in your room.
10. No laundry will be hung to dry at anytime in the housing unit (i.e. restroom, utility rooms, assigned living area, etc.).
EXCEPTION: Offenders assigned to bunks in the dayroom may hang their towel and wash cloth at the foot of their bed.
11. Posted laundry rules will be followed at all times. A conduct violation may be issued for failure to comply with these rules. WERDCC will not be responsible for personal clothing items. All state bedding will be turned in to be washed on laundry days.
12. You will not attach anything to the mattress, bed frame, walls, windows, lockers or any other area of your room. Lockers should be secured only with combinations locks purchased from the canteen. Sheets are not to be tied on the mattresses. Sheets and blankets will be tucked under the mattress except when you are sleeping.
13. You will not at anytime, cover or block your cell windows including the door window. Cell doors should remain open at all times. Offenders assigned to a cot in the dayroom area are required to change clothes in a shower stall area.
14. You will not possess homemade or altered electrical appliances (wire antennas, lamps, stingers, etc.).
15. You are allowed to have in your possession one mug/drinking cup. All others will be considered contraband.
16. You will not at any time be in any room other than your own, including the doorway, leaning into or putting hands/feet or any part of the body over the threshold.
17. You will keep all of your personal and state issued property in your footlockers or issued laundry bags with the following exceptions:
 - A. Coat;
 - B. Shoes should be placed neatly under the bed, cot, or in the footlocker;
 - C. Towels, washcloths, or laundry bags are the only items that may be left hanging on the back of a chair.
18. Nothing may be placed or stored underneath mattresses or bedding. This is a fire hazard and makes you subject to disciplinary action.
19. You will keep all areas of the housing unit clean, neat, and orderly. Pick up and clean up after yourself.

20. Storage/mop closets will be kept neat and clean at all times. Mops will be clean, rinsed, wrung dry and hung on racks. Brooms will be cleaned and hung on racks, and mop buckets will be emptied and rinsed out. Cleaning supplies must be returned thirty (30) minutes before the end of each custody shift. All supplies should be returned to closets by 10:30 p.m. unless otherwise specifically authorized by the shift supervisor on duty.
21. Living arrangements and furniture placement will be uniformly set.
 - A. Footlockers shall be placed underneath the bunks and run parallel with the bunks so that the footlocker is not sticking out from under the bunks.
 - B. Nothing shall be left either on or under the desks unless the offenders are physically using them. This includes toilet paper and cups. EXCEPTION: Jigsaw puzzles may be left on the desk/table if they are being worked on.
 - C. Five offenders shall be allowed at the round tables and six offenders shall be allowed at the rectangular tables in the dayroom.
 - D. Offenders shall not place chairs along the back walls.
 - E. Offenders may bring chairs from their cells to the dayroom if all available day room chairs are full. Offenders are responsible for ensuring the chairs are returned to the cells after use.
 - F. Footlockers shall be maintained as follows: Canteen shall be kept on the left side; clothing and paperwork shall be kept on the right side.
22. You will not engage in excessive noise-making in the housing unit. Talking in the hallway outside of the unit is prohibited. For safety reasons, running is prohibited in the housing unit. Horseplay will not be tolerated.
23. When waiting in the hallway to meet with classification staff, there will be no talking, and no squatting or sitting on the floor.
24. Offenders will yield the right-of-way to staff at all times. Offenders shall give staff members the courtesy of making space for them to enter/exit doorways, pass on sidewalks, in hallways, etc.
25. You will not buy, sell, loan, borrow, give away, receive, bequeath or trade property with/from other offenders.
26. You will not enter any other wing or housing unit without specific authorization from a staff member.
27. You will not carry anything into or out of your housing unit unless specifically authorized or given permission to do so.
28. Telephones are available for your use between the hours of 6:00 a.m. to 3:00 p.m. and 5:00 p.m. to 10:30 p.m. If others are waiting to use the telephone you will limit your usage to fifteen (15) minutes.
29. Offenders will not initiate or be involved in making third-party calls. This may result in disciplinary actions. Offenders will not share their telephone PIN number.
30. The KIOSK is available for your use to check account balance and purchase phone minutes anytime except during count. There will be one offender at the KIOSK machine at a time. Offenders on living area restriction may utilize the KIOSK one time each week, on day shift, to check account balance and enter canteen order.
31. Recreation may be held at the discretion of the Shift Supervisor. The security needs of the institution will dictate the time allotted to outside recreation. All offenders are required to go to recreation; however, may remain in the housing unit during recreation time if they have a medical lay-in or restriction.
32. You are subject to being searched at any time by means of a frisk search and/or strip search. Your assigned living area is subject to search at any time.

- 33. You may not use another offender's comb or brush.
- 34. ID cards must be visible on your collar/shoulder seam at all times when outside of your assigned wing.
- 35. Any hand signs/gestures, symbols, codes, and/or graffiti affiliated with gangs or gang activity is not allowed.
- 36. Unauthorized body contact is prohibited. "Unauthorized body contact" is the touching of any part of another person's body or clothing. It includes, but is not limited to, cuddling, hugging, holding hands, back-rubbing, etc. Styling another offender's hair is prohibited.
- 37. Movement of R&O offenders will be under staff escort at all times. Lines will be single file with no talking. "Line-jumping" is not allowed. You will remain in your original position when in a line or procession.
- 38. All offenders are required to go to every meal and abide by the following food service rules:
 - A. Proceed through the line in an orderly fashion.
 - B. Seating is by chance; there is no saving or holding seats or tables.
 - C. No personal items are to be taken to the dining room, to include hot sauce.
 - D. Time in the dining room must be spent in the consumption of food only in order to maintain control of the scheduled functions within the dining room. NO LOITERING.
 - E. All eating utensils, glasses, trays, and trash will be removed from the tables and placed in appropriate area by offenders leaving the dining room.
 - F. Nothing is to be removed from the dining room, including coffee, fruit, etc.
- 39. Headgear is defined as hats, scarves, religious head dress which covers the top of the head. Hair clips, pony tail holders, and expandable hair bands are not considered head gear. Any/All head gear is subject to search.
- 40. Items or fixtures relating to fire and safety or locking/security devices such as sprinkler heads, fire extinguishers, smoke alarms, emergency lights, fire alarms, light fixtures, or door locks are not to be tampered with in any manner. Anyone found in violation of this rule will be dealt with in the severest possible manner.

APPROVED BY:

/s/

12/11/13

Angela Mesmer, Warden

Date