

## TABLE OF CONTENTS

	<u>Page</u>
1. Administrative Segregation	1
2. Case Management Staff Contacts	1
3. Counts	1
4. Daily Activities	1
5. Enhanced Care Unit (ECU)	2
6. Fire & Safety Issues	2
7. Grievance Procedures	2
8. Housing Unit Assignment	3
9. Identification Cards	3
10. Job Assignment/Work Release	3
11. Laundry	3
12. Legal Access	4
13. Library Services	4
14. Meals	4
15. Medical/Mental Health Services	5
16. Notary Services	5
17. Offender Finances	5
18. Property/Packages	6
19. Protective Custody Needs	6
20. Recreational Activities	7
21. Religious Activities	7
22. Telephone Usage/Activities	8
23. Tobacco Restrictions	8
24. Mail Procedures	9
25. Parole Issues	12
26. Visiting Room Rules	14
27. Institutional Rules	21
28. Enhanced Care Unit Rules	29
29. Authorized Personal Property List	31
30. Canteen Services	38
31. State Property Issued to Offenders	41
32. Offender Movement Schedule	50

***"YOUR ATTITUDE DETERMINES YOUR ALTITUDE"***

## INTRODUCTION

Welcome to Southeast Correctional Center (SECC). We encourage you to become involved in work, positive programs and recreational activities during your incarceration here.

Enclosed you will find an overview of programs, services, and institutional rules that are available at SECC. We will make every effort to keep you informed of policies, programs, and schedules as they are developed or revised.

An Offender Movement Schedule has been included for your information.

Food visits are provided as incentives for those offenders who meet eligibility criteria.

Southeast Correctional Center offers a variety of programs which include: Substance Abuse, Pathway to Change, Inside Out Dads, AA, Offenders Offering Alternatives, Restorative Justice, Anger Management, Impact of Crime on Victims Classes, etc. Information is available through the Institutional Activities Coordinator.

Southeast Correctional Center is committed to providing the offender population opportunities that will increase your quality of life while incarcerated and prepare you for the challenges you may experience upon re-entering the community as productive citizens.

## ADMINISTRATIVE SEGREGATION

Administrative segregation units at SECC consist of 60 single cell beds in housing unit #1 and 288 double cell beds in housing unit #2.

## CASE MANAGEMENT STAFF CONTACTS

You may initiate offender to staff correspondence, pertinent to institutional business matters, via case management mailboxes located in housing unit sally ports. Case management staff office hours are as follows however please note that circumstances could arise that would shorten housing unit office hours. You may see your case manager during your 30 minute rotation or during small yard recreation. Case management hours for all wings of housing units #3, 4, 5, and 6 are: **Monday thru Friday 8:30 am-10:30 am and 1:30 pm-3:30 pm.**

Housing units 1 and 2: Case management staff will make tours of the unit on a daily work day basis and you may initiate offender to staff correspondence. Housing unit 7 (minimum security unit): Hours may vary due to housing unit needs.

## COUNTS

12:00 a.m.	Official Count
2:30 a.m.	Official Count
6:00 a.m.	Custody Count-standing (unless disability prevents)
11:15 a.m.	Custody Count-standing (unless disability prevents)
4:15 p.m.	Custody Count-standing (unless disability prevents)
10:00 p.m.	Code 23 Name & Number Count-standing with ID card (unless disability prevents)

Additional counts may be ordered.

## DAILY ACTIVITIES

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

## **ENHANCED CARE UNIT**

The enhanced care unit is located in housing unit #3, A wing. The ECU was specifically designed to meet the needs of the department's aging population. Offenders are carefully selected to live in ECU and are assigned daily living assistants (DLAs) to assist them in day to day activities. Offenders interested in living in ECU should contact medical via written correspondence.

## **FIRE & SAFETY ISSUES**

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

Goals:

All offenders know and use fire exits in their living and work area by means of evacuation plans, exit signs and training (fire drills, etc.).

All offenders will keep their cells clean and all property items will be placed in footlockers as prescribed by the property policy.

To keep your cell clean and free of spoiled foods.

To sanitize your toilet and sink to help eradicate infectious diseases, e.g. TB and Hepatitis A.

## **GRIEVANCE PROCEDURE**

Offenders will submit their request for an IRR, in writing, to the housing unit case management staff. Case management staff may attempt to resolve the complaint through discussion or provide you with an IRR with notation of the issue. Refer to D5-3.2 Offender Grievance Procedure for guidelines and procedures.

## **HOUSING UNIT ASSIGNMENT**

You will be assigned to a housing unit upon arriving at SECC. Assignment to privilege dorm will be based on established procedures. You must request placement in privilege dorm, in writing, to your case management staff. Room moves will be made in accordance with guidelines established in IS5-3.1 Offender Housing Assignments.

Offenders who currently meet all privilege dorm criteria without waiver and have been assigned to their current privilege dorm for 3 years may submit a request for a one time convenience transfer to accommodate family proximity for visits. The offender must meet all eligibility requirements for the requested institution.

## **IDENTIFICATION CARDS**

Offenders are required to wear their ID card on the upper left side of their clothing, on the outermost garment, at all times outside of the cell. ID card replacement will be handled by housing unit staff at your cost. ID clips may be purchased at the canteen.

## **JOB ASSIGNMENT/WORK RELEASE**

Case management staff will assign you a job based on institutional needs. You may request a job change by completing an assignment change form and submitting the form to case management staff after 90 days on the job.

## **LAUNDRY**

The laundry schedule will be posted in the housing unit wing areas according to the assigned day and housing unit. Blankets and coats will be laundered quarterly for general population offenders. Segregation offenders blankets will be laundered in accordance with the segregation laundry schedule. Personal clothing, with proper markings, will be laundered. The institution will not be responsible for personal items lost or damaged in the institutional laundry. Do not send tennis shoes to the institutional laundry.

## LEGAL ACCESS

Phone calls to attorneys may be completed during recreation time. Attorney visits, phone requests, etc. may be initiated by the attorney through the institutional litigations coordinator.

## LIBRARY SERVICES

Leisure, educational, religious and law library services are available. The hours coincide with the recreation schedule. Procedures are posted.

## MEALS

Allotted time for consuming meals will be approximately 15 minutes. Moving around the dining room, table to table is prohibited. Upon completion of meals, offenders are responsible for returning tray, cup, and utensil to the dishwashing area. Offenders will then return to their housing unit, work area or medical. Stopping, slow movement, or lingering on the walk is prohibited.

Offenders will wear **state issued clothing** to all meals. Clothing will be properly worn (i.e., no sagging, etc.). Offenders will remove headgear prior to entering the dining room. Offenders may place headgear on after exiting the dining room.

Approximate times:

Breakfast	5:30 a.m.	MSU mainline and Ad-Seg food delivered. General population morning meal (immediately following 6:00 a.m. count)
Lunch	10:30 a.m.	MSU mainline and Ad-Seg food delivered. General population noon meal (immediately following 11:10 a.m. count)
Dinner	3:45 p.m.	MSU mainline and Ad-Seg food delivered. General population evening meal (immediately following 4:15 p.m. count)

## **MEDICAL/MENTAL HEALTH SERVICES**

A full range of medical services is available. Access to physicians, nursing staff, and necessary medications are available. Physician appointments will be scheduled as needed. Call buttons are located in each cell. You are only to use them to request emergency care. Use of the call button for any purpose other than to request emergency care may result in a conduct violation.

Mental health services are available and consist of counseling, cognitive behavioral groups, crisis intervention, grief counseling, and psychiatric treatment, as required.

In order to receive medications, mental health services, dental, and optometry services, offenders must submit a medical services request (MSR) in the appropriate boxes which are available throughout the facility. Sick call is scheduled per completed medical services requests.

## **NOTARY SERVICES**

Offenders will submit their written request for notary services to the CCAs. Housing unit #7 offenders will submit their written request to their case management staff. Notary services are also available in the library.

## **OFFENDER FINANCES**

Requests for certified financial statements should be sent to the business office, via inside mail. Certified financial statements may be requested for legal purposes only and it should be noted that it is for legal purposes in your request. Your written request should include your name, DOC number and housing unit. Certified copy requests require a qualified legal claim and proof of pending legal issues. Offenders should contact their case management staff regarding a qualified legal claim.

A KIOSK machine is located in each general population housing unit wing. You will need your ID number and PIN number for operation of the machine. An itemized list of your personal account is available to you.

You are responsible for confidentiality of your PIN number and will not be reimbursed for fraudulent use. If at any time you feel that your PIN number has been compromised, it is your responsibility to request your case manager to cancel your PIN number. You may deactivate your PIN using the KIOSK machine in the housing unit wing. When you disable your PIN, the computer will automatically assign a new PIN. Case management staff can look at the PIN and tell you what the number is. **ACCESSING ANY ACCOUNT OTHER THAN YOUR OWN IS PROHIBITED.**

### **PROPERTY/PACKAGES**

Offender property is limited by the authorized personal property list which is included in this guide. Offenders must choose which items they wish from the list. Property not authorized by SECC but brought with an offender transferring to SECC, will be processed in accordance with institutional property procedures. All personal property, with the exception of appliances, edible canteen items, ice chest, and state issued property (i.e., grays, duck coat, bedding) must be able to be stored in a footlocker. It is the offender's responsibility to ensure his amount of property does not accumulate above limitations. Excessive items may be confiscated and a conduct violation issued. Policy IS22-1.1 Offender Property and Control Procedures can be viewed in the offender library.

Offenders will be allowed to place package orders from a bona fide vendor once per quarter in the months of March, June, September, and December. Offenders should present a completed vendor/catalog mail order form, a picture of the item, a request for withdrawal of offender's personal funds form, and a stamped envelope to housing unit staff for processing. Offenders will NOT be allowed to place package orders from outside bona fide vendors while assigned to the segregation units. Family members and friends may not send packages.

### **PROTECTIVE CUSTODY NEEDS**

The protective custody unit at SECC is located in housing unit #2, D wing. If at any time you feel you are in danger or in need of protection, you should immediately contact the nearest staff member and you will be placed in protective custody for your protection.

Protective custody offenders will have different movement times than general population offenders and will be moved in mass, escorted by custody staff to their appropriate destinations.

Meals will be served in the dining room prior to general population offenders. Dining rooms will be secured during the duration of the meal.

Out of cell recreation will be provided in accordance with the institutional recreation schedule.

Protective custody offenders may request to meet with the chaplain by submitting a written request to the chaplain or custody staff. The chaplain will schedule an appointment to meet with you.

Protective custody offenders will utilize in-house cell rotations for telephone usage.

If a protective custody offender wishes to visit in the open visiting area, they must sign the open visiting request form. If this form is not signed, visiting will be conducted in the no-contact visiting area.

### **RECREATIONAL ACTIVITIES**

The following activities are available: basketball, weights, ping-pong, foosball, volleyball, horseshoes, bocce ball, cardiovascular/aerobic exercise, softball, frisbee, walking/running track, cards, table games, and TV room. Other activities are available seasonally. Schedules are posted.

### **RELIGIOUS ACTIVITIES**

In accordance with IS17-1.1 Religious/Spiritual Programming, offenders will be required to designate in advance which religious service they would like to attend on the religious services sign-up form. Offenders on room restriction may access the chaplain via institutional mail. Offenders on activity restriction are allowed to attend a scheduled primary religious service once per week. The chapel has a religious library with books that are available for check out, as well as Bibles and other spiritual material provided by area churches.

## **TELEPHONE USAGE/ACCESS**

General population offenders may use the telephones during recreation time or open wing. The telephones will be turned off before and during count. There is a 20 minute limit per call on telephone usage.

## **TOBACCO RESTRICTIONS**

Tobacco use will be prohibited in all buildings, offices or any enclosed area, including offender living areas, per Department policy D2-11.9 Tobacco Use Limitations. You will be allowed to smoke while outside, in designated areas only. All tobacco products will be disposed of in an appropriate receptacle.

All areas used to enter any building shall be designated as a "**No Smoking Zone**". The "**No Smoking Zone**" will extend a minimum of 25 feet from the building entrance doorway. Smoking is prohibited on walkways inside the institution. Look for tobacco receptacles. If there is not a receptacle, it is **NOT** a smoking area. The possession and/or use of smokeless tobacco is prohibited for health, safety, and security concerns.

## MAIL PROCEDURES

All outgoing mail must have:

- Full commitment name and DOC register number
- Southeast Correctional Center
- Housing unit, wing, cell number
- 300 East Pedro Simmons Drive
- Charleston, MO 63834

Mail will be returned with a rejection of mail form if not addressed as above. Envelopes will not have any markings other than addresses, i.e., no pictures or stickers.

1. No mail will be accepted by the institution if postage is due.
2. All outgoing mail will be placed in the housing unit mailboxes prior to curfew the night before. In the event the unit has no boxes, the mail should be given to the wing officer.
3. All privileged mail must be marked "Privileged Mail" on the outside of the envelope. If the sealed envelope is found to contain other than privileged mail, it will be returned to the sending offender with a rejection of mail form. A conduct violation may be issued.
4. Privileged mail which is returned for additional postage will be held in the mail room and the offender will be sent a letter indicating how much postage is due. When postage is received by the mail room, the item will be sent out.
5. Offenders must affix the proper postage to certified or return receipt mail and clearly mark on the envelope "Certified Mail". The amount of postage is to be obtained from property room or mail room staff. Mail room staff will affix certified slip and/or return receipt.
6. Offenders wanting to insure packages must obtain fees from property room staff. The item insured will be left with the property room officer. Insurance slips will be affixed to packages by mail room staff.
7. Postage applied on outgoing mail must be unused, valid U.S. postage. Postage may not be taped over or glued on.
8. Cigarettes, postage stamps, and other miscellaneous item will not be sent out of the institution through the mail.

9. Offenders will not enclose stamps or stamped envelopes in any outgoing correspondence being mailed out of the institution.
10. Incoming mail will be delayed if the address does not contain full commitment name and DOC number.
11. Incoming mail received by the offender should have the sender's complete name and return address on the envelope in case mail needs to be returned to the sender.
12. No cash, checks, money orders, or postage stamps, including collector's edition stamps, may be received by offenders through the mail.
13. Offenders will not be allowed to receive decorative stickers in incoming mail.
14. Photographs or computerized reproductions of such which show nudity will not be permitted into the institution. Photographs which show bare-breasted children will be sent to censorship per policy.
15. Photographs which pose a threat to institutional security will not be permitted into the institution. Polaroid photos will not be allowed into the institution. Photographs of offenders may not be received through the mail.
16. Musical type greeting cards containing a microchip and poster size greeting cards will not be permitted to enter the institution.
17. Newspapers, magazines, books, and TV guides may be received by the offender only if they are mailed directly by the publisher. All material will be subject to censorship guidelines.
18. Phone books or pages from phone books will not be permitted to enter the institution.
19. Maps will not be permitted to enter the institution.
20. Offenders will not receive any gang related materials through the mail.
21. Incoming mail may contain up to five (5) enclosures in addition to letters/correspondence contained within an envelope. Enclosures may not exceed 8 ½" x 11".
22. Any items that can be purchased from the canteen will not be allowed to be mailed into the institution or ordered from a bona fide vendor.
23. Offenders may not receive mail in bubble or padded envelopes.
24. Photographs may not be sent offender to offender (including county facilities, as well as other in-state or out-of-state correctional institutions).

25. 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 applicable CAO or designee.
26. Housing unit #1 offenders will not be allowed to have magazines with staples. Magazines will be stored in offender's property in the property room until their release from housing unit #1.

## **PAROLE ISSUES**

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

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

Parole Hearing: Prior to your hearing, a parole officer will interview you and give you the opportunity to ask questions about your case. The hearing itself consists of a panel of three people - a board member, a parole analyst, and a parole supervisor. You may also have one delegate come to your hearing. Victims are notified and may also address the board. After your hearing, the board will make a decision and you will be notified when the answer is received (approximately four to eight weeks following your hearing). You will be given the opportunity to discuss your answer and special conditions.

Time Credit Date Considerations: If you have a time credit date on your face sheet, the records officer will submit your name to the warden for time credit consideration approximately 14 months prior to your time credit date. If the warden wishes to grant time credit, a report is sent to the board and you will be notified if it is granted or denied. You do not have to request time credit consideration as it is done automatically based on your time credit date.

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

Electronic Monitoring Program: Each offender will be screened for EMP placement at the time of his parole hearing.

Residential Facility: If you do not have a home plan, a residential facility (RF) placement can be requested however does not guarantee an earlier release. The board can require you to go to an RF.

Jail Time: Jail time is credited by the order of the court and must be sent directly from the court or the jail to the records office. If you have questions concerning your jail time, direct your note to the records office.

Community Release Centers (Honor Centers): Each offender is screened for CRC eligibility when he has a parole hearing. This is done automatically and you do not have to request it. If you are a dangerous felon, you cannot go to the CRC prior to your release date.

Probation and Parole: Questions and/or concerns regarding parole matters should be addressed through written correspondence to the institutional parole officer (IPO).

Intervention Fees: Each offender pays \$30.00 per month for intervention fees. Fees are waived for the first 90 days after placement on parole supervision.

**PLEASE REFER ALL QUESTIONS TO THE IPO OFFICE**

**SOUTHEAST CORRECTIONAL CENTER  
VISITING ROOM RULES**

**OPERATION:**

1. The visiting room will be open as follows:

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

2. Visitor processing will begin 30 minutes prior to the start of visiting at 9:00 a.m. and 2:00 p.m. Processing will end 30 minutes prior to the end of visiting.
3. All offender visitors must be on the offender's approved visiting list or have an approved special visit before being allowed a visit.
4. Offenders assigned to general population are allowed a maximum of 8 visits per month without special approval. A visit shall be limited to 3 visitors per offender and may include up to 3 additional visitors who are under the age of 5.
5. Non-contact visits will be limited to 2 hours in duration and only 2 visitors at a time may visit. Non-contact visits will end 30 minutes prior to the actual end of visitation to allow for administrative segregation offenders to clear the area before general population offenders are allowed to leave.

**OFFENDERS:**

1. Upon arrival of an offender visitor, the officer assigned will promptly call for the offender and then monitor the time closely assuring that the offender arrives at the visiting room in a timely manner.
2. Offenders will report directly to the visiting room officer for processing, strip searching and dressing out.
3. Before being permitted to visit, an offender will be clean and neatly groomed.
4. Offenders will wear state issued gray clothing only. Gray shirt must be tucked in prior to entering the visiting room. Administrative segregation offenders will be in an orange jumpsuit and it will be completely zipped and/or buttoned at all times.

5. Offenders will not wear house shoes nor shower shoes on a visit.
6. Offenders will sit in the gray plastic chairs only and will not move them from the assigned location.
7. Offenders may bring only the following items to the visiting room:

- One offender identification card
- One ring/wedding set only
- One Medic-Alert bracelet/necklace
- One pair prescription glasses
- One movement pass
- Comb (to be left in the strip out area)
- Medical necessity items (i.e., hearing aids, cane, etc.)

8. Bathroom usage: Only 1 offender at a time may use the offender restroom.
9. Offenders will maintain acceptable language and conduct while on a visit. Sexually explicit behavior will not be permitted. Offenders and visitors will be allowed one greeting and departing embrace and a brief close-mouthed kiss. The only physical contact permitted at any other time is holding hands at the table only. Holding hands will be above the table only.
10. Offenders will be strip searched upon entering and exiting the visiting room.
11. Offender/visitor escorting children into the visiting area will be held responsible for their actions. If the behavior of the children becomes unacceptable, i.e., running, annoying other persons, failing to stay with escorting visitor, etc. and after both the offender and visitor have been advised to keep the children under control and have failed to do so, the shift supervisor will be notified and the visit may be terminated.
12. Children 6 years of age and under may be permitted to sit on the lap of the offender unless special concerns are noted.
13. No smoking in the visiting room.
14. Offenders will be permitted to go to the vending machines with their visitor. Only visitors will be allowed to deposit money in the vending machines. Offenders will not be allowed to handle money. Only the visitor will be permitted to reach into the machine to retrieve the item. Offenders will not congregate or visit at the vending machines.

15. All packages purchased in the vending machines must be fully opened along both sides. Offender's and visitor's hands will not be allowed to be placed inside any food bags nor will it be permitted to be passed back and forth in any manner.
16. Offenders and visitors may not feed each other, share beverages, or place their hands upon the other's mouth.
17. Offenders will be allowed to go to the carpeted edge of the play area to monitor their children. Offenders will not be allowed in the play area.
18. Offenders must stay at their table during the visit, except to go to the restroom, have a picture taken or to monitor their children at the edge of the play area. Offenders will be allowed to stand at their table to stretch, if needed.
19. Upon completion of the visit, parting gestures will take place at the table. The offender will remain at the table until the visitor has exited the visiting area. The offender will then be directed to the strip out area by an officer.

### **VISITORS:**

1. Immediate family:

Spouse

Parents or step-parents, mother-in-law, father-in-law and their spouses

Siblings or step-siblings and their spouses

Grandparents or step-grandparents and their spouses

Great-grandparents or step-great-grandparents and their spouses

Legal guardian or primary support person and their spouse

Children or step-children and their spouses

Grandchildren or step-grandchildren and their spouses, and

Great-grandchildren or step-great-grandchildren and their spouses

2. Visitors must register at the front door.
3. Only one visit per day is allowed per visitor.
4. Visitors 13 years of age and older must show a current school picture identification card that includes their name or a valid federal or state Department of Revenue identification card. Visitors must be on the offender's visiting list. Visitors must go directly to the visiting room after being processed.

5. Visitors under the age of 18, unless married to the offender, must be accompanied by an adult on the visiting list. A visit shall be limited to 3 visitors per offender and may include up to 3 additional visitors who are under the age of 5. Non-contact visiting will be limited to 2 visitors per offender. If more than the allowed number of visitors arrive, it will be the responsibility of the visitors to divide the visiting periods among themselves. There will be only one exchange of visitors. Once the offender has reached the maximum number of visitors, additional visitors who may arrive will not be allowed to enter the visiting area until the next visiting session.
6. Visitors may bring only the listed items into the visiting room necessary for the duration of their visit:
  - A. Items for infants will be permitted as follows (breastfeeding will not be allowed on the visiting room floor):
    - 1 clear carry-all for infant supplies
    - 6 cloth or disposable diapers
    - 1 single layer baby blanket
    - 1 change of infant clothing
    - 3 clear plastic baby bottles of prepared formula, juice or water
    - 1 clear plastic no-spill toddler cup
    - 3 unopened plastic vendor containers of baby food
    - 1 plastic pacifier, plastic teether and rattle
    - 1 small plastic feeding spoon
    - 1 unopened package of wet wipes
  - B. Medications and medical equipment needed to maintain the visitor's life (such as nitroglycerine, oxygen or asthma inhaler) may be retained on the person of the visitor.

The visitor must inform the visiting room officer of the need for the medication or medical equipment. Medications should be clearly labeled with the visitor's name.

Visitors who have surgically implanted metal hardware must submit a written statement from a physician.

Visitors who have special needs, i.e., wheelchairs, assistance animals, etc. must submit a written statement from a physician. Notice should be made in advance of the visit so any special arrangements to assist the visitor may be made.

Visitors shall retain insulin, syringes and needles in an institutional locker in the visiting waiting room. If it becomes necessary for the visitor to take medication during the visit, the visiting room officer shall allow them to leave during the visit for a brief period of time, not to exceed 30 minutes, for this purpose and allow them to return.

Other medications will not be permitted on facility grounds.

- C. \$50.00 in coins only. Coins must be carried in clear/transparent packaging, i.e., zip-lock bag, plastic pouches, etc. (provided by the visitor).
  - D. Coats, jackets, gloves, hats, scarves are not allowed in the visiting room. Visitors will not be permitted to wear hoodies in the visiting room.
  - E. Other items determined to be necessary by the shift supervisor.
  - F. Purses, wallets, billfolds must be secured in the visitor's lockers, if available, or left in their vehicle. The institution will not be held responsible for any items lost, stolen or damaged.
  - G. Cellular phones, pagers or other such devices are not allowed inside the facility and should be securely stored in the visitor's vehicle.
7. Visitors will be escorted to a designated seating area. An exchange of seating areas is prohibited.
  8. Seating at the table will be assigned by staff and will be monitored for expected responsible behavior. Inappropriate behavior could result in special seating arrangement, violation or termination of visit.
  9. Visitors age 4 and above will have their hand stamped with invisible skin marking ink prior to entering the visiting room.
  10. Visitors will keep their children under their immediate supervision and control at all times. Staff will not be responsible for child care, but will monitor the area(s) for safety and security issues.
  11. Children are encouraged to bring in report cards, school papers and homework assignments to share with the offender but these items must be returned to the child at the end of the visit or disposed of in accordance with the visitor's wishes.

12. Visitors will dress appropriately. The following dress code must be followed:

Clothing must not be excessively tight or baggy, transparent or otherwise revealing.

Clothing must not be gang related or camouflaged, must not have racial or ethnic slurs, obscenities or depict or advocate the use of drugs or violence (either in written or picture form).

Skirts, dresses and shorts must be worn no shorter than the top of the kneecap when standing or sitting. No wraparound skirts or dresses permitted. Slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee. If a dress or skirt has fasteners, all fasteners will remain closed so that the garment is not open more than 2 inches above the top of the knee.

Slacks/jeans-no holes or slits permitted.

Shirts, blouses and dress tops must cover the chest, back and stomach and have sleeves that cover the shoulders and underarms. Absolutely no display of cleavage or midriff is permitted. Shirts must cover the chest up to the collarbone.

Appropriate undergarments must be worn and not visible.

Shoes must be worn except by infants not walking.

Headgear is not allowed with the exception of approved religious headgear. A visitor may be asked to remove their religious headgear for searches. The hijab may not be touched or removed by staff. If it fails to pass security clearance, the visitor will not be taken to a private area to remove the headgear. Headgear with any type of metal will be retained in a locker in the visiting waiting room. Headbands of any kind will not be permitted to be worn in the visiting room.

Jewelry may be worn but a visitor may be required to remove it if it presents a safety or security concern.

Wigs, extensions or hairpieces are authorized unless an overt security threat is evident. A visual search of hairpieces may occur as considered necessary.

Non-prescription sunglasses will not be permitted in the visiting room.

13. Visitors may be denied access to the institution for suspected intoxication, suspected use of alcohol or narcotics, unacceptable language, loud or boisterous talking, cursing, threatening or rude gestures toward staff, any improper dress of the visitor and any breach of safety and security.
14. All visitors are subject to electronic monitoring and trace detection screening. Any visitor found in possession of any illegal item or substance will be denied access to the institution and may be referred to law enforcement authorities.
15. The visitor must inform the visiting room officer of the need for medication or medical equipment.
16. Visiting between separate groups of visitors and offenders is not permitted except for pre-approved common family member visits.
17. A visit may be terminated at any time by the shift supervisor for violation of any of these rules.
18. Visitors will remain at their assigned table during count procedures.
19. Notice will be given 15 minutes prior to the end of the session. Visitors and offenders should use this time to clear their area and offer parting gestures. Visitation will end promptly at the scheduled times.
20. No adult, children or pets may remain in the vehicle while on institutional grounds.
21. 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.).

(Signature on File) \_\_\_\_\_  
Ian Wallace, Warden  
Southeast Correctional Center

10-1-13  
Date

Discipline is a critical factor in maintaining the normal environment at SECC. To maintain the high standards of conduct expected of offenders at SECC, any violation may be considered a major violation depending upon the circumstances. You are expected to abide by the rules listed in your offender rulebook as well as the institutional rules listed below.

## **SOUTHEAST CORRECTIONAL CENTER GENERAL OFFENDER INSTITUTIONAL RULES**

### **I. OFFENDER CONDUCT**

1. It will be the offender's responsibility to report to work assignments, meals, callouts, etc. as scheduled. All offenders are required to answer pages and to keep all published and/or verbal appointments with staff.
2. No loitering or lingering, moving slowly, pausing, delaying or stopping for personal objectives during movement. Running is prohibited except in designated areas and times (i.e., recreation).
3. Offenders will not become personally involved with any staff person for any purpose which is in conflict with the performance of their duties. Personal items (i.e., cigarettes, etc.) will not be asked for from staff.
4. Offenders will not communicate by telephone or mail with any staff member without authorization, with the exception of correspondence pertaining to business. Most of your business should be discussed with housing unit staff during office hours.
5. Use of nicknames when referring to any staff member is prohibited. You will address staff in the proper manner, either by title or Mr./Ms.
6. When being pat searched, during cell searches or during any other searches, the offender will not speak unless spoken to or attempt to interfere or distract in any way, nor will any other offender present create distractions. During cell searches, offenders will be instructed to stand by the walls in the wing. Cell doors may be closed during the search.
7. Using the call button for any purpose other than to alert an officer of a medical emergency or fire is prohibited.
8. Moving to more than one destination without first returning to the assigned housing unit for a new pass is prohibited.

9. There will not be any writing, distributing or possession with intent to distribute any motto, creed, saying, drawing or gang related material within the offender population, which is designed to disrupt the custody, control or security of the institution.
10. Entry into any staff member's office or other unauthorized area without permission is prohibited.
11. No cutting in line/bypassing other offenders already waiting in any area.
12. Haircuts will not exceed two (2) per calendar month for general population offenders.
13. No wasting of resources. This includes, but is not limited to letting water run, leaving lights on or leaving radios or appliances on in cell when not present or not needed. Using state forms/state materials for personal correspondence is prohibited.
14. Smoking will not be allowed inside any building. Smoking is prohibited on walkways inside the institution. Designated smoking areas are located outside each unit and open yard areas. All areas used to enter any building shall be designated as a "**No Smoking Zone**". The "**No Smoking Zone**" will extend a minimum of 25 feet from the building entrance doorway. Look for tobacco receptacles. If there is not a receptacle, it is **NOT** a smoking area. The possession and/or use of smokeless tobacco is prohibited for health, safety and security concerns.
15. Littering is prohibited.
16. Offenders will not have more than 2 packs of tobacco products while outside their cell except when returning to their cell from canteen.
17. Failure to maintain a moderate tone of voice in any area is prohibited. Yelling across housing unit yards or walkways is prohibited.
18. Reckless, careless or dangerous behavior likely to cause injury or hazardous conditions is prohibited (i.e., horseplay, martial arts, shadow boxing, etc.).
19. Keep off grass except in authorized areas (i.e., ball field or recreation).
20. Offenders will practice good hygiene by regularly showering, washing hair, etc. No cutting or trimming of beards or hair outside of the housing unit cell. Personal grooming will only be allowed inside the housing unit cell.

21. Offenders will not spit on floors, stairways, sidewalks or in corridors.
22. Offenders on medical restriction will adhere to all restrictions noted on the lay-in/medical/duty restriction form.
23. Any type of payment to and/or receiving funds from offenders for their services (i.e., legal aid, barber shop, etc.) is prohibited.
24. There will be no transferring of property between offenders under any circumstances including, but not limited to, loaning, selling, bartering, altering, giving away, receiving, bequeathing and/or trading personal property or asking a staff member for any personal item. PIN numbers: A Personal Identification Number (PIN) is considered personal property to the extent that offenders will not loan, borrow, sell or use another offender's PIN number.
25. Offenders will not retain/re-use empty containers except those sold by offender canteen for storage purposes.
26. Failure to abide by any posted or written rule is prohibited.
27. When a movement is called (i.e., mainline, recreation, etc.), offenders will have three (3) minutes to exit the wing.

## **II. OFFENDER DRESS**

28. Offenders must wear state gray shirt, state gray pants, shoes and ID card (outer most garment, upper left side, picture facing out) when entering staff offices. Shirts must be tucked in. Offenders must remove any headgear before entering staff offices as well. Clothing will be worn as designed.
29. Offenders will wear proper identification at all times on upper left chest area, on the outermost garment, with picture facing out. Lost ID cards must be reported, in writing, immediately to the housing unit staff and replaced at the offender's expense. Offenders must have a valid identification card in their possession at all times and will present it to any employee of the Missouri Department of Corrections or contracted employee immediately upon being requested to do so.
30. Any activity or dress to identify with gangs, such as gestures, signing, clothing being worn, i.e., pants/shirts below the waist (sagging), rolling up of one pant leg or shirt sleeve is prohibited.

31. Sunglasses may be worn in outside areas only, unless there is a documented medical reason, i.e., prescription glasses.
32. Offenders are not permitted to wear caps/hats or hoods in the housing unit wing. You may wear these items with your personal clothes, i.e., during recreation. Black caps are prohibited. Offenders are allowed to wear du-rags and wave caps in the housing unit wing.
33. During winter months, the offender may wear his personal coat over his state issued grays.
34. Offenders will not remove the iron-on labels containing their name and registration number from issued clothing. If the labels do come off, it is the responsibility of the offender to notify the housing unit staff.

### **III. OFFENDER AND STATE PROPERTY**

35. There will be no tampering with security seals applied to appliances by institutional personnel. In the event seals are broken, it is the responsibility of the offender to notify staff.
36. Offenders are responsible for securing their personal and state property against theft or damage. The institution will not be responsible for any personal property not under the direct control of staff. The institution is not responsible for personal clothing that is lost or stolen in the institutional laundry.

### **IV. HOUSING UNITS AND CELLS**

37. Offenders will maintain all areas including day room and activity areas in a clean, neat and orderly condition, i.e., beds made, floors clean, excessive trash removed, etc.
38. Offenders will keep their cell door completely closed at all times except when entering or exiting their cell. Honor dorm offenders will be allowed to leave their cell door open when they are in the wing. This does not allow for in-cell visiting. Any time honor dorm offenders leave the wing for any reason, they are to ensure their cell door is closed unless their cellmate is in the wing.

39. SECC C-5 offenders (other than honor dorm offenders): During 30-minute rotations, if there is an offender in his cell and not asleep, the cell door may remain unlocked; however, will be closed (not locked). If the offender is either asleep or both offenders are out of their cell, the door MUST be secured. If one or both offenders are on room restriction, the door will be secured unless an offender is entering or leaving the cell.
40. No eating/drinking in any unauthorized area to include canteen items consumed in any area other than offenders assigned cell/cubicle. Offenders may consume canteen beverages in a drinking cup in the wing and in an approved recreation area.
41. No sitting on or having feet on any furniture or item not intended for that purpose.
42. No flushing of any inappropriate item down any sink or toilet.
43. Visiting or lingering on the upper walk, visiting in front of or in the cells, lingering or sitting on the stairs is prohibited. Upper walk is for access to cells only.
44. Making unauthorized changes to living quarters is prohibited. Offenders will not attach anything to walls, ceiling, furniture, windows, windowsills, ledges or tops of appliances. Covering of windows, air vents and/or lights is prohibited. Offender footlocker will remain flat on the cell floor and not turned on its side.
45. Offenders will not carry anything from the cell/housing unit unless authorized by the functional unit manager. Personal games purchased from the canteen will be allowed to be taken to small yard recreation. Offenders will be allowed one drinking cup and one walkman radio during outdoor recreation only.
46. Personal laundering of clothing or linens is prohibited unless authorized in writing. Offenders are responsible for knowing the laundry schedule for their housing unit and for keeping bedding and clothing clean and in good repair. Offenders are responsible for informing staff of any lost/missing laundry.
47. The minimum clothing permitted when going to and from the shower will be boxers and shower shoes. No nudity will be allowed unless in the shower. Clothing will be properly worn and fastened at all times.

48. Showers will be accessible during open wing movement. If all other showers are in use, offenders may use handicap showers as a last resort. More than one offender in the shower is prohibited.
49. Showers will be accessible for offenders who work in MVE and food service after all regular housing unit 30 minute shower, phone and ice periods are complete. This will apply only to food service workers released after serving the evening meal and MVE workers. Offenders are allowed to be out of their cells for shower purposes only. Offenders will not be permitted to use the telephone, get ice, etc. Showers will not extend past the 10:00 p.m. count.
50. All appliances will be placed on a firm, flat surface. Appliances may not be suspended from walls, ceiling and beds or stacked in any manner. Nothing will be placed over, around or under any electrical appliance in a manner that impedes the flow of air through ventilation ports of appliances.
51. General population offenders may use the telephone during recreation time or open wing. The telephones will be turned off before and during count. There is a 20-minute limit per call on telephone usage. All three-way calls are prohibited. Cell phones are prohibited and will be considered an escape item.
52. Offenders will not approach any housing unit, enter any wing or sally port other than their assigned unit at any time. The offender will be out of bounds if he goes beyond the yellow out of bounds line.
53. Offenders will not prevent any door from securing. Offenders will not place anything in the door jam, to include such things as tissue paper or other materials.
54. Clotheslines are prohibited. No clothing will be hung from air vents, sprinkler heads, on the walls or in any manner to obstruct the view of staff. Nothing is to be hung from wing railings or left outside the cell door, i.e., boots, shoes, coats, clothing, etc.
55. No other objects, including rags, towels, blankets, etc. will be arranged so as to block the airflow at the bottom of the cell door or air vents.
56. Offenders will not post any document in any area of the housing unit without authorization from the functional unit manager.
57. Offenders on room/cell restriction may contact the chaplain by written correspondence. The chaplain will determine if he needs to see you personally.

58. Activity Restriction: Leniency is being given to allow the privilege of participating in 30-minute rotations inside the housing unit only, however, no outside recreation is permitted during this time. In addition, offenders on activity restriction will be allowed to attend a scheduled religious service once per week.
59. All sanctions end at midnight on the ending date written on the disciplinary action report.

## **V. ROOM/CELL MOVES**

60. Each offender involved in a requested room move should submit a completed Room/Cell Change Request to the case manager of the offender's present housing unit. The case manager will review the request and forward to the functional unit manager. Case management staff will review the request with the offender.
61. Offender room move requests will be denied or approved based on the criteria listed in IS5-3.1 Offender Housing Assignments, as follows:
  - Security considerations (highest priority)
  - Special programs within the institution
  - Offender disabilities
  - Offender health needs
  - AICS status and all applicable criteria
  - Other considerations
62. Room moves at the offender's request will be a person for person exchange with the functional unit manager's approval.
63. Offenders who currently meet all privilege dorm criteria without waiver and have been assigned to their current privilege dorm for three years may submit a request for a one-time convenience transfer to accommodate family proximity for visits. The offender must meet all eligibility requirements for requested institution.

## VI. COUNT

64. During custody counts, offenders must be in their assigned cells or designated work areas. Offenders must be standing on the floor in plain view of the counting officers. If being counted in their cells, offenders must have the overhead light turned on. The 10:00 p.m. count will be a name and number count. During the name and number count, offenders must be standing on the floor in plain view of the officers, with lights on, displaying their offender identification cards.

### APPROVED:

(Signature on File) \_\_\_\_\_  
Ian Wallace, Warden  
Southeast Correctional Center

8-26-13  
Date

**\*\* RULES ARE SUBJECT TO CHANGE UPON WRITTEN NOTICE \*\***

## **ENHANCED CARE UNIT WING RULES**

1. DLA/Volunteers can go into their ECU patient's cell to assist with basic living care and cell cleanliness only, not for games or recreation unless patient requires. If this occurs, staff will set time frames for offender to be in the cell.
2. No ECU patient will be on the top walk or stairs ever.
3. No DLA/Volunteers may use recreation equipment. They may check out recreation games to play recreational activities with their patients only. They may utilize their own personal recreation games if they choose.
4. DLA/Volunteers/ECU patients may not leave items on tables to reserve for later usage with the exception of puzzle pieces.
5. Recreation games will be inventoried at the start and end of the recreation workers shift. Games will be checked out and checked back in when no longer in use.
6. Recreation games may not be checked out and brought into the cell unless the patient is bed bound.
7. DLA/Volunteers will be permitted to hold the door open for ECU patients to include wing doors, cell doors, unit doors, and other areas.
8. Only ECU patients will be permitted to use handicap showers. No exceptions.
9. DLA/Volunteers may escort their patient to appointments/activities to include medical/mental health, religious, programs, and visitation. DLA/Volunteers may not go to visits with patients without special approval by the warden/designee. They may attend medical/mental health appointments unless the patient requests privacy or medical/mental health determines a security issue may exist. They need not remain for services or programs. Staff will notify 3 house control bubble that ECU patients are ready to return to the unit if the movement is required before regularly scheduled times.
10. DLA/Volunteers may ask medical/mental health about their patients needs or address concerns when necessary if the patients permits and is present.
11. ECU patients will not be assigned work activities.
12. DLA/Volunteers may assist in the removal of patients during emergencies.

13. DLA/Volunteers will always wear an armband or shirt when on duty.
14. ECU patients will always wear their armband unless in their cell.
15. Soiled laundry will be placed in a bag marked especially for this purpose. Bio-hazard bags will be used for feces.
16. Room moves will be on a case-by-case basis to be determined by ECU staff and possible consultation with medical.
17. DLA's may be celled with their ECU patient if medical determines it to be necessary.
18. Wheelchairs and walkers may be kept outside of the cell door unless it is determined that it would prevent staff from completing their duties.
19. DLA/Volunteer will wear grays when escorting their patient to any area that requires the state uniform. DLA shirts may be substituted.
20. DLA/Volunteers may carry items for ECU patients.
21. DLA/Volunteers may not all be away from the unit at the same time. A schedule will be made. However, in the event something occurs, DLA/Volunteers will be expected to ensure their patient is not left without supervision/care.
22. A DLA representative for the wing will be appointed by staff. It will be this individual's responsibility to meet with staff briefly on Friday mornings to inform the FUM/CCM of any issues or concerns. This representative will also be responsible for ensuring a current DLA schedule is posted at all times. The representative will also serve on executive and house council. This representative will inform staff of any vacancies or outcounts in the wing so he may assist staff on the weekends and holidays with a temporary assignment of an ECU patient to a DLA/Volunteer. This position will not be rotated.
23. Offenders must abide by all Departmental and Institutional rules as well as SOPs.
24. Offenders will abide by DLA/Volunteer contract.

(Signature on File)

Ian Wallace, Warden  
Southeast Correctional Center

8-26-13

Date

## AUTHORIZED PERSONAL PROPERTY LIST

All items must be purchased from the offender canteen unless indicated otherwise with an asterisk (\*).

### CLOTHING:

Bathrobe	1
Bottoms	6
Footwear	3 pair
Gloves	2 pair
Handkerchiefs	6
Headgear	3
Jacket	1
Pajamas	2
Shower Shoes	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 (prerecorded, audio only)	20
Electric razor, razor/beard trimmer combination or beard trimmer only	1
Extension cord	1
Fan	1
Headphones	2

Head Phone extension	1
Hot Pot	1
Mono/Stereo Adapter	1
Power Strip	1
Reading Lamp and Light Bulb	1
Stinger	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-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 operating procedures.

**HAIR CARE PRODUCTS:**

Comb/pick (no durable handles)	2
--------------------------------	---

Hair brushes	2
Ponytail holders	20
Rubber Bands	1 package

**MEDICAL AIDS (INCLUDING EYE CARE):**

Contact Lens, Case	1
*Contacts, Clear Lens (disposable daily wear) six month supply + 1 pair personal or state issued glasses	
*Contacts, Clear Lens (soft/hard continuous wear) personal or state issued glasses	+1 pair of
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 or state issued)	2 pair
Hearing aids	1 set

**MISCELLANEOUS:**

Address book	1
Bath towel	4
Blanket	1
*Loose Pictures (8"X10" maximum size)	25
Mesh shave bag	1
Photo albums	1
Photo frames	2
Rug	1
Sewing kit	1
Soap holder	1
Sunglasses	1
Washcloth	4

**READING MATERIALS:**

*Books (including legal books, dictionary, course/education and sacred writings)	6
*Magazines/newspapers	6

## RECREATIONAL ITEMS:

Board games (i.e., chess, checkers)	1 set each
Dominoes	1 set
Playing cards (poker & pinochle)	1 each
Racquet ball	container of 3

## RELIGIOUS ITEMS:

*Beads (rosary, dikhr, etc., no gemstones)	1 strand
*Dream catcher or Dream catcher kit (max. 8" in diameter) (consisting of all wood hoop, string, beads, and feather- <b>NO</b> metal, plastic, needles, or adhesive)	1
*Feathers: Eagle/non-specific feathers (12" or shorter, unadorned)	4
*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"x6" 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"x4" box containing scriptures attached to a leather strap)	2
*Pipe (ceremonial, 12" maximum)	1
*Pipe bag (to accommodate ceremonial pipe)	1
*Pouch (12"x12" maximum)	1
*Prayer shawl (4'x6' maximum)	1

*Rakusu Instruction Booklet	1
*Rakusu Kit (includes 20 cloth pieces total {16-size 7"x11" 14-for Rakusu and 2 for the carrying bag} {2-size 15"x24" for the neck strap} color options: dark gray, dark green or blue {2-size 7"x11"-1 for white backing material and 1 for white liner)	1 set
*Religious stick pins (2" maximum) (no gemstones)	2
*Runes (2"x2 ½" max. blocks with symbols written on them)	1 set
*Sage, cedar (4 oz. or less combined) for crushing or bruising (only these items, no other herbs) (not for smoking)	4 oz.
*Sweet grass for crushing or bruising (only these items, no other herbs) (not for smoking)	2 braids
*Tarot cards (3"x5" maximum, cards with pictures on them)	1 set
*Tobacco (4 oz. or less) for smoking or bruising where smoking is allowed	4 oz.
*Worship rug (in addition to other rug on list)	1

### **ROOM CARE:**

Fly swatter	1
Hanger	12
Locks/combination (NOT authorized at C-5 facilities)	1
Loop Hanger	1
Mirror	1
Wastebasket/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 adapter	1
Belt (maximum width 1 ½" with 1 ½" maximum width buckle (Eff. 8/13/12)	1
Crock pot (Eff. 8/13/12)	1
Denim clothing (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 (stud type, no stones) (male only) (Eff. 8/13/12)	2
Footwear (house shoes (male), boots and work shoes) (January 2003) these were REMOVED	5 pair
Hand towel (Eff. May 2004)	4 each
Hooded sweatshirts (Eff. May 2004) must be within limits for "tops"	
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
Rings (non-marriage) (Eff. 8/13/12)	1
Wallet (pocket size only) (Eff. 8/13./12)	1
Weight lifting belt (Eff. September 2003)	1

**All personal property items will be the responsibility of the offender.**

**Institution will not be responsible for items lost or damaged in the institutional laundry.**

**Clothing which is camouflaged, printed with racial/ethnic slurs or obscenities or depicts/advocates the use of drugs/alcohol/violence (either in written or picture form) will not be permitted. Offenders will not wear specific clothing items or wear clothing in a manner to identify with gangs.**

**Black clothing is strictly prohibited. Clothing or similar items to those provided by the institution will not be permitted.**

**Fleece tops and sweatshirts with zippers sold in the canteen will be considered as tops. DuRags will be considered headgear and be included in the total allowable of 3. Offenders may not possess leather gloves. Only Jerzee gloves sold in the canteen will be permitted in offender's property. Offenders may possess 1 state issued coat and 1 jacket purchased in the canteen.**

**Offenders may possess a combination of personal and state issued towels and washcloths not to exceed the allowable number of 4 each.**

**Offenders may possess 2 sets of headphones OR 2 sets of earbuds OR a combination of 1 headphone and 1 earbud. Offenders must have a CD or cassette player on their property list in order to have CDs or cassette tapes in their possession. Offenders will be permitted to have a CD player or cassette player but not both.**

**Offenders may possess 1 rug, 2"x3" maximum size and must be washable and fire retardant.**

**Mirrors must be purchased in the canteen. The maximum size is 4"x6".**

**Shoe laces will be black or white only and will be purchased in the canteen.**

**Offenders may possess 2 photo frames. The frames will be plastic only and a maximum size of 8"x10".**

**Offenders may possess board games as established on the Authorized Personal Property List. No role playing games or materials will be permitted.**

**Crock pots are grandfathered items. Offenders with crock pots may have the crock pot or hot pot but not both.**

**Segregation offenders will be permitted property in accordance with the SECC TASC/Ad-Seg Property List.**

## SECC CANTEEN RULES

KIOSK machines are located in each general population wing to utilize for offender banking, canteen orders and disabling a PIN number.

Offenders may access KIOSK to place orders at any time authorized by the housing unit. Orders should be written out before approaching the KIOSK machine.

To begin a KIOSK order, the offender will need his ID and PIN number. After logging in:

1. Press the **SERVICES** bar.
2. Press the **CANTEEN ORDER** bar.
3. The next screen is where orders can be placed. Use the keypad to enter the product code found on the product list available in each wing and sold in the canteen (subject to change without notice).
4. Enter the desired **PRODUCT CODE** into the **ENTER PRODUCT CODE FIELD**.
5. In the pop-up box, fill in the required information (differs with each item, e.g., size, flavor, etc.) and press enter.
6. Review your order. Pay close attention to the quantity and description to ensure your order is correct. To add additional products to order, **REPEAT STEPS 4 TO 6**.

NOTE: Some products may not be able to be ordered by every individual due to restrictions in place by the institution or if they are out of stock. In this case, a banner will appear similar to “**the item you entered is either invalid, discontinued or temporarily out of stock**” or “**cannot purchase this item, price exceeds spendable amount**”.

When you finish the order, there are three options with buttons at the bottom of the screen:

1. **Back. Go to previous menu.** This option will result in the order being deleted.
2. **Cancel Order.** This option will cancel the order and send you back to the main menu.

3. **Save Order.** This option will save your order and allow you to view and edit the order at a later date up until the date upon which the institution has designated as the day on which all orders are final. On this day, all saved orders will be placed and sent to the canteen to be processed.

NOTE: Upon completing your order, to ensure privacy, log out of your User ID.

To avoid mistakes on your order:

- Write out your order before accessing the KIOSK.
- Make sure all item codes are correct when entering your order in the KIOSK.
- Make sure the description of the item is what you want to order.
- Be sure to save your order each time you access the KIOSK canteen sales menu.
- KIOSK canteen order entry deadlines must be followed. Times are posted. If order is not completed on time, the system moves it to the following week.

Pick up times are posted in the housing units and on the monthly canteen schedule. Pick up will be after breakfast or lunch mainline. Offenders are not allowed to open their canteen bags at the canteen or on the walk. Canteen bags are to be taken directly to the housing unit and removed from the bag in the offender's cell. Canteen orders are not to be taken to mainline, medical, recreation, or assigned work areas-only to the offender's cell. Bags are to be placed in designated area of the housing unit wing for return to the canteen. Any canteen order discrepancies must be discussed with housing unit case management staff who will contact canteen for resolution.

**ALL PRICES AND PRODUCTS ARE SUBJECT TO CHANGE WITHOUT NOTICE AND WE RESERVE THE RIGHT TO LIMIT QUANTITIES BASED ON AVAILABILITY.**

\$75.00 spend limit per week (excluding major appliance purchases and special spend items).

Offenders placed on **Room/Activity Restriction** will be allowed to have canteen orders that were placed via the KIOSK before the offender was placed on restriction. Case management staff will determine whether staff will pick up the order or escort the offender to the canteen. If the offender has not placed a KIOSK order, the offender will be allowed to order approved items only through case management staff to be picked up by case management staff and delivered to the offender.

Offenders assigned to administrative segregation will order approved items only using canteen order sheets distributed at assigned times to the offenders.

Canteen KIOSK orders placed by offenders who are later assigned to administrative segregation will have their canteen orders delivered to property to be held with the offender's personal property. Canteen staff will cancel order if notified prior to order being filled.

All canteen items are sold as is. No warranty, implied or otherwise, exists. All warranties are with the manufacturer, not with the canteen.

**ALL SALES ARE FINAL – NO REFUNDS – NO EXCEPTIONS!**

---

**DIVISION OF ADULT INSTITUTIONS  
SOUTHEAST CORRECTIONAL CENTER  
STANDARD OPERATING PROCEDURE**

---

SOP22-2.1 State Issued Property to Offenders Effective Date: 4/2/12

(Signature on File) \_\_\_\_\_

Ian Wallace, Warden

**GENERAL INFORMATION:** The institution is in compliance with this institutional services procedure except as noted within the text of this SOP. Standard operating procedures are clearly marked in bold and identified as **SOP**.

---

**I. PURPOSE:** This procedure sets forth guidelines for the issuance and use of state issued items.

**A. AUTHORITY:** Sections 217.175, 217.240 RSMo

**B. APPLICABILITY:** Each warden of any facility housing offenders under the jurisdiction of the division of adult institutions or division of offender rehabilitative services will develop standard operating procedures based on the guidelines established herein.

**C. SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff actions.

**II. DEFINITIONS:**

**A. Department Computer System:** This pertains to the applicable computer system used by department staff such as, but not limited to Missouri Corrections Integrated System (MOCIS), (OPII), Statewide Advantage for Missouri (SAMII), etc.

- H. Personal Property:** Any item owned by an offender, including money.
- I. State Issued Property:** Property belonging to the state that are issued to the offenders for their use within an institution.
- J. Undergarments:** For the purpose of this procedure, one pair of underwear, one pair of socks, and one bra (females only).

**III. PROCEDURES:**

**A. STATE ISSUED PROPERTY TO OFFENDERS ENTERING THE DEPARTMENT:**

- 1. Each reception and diagnostic center will issue state property to each offender as outlined in this section. This information will be documented on the Offender Clothing Issue form (Attachment A) during the reception and diagnostic process.

<b><u>Property Description</u></b>	<b><u>Amount</u></b>
a. uniform shirts.....	(0)
b. uniform pants.....	(2)
c. underwear.....	(3)
d. t-shirts.....	(2) male only
e. bras.....	(2) female only
f. pajamas.....	(1) female only
g. footwear.....	(1)
h. socks.....	(3)

- i. coat or jacket..... (1)
  - j. sheets..... (1)
  - k. pillow case..... (1)
  - l. blanket..... (1)
  - m. bath towels..... (1)
  - n. wash cloth..... (1)
  - o. pillow..... (1)
  - p. laundry bag..... (1)
  - q. stocking hats..... (1)
  - r. other, as provided in standard operating procedures.
2. Upon assignment to a permanent institution, each offender will be issued state property as outlined in this section. This information will be documented on the Offender Clothing Issue form during the institution's reception and orientation process.
- a. The offender is required to sign the Clothing Issue form. Any changes in the amount of total property will be documented on the Offender Clothing Issue form and within the department computer system. Standard operating procedures will address the method of distribution and define specific state property issued. These forms will be maintained in accordance with department procedures regarding records retention.

**SOP: The institutional clothing issue shall provide the following state issued items to general population offenders at the time of admission. Clothing and bedding may be new or used but should be serviceable, clean and properly fitted.**

- |                            |                        |
|----------------------------|------------------------|
| <b>3 uniform shirts</b>    | <b>3 uniform pants</b> |
| <b>5 pair boxer shorts</b> | <b>5 t-shirts</b>      |
| <b>1 pair shoes</b>        | <b>5 pair socks</b>    |
| <b>1 pillow</b>            | <b>1 pillowcase</b>    |
| <b>2 terry bath towels</b> | <b>2 washcloths</b>    |
| <b>2 bed sheets</b>        | <b>1 laundry bag</b>   |
| <b>1 canteen bag</b>       | <b>1 sock hat</b>      |

b. The property listed below are the minimum number of state property issued to each offender. The figures listed in the property limit column are the maximum number of total state property and offender personal property an offender may have in his<sup>1</sup> possession. Not all offenders are allowed personal property such as treatment offenders.

<u>Property Description</u>	<u>Amount of Allowable State Issued Property</u>	<u>Prop. Limit</u>
a. uniform shirts.....	(3)	
b. uniform pants.....	(3)	
c. underwear.....	(5).....	(7)
d. tops.....	(3) male only.....	(12)
e. bras.....	(2) female only.....	(7)

---

<sup>1</sup> All references in this procedure to the male gender are used for convenience only and shall be construed to include both female and male genders.

- f. pajamas..... (1) female only.....(2)
- g. footwear..... (1).....(3)  
*(does not include state issued or shower shoes)*
- h. socks..... (4).....(7)
- i. coat..... (1) ..... (1)  
*(allowable limit does not include grandfathered coat)*
- j. jacket..... (0)..... (1)  
*(allowable limit includes grandfathered coat)*
- k. sheets..... (2)..... (4) female only
- l. pillow case..... (1)..... (2)
- m. blanket..... (1)..... (2)
- n. bath towels..... (2)..... (4)
- o. wash cloth..... (2)..... (4)
- p. pillow..... (1).....(1)
- q. laundry bag..... (1).....(1)
- r. stocking hats..... (1).....(3)
- s. other, as provided in standard operating procedures.

3. If an offender has personal property in the allowable amounts, the offender will not be required to accept state issue property.

**SOP: State issued uniform is required for certain job functions and required dress for certain locations in the institution. The minimum number of state issued shirts, pants, coat and shoes must be accepted by the offender. State issued uniform pants and shirts are not included in the total number of shirts and pants an offender may have.**

- a. Exception: Footwear – if necessary for job assignment or function.

**B. ADDITIONAL STATE PROPERTY ISSUED FOR WORK, ETC.:**

1. Each institution having unsupervised or supervised work release programs may issue additional state issued property to participating offenders to have in their possession in accordance with standard operating procedures.

**SOP: Work clothing should be based on the work assignment. Insulated coveralls and aprons may be issued to offenders at the work supervisor's discretion. The work supervisor should ensure work attire is clean and serviceable at the beginning of work shift.**

2. Replacement property may be issued on an exchange basis.

**SOP: After the initial issue, re-issue shall be on a direct exchange basis only when necessary due to torn material, ill-fitting clothing due to weight loss/gain or clothing becoming worn due to general wear. The institution replaces state issued clothing as needed and not on a specified time period. The institutional clothing issue manager will determine if an item is still serviceable or requires replacement.**

3. Offenders assigned to any area requiring special or additional clothing shall have proper clothing made available per standard operating procedures.

**SOP: Special clothing should be based on work assignment. The work supervisor shall notify the supply manager via the Supply Request form for special clothing needs. The clothing issue staff will then fill the order and the work supervisor can pick the items up at clothing issue.**

C. OFFENDER RESPONSIBILITY FOR STATE ISSUED PROPERTY:

1. Offenders will be responsible for state property issued to them and a conduct violation may be issued for damage, destruction, loss, failing to return or alteration of any property. The offender may be charged at the replacement cost for lost or destroyed property.

D. INVENTORY:

1. The clothing issue officer will be responsible for developing a perpetual inventory for all state issued property maintained at the institution.
  - a. Offender Clothing Issue forms will be kept for each offender showing issue and replacement of state property.
  - b. All records will be maintained in accordance with department procedure regarding record retention.
2. State issued property will be repaired or replaced on an as needed basis.

**SOP: Offenders will send a written request to the institutional clothing issue through institutional mail explaining the reason for repair or replacement. The institutional clothing issue will call out the offender for repair or replacement.**

3. Whether the property is repaired or replaced is at the discretion of the institution.

**SOP: The institution replaces the state issued clothing as needed and not on a specified time period. The institutional clothing issue manager will determine if an item is still serviceable or requires replacement. It is at the discretion of the institution if the replacement is new or used. Items lost in the laundry will be replaced to the minimum number of state issued items required by policy.**

4. Replacement of property will be documented on the Offender Clothing Issue form.

**E. OFFENDER TRANSFER OR RELEASE:**

1. Upon transfer or release, the offender will be responsible for turning in all state issued property, with the exception of one set of undergarments. Other exceptions will be in accordance with standard operating procedures.

**SOP: State issued items shall be confiscated by the institutional clothing issue in accordance with institutional services procedures regarding offender transfers at the time of release/transfer.**

2. Offenders being transferred will be dressed in a state issued jumpsuit or uniform and appropriate undergarments. Any state issued property worn during transfer, with the exception of one set of undergarments, will be returned to the sending institution. Other exceptions will be in accordance with standard operating procedures.

**F. OFFENDER DISCHARGE:**

1. The offender may be issued one set of discharge clothing.
  - a. Discharge clothing may be obtained from charitable organizations, purchased, etcetera in accordance with standard operating procedures.

**IV. ATTACHMENTS:**

- A. 931-3435 Offender Clothing Issue

**V. REFERENCES:**

- A. IS5-1.1 Diagnostic Center Reception and Orientation
- B. IS5-1.2 Institution Receiving and Orientation
- C. IS22-1.1 Offender Authorized Personal Property

- D. IS22-1.2 Offender Property Control Procedures
- E. D1-11.3 Record Retention

**VI. HISTORY:** Previously covered by Division Rule 114.020 Inmate Clothing. Original Rule Effective November 1, 1980.

**SOP:** Not previously covered under SECC rule.

**IS Procedure Effective Date:**

- A. Original: August 18, 2003
- B. Revised: December 20, 2004
- C. Revised: February 6, 2012

**SOP Effective Date:**

- A. Original: January 8, 2004
- B. Revised: May 12, 2005
- C. Revised: August 31, 2006
- D. Revised: August 14, 2009
- E. Revised: Oct. 31, 2010
- F. Revised: April 2, 2012

**DEPARTMENT OF CORRECTIONS  
Southeast Correction Center**

**OFFENDER MOVEMENT SCHEDULE  
EFFECTIVE DATE: November 8, 2011**

**REVISED: June 2, 2013**

Daily operations will occur as follows

- 12:00 AM Official Count**  
**2:30 AM Official Count**  
**3:00 AM Release Food Service Workers**  
**5:00 AM Release Food Service Workers**  
**5:45 AM Release Protective Custody Offenders to Mainline**  
**6:00 AM CODE 20 – CUSTODY COUNT**  
**CODE 21**  
Release Protective Custody Offenders back to their HU  
(except on Fridays to Gym): Mainline
- 6:45 AM Medication Pass: Mainline**  
**7:00 AM MVE/Canteen worker Release**  
**8:15 AM Release All Central Service and GED Offenders.**  
**(Except on Fridays Upon completion of mainline**  
**PCs to gym)**  
Food service workers will return back to their  
housing units after mainline is over and PC  
movement is secured.
- 8:30 AM Yard/Rec open. (If mainline is over)**  
**9:00 AM Friday only: PC from Gym to Canteen to Housing**  
**Unit:**  
**9:30 AM TEN MINUTE WINDOW**  
**10:30 AM Release Food Service Workers To and From Food**  
**Service**  
**10:45 AM Yard/Rec closed/ Laundry workers released back to HU**  
**10:55 AM Program Services/Library Worker Release**  
**11:00 AM Release Protective Custody Offenders to Mainline.**  
**11:05 AM All offenders are secured for count. (NO OFFENDER**  
**MOVEMENTS)**

11:15 AM CODE 20 – CUSTODY COUNT  
CODE 21  
Return Protective Custody Offenders to HU: Medication Pass: Mainline.

12:00 PM **Release Early Central Services Workers.**

1:00 PM Release Library Workers

1:15 PM **Yard/Rec open (Note: The rest of Central Service workers will report at this time) (if mainline is over)**

2:30 PM TEN MINUTE WINDOW

3:00 PM **Release Food Service Workers, early Central Service Workers and Offender Chapel Services back to housing units.**

3:40 PM Yard/Rec Program Services/Library closed return all Offenders their to housing units

4:00 PM **Release Protective Custody Offenders to Mainline.**

4:05 PM Secure all offenders for count

4:15 PM **CODE 20 – CUSTODY COUNT  
CODE 21  
Release PC Offenders to Gym (Monday-Thursday);  
Once PCs are secured release MVE workers,  
medication pass/Mainline  
Upon Completion of General Population Mainline,  
PC offenders are to return back to their housing unit  
and secured, then release open wing movement, a  
five minute window between open wing movement  
and small yard release.**

6:40 PM Release Central Services Workers (Library,Chapel, Barber Shop and recreation).

6:50 PM **Release Scheduled Housing Units to Recreation/Library**

7:00 PM Release Chapel Offenders to Offender Services.

7:20 PM **Ten Minute Window (Small Yard only Seasonal)**

8:10 PM Return library workers back to Housing Units.

8:15 PM **Yard/Rec (Library) closed; Return all offenders to their housing units. All offenders are secured.**

8:30 PM Close Chapel: Return all offenders to the housing units. Secure all offenders.

**8:45 PM      Begin Med Pass**  
**9:50 PM      Secure all Offenders for count**  
**10:00 PM      CODE 23 – CUSTODY COUNT**

**\*\*Mental Health Grp Classes will be adjusted to accommodate this schedule.**

***ALL MOVEMENTS WILL BE WITHIN THE TIME FRAMES INDICATED UNLESS AN EMERGENCY SITUATION EXISTS.***

***ALL MOVEMENT NOT SCHEDULED IN THE 10-MINUTE WINDOW REQUIRES A MOVEMENT PASS EXCEPT FOR EMERGENCIES, WHICH WILL BE DIRECTED AT THE SHIFT COMMANDER'S DISCRETION.***

***\*OUTSIDE RECREATION SCHEDULE CAN BE CHANGED AT THE DISCRETION OF THE SHIFT COMMANDER, DUE TO WEATHER CONDITIONS, ETC.***

Approved: (Signature on File) \_\_\_\_\_ Date: 6/2/13

Approved: (Signature on File) \_\_\_\_\_ Date: 6/2/13