

**STATE OF MISSOURI
TIPTON CORRECTIONAL CENTER
DEPARTMENT OF CORRECTIONS**

RECEIPT

	DOC Number	Location
I HAVE RECEIVED A COPY OF ORIENTATION PACKET.		
(X) I HAVE RECEIVED THE ABOVE INFORMATION		
() I HAVE READ AND UNDERSTAND THIS MATERIAL.		
() I HAVE HAD THIS MATERIAL READ AND EXPLAINED TO ME BY		
OFFENDER SIGNATURE	DATE	
STAFF SIGNATURE	DATE	

TCC Orientation Packet

This document verifies that Tipton Correctional Center Rules and Regulations have been explained to me, including, but not limited to:

1. Protective Custody Needs	20. Visiting Procedures
2. Medical Services	21. Recreational Activities
3. Offender Finances	22. Religious Activities
4. Counseling/Rehab Services	23. Tobacco Restrictions
5. Educational Opportunities	24. IRR/Grievance Issues
6. Housing Unit Rules	25. Package/Property Issues
7. Law Library/Notary Services	26. Missouri Re-Entry Process
8. Probation/Parole Issues	27. Phone Pin #'s
9. Transitional Accountability Plan	28. Canteen/POS
10. Personal Grooming	29. Suicide
11. Mail	30. Housing Unit Assignments
12. State Clothing Issue	31. Laundry Schedule
13. Fire and Safety	32. Impact of Crime on Victims
14. Job Assignments	33. Prison Rape Elimination Act
15. Restorative Justice Programs	34. Anger Management
16. PREA Risk Assessment Score	35. Pathways to Change
17. Work Release	36. Meals
18. Open Movement/Call outs	37. Counts
19. Inside Out Dads	38. Classification

Please list any special job skills:

R & O Packet

- TCC Visiting Rules and Regulations – Effective 10/25/2012
- TCC Visiting Photo Guidelines – Effective 01/11/2012
- TCC Visiting Room Offender Rules
- TCC Library Handout – Library Schedule – Effective 10/2013
- TCC Institutional Rules and Regulations – Effective 11/25/2013
- TCC Programs and Rehabilitative Services
- Additional Services Available
- TCC Institutional Offender Canteen Purchasing Procedure
- Clothing Issue Exchange Procedures/Rules
- Laundry
- CORIZON Offender Education Sheet
- Sick Call/Offender Mental Health and Wellness Groups
- Medical Department – Medication Protocol
- Fire and Safety Basic Rules 01/02/2013

TIPTON CORRECTIONAL CENTER
619 NORTH OSAGE AVENUE
TIPTON, MO 65081

TIPTON CORRECTIONAL CENTER
VISITING RULES AND REGULATIONS
Effective 10/25/2012

The Tipton Correctional Center encourages visits by friends and family members. The following information is provided to you to help understand the procedures, guidelines, and rules that we have established to ensure the safety and security of the institution for offenders, staff and visitors. Please review the following carefully to enhance the pleasure of your visit.

VISITING DAYS AND TIMES:

Hours for visits are as follows:

Friday, Saturday & Sunday	9:30 a.m. to 1:30 p.m.
	2:30 p.m. to 6:30 p.m.

Each block of time will be considered one visit. Visitors may visit during one session per visiting day.

Visitors will not be allowed into the institution earlier than 30 minutes prior to the beginning of the visiting period. Visitors arriving within one hour of the end of the visiting will not be allowed to visit.

It is the offender's responsibility to advise his visitors of the appropriate visiting times.

Visits will not be allowed on Monday, Tuesday, Wednesday, and Thursday.

Offenders on dry cell status, suicide watch or under special security orders will not be eligible for visits while on such status without authorization from the warden/designee.

APPROVED VISITING LIST: It is the offender's responsibility to notify the visitors of institutional visiting rules. Copies of the visiting room rules will be available upon request at the Reception Desk.

The visiting room will be open during established visiting days to any approved visitor that wants to visit, regardless of his/her relationship to the offender.

No more than a total of three (3) visitors per offender and may include up to three (3) additional visitors who are under the age of 5 may visit with an offender at a time.

Offenders are limited to 20 visitors on their approved visiting list. All visitors regardless of age must be approved prior to visiting.

If the offender wants to add visitors to the visiting list, the offender must send the proposed visitor a questionnaire to be completed and approved prior to visiting.

Offenders will be allowed a total of eight (8) visits per month. Persons under the age of 18, unless the person is the offender's spouse, must be accompanied by an adult.

Newborn to one-month old babies of the offender will be allowed one (1) visit while their visiting application is being processed for placement on the offender's approved list.

PARKING: Vehicles are to be locked and windows rolled up. Visitors are to refrain from yelling or gesturing to the offenders. Children should be in control of an adult when walking from their vehicle to the entrance. No child, pet, or unauthorized visitor will be left unattended/allowed to remain in a parked vehicle to wait on institutional property while approved visitors are on a visit. Visitors and offenders will not be allowed to talk through the fence.

ENTRY: Items brought into the visiting room by visitors shall be subject to search prior to registering. This includes, but is not limited to pockets and items for infants. Exterior garments, i.e. coats, sweaters, jackets, headgear, etc. are also subject to search. Searches may include, but are not limited to, a search with a hand-held metal detector and/or a walk through metal detector, or frisk search.

Visitors will be searched by using a metal detector before entering the airlock/visiting room.

- A. Visitors who have surgically implanted metal hardware must submit a written statement from a physician. This will be attached to the visiting inquiry and placed in offender classification file. Notation will be made in visiting management system.

IDENTIFICATION: All visitors, including children, must be on the offender's visiting list. Visitors 13 years of age or older are required to present a **CURRENT VALID PICTURE IDENTIFICATION**. The following are approved identification cards:

DRIVER'S LICENSE
MILITARY I.D.
VETERAN'S I.D.

DEPARTMENT OF REVENUE I.D.
PASS PORT

13 YEARS OR OLDER: Visitors 13 years or older will be required to provide a current school picture identification card or a valid Department of Revenue picture identification card.

12 YEARS OR YOUNGER: Social Security Card.

Newborns – 6 months old may be allowed to visit without a Social Security Card.

All visitors under 18 years of age, unless legally married to the offender, must be accompanied by an adult approved on the offender's visiting list.

Identification must be carried with you at all times, even in the visiting room.

THE FOLLOWING DRESS CODE MUST BE FOLLOWED AT ALL INSTITUTIONS:
Visitors must dress appropriately, according to gender, for identification purposes

and the good order and security of the facility and to minimize the possibility of offending others.

- A. Clothing must not be excessively tight, transparent, or otherwise revealing.
- B. Clothing must not be gang related or camouflaged, must not have racial slurs, inflammatory or inappropriate language.
- C. Skirt, dresses and shorts must be no shorter than the top of the knee cap when standing, no wrap around skirts or dresses permitted; this restriction will not apply to children six years of age or younger.
- D. Slit dresses/skirts are not permitted when the slit extends higher than two inches above the top of the knee; (i.e., garments that have an opening without built-in fasteners, buttons, snaps, etc.)
- E. If a dress/skirt has fasteners, all fasteners will remain closed so that the garment is not open more than two inches above the top of the knee; example, a skirt with buttons from the waist to the ankles, may be unbuttoned to make the garment length no more than two inches above the top of the knee.
- F. Slacks/jeans - no holes or slits permitted.
- G. Shirts, blouses, dress tops must cover the chest, back, stomach and have sleeves that cover the shoulders and underarms; displays of cleavage and midriff are not permitted.

Visitors must dress appropriately to enter the Visiting Room and must stay appropriately dressed while visiting, according to gender. If a visitor is not appropriately dressed they will be denied entrance into the facility.

UNAUTHORIZED ITEMS:

- A. Visitors will not be allowed to bring a camera or any other electronic devices into the institution.
- B. NO POSSESSION OR USE OF TOBACCO OR SMOKING PARAPHERNALIA IS ALLOWED IN THE VISITING ROOM. OFFENDERS WILL NOT BE ALLOWED TO BRING ANY TOBACCO PRODUCTS OR LIGHTERS INTO OR OUT OF THE DRESSOUT AREA. ANYONE APPEARING TO BE UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL WILL NOT BE PERMITTED TO VISIT.
- C. No chewing gum products will be allowed.
- D. Non-prescription sun glasses NOT allowed.

DELIVERY OR CONCEALMENT WITHIN THE INSTITUTION OF
NARCOTICS, LIQUOR, OR PROHIBITED ARTICLES VIOLATES
MISSOURI LAW, STATUTE 217.360. VIOLATORS WILL BE PROSECUTED.

ALLOWED ITEMS TO BE BROUGHT IN: Visitors will not be allowed to bring any items into TCC for offenders except as follows:

- A. Children are encouraged to bring in report cards, school papers, homework assignments, including work books and artwork to share with the offender.
- B. These items must be brought in a clear plastic bag only. Paper bags, folders, trapper keepers, or backpacks will not be allowed.
- C. The offender may accept total of 2 drawings and or paintings no larger than 8 1/2" x 11" by children. Artwork will only consist of materials such as paint, crayon, pencil, ink, or magic marker. No additional materials may be present on the drawings or paintings, i.e. buttons, pipe cleaners, etc. Artwork may not depict acts of violence, vulgarity, sexual matters, or any material that could be considered offensive to the general public.
- D. Travel size unopened package of Kleenex or one (1) handkerchief.
- E. Items for infants/toddlers will be permitted as follows:
 - 1. One clear carry-all for infant/toddler supplies.
 - 2. Six cloth or disposable diapers.
 - 3. One baby blanket
 - 4. Three unopened vendor containers of baby/toddler food.
 - 5. One plastic pacifier, plastic teether and rattle.
 - 6. One small plastic feeding spoon.
 - 7. One unopened package of wet wipes.
 - 8. Limit of three per infant - plastic baby bottles of prepared formula or sealed individual serving packages along with sealed water bottles or sealed juice.
 - 9. One clear plastic no-spill cup per toddler.

(NOTE: Cannot bring the bottles and no-spill cup for the same child).

- F. The visitor must take all other items from the visiting room at the conclusion of the visit.
- G. The visiting room officer must approve any items before the offender is permitted to take them to the housing unit.
- H. Any monetary transaction regarding offender's account will be handled directly with the Inmate Finance Office. No money, funds or forms will be accepted or exchanged by visiting room staff.

MEDICATION/SURGICALLY IMPLANTED HARDWARE: Medications and medical equipment needed to maintain the visitor's life (such as nitroglycerine, insulin, oxygen or asthma inhaler) may be retained on the person of the visitor.

Needles and syringes will be secured in a locker located next to the reception desk. When needed, the visitor will be escorted to the locker to retrieve the needle and syringe, and will be escorted back to the visiting room when done.

Only the amount of prescription medication needed for the duration of the visit will be permitted.

Visitors with special needs due to medical/physical limitations will be permitted to retain those items deemed necessary by the Shift Supervisor.

PERSONAL CONTACT: Offenders and visitors will be allowed one greeting and departing embrace and brief closed mouth kiss at your assigned table. Visitors and offenders may hold hands in the middle of the visiting table. There shall be no leaning across the table. Children six years and younger may sit on the offender's lap. Visitors will not communicate and/or have unauthorized contact with offenders other than the offender they have come to visit.

Only offenders with visitors will be allowed in the visiting areas.

Visitors and offenders will visit in designated areas. Strolling is prohibited in the visiting room.

SITTING ARRANGEMENTS: Offenders and visitors must keep their hands on the table in sight at all times. Offenders and visitors will sit with their legs directly under the table, facing forward. Offenders must sit at the table facing the officer's desk during the visit. A spouse, significant other or female friend must sit directly across the table from the offender.

FEET ARE TO BE KEPT OFF CHAIRS AND TABLES. When sitting at a table, offenders and visitors are to sit facing directly toward the table.

ADULTS WILL NOT SLEEP, REST THEIR HEADS OR UPPER BODY ON THE TABLES IN THE VISITING ROOM.

NON - CONTACT VISITS: Offenders on non-contact visiting status to include, but not limited to; offenders housed in the segregation unit (i.e. TASC, Disciplinary Segregation, Administrative Segregation, Protective Custody Status), or offenders sanctioned on a conduct violation will only be allowed a two (2) hour non-contact visit with a limit of two (2) visitors per visit with a total of eight (8) visits per month. Offenders on dry cell status, suicide watch or under special security orders will not be eligible for visits while on such status without authorization from the warden/designee.

EMERGENCIES: Visitors are expected to cooperate fully in case of fire/severe weather emergencies.

- A. In the event of a fire, visitors are to proceed through the east Entrance where the visitor log will be cleared and the visitors will then leave institutional property.
- B. In the event of severe weather, visitors will congregate in the Probation and Parole Conference Room located in the visiting room.

SUPERVISION OF CHILDREN: Visitors bringing a child to visit shall be responsible for the child's behavior and physical safety. Children 12 and under are to be accompanied by an adult at all times. ONE WARNING will be given when children are not properly supervised. If a problem continues, the visit may be terminated.

TOYS, GAMES, CARDS AND BOOKS: Toys, books, games and cards are available for children and visitors to use during visits. The items will be used on a first come-first serve basis. Toys and books are to be returned to the appropriate area by the visitor at the conclusion of the visit or when the child is done playing with them.

PROPERTY REMOVAL: Visitors may take personal property items of an offender out of the institution after a visit as outlined in standard operating procedure 22-1.2 Offender Property Control Procedure.

VENDING MACHINES: Food will be available by vending machine only, except as outlined for food visits. All food and beverages purchased in the visiting room must be consumed and/or disposed of in the visiting room.

No personal purses, wallets, or billfolds will be allowed. Every adult visitors may bring money in for use in the vending machines during the visit, not to exceed \$50.00 with bills no larger than \$5.00. All money must be carried in clear/transparent packaging. Offenders may not handle money or go with the visitor to the vending or microwave areas.

FOOD VISITS: Offenders may have food visits two times yearly during the months of April and October with the following guidelines/criteria:

- A. Offenders who meet the following guidelines/criteria may receive one

food visit during the specified months during approved visiting hours:

- B. Must not be on a visiting restriction.
- C. Must not be assigned to TASC, Disciplinary Segregation or Administrative Segregation.
- D. Must not have received a conduct violation within the last 90 days. Calculation of 90 days to begin at receipt of last conduct violation.
- E. Visitors must be on the approved visitor list.
- F. No more than three (3) visitors and 3 additional visitors under the age of 5.
- G. Food items may be purchased from a vendor or brought from home at the choice of the visitor.
- H. All food must be in a single layer in a paper or clear plastic container no larger than 9 x 9 x 4. No more than four (4) containers are allowed. No coolers or picnic baskets are allowed. Plastic wrap only (NO aluminum foil). No glass or metal containers will be allowed.
- I. All food will be thoroughly inspected by the Reception Officer. This will include stirring casseroles, cutting breads, cakes or pies, etc.
- J. Offenders will not be allowed to take any leftover food back to the housing unit from the visit. Leftover food may be taken out of the institution.
- K. All utensils must be plastic. Paper and Styrofoam plates are allowed.
- L. Citrus fruits, apples, peaches, pears, melons, strawberries, etc. are not allowed.
- M. No Jell-O or gelatin products are allowed.
- N. Beverages of any kind not allowed.

CHILDREN'S BIRTHDAY CELEBRATION: Offenders and visitors may celebrate a child's birthday during regular visits.

- A. The child must be the offender's child, sibling, grandchild, great-grandchild or step relationship.
- B. The child must be turning age 12 or under.
- C. The offender must make a request for the child's birthday celebration two

weeks prior to the child's birthday.

- D. The offender is responsible for making arrangements with the visitor to bring in a cake. The offender will not order the cake.
- (1) The cake may be prepared at home or purchased from a vendor but can be no larger than 12 x 16 inches, single-layered only.
 - (2) The cake may not contain any decoration except icing. It may not contain any plastic decorations, candies, sprinkles or candles.
 - (3) The cake must be stored in the original vendor's container of cardboard or a plastic see-through container.
 - (4) Inspection of the cake may include a physical search that entails cutting or piercing the cake to ensure no contraband is introduced into the facility.

Offenders may celebrate a birthday with their child, a sibling, grandchild, great-grandchild, or a verified stepchild with a birthday cake. The offender **MUST** initiate the request and receive **PRIOR** approval before a birthday cake may be brought into the institution. The celebration must be scheduled within 30 days of the actual birthday of the child. No glass or metal containers will be allowed inside the institution. No candles.

SPECIAL VISITS: Special visits as authorized in IS13-3.1 Offender Visitors procedures.

CONFIDENTIAL VISITS: Confidential visits including attorney, clergy, and legislators will be allowed. These visits are not counted against regular visits, but must be scheduled in advance due to necessity of arranging accommodations. Refer to IS13-3.1 Offender Visitors procedures.

TCU VISITS: Transitional Care Unit visits will be handled in the following manner:

- (1) All visits need prior approval from the CMS physician.
- (2) Medical staff shall to be notified of an upcoming visit prior to the visiting day so they can review the offender's medical status.
- (3) Administration Segregation Unit classification staff shall be notified in advance of visits for TCU sleepers. Administrative Segregation Unit case manager will verify the offender is eligible for a visit (i.e. enemies, etc.) and write an IOC to the TCU front desk officer approving the visit and indicating if the visit will be contact non-contact. If the TCU front desk officer does not have an IOC approving the visit, the offender will not be allowed to have a visit. All visits for offenders on "sleeper" status will be non-contact.
- (4) Offenders who are terminal and request a visit will be handled on a case by case basis (as these visits occur in the TCC transitional care unit and not in the visiting room) by the Administration Segregation Unit case manager, if they are assigned to TASC, Ad-Seg, PC, Dis-Seg or are a sleeper, or their assigned case manager if they are in general population

assigned to TCU.

- (5) If an offender has an infectious disease, no visits will be allowed.

TERMINATION/DENIAL OF A VISIT BY STAFF: Visits may be denied or terminated for the following reasons: improper conduct, failure to follow visiting rules and regulations, refusal to submit to a search, suspected use of alcohol or narcotics, unacceptable language, any breach of safety and or security, disruptive and or unmanageable behavior, child or pet left unattended in a parked vehicle, visual evidence of a communicable disease, expired or unidentifiable picture identification.

QUESTIONS: If visitors have any questions prior to visiting that the offender cannot answer, questions may be directed to visiting room staff during the hours they are open. The offender's assigned case manager may be available to answer questions, Monday through Friday 8:00 A.M. to 3:30 P.M. 660-433-2031 when necessary.

DISREPECT OR FAILURE TO ABIDE BY ANY OF THESE RULES OR MISBEHAVIOR OF ANY NATURE, MAY CAUSE TERMINATION OF A VISIT. IN ADDITION, VIOLATIONS OF THE ABOVE RULES MAY RESULT IN SUSPENSION OF VISITING PRIVILEGES.

**TIPTON CORRECTIONAL CENTER
VISITING PHOTO GUIDELINES**

Effective 01/11/2012

Cameraman hours are: 10:30 a.m. - 1:00 p.m. Friday, Saturday and Sunday
3:30 p.m. - 6:00 p.m. Friday, Saturday and Sunday

Visiting Room Picture Process

1. Picture tickets will be purchased in the canteen. NO PICTURES will be taken without a ticket. THESE TICKETS ARE NOT REFUNDABLE or TRANSFERABLE AND CANNOT BE USED AS A YARD PICTURE TICKET. For each ticket purchased, two 4x6 pictures of the same pose will be received. No other sizes are available and no reprints will be allowed.
2. Pictures will be taken in front of the mural provided or against the white walls only.
3. All photos will be frontal shots and waist up only. If there are person(s) unable to stand during the picture taking process, they will be allowed to sit in a chair while the picture is being taken. No squatting will be allowed, if necessary other persons may have to sit in a chair as well.
4. Frontal pose only. (Holding hands, hugging, to include arm around the shoulder, waist, heads touching, kissing, pressing against another person will not be allowed). Small children ages 6 or under may be held (which can be verified in the Visiting Management System). No nudity, this includes cleavage because of low cut blouses, vulgar, sexual, or violent gestures; this includes hands in the pants, fighting stance, etc. This applies to all visitors (adults and children) as well as offenders.
5. All pictures must be approved by the Canteen Manager/Designee before being distributed. Any picture that violates the above guidelines will not be REFUNDED and will be disposed of. It may also result in the following:
 - a. Conduct Violation may be issued.
 - b. Sanction of D.2- a non-contact visit for a determined period of time.
 - c. Loss of visiting privileges for the visitor.
 - d. When a guilty verdict has been determined on a conduct violation, the sanction of D5-confiscate and dispose of per policy and procedure is imposed.
6. Pictures can be picked up in the canteen on your scheduled spend day approximately 2 weeks after the visit. All pictures not picked up within one month will be turned in to the property room for disposal per policy IS22-1.2 Offender Property Control Procedures.

Approved

Date

TCC VISITING ROOM OFFENDER RULES

Offenders are to wear full gray state issued attire when coming to the visiting room. Shirts are to be buttoned up and tucked in BEFORE coming into the strip out room. Offenders are to wear ONLY one item each of the following apparel; t-shirt, gray shirt, coat/jacket, gray pants, boxers, and one pair of socks when coming to the visiting room. No items will be brought to the visiting room with the exception of the offender I.D. card, inhalers, one wedding band, one religious medallion, one pair of prescription eyeglasses, one medical alert bracelet or necklace, nitroglycerin tablets and medical shoes/equipment.

Offenders will enter the visiting room through the strip search/dressing room and will be frisk searched. All medical equipment will be subject to search. Offenders will be issued shower shoes. Offender's shoes/boots will be placed on the racks provided. It will be the offender's responsibility to remember placement of his shoes/boots.

The officer will mark any authorized property on the list and will paperclip the list to the offender's I.D..

Shower shoes will be provided and are to be worn at all times.

Offenders will approach the visiting room counter and give their ID to the visiting room officer prior to being seated at a table.

Offenders and their visitors are **allowed one greeting and departing embrace and brief closed mouth kiss their assigned visiting table**. The only physical contact permitted at any other time, with the exception of picture taking, will be hand holding in the middle of the table directly across from your visitor. The offender must face the front of the room with his hands on top of the table.

Offenders may NOT handle money or go to the vending machine or microwave areas with or without visitors.

Visitors will be responsible to sign up for pictures when available. Offenders must remain at the table until the visiting room porter comes to get you when it is your turn for pictures.

Children 12 and under are not allowed to go anywhere by themselves. Offenders may accompany them to the play area and your visitor may take them to the restroom and the vending machines. Children under one year of age may sit on the table with constant supervision from the offender or visitor. DO NOT change diapers at table.

Offenders will remain at their table during count. If a name and number count is required, the visiting room officer will instruct you on the manner the count will be conducted.

All visits will begin and end at the table and not at the counter, therefore the "brief hug and kiss" will be at your assigned table. Remain at your seat until the officer calls you up to the counter to receive your ID.

Offenders will be called into the strip search/dressing room to be strip searched. Offenders will remove all their clothing to be searched by the officer. All medical equipment will be subject to search. Once the offender's clothes and body have been searched, his clothes will be returned for him to dress in. The offender will retrieve his shoes/boots from the rack and put them on his feet. The officer will check all authorized items and match with entry list for accuracy. The officer will then release the offender to return to his house.

The only items allowed to leave the visiting room with the offender will be approved legal paperwork after attorney visit only and must be noted on the special visit request form, children's artwork as approved by the visiting room sergeant.

All rules are subject to offenders entering any area of the visiting room for visits, parole hearings, an attorney, or clergy.

Offenders who need to utilize the restroom will notify an available male Visiting Room officer to be escorted to the restroom located in the Parole Hearing Room by Visiting Room Staff. The offender will be frisk searched prior to entering the restroom and the escorting officer will enter the restroom with the offender to observe. The restroom will be searched prior to exiting and the offender will be escorted back to his table. On the rare occasion that Parole Hearings are conducted on a visiting day, offenders will be taken to the strip out room to be strip searched and then escorted to the restroom located outside the Medical Dept. in which they will be observed by staff, the restroom searched, and the offender escorted back to the Visiting Room.

Douglas J. Prudden, Warden

Date

TCC Library Rules

- All offenders must fill out a library application before receiving service.
- All offenders must have ID with them
- All offenders must sign in and out
- No food or drink
- No Loitering
- No sleeping;no feet on furniture
- Only one magazine, newspaper or reference book at a time
- No radio/headphones
- Remove hats
- Once you receive your library card, you must use it.

Library Schedule

Monday
CLOSED

Tuesday, Wednesday & Friday
8:30 am – 10:45 am
1:00 – 4:00 pm

Thursday
1:00 pm – 4:00 pm

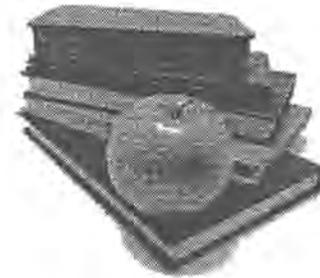
Saturday
8:15 am – 10:45 am
1:00 – 4:00 pm

Sunday
CLOSED

The future begins with a vision.
Libraries provide a window from
which that vision can be seen.



TIPTON CORRECTIONAL CENTER LIBRARY



“A library is not a luxury but
one of the necessities of life.”

H.W. Beecher

Law Library Services

- West Law Online Access
 - Missouri Statutes and Case Law
 - Eighth Circuit Case Law
 - Federal Statutes and Case Law
 - All States Statutes and Case Law
- Shepherds
- Reference



- Policies and Procedures
- Reentry Information
- Postal Scale
- Institutional Vocational Information
- Form 40
- Typewriters

Legal materials in Missouri's correctional libraries meet the requirements established by the Department of Corrections in conjunction with the Office of the Attorney General.

Special Services

- LARGE PRINT MATERIALS
- HIGH INTEREST, LOW READING BOOKS
- ELECTRONIC VISUAL AID
- TYPING TUTOR
- WES TAPES
- GED MATERIALS
- VIDEOS & DVD's
- NEWSLETTER
- GAMES, PUZZLES, PRIZES
- TYPEWRITERS
- NOTARY PUBLIC



Come, Check it Out!!!

Leisure Library Services

➤ BOOKS

Fiction

Western
Horror
Mystery
Science Fiction
Fantasy
Romance
Classics
Historical
Adventure

Non-Fiction

With subjects ranging from aardvarks to zebras and with a strong emphasis on reentry tools, TCC Library has a wide variety of subjects to serve your informational needs including a large selection of trade materials, educational and employment opportunities.

➤ PERIODICALS

NEWSPAPER

TCC Library subscribes to all major Missouri state newspapers including the St. Louis Post, Kansas City Star, Springfield News Leader & St. Joseph News Press.

Magazines

Offenders can find magazines to satisfy every interest including music, nature, cars, sports and more.

INSTITUTIONAL RULES AND REGULATIONS

I. Counts and Curfew

1. Custody counts are conducted at 6:00 am, 11:00 am, 4:30 pm and 9:30 pm. Offenders are required to stand for these counts. All appliances must be turned off, and earphones removed. Offenders must stand quietly next to their beds, facing the counting officer and remain standing, facing the counting officer until staff announces that the count is clear. Only offenders with verified physical disabilities will be excused from standing during counts.
2. Housing unit lights will be turned on at 6:00 am each morning. Offenders may rise earlier, however, they will not create noise or utilize the showers prior to 6:00 am. Televisions and audio devices will not be used prior to 6:00 am each morning.
3. Offenders will be dressed and have their beds made by 7:30 am each day. Once this is done, offenders may lie back down on top of the bed covers and may cover up with a second blanket, unless required to be at a work, education class, program assignment or other appointment. The second blanket however must be neatly folded at the end of the bed when not in use. The bed must remain made until 9:00 pm. Exceptions may be made on a case by case basis for offenders who are required to work between 10:30 pm and 6:00 am.
4. Housing unit lights will be turned out at 10:30 pm every night. **Exception: Friday and Saturday Night Only until 12:00 – Midnight.** All offenders must be in their assigned living areas (cubicles) at that time. Offenders must be in their beds and quiet with all appliances turned off by 1:00 am each night.

II. Offender Dress and Grooming

1. Offenders will be appropriately dressed at all times. Exposure of the buttocks or genital areas will not be permitted except while showering or using the restrooms. Offenders will not sleep nude; a minimum of undershorts must be worn while sleeping between 10:30pm and 6:00am (curfew). Appropriate dress while in the housing units during non-curfew hours consists of state-issued or personally owned pants, shorts or pajamas, a shirt and footwear. Offenders will be clothed in undershorts or a bath robe or a towel around the waist and shower shoes while moving to or from the showers.
2. During work, education, programming or any other required activity offenders must be clothed in a state-issued uniform as their outer garments with enclosed shoes unless specific allowances are authorized by staff. During required activities, supervisors may authorize offenders to remove their outer shirts due to heat. However, undershirts must remain on. Undershirts may be state-issued or personally owned. For added warmth offenders may wear additional state issue or personal clothing under their outer state issued garments. State issued outer garments must be worn when entering the administration building.

3. Offenders are not required to be in full gray uniform while in the housing units, while recreating on the yards or recreation buildings, or while in the dining halls. During these times, offenders may wear gray uniform pants, athletic shorts or athletic pants and either state-issued or personally owned shirts and coats. No headgear may be worn in dining halls.
4. Offenders must be in full, state-issued, gray uniform when in any staff office, program room, library, chapel, etc. Enclosed shoes must be worn at these times, whether state-issued or personally owned.
5. Clothing will be worn in the conventional manner for which it was designed at all times, whether state-issued or personally owned. All pants and shorts will be worn to fit at the waist. No "sagging" will be permitted. No clothing of any kind will be worn in a manner to identify with gangs or other unauthorized groups.
6. Only headgear sold in the offender canteen or authorized sales projects may be worn by offenders. Handkerchiefs and bandanas are not considered authorized headgear.
7. Religious headgear and clothing will only be worn during authorized religious activities. It will not be worn to and from those activities.
8. Non-prescription sunglasses will not be worn indoors.
9. Offenders must wear state-issued pants and shirts with footwear issued specifically for visits while in the Visiting Room.
10. Offenders are required to keep themselves neat and clean at all times.
11. Offenders may shave or trim facial hair themselves. However, all hair cuts are to be performed by the offender barber shop. Offenders may braid hair only while outdoors on the recreation yards.

III. Housing Units/Living Quarters

1. Offenders will not be allowed to enter any housing unit building, wing or section to which they are not assigned without specific authorization from a staff person.
2. Offenders will not enter the living areas (bunk areas) of other offenders within their assigned housing unit. Offenders are provided with ample opportunities to visit with each other on the recreation yards, in the recreation buildings, at meal times and in other locations.
3. All offenders are responsible for keeping their housing unit and their living areas clean and neat at all times. Bed linens must be laundered weekly.
4. Beds will be made with the state-issued blanket as the outer covering. Bed linens and blankets will have their edges tucked under the mattress and not hanging loosely off the bed. Extra blankets may be tucked around the mattress or neatly folded and placed on the bed when not in use.
5. Clothes lines are not permitted. Offenders may be permitted to dry hand washed clothing items by hanging them from clothes hangers. The clothes may be hung from bed frames or standing lockers by use of hooks or cloth hanger strips and plastic hangers. However, clothing will not be hung in locations which significantly restrict the staff's ability to view the offender.

Do not hang clothing in other locations. State issued gray uniforms, state issued jackets and state issued bedding will not be hand washed.

6. Sinks, drinking fountains, toilets and mop closets will not be used for washing clothes. Buckets or personally owned plastic waste baskets may be used to hand wash clothing in your living area.
7. When not in use, offender coats and jackets may be hung from bed frames or standing lockers by use of hooks or cloth hanger strips and plastic hangers, draped over the backs of offender chairs, or placed in the footlocker. Do not hang in other locations. Coats and jackets will not be hung in locations which significantly restrict the staff's ability to view the offender.
8. Offenders must be able to fit all personal and state-issued property they possess in their footlockers upon demand by staff. The only exceptions are televisions, fans, typewriters, coolers and consumable canteen items.
9. Offenders are responsible for securing all of their state-issued and personally owned property from theft, loss or damage. Combination locks are sold in the canteen to help you safeguard your property in your locker.
10. Footlockers must be stowed under your bed when not in use.
11. Cardboard boxes and other fire hazards will not be accumulated in the housing units.
12. Offenders are assigned to specific beds and living areas. They may not change beds without staff authorization.
13. Furniture will not be moved by offenders without staff authorization.
14. Electronic kiosks and telephones are available in the housing units for offender use between 6:00 a.m. and 10:30 p.m. seven except during counts and work assignments (**Exception: Friday and Saturday Night Only until 11:20pm**). Offenders will only use the telephones and kiosks located nearest to their assigned living quarters within their buildings during periods they are restricted from open yard access.
15. No electrical cords of any kind will be strung in a manner which impedes movement or safety within the housing units.
16. Audio and video devices may only be used with head-phones or ear pieces. Failure to follow this rule may result in impoundment of the device and/or disciplinary action.
17. Towels or other flammable materials will not be placed under or on top of any electrical devices.
18. No extension cord may be plugged into another extension cord.
19. Offenders will attach nothing to walls, doors, ceilings, windows or furniture without staff authorization.
20. No photos, magazines or other printed material depicting nudity will be openly displayed.
21. All fire exits, hallways, and doorways will remain clear and uncongested at all times.
22. All staff offices, desks and work areas are out of bounds to offenders without authorization from staff.
23. There is no smoking or burning of any material allowed inside any building.

24. Mailboxes are provided in each housing unit. Outgoing regular mail must be placed in the box unsealed. Outgoing legal mail may be sealed. See the offender mail policy for information regarding legal mail.
25. Offenders will not impede institutional doors from closing, locking or otherwise functioning in any manner.
26. Offenders will not post or remove any printed material from housing unit walls and bulletin boards without authorization.
27. Noise will be kept to a minimum in the housing units. No loud speech or noisy activities will be permitted. No horse play or running in the housing unit is permitted. Nothing will be thrown inside the housing unit.
28. No state-issued property will be used for any purpose other than that for which it was designed.
29. Altering state or personal property, to include clothing, is prohibited. Offenders may be held responsible for any lost, stolen or damaged state-issued property. Offenders may sew up rips and tears in personally owned clothing.
30. Offenders are prohibited from transferring possession of any property from one offender to another. This also includes personal identification numbers and account information for canteen purchasing.
31. Possession of prescription medications beyond the expiration date will be considered contraband and may result in disciplinary action. Possession of prescription medications not prescribed to you will be considered contraband as well. If you are required to take medication under the direct vision of medical staff and are later found in possession of the medication, you may be subject to disciplinary action.
32. All offender appliances in the living areas will be placed on flat, stable surfaces when being used. No appliance will be hung or stacked on top of another appliance.
33. Offenders may display up to two framed photos/pictures in their assigned living quarters. These will not be attached to walls or furniture. Maximum size: 8"x10"
34. No items of any kind will be placed on heating sources, such as radiators and heaters.

IV. Recreation Yards/Buildings

1. Smoking is prohibited inside any building. Smoking is allowed outdoors in designated smoking areas only. All cigar and cigarette butts will be disposed of in designated receptacles. Littering on the yards will subject you to disciplinary action.
2. Offenders may possess their personally owned audio devices (radio, C.D., tape player, etc.) while on the recreation yards. The devices must be used with ear pieces or headphones only. Offenders must not use the devices while on the paved walkways due to the inability to hear approaching vehicles. Offenders may possess no more than two compact discs or cassette tapes while on the recreation yards along with the audio device.

3. While on the yard, offenders may possess one beverage in the original container or a personal drinking cup, one individual package of tobacco product, and one lighter. Offenders may also possess one book or periodical for leisure reading. In addition offenders may also possess and play cards, dominoes or board games either checked out from recreation or personally owned, at the tables and benches. Text books, work books and papers for approved programs may be possessed on the yards while moving to and from program meetings.
4. Personal property not specifically permitted in these rules will not be allowed on the yards except while transporting to and from the Canteen and Property Room.
5. Any and all contact between general population offenders and offenders assigned to the Administrative Segregation Unit is strictly prohibited while on the yards.
6. Running while on the yards is prohibited except on sports field and designated running/walking tracks.
7. When the yards are announced closed, all offenders are to immediately collect any personal property they may have and return to their assigned housing units in a prompt, orderly fashion.
8. Offenders may not congregate in groups of more than six while on the yards, except in designated seating areas unless staff authorization is granted.
9. Walking on grassy areas is restricted to designated areas only.
10. State-issued boots will not be worn while playing sports. Doing so, constitutes misuse of the footwear. Athletic shoes are available in the offender canteen for such activities. They may also be temporarily checked out in the recreation buildings.

V. General

1. Offenders are responsible for the security of their personal and state-issued property at all times. Property should never be left unsecured and unattended.
2. Offenders are required to be in possession of their identification cards at all time when outside their assigned living quarters, unless directed to submit their card to a staff person.
3. Housing unit telephones will be turned on after the 6:00 am count is completed each morning. The telephones will be turned off at the 10:30 pm curfew each night. (**Exception: Friday and Saturday Night Only until 11:20p.m.**)
4. Outside offender telephones may be used only when the yard is open for offender use.
5. All offenders using the telephones must use only their own, assigned personal identification number (PIN) when placing calls. Any offender found using another offender's PIN is subject to disciplinary action. Any offender found allowing another offender to use his PIN is also subject to disciplinary action.

6. Three way calls (calling one party and having them connect you with a third party) are strictly prohibited.
7. Offenders making telephone calls will not allow any other offenders to listen or speak on the phone during the call.
8. Offenders are prohibited from attempting to control the use of telephones in any way, to include attempts at reserving the phone for their own use. Telephones will be hung up properly after each call and never left off the hook or improperly hung. Telephones are to be used on a first come – first served basis.
9. There is a fifteen minute limit on each telephone call.
10. Offenders will not dominate use of a telephone for long periods.
11. Offender telephones in the housing units will be shut off approximately five minutes prior to counts.
12. Offenders will not be allowed to loiter on steps, in sally ports, in doorways, or near fire exits for safety reasons.
13. Offenders are prohibited from transferring possession of any personal or state-issued property from one offender to another, in any manner. This includes loaning, borrowing, selling, buying, renting or giving away property.
14. Offenders are prohibited from calling or sending mail to any staff person at their home address. This includes communication through a third party.
15. Offenders are prohibited from sending mail to another offender within the same institution through the US postal system. They may, however, mail letters to offenders in other institutions within the Department of Corrections.
16. Offenders are prohibited from cutting into waiting lines or going through the lines more than once at the dining halls, canteens or other locations.
17. Horseplay is prohibited throughout the institution.
18. Failure to report to any scheduled appointment (call-out) may result in disciplinary action. This includes appointments with medical or mental health staff. Offenders must report for the appointments. They may, however, refuse treatment once they arrive at the appointment, if they so choose.
19. Failure to respond to verbal/audible commands from staff may result in disciplinary action.
20. Climbing on any fence, wall, tree or building is strictly prohibited without specific authorization from the staff.
21. In case of emergency evacuation of any building, offenders will immediately follow all directions from staff and exit the building in a prompt but orderly fashion.
22. Offenders will not engage in physical acts of affection such as kissing, hugging, holding hands or lying together in a bed. Disciplinary action may result. Shaking hands is acceptable.
23. Offenders are not permitted to have pets or to handle wildlife or insects in any way without specific authorization from staff.
24. No food or drink will be taken into or out of the dining halls by offenders.

25. Offenders are to utilize chairs, benches, seating in the manner they are designed for. Offenders are not allowed to set on table tops or on the back of seats, this includes all areas of the institution.

NOTE: The above listed rules are subject to change at the discretion of the administration. These rules in no way create a protected liberty interest for any offender.

Noncompliance with any established rule or any direct order given by staff may result in disciplinary action.

A handwritten signature in cursive script, reading "Douglas J. Prudden", written over a horizontal line.

Douglas J. Prudden, Warden

Revised 03/19/2014

Tipton Correctional Center
Programs and Rehabilitative Services

Alcoholics Anonymous/Narcotics Anonymous/Celebrate Recovery: Conducted at times throughout the week with many of the scheduled times in the evenings. These programs are facilitated by Volunteers in Corrections (VIC's) as well as offenders. Send note to Evelyn McGowan, IAC. Monthly schedules are listed on the chapel schedule.

Anger Management: This is a mandatory program for targeted offenders sentenced to specific crimes and/or stipulated by the Parole Board. This program is 2 times weekly for 7 weeks. Successful completion, and continued good adjustment, could result in this stipulation being lifted.

Department of Workforce Development (DWD): This is an outside agency that works with Parent's Fair Share (child support issues), Veterans Information, and Job skills, help with job search, GED/Higher Education, career exploration, counseling and aftercare. DWD meets once a month, on the first Monday of the month from 1-3pm. If the first Monday is a Holiday, then DWD will be in on the following Monday. Send a note to Ms Hurlburt, IAC / HU #18

General Education Diploma (GED): If you do not have a verified GED or HSD you will be placed in GED class based on your needs assessment and class space availability.

Impact of Crime on Victims: This is a 40 hour program held in 2 hour sessions. All offenders are required to complete this class. Offenders are placed in a class based on space availability.

Inside/Out Dads: A 12 session program designed to assist offenders with establishing / re-establishing relationships with their children. A class is also held for offenders in the THU that have been assessed to need this service. To volunteer, send a note to Mr. Eric Jacobs in HU #13 or Mr. Troy Johnson in Grievance.

Offender Mental Health and Wellness Groups: There are mental health classes that are facilitated by Ms. Trudy Baker, ICMHS. Classes and descriptions are posted on the bulletin boards in the units. Send a note to be scheduled.

Psychological Services: See the unit Casework staff for a referral or fill out an MSR and place in the MSR box. IN THE EVENT OF A MENTAL HEALTH EMERGENCY, PLEASE ALERT ANY AVAILABLE STAFF.

Offender Religious Services: See the Chaplain, or write a note to be seen. Monthly schedule of services are posted in the housing units.

Toastmasters: This is an offender organization that is facilitated by offenders to teach social and public communication skills. A monthly schedule is listed on the Chapel schedule.

Pathways to Change Class: This is an 8 - 10 week class held in 2 hour sessions for offenders that are within 1 year of their release date. For those who wish to volunteer, send a note to Programs Coordinator, CCA.

Restorative Justice – Pals with Paws: A program where selected offenders will care for, socialize, and train shelter dogs to make them more adoptable. **Gardening Project:** Each year a vegetable garden is planted. The yield is donated to the local nutrition center. **Painting Project:** Selected offenders, with an artistic talent, can spend time working with acrylic paints, and create masterpieces which are donated to special charities.

Coloring Books: Trace coloring book pages for children. **Pop Tabs:** Are collected for the Ronald McDonald House. Each one represents a minute on a kidney dialysis machine for a child. Contact your Case Manager for more information. **Wood Shop:** Projects both simple and complicated are constructed and donated to various charities throughout the year.

ADDITIONAL SERVICES AVAILABLE

- HELP OBTAIN A FREE CREDIT REPORT
- PROVIDE VALUABLE INFORMATION REGARDING THE MISSOURI CAREER CENTER AND VOCATIONAL REHAB
- JOB RESOURCE FAIRS
- ASSIST IN OBTAINING DRIVERS LICENSE INFORMATION AND WHAT IT TAKES TO REINSTATE. OFFER HANDBOOKS TO STUDY FOR DRIVERS, MOTORCYCLE, OR CDL LICENSES.
- ASSIST WITH OBTAINING HOUSING PLACEMENT
- FAITH BASED PROGRAMS THROUGH THE CHAPEL
- ASSIST WITH COMPLETING A HSE OR A REFERAL TO THE NEAREST GED CLASSES/GED TESTING CENTERS
- ASSIST WITH OBTAINING INFORMATION FOR HIGHER EDUCATION
- WORK WITH VETERANS AFFAIRS
- ASSIST IN OBTAINING PERSONAL DOCUMENTS:
 - BIRTH CERTIFICATE
 - SOCIAL SECURITY CARD
 - MO STATE ID
- WORK WITH OTHER STATE PARTNERSHIP AGENCIES
- ASSIST WITH REENTRY PARTNERS WITHIN THE COMMUNITY
- WORK WITH MEDICAL IN UNDERSTANDING MEDICAL NEEDS AND WHERE TO REPORT AFTER RELEASE
- WORK WITH MENTAL HEALTH IN UNDERSTANDING MENTAL HEALTH NEEDS
- ASSIST WITH AFTERCARE
- ADDRESS SUBSTANCE ABUSE ISSUES
- ADDRESS ANGER MANAGEMENT ISSUES
- ASSIST WITH FAMILY RE-CONNECTION
- GAP LETTER AVAILABLE IN THE HOUSING UNIT RESOURCE BOARD LOCATED IN THE TRANSITIONAL HOUSING UNITS

Institution Offender Canteen Purchasing Procedure - 01/2014

1. The Canteen hours of operation are:
Monday 7:30 a.m. - 6:00 p.m.
Tuesday, Wednesday & Thursday 6:30 a.m. – 5:00 p.m.
2. Offenders should fill out a Canteen Purchase List. Using the Canteen Purchase List, offenders will enter their Canteen order at the KIOSK. Changes to your order can be made until 6:30 a.m. the day of your housing unit's assigned spend day. The Canteen spend calendar will be posted monthly in your housing unit.
3. Some Canteen items require a property form (Attachment C and D) completed by the offender. The form must be taken to the classification staff in your housing unit for approval. Classification staff will review the MOCIS property screen to ensure property limitations are not exceeded prior to approving the form. Offenders are responsible for ensuring the property form is completed in its entirety, this includes the UPC number. Offenders should not sign the form until the Canteen property item(s) is issued to them in the Canteen. The approved property form must be received in the Canteen prior to the offender's spend day.
4. Items that require engraving will not be sold during the week offender pay posts to accounts. This includes, but is not limited to, televisions, CD players, cassette players, fans, coolers, lamps, beard trimmers, electric razor, calculators, headphones, clocks, and wastebaskets.
5. Clothing and shoes may be ordered during the week offender pay posts provided a property approval form is completed correctly, approved by classification staff, and submitted to the Canteen. The approved property form must be received in the Canteen prior to the offender's spend day.
6. Classification staff are responsible for ensuring the approved property form(s) are submitted to the Canteen daily. The forms can be delivered to the Canteen and/or put in the Canteen's muster room mail box.
7. Housing units will be notified by Canteen staff when Canteen orders are ready for offenders to pick up. Offenders must turn in an empty Canteen bag to Canteen staff to pick up their Canteen order. In addition, offenders must present a DOC offender identification card to the Canteen staff. Temporary identification cards/memorandums will not be accepted.

Each offender receives the following:

Stamped Items:

2 Blankets
2 Sheets
1 Pillow Case
2 Towels
3 T-shirts
5 Undershorts (Boxers)
3 Trousers
3 Shirts
1 Coat
2 Face Cloths
4 Pair Socks

Unstamped Items:

1 Pillow
1 Pair Boots
1 Canteen bag

**** YOU ARE ONLY ALLOWED 2 BLANKETS TOTAL. IF YOU HAVE A PERSONAL, YOU WILL NOT BE ALLOWED 2 STATE ISSUED BLANKETS. YOU MUST TURN ONE IN. ****

CLOTHING ISSUE EXCHANGE PROCEDURES/RULES

Offenders in R&O status will be given seven (7) calendar days to exchange clothing items that do not fit.

A calendar is posted monthly in the housing unit for exchanges/repairs.

Clothing Issue staff will determine if an item warrants an exchange. **Their decision is FINAL.**

Any argument at the window will result in a conduct violation.

Clothing Issue staff will make the final determination as to what is considered serviceable.

All issued items will be exchanged from serviceable used clothing. In the event there is no used clothing in stock, no exchanges will be made. Repairs will be made as needed.

Pillows, pillow cases, sheets, blankets, state gray top/bottom/coat can be exchanged once every two years from serviceable used stock.

Tee shirts, towels, boxers, boots, socks, and wash cloths may be exchanged annually from serviceable used stock.

State issued grays are expected to last two years.

State boots/shoes are expected to last at least one year. Any exchanges will be from serviceable used stock. If you are assigned to foodservice be sure to wear the rubber boots. The state issued boots are not water proof.

Do not play handball in your state issued boots.

Conduct violations may be issued for state issued items that appear damaged through abuse or neglect, altered, or lost by the offender. The offender will be charged for the replacement cost of the

item and must fill out a Request for Withdrawal of Offender's Personal Funds (green check) prior to being issued a replacement.

INSTRUCTIONS FOR MISSING TAGS

Offenders will bring the items to clothing issue to be retagged as soon possible.

Offenders **will not** write on the clothing. An offender will ask the housing unit officer to do an inventory of the offender's state issue and complete an inventory form. The offender will bring the inventory form along with the item to Clothing Issue to be retagged.

LOST STATE ISSUED CLOTHING/SHOES

All state issued clothing items are the responsibility of the offender.

All loose clothing found in the laundry will be returned to the housing unit officer. Therefore, no items are "lost in laundry."

Offenders will be charged for missing items before replacements are issued.

If the green check is signed voluntarily, the items will be replaced and no conduct violation will be issued.

If the green check is not signed voluntarily, a conduct violation will be issued and a green check completed and processed before the item is replaced.

If the offender does not want the missing item reissued after payment is made, a note will be put on the Offender Clothing Issue Card stating the item was paid for and the offender did not want the item replaced.

All state issued items must be turned in when an offender is transferred or released. Offenders will be charged for any missing items. Green checks will be written and a debt will be put against the offender until paid in full.

Clothing Issue staff is authorized to allow offenders to pay for lost or damaged clothing items without issuing conduct violations on a case-by-case basis.

CLOTHING ISSUE – EXCHANGE SCHEDULE

HU 1B – 4TH TUESDAY OF THE MONTH
HU 2 – 3RD TUESDAY OF THE MONTH
HU 3A&B – 2ND TUESDAY OF THE MONTH
HU 4 – 1ST TUESDAY OF THE MONTH
HU 11 – 1ST WEDNESDAY OF THE MONTH
HU 12 – 1ST MONDAY OF THE MONTH

HU 13 – 2ND MONDAY OF THE MONTH
HU 14 – 2ND WEDNESDAY OF THE MONTH
HU 15 – 3RD WEDNESDAY OF THE MONTH
HU 16 – 3RD MONDAY OF THE MONTH
HU 17 – 4TH MONDAY OF THE MONTH
HU 18 – 4TH WEDNESDAY OF THE MONTH

TIPTON CORRECTIONAL CENTER LAUNDRY

LAUNDRY BAGS ARE ASSIGNED TO THE HOUSING UNIT BUNKS. THE HOUSES HAVE DIFFERENT COLOR BAGS ASSIGNED TO THEM. THE LAUNDRY BAGS ARE TO STAY IN THE HOUSING UNIT THAT THEY ARE ASSIGNED TO.

IF YOUR LAUNDRY BAG HAS HOLES IN IT OR IT DOESN'T HAVE THE CORRECT BUNK NUMBER YOU NEED TO BRING IT TO CLOTHING ISSUE. WE WILL REPAIR IT FOR YOU. THIS IS YOUR RESPONSIBILITY TO GET YOUR LAUNDRY BAG FIXED.

ANY LAUNDRY BAGS SENT TO LAUNDRY WITH HOLES IN THEM WILL NEED TO BE TAKEN TO CLOTHING ISSUE TO BE REPAIRED. GRAYS OR BEDDING THAT DO NOT HAVE A TAG ON THEM WILL ALSO BE SENT TO CLOTHING ISSUE AFTER BEING WASHED. IF AN ITEM DID NOT COME BACK FROM LAUNDRY, THEN YOU NEED TO CHECK WITH YOUR HOUSING UNIT OFFICER. PANTS POCKETS THAT HAVE BEEN WRITTEN ON WITH MARKER WILL HAVE THE POCKET REMOVED BEFORE BEING GIVEN BACK TO YOU. **DO NOT WRITE ON ANY OF THE CLOTHING! ! YOU WILL GET A CDV AND WILL HAVE TO WRITE A GREEN CHECK FOR THE ITEM.**

DO NOT TIE YOUR LAUNDRY BAG INTO A SMALL BALL. THE CLOTHING IN IT WILL NOT GET CLEAN, AND IT ALSO WILL NOT GET DRY. **NO TENNIS SHOES ARE ALLOWED IN THE LAUNDRY.** ALL LAUNDRY BAGS ARE BLEACHED. DO NOT SEND COLORED CLOTHING IN YOUR LAUNDRY BAG, THE ITEMS WILL END UP DISCOLORED AND WILL BLEED ON THE WHITES. THE LAUNDRY BAG ASSIGNED TO YOUR BUNK IS THE BAG THAT IS TO BE USED FOR SENDING IN YOUR LAUNDRY.

BLANKETS ARE WASHED THREE TIMES PER YEAR. BLANKETS WILL BE WASHED ON YOUR HU LAUNDRY DAY THE FIRST FULL WEEK IN FEBRUARY, JUNE AND OCTOBER.

PER POLICY, INSTITUTIONAL LAUNDRY WILL **NOT** BE RESPONSIBLE FOR DAMAGED OR LOST PERSONAL PROPERTY ITEMS.

LAUNDRY PROCEDURE - SPECIAL CIRCUMSTANCES-

THIS PROCEDURE IS "ONLY" FOR INMATES 1) BEING RELEASED FROM SEGREGATION; 2) BEING RELEASED FROM THE INFIRMARY; 3) MOVING FROM R&O TO A HOUSING UNIT; 4) MOVING FROM ONE HOUSING UNIT TO ANOTHER HOUSING UNIT, & MISSING LAUNDRY DAY IN BOTH HOUSING UNITS. THE LAUNDRY MUST BE BROUGHT TO CLOTHING ISSUE NO LATER THAN 8:30 A.M. THE OFFICER IN THE HOUSING UNIT SHOULD CONTACT CLOTHING ISSUE AND VERIFY THE REASON FOR THE SPECIAL LAUNDRY, AND THEN SEND INMATE WITH THE DIRTY LAUNDRY TO CLOTHING ISSUE. THE DIRTY LAUNDRY WILL BE LOGGED AND SENT TO LAUNDRY FOR CLEANING. WHEN LAUNDRY IS FINISHED, IT WILL BE RETURNED TO CLOTHING ISSUE (GENERALLY RIGHT AFTER LUNCH) TO BE PICKED UP BY THE INMATE. IT WILL BE THE RESPONSIBILITY OF THE INMATE TO COME TO CLOTHING ISSUE FOR PICK UP.



CORIZON.
Offender Education Sheet
Medical Services Availability

In your intake packet, you have information telling you how to ask for medical care while at this facility.

Corizon contracts with hospitals and specialists in the community to provide care that is not available on site. This system determines the time and date of your appointment.

We call to make an appointment for you to see an offsite provider if warranted, send them information about your condition and tell them how soon we would like to have you seen, but ultimately the contracted provider determines when you are seen. The contracted provider will then tell us when your visit will fit into their schedule based on your medical needs.

Some communities have very few specialists. This may result that you will have to wait for your appointment.

If you have to wait a long period of time to see an offsite specialist, we will continue to schedule you with our providers on site. We will make certain your care continues while we wait for you to be seen by the offsite specialist.

Be patient and understand that we are always working to provide appropriate care for our patients. If you have any concerns or additional symptoms, please contact the health care team.

Offender Mental Health and Wellness Groups:

Mental Health groups offered include the following: Cognitive Behavioral Therapy, Dealing with Feelings, Depression, Effective Communication, Life after Release, Relapse Prevention, Responsible Parenting, Sleep Problems, Stress Management, Thinking Errors, Trauma and Loss/Grief Support. Offenders may send an HSR to the Mental Health Department to request to attend the group.

MEDICAL DEPARTMENT – MEDICATION PROTOCOL

Medication:

1. If Medications are ordered by the physician, the order is received by the pharmacy. Then the medication is received from the pharmacy, your name will be placed on the callout for 3:30 p.m. and you may pick up your medications from the medication window at that time. Medications will be delivered to offenders who are assigned to the segregation unit.
2. Medications that must be given by the nurse for each dose, otherwise known as bi-dose meds, must be administered in the medical unit. You will be issued a medication card for the duration of your order indicating the times that you are to report.
3. Medication general information:
 - Each drug will be packed in a separate blister card.
 - The label on your medication will tell you how you should take the medication. You must follow the direction as they are written. Please ask if you have any questions about your medication order.
 - You are responsible for the medication card. If you lose it, tamper with it or deface it (remove the label) it may be considered contraband and you may be subject to an institutional rule violation.
 - You will be issued a 30 day supply of Chronic Medications.
 - You should take your medication starting with the bubble with the highest number and work your way down. Take your pills in order. Don't skip around on the card.
 - Some medications are not allowed for monthly issue. These include TB medications, narcotics, mental health medications and some other medications that are excluded by the MDOC. You will get these medications on a "watch take" at the medication time (See #2 above).
4. **Refilling medications:**
 - Chronic Medications will be automatically ordered by you before current supply runs out. You will be on the callout to pick up these medications at the medication window. When the prescriptions run out on non-chronic meds, you will need to fill out an HSR and report to sick call so you can be re-evaluated by the physician if you are continuing to have problems. To refill PRN or "as needed" medications, you will need to fill out the refill slip that is provided with each issue of PRN medications. Place this in the refill medication box at least 4-5 days before you run out of medications. It will then be refilled and you will be placed on the callout to pick up the medications when it is ready for issue.
 - If you are due to receive an inhaler, your old inhaler must be presented to the nurse before a new one will be issued. Please bring your inhalers with you to the medication window.
 - If you are in the segregation unit, refill slips will be picked up by the nurse with HSR's.
5. **TB medications** are passed on Tuesdays and Fridays at 9a.m. For general population offenders, a medication card with the specified time to report to medical will be issued to you.
 - If you are in the segregation unit, the medication will be brought to you.
6. **If you have a concern** regarding a specified medication issue time, you are to submit an HSR for making other arrangement due to special circumstances after verification.

Sick Call

Effective February 24, 2014

Offenders may get a blank HSR form from the Officer in their housing unit. All medical, mental health, medication, eye doctor and dental HSR forms must be completed and placed in the box located on the wall inside the dining hall to be scheduled for nursing sick call.

HSR's are picked up daily and then the offender will be scheduled for sick call the next business day.

Times of the controlled movement windows:

6:00pm - 6:10 pm

6:30pm - 6:40 pm

7:00pm - 7:10 pm

7:30pm - 7:40 pm

8:00pm - 8:40 pm

All scheduled movement will be made during these times and will be announced on the PA system or by the unit officer. Medical will send an appointment pass and the offender will be responsible to arrive for the appointment on time. The last window is 40 minutes long to allow for the medication to be distributed at the pharmacy window. The units will be locked between these times. The utility officer is required to be in the yard during movement windows. This schedule applies to recreation, chapel, laundry and all other offender movement, not just medical. Emergency situations of course are not subject to schedule and will be handled as needed.

No offenders will be allowed to arrive to the Medical Dept. after the 10 minute window has closed.

There will be a sign-in sheet at the officers' desk. Offender's will be seen in the order they arrive (first-come, first served).

Medical and mental health passes will be printed in Medical. If there is a pass for the offender, it will be given to the offender in his housing unit after 3 p.m. Passes for Saturday, Sunday and Monday medical and mental health appointments will be printed and distributed on Fridays. It is the OFFENDER's responsibility to make it to their appointments and all offenders are to bring the passes with them to their appointments.

FIRE AND SAFETY BASIC SAFETY RULES

1. Watch where you are walking/stepping at all times and especially be careful on sidewalk edges. Avoid icy areas in the winter time if possible. If not possible, walk cautiously and slowly.
2. Use handrails whenever possible while going up or down stairs.
3. Please be aware that locker lids standing open can fall on your fingers and smash them. Don't leave foot lockers open.
4. Be careful getting in and out of bunks so you don't hit your head. Make sure lockers are pushed in under bunks so when getting out of an upper bunk bed, you do not scrape your leg or trip over a locker.
5. No horseplay.
6. Never plug one extension cord into another extension cord. This is a fire hazard.
7. Make sure extension cords are not pinched between desks, etc. Cords should be unrestricted and able to move freely.
8. Do not keep excess trash, empty bags, boxes, etc. in your living area. This is a fire hazard. Anything important should be kept in your footlocker or in your desk. Boxes used to move with, should be gotten rid of as soon as you are moved. You may not store possessions in boxes in your living area.
9. Do not leave hot pots or stingers plugged in and unattended.
10. Never place paper on top of or around light bulbs in lamps. Do not place jar lids over lamp bulbs or under televisions.
11. The old side of the institution is heated with radiators. Never put anything on top of or over the radiators, during any time of the year, even if radiators are not on.
12. Do not tie fans, radios, televisions, etc. up with string, electrical cords, tape, etc.
13. Do not tape paper on or over windows.
14. Smoking is prohibited inside of buildings. Smoke in designated areas outside.
15. Re-cap razors before disposing of them in the trash.
16. Never mix chemicals!!!
17. Walk carefully on wet floors and make sure "wet floor" signs are up.
18. Nothing should be sitting on top of televisions. This includes, but is not limited to, books, magazines, paper, towels, rags, glasses, hats, pictures, etc.
19. All fans and appliances should be sitting on flat surfaces, not straddling trash receptacles for example.
20. Do not block fire exits or aisles. Wheelchairs should be kept in individual living areas. Nothing should be hanging over or in front of exits and nothing should be sitting in front of exits.
21. Fire extinguishers should not be hidden or blocked. Nothing should be hanging on or leaning against fire extinguishers.
22. Living areas should be free of clutter.



Trip to:

619 N Osage Ave

Tipton, MO 65081-8038

122.37 miles / 2 hours 4 minutes

Notes

	Kansas City, MO	Download Free App
	1. Start out going south on Main St toward W 10th St. Map	0.5 Mi 0.5 Mi Total
	2. Turn left onto Truman Rd S. Map <i>Truman Rd S is just past E Truman Rd If you reach W 16th St you've gone a little too far</i>	0.2 Mi 0.6 Mi Total
	3. Keep left at the fork to continue on Truman Rd S. Map	0.04 Mi 0.7 Mi Total
	4. Take the I-70 E ramp. Map	0.1 Mi 0.8 Mi Total
	5. Merge onto I-670 E / I-70-ALT E. Map	0.7 Mi 1.5 Mi Total
	6. I-670 E / I-70-ALT E becomes I-70 E. Map	98.4 Mi 99.9 Mi Total
	7. Take the I-70-BL / US-40 / MO-5 / Ashley Rd exit, EXIT 101, toward Boonville / Tipton. Map	0.3 Mi 100.2 Mi Total
	8. Turn right onto MO-5 / W Ashley Rd. Continue to follow MO-5. Map <i>If you reach I-70 E you've gone about 0.2 miles too far</i>	11.0 Mi 111.2 Mi Total
	9. Turn left onto MO-J. Map <i>MO-J is 0.2 miles past MO-E If you reach Wallace Rd you've gone about 1.0 mile too far</i>	4.3 Mi 115.6 Mi Total
	10. Turn right onto MO-B. Map <i>MO-B is 0.6 miles past Fairview St If you are on MO-B and reach Nelson Ln you've gone about 1.0 mile too far</i>	6.8 Mi 122.4 Mi Total
	11. 619 N OSAGE AVE. Map <i>If you reach Old Route B you've gone a little too far</i>	
	619 N Osage Ave, Tipton, MO 65081-8038	



Trip to:

619 N Osage Ave

Tipton, MO 65081-8038

170.53 miles / 2 hours 52 minutes

Notes



	St Louis, MO	Download Free App
	1. Start out going west on Market St toward N 14th St. Map	0.09 Mi 0.09 Mi Total
	2. Turn left onto S 14th St. Map S 14th St is just past N 13th St If you reach N 15th St you've gone a little too far	0.2 Mi 0.2 Mi Total
	 3. Merge onto I-64 W / US-40 W via the ramp on the left. Map If you reach Spruce St you've gone a little too far	39.6 Mi 39.8 Mi Total
	 4. Merge onto I-70 W via the exit on the left toward Kansas City. Map	108.2 Mi 148.0 Mi Total
	5. Take the MO-5 / Ashley Rd exit, EXIT 101, toward Boonville / Tipton. Map	0.2 Mi 148.3 Mi Total
	 6. Turn left onto I-70-BL / US-40 / MO-5 / W Ashley Rd. Continue to follow MO-5. Map If you reach I-70 W you've gone about 0.2 miles too far	11.1 Mi 159.4 Mi Total
	 7. Turn left onto MO-J. Map MO-J is 0.2 miles past MO-E If you reach Wallace Rd you've gone about 1.0 mile too far	4.3 Mi 163.7 Mi Total
	 8. Turn right onto MO-B. Map MO-B is 0.6 miles past Fairview St If you are on MO-B and reach Nelson Ln you've gone about 1.0 mile too far	6.8 Mi 170.5 Mi Total
	9. 619 N OSAGE AVE. Map If you reach Old Route B you've gone a little too far	
	619 N Osage Ave, Tipton, MO 65081-8038	



Trip to:

619 N Osage Ave

Tipton, MO 65081-8038

140.45 miles / 2 hours 26 minutes

Notes

	Kirksville, MO	Download Free App
	1. Start out going south on S Baltimore St / US-63-BR S / MO-6 E / MO-11 W toward E McPherson St. Continue to follow S Baltimore St / US-63-BR S. Map	3.8 Mi 3.8 Mi Total
	2. Merge onto US-63 S. Map	86.5 Mi 90.3 Mi Total
	3. Take the exit toward MO-PP / I-70 / Kansas City / US-40 / St Louis. Map	0.5 Mi 90.8 Mi Total
	4. Merge onto US-63. Map	0.4 Mi 91.2 Mi Total
	5. Merge onto I-70 W toward Kansas City. Map <i>If you reach Interstate 70 Dr SE you've gone about 0.2 miles too far</i>	26.8 Mi 118.0 Mi Total
	6. Take the MO-5 / Ashley Rd exit, EXIT 101, toward Boonville / Tipton. Map	0.2 Mi 118.2 Mi Total
	7. Turn left onto I-70-BL / US-40 / MO-5 / W Ashley Rd. Continue to follow MO-5. Map <i>If you reach I-70 W you've gone about 0.2 miles too far</i>	11.1 Mi 129.3 Mi Total
	8. Turn left onto MO-J. Map <i>MO-J is 0.2 miles past MO-E</i> <i>If you reach Wallace Rd you've gone about 1.0 mile too far</i>	4.3 Mi 133.6 Mi Total
	9. Turn right onto MO-B. Map <i>MO-B is 0.6 miles past Fairview St</i> <i>If you are on MO-B and reach Nelson Ln you've gone about 1.0 mile too far</i>	6.8 Mi 140.5 Mi Total
	10. 619 N OSAGE AVE. Map <i>If you reach Old Route B you've gone a little too far</i>	
	619 N Osage Ave, Tipton, MO 65081-8038	