

INSTITUTIONAL RECEIVING AND ORIENTATION BOONVILLE CORRECTIONAL CENTER MANUAL

ACCOUNTS/FINANCE:

1. All or part of an offender's personal funds or savings account may be attached for payment of outstanding debts to the department, fees assessed by the attorney general's office, victim's compensation judgments, court ordered sanctions, or other debts as approved in accordance with D3-5.11 Judgments Against Offender Funds.
2. Individuals may send money orders or electronic deposits to the offender's personal account. Money orders from individuals must be sent to the offender finance office accompanied by a Deposit Slip.
3. Money orders, Western Unit or J-Pay only may be deposited into an offender account utilizing the department's deposit form. Any checks, cash or money orders sent to BCC will be returned to the sender. These forms are available at your housing unit. Deposit slips must be filled out in blue or black ink ONLY. The completed form should be mailed to:

Offender Finance Office,
Missouri Department of Corrections, P.O. Box 1609
Jefferson City, MO 65102.

4. To withdraw funds from your account, you must complete a "Request for Withdrawal" form. If your request is for the purpose of sending out a check, a self addressed stamped envelope must be attached.
5. Electronic deposits to an offender's personal account must be made through approved vendors only.
6. Offenders are not permitted to send funds directly or indirectly to another offender's account.
7. Premium pay/work release offenders receiving \$10 or more per month will be required to place 10% of gross earnings in mandatory savings. Offenders earning more than \$250 per month on work release programs will be required to place 25% of gross earnings in work release savings.
8. All offenders will receive base pay (\$7.50 or \$8.50 if high school diploma or GED) per month.
9. Premium pay (pay above base pay) will be received based on the premium pay position held and funds available.

CANTEEN SERVICES:

1. Each offender is allowed to spend 1 time each week with a limit of \$75.00 per week and not to exceed a total of \$300.00 per month.
2. See "Canteen Purchasing Procedure" (Attachment A)

CLASSIFICATION:

1. During the R&O phase offenders will be classified according to the Adult Internal Classification System (AICS) a tool designed to assist institutions in identifying and grouping male offenders based on characteristics and behaviors.
2. A classification of Sigma, Kappa, or Alpha will be assigned.
3. Each offender will be scored using the Offender Classification Manual after 6 months at the institution and again in 12 months and every 12 months thereafter.

COUNTS:

1. All offenders are to be in their assigned areas at all counts. There is no movement or talking during counts.
2. While assigned to R&O all offenders will remain still with their hands to their sides. Offenders will stand at the foot of the bed (closest to the aisle).
3. Counts may be initiated at any time of the day and offenders are responsible to respond immediately to any request to get on line for count by staff.

EDUCATIONAL OPORTUNITIES:

1. All offenders without a verified high school diploma or GED will be required to attend academic school.
2. See "Education Orientation Guide" (Attachment B)

FIRE & SAFETY ISSUES:

1. Offenders are responsible for your personal safety. Offenders will comply with all directives during drills or emergency conditions
2. See "General Rules for Inmate Safety" (Attachment C)

GRIEVANCE/INFORMAL RESOLUTION REQUESTS:

1. The grievance procedure is available to read at the institutional library; D5-3.2 Offender Grievance.
2. If you are in need of an informal resolution request, IRR, forms can be obtained from your case manager. Unit staff will attempt to resolve the complaint before there is an official response. If there is no resolution after the IRR is addressed then offender may proceed to the grievance stage.
3. Only signed originals will be accepted. Do not mail the IRR to the grievance officer. All forms are to be returned directly to your unit staff to be forwarded to the grievance officer.
4. If you have a complaint against another institution you are allowed to bypass the IRR process and proceed directly to a grievance. If you have filed an IRR or grievance at another institution it will be forwarded here for your signature.

GROOMING:

1. Offenders will be expected to follow procedures IS/SOP6-1.3 Offender Personal Grooming and institutional rules.
2. See “Offender Grooming” (Attachment D)

HOUSING UNIT ASSIGNMENTS:

1. Following completion of the reception and orientation process including your AICS being completed you may be assigned to a general population housing unit. General Population Housing Units normally include all housing units except for HU#8 segregation & HU#7 SIP.
 - A. Housing Unit #7 is reserved for SIP offenders.
 - B. Housing Unit #8 is segregation.
 - C. Housing Unit #1 is primarily used for housing food service workers.
 - D. Housing Unit #9 houses our Puppies For Parole Program BCC IMPACT.
 - E. Housing Unit #10 is reserved for offenders assigned to Work Release.
 - F. Housing Unit #15 is the transitional housing unit.
2. Offenders are assigned to housing units and bays based on the following considerations: security concerns, adult internal classification system, work assignments, special programs, documented physical considerations, incentive housing.
3. Assigned classification staff may assign specific beds according to the offender's time spent in the unit, work assignment, institutional adjustment considerations, and placement to make more efficient use of space in the housing units or to enhance security of the area.
4. Offenders with no major violations 1-9 or #10, #12, or #15 in past 24 months, minimum of one minor violation in the past 12 months, no disciplinary segregation within last 12 months, no #11 for past five years, and no history of animal abuse (HU#9) may apply to live in incentive housing units to be designated by the deputy warden of offender management.
 - A. Offenders in the THU must have completed TAP assigned programs prior to being accepted.
 - B. Offenders may be placed or removed from an incentive housing unit at anytime for the security of the institution or as necessary for the good of the institution.
 - C. Offenders who meet established criteria will be considered for placement but may not be chosen in the order of application due to other considerations such as current work assignment.
 - D. Offenders with premium pay positions will take priority for placement in incentive housing units.
5. Offenders may request a change of bed or housing unit through their assigned case manager. Bed moves are approved based on the above stated considerations as well as available bed space in the institution.

INSTITUTIONAL RULES:

1. See “Institutional Rules –Boonville Correctional Center” (Attachment E)

JOB ASSIGNMENTS:

1. All offenders will be assigned to Required Activities at least six hours per day. Required activities include academic school, cognitive programs, work assignments, workforce readiness or therapeutic programs.
2. Offenders must submit a completed Assignment Change form from a current work supervisor and the prospective work supervisor to request a change of job assignments.
3. See “Work Release Criteria” (Attachment F)
4. See “Food Service Workers” (Attachment G)

LIBRARY SERVICES:

1. The institutional library is located inside the academic school.
2. Offenders may check out 3 books for 2 weeks and you must have your ID to use library services.
3. See BCC Library (Attachment H)

MAIL SERVICES:

1. Mailroom services are guided by IS/SOP13-1.1 Offender Mail and IS/SOP13-1.2 Censorship Procedures.
2. It is important that you follow all regulations regarding sending and receiving your mail.
3. See “Information About Your Mail” (Attachment I)

MEALS:

1. Three meals will be served per day at the dining hall prepared using the statewide menu and cook chill methods.
2. The menu has been planned to address as many medical and religious diet needs as possible with the standard menu.
 - A. The menu contains a planned meat alternate for the entrée at breakfast, lunch, and supper for those individuals who decline the standard meat or egg portion.
 - B. The meat alternate may be; two cups dried beans, 2-3 ounces of cheese, or 1/3 cup of peanut butter.
3. All menus will be posted one week in advance and any pork item will be listed as such on the menu.
4. A Certified Religious Diet is available by contacting the institutional chaplain.

MEDICAL SERVICES:

1. Offenders may receive medical, dental, and psychological care through the use of the Medical Services Request.
2. Offenders have access to medical care and can be seen by a clinician, given a professional clinical judgment, and receive care that is ordered.
3. Access to routine care is handled through a scheduled appointment.

4. Self declared emergency service should only be requested due to: potential for loss of life or limb, profuse or uncontrolled bleeding, chest pain or shortness of breath, acute injury to limb(s), severe pain that may or may not be accompanied by other symptoms, fever, seizures, and exacerbation of an asthma condition.
5. All offender requests for individual or group session in Mental Health are done by completing the top section of a Medical Services Request form (MSR) and SIGNING it.
6. See "Mental Health Services" (Attachment J)

MISSOURI REENTRY PROCESS:

1. Offenders may be scheduled to reside in transitional housing, housing unit #15, six months or less prior to their earliest release date as beds become available with the exception of those offenders assigned to work release status, and offenders that receive an early release date that does not allow sufficient time to participate in the process.
2. Participation in core reentry programs is mandatory.
3. Offenders must have completed TAP assigned programs to be eligible for non-transitional housing units such as incentive housing when you reach six months prior to your earliest release date.

NOTARY SERVICES:

1. Notary services may be provided through a request to bed coordinator General Service Building.

PACKAGE AND PROPERTY:

1. Offenders may order from approved vendors the first seven working days of January, April, July and October. Items ordered must be on the Authorized Personal Property list and not available at the canteen.
2. Dress-out packages may be sent 30 days prior to your release from an approved vendor or from home.
3. Certain items such as correspondence material and approved religious items may be ordered with approval during other times other than the designated ordering periods with approval from the institutional chaplain or the corrections manager over education.
4. See "Personal Property Information" (Attachment K) & "Authorized Personal Property & Canteen List-BCC" (Attachment L)

PREA (Prison Rape Elimination Act)

1. You will receive a PREA brochure upon arrival. Additional brochures are also available in common areas such as the chapel, library, and education department.
2. If you have special needs, brochures are also available in large print and other languages.
3. A video will be shown regarding PREA entitled NIC's Speaking Up.
4. If you believe someone is at risk of sexual exploitation or abuse, or know someone that has been a victim of offender sexual abuse tell or write any staff member; call the PREA hotline by pressing 8 or dialing (573) 526-7732 or write to the Department of Public Safety, Crime Victims Services Unit, P.O. Box 749, Jefferson City, MO 65102
5. If you commit sexual assault, beware. You will be prosecuted to the fullest extent of the law.

PROBATION/PAROLE:

1. Any questions regarding parole issues should be submitted to your institutional parole officer assigned to specific housing units.
2. See "Parole & Probation Issues" (Attachment M)

PROTECTIVE CUSTODY NEEDS:

1. A preliminary protective custody screening will be held with each offender to include a file review for any known enemies.
2. If an offender requests protective custody, the offender should be prepared to present evidence of need for protective custody.
3. Protective custody needs will be met at the segregation unit.
4. Offenders desiring to remove other offenders from their enemy list, or offenders desiring to waive each other as enemies should complete the Enemy Waiver Form.

RECORDS OFFICE:

1. 180-Day Writs: The records office must first receive a warrant from the county where the charge exists before a detainer can be placed so that a 180-day writ can be filed. If you know you have a charge pending and the county has not issued a warrant to the records office contact the records office for assistance.
2. If the institution receives notification of a pending charge (through a Wanted Person MULES/NCIC check) the records office is to contact the county where the charge exists and advise them we must receive a certified copy of the warrant before a detainer will be placed.
3. The records office cannot complete MULES/NCIC checks by offender request. This office only completes MULES/NCIC checks on offender's prior to their release.
4. The records office cannot provide a Letter of Incarceration directly to an offender. If an outside agency wants one it is the responsibility of the offender to provide a stamped, addressed envelop to the records office and the letter will be forwarded directly to the requesting agency.
5. The records office can respond to any questions regarding sentencing/time credited. Jail time can be credited only if it has been endorsed by the jail administrators where the time was spent. Probation credit can only be allowed by a judge.

RECREATIONAL ACTIVITIES:

1. BCC has a recreation supervisor that is responsible to establish and coordinate all recreational activities for the main recreation yard and gymnasium.
2. Qualified offenders may be used as coaches, officials and instructors.
3. Activities and schedules will be posted and announced to the offender population. See the offender bulletin board in your housing unit.

REHABILITATION PROGRAMS:

1. Boonville Correctional Center offers several programs to help ensure your success upon release.
2. See BCC Programs List (Attachment N)

RELIGIOUS ACTIVITIES:

1. All meetings and activities of a religious nature are scheduled by the institutional chaplain.
2. An offender may engage in private religious practices in her/his living quarters unless the practices pose a threat to the safety and security of the institution.
3. Offender participation and attendance at religious services and activities are completely voluntary. No offender shall refuse admission to another offender.
4. Offenders may designate a primary religious service for weekly services they wish to attend 3 times each year (March, July and November) on the Religious Services Sign Up form and the denomination noted will be their primary religious service. Approval for attendance for secondary services for another religious denominations is not guaranteed.
5. Offenders who wish to participate in religious activities will be expected, when possible, to attend religious activities at times when they are not working, in accordance with IS18-1.1 Required Activities.
6. The chaplain/designee shall assist offenders in obtaining personal copies of religious books/periodicals and approved personal religious items in accordance with established rules and guidelines.
7. Offenders must complete a BCC Chapel Program Request for the primary religious group they wish to attend. If you miss more than three lay-ins in a row, you will automatically be removed from the call-out list.
8. See “BCC Hope Chapel Informational Brochure” and Program Request (Attachment O)

RESTORATIVE JUSTICE ACTIVITIES:

1. Offenders may participate in restorative justice activities that vary throughout the year.
2. Participation is on a volunteer basis and offenders are encouraged to attend victims impact classes in addition to restorative justice activities.
3. An offender's participation in restorative justice activities will be recorded in their classification file and a certificate is issued after 50 hours of service.

STATE CLOTHING ISSUE:

1. Each institution will provide state issue items to each offender and document such on the Offender Clothing Issue card during the reception and orientation process.
2. Offenders will be responsible for items issued to them and a conduct violation may be issued for damage, destruction or alteration of these items.
3. State issue items will be repaired or replaced on an as needed basis.
4. Whether the item is repaired or replaced is at the discretion of the institution. Replacement of items will be documented on the Offender Clothing Issue card.
5. Upon transfer or release, the offender will be responsible for turning in all state issue items.

SUICIDE WARNING SIGNS:

1. Experiences a loss of someone (spouse, close friend, parent, sibling, etc.) or something (appeal, release date, custody level).
2. Persistent sad mood.
3. Sudden changes in eating habits producing weight loss; person is not dieting.
4. Sudden loss of interest in daily activities or personal interests.
5. Isolates self, withdraws from normal level of interpersonal interactions.
6. Discusses feelings of personal guilt, shame or failure.
7. Discusses thoughts of ending one's life or reports attempted suicide in the past.
8. Suddenly gives away prized personal possessions.
9. Obtains the means to harm self.

TELEPHONE USE:

1. Normal operation hours for offender access telephones for general population offenders will be as follows: Mondays through Thursdays 6:00 a.m.-10:30 p.m.; Fridays and Saturdays 6:00 a.m. - 1:00 a.m.; evenings prior to a state holiday 6:00 a.m.-1:00 a.m.
2. Boonville Correctional Center will not be responsible for lack of access to the offender telephone system during occasions of equipment failure or failure on the part of the provider.
3. If an offender experiences trouble with the use of his reported PIN number or debit calling account, see your case manager (most case manager require you contact in person and not by kite for PIN replacement numbers).

TOBACCO USE:

1. Smoking is prohibited in **any** building and twenty-five feet from any building's entrance or exit. Smoking will not be allowed on any walkway throughout the institution. Offenders may not smoke at staff smoking shelters or areas designated for staff only.
2. Only one pack of cigarettes may be allowed outside the offender's living area with the exception of transporting no more than 20 packages of cigarettes from the canteen.

TRANSITION ACCOUNTABILITY PLAN (TAP):

1. The TAP is a continuous document that follows the offender through the current cycle. It establishes meaningful goals and includes action plans to achieve those goals.
2. Your case manager will meet with you to update your TAP.

VISITING:

1. The Boonville Correctional Center encourages visits by friends and family members. In order for your family and friends to visit without incident please review all rules and regulations regarding our visiting procedures.
2. See "Visiting Room Information, Rules & Guidelines Open Visit" (Attachment P) & "BCC Visiting Room Offender Rules" (Attachment Q)

R&O MANUAL ATTACHMENTS:

- Attachment A Canteen Purchasing Procedure
- Attachment B Education Orientation Guide
- Attachment C General Rules for Inmate Safety
- Attachment D Offender Grooming
- Attachment E Institutional Rules - Boonville Correctional Center
- Attachment F Work Release Criteria
- Attachment G Food Service Workers
- Attachment H BCC Library
- Attachment I Information About Your Mail
- Attachment J Mental Health Services
- Attachment K Personal Property Information
- Attachment L Authorized Personal Property List-BCC
- Attachment M Parole & Probation Issues
- Attachment N BCC Programs List
- Attachment O BCC Hope Chapel Informational Brochure & Program Request
- Attachment P Visiting Room Information, Rules & Guidelines Open Visit
- Attachment Q BCC Visiting Room Offender Rules

CANTEEN PURCHASING PROCEDURE

Look for a posting of the OFFENDER PRODUCT LIST on the offender bulletin board. This will let you know what is available to purchase along with the price and product number you will need for the KIOSK.

Limits are listed on the Authorized Personal Property List BCC available in the property room on the day you were received. This will tell you the limits set on each item that you are allowed to order each week.

You must request prior approval from your case manager via the Canteen Item Approval Order form to purchase a television, walkman, headphones, jacket, sweatshirt, t-shirts, bottoms, thermals, or tennis shoes. Items will ONLY be approved if your property list reflects you are below the established limits allowed. Worn out items must be disposed of via your assigned case manager prior to being removed from your property list or before requesting a replacement item.

Each offender is allowed to spend 1 time each week with a limit of \$75.00 per week and not to exceed a total of \$300.00 per month. You can exceed the spending limit with the purchase of ELECTRONICS AND CLOTHING (EXCEPT IN HOUSING UNIT 6 – SEE CASE MANAGER).

Offenders can make additions or subtractions to their order up to 7:30 a.m. the morning prior to their CANTEEN SPEND DAY (a copy of the CANTEEN SPEND SCHEDULE should be posted on the offender bulletin board). An example would be if your spend day is on WEDNESDAY you need to have your order in by 7:30 a.m. TUESDAY morning. If you place an order after that time you will not be able to pick up your bag until your next spend day.

If you have placed an order and sent to segregation before you get your order the order will be canceled and you will have to place a new order.

If you have placed an order and you are sent on an outcount your order will be held and you can get it on the day of your return. Contact your case manager.

If you do not come and pick up your order on your spend day it can be held till your next spend day and you can be restricted from buying until your order is picked up.

If you have a problem with your order take your receipt to your case manager and they will arrange for you to come to the canteen to solve the problem.

It is your responsibility to place your canteen bag in the receptacle provided in each housing unit the same day spending occurs or you will be charged the price of the bag.

EDUCATION ORIENTATION GUIDE

Offenders who do not have a verified high school diploma or GED are automatically assigned to school. Education is mandatory in the Department of Corrections. School is scheduled during the following hours and sessions.

Session 1- 6:55 a.m. – 9:40 a.m.

Session 2 – 10:00 a.m. – 1:40 p.m.

Session 3 – 1:50 p.m. – 4:40 p.m.

The BCC school uses the TABE (Test of Adult Basic Education) curriculum, which is the same curriculum used on the outside by GED study and testing centers. The TABE is very helpful in identifying those students who are prepared to take the GED now and in identifying strengths and weaknesses for those students that are not quite prepared to take the GED. By doing so, students will be working only on those areas needed to pass the GED.

The TABE covers all academic areas; specifically, all those areas needed to pass the GED. These include language, arts/writing, science, social studies, reading, and math.

It is not the expectation that every offender will have the time or chance to pass their GED while here. What is most important is that offenders actively participate in school and show a good faith effort to better prepare yourself educationally so that you can resume your studies on the outside using the same TABE curriculum.

The BCC school is the largest correctional center academic school in the state and has one of the highest GED pass rates in the state. Graduation ceremonies are held two times per year to recognize those that earn their GED.

BCC offers individual learning programs for those students who qualify. These programs include Special Education Services and Title I services. Each student is tested during the diagnostic phase to see if they qualify for these programs.

If you have a verified high school diploma or GED you may qualify for a vocational program. BCC does not currently have any vocational programs therefore you will need to be transferred to an institution that does if you are

approved to participate. If interested, see your case manager for a listing of programs available.

You may take college correspondence courses at your own expense if you have a verified high school diploma or GED. There is no age limit. If interested go to the school office for more information.

BOONVILLE CORRECTIONAL CENTER/BTC GENERAL RULES FOR OFFENDER SAFETY

You are primarily responsible for your own personal safety. If you know and follow these rules you will have a safer stay at BCC and avoid conflict with safety hazards.

1. Do not tamper with fire alarms and/or sprinkler system heads. These are for your protection. Your life could depend on their proper operation. Nothing is to be fastened or tied to sprinkler piping or alarm system conduits.
2. Know the exits in the areas where you live and work. Never place any item in an exit or exit pathway.
3. Know where emergency diagrams, fire extinguishers and safety equipment is located. Please do not tamper with any safety equipment.
4. Follow directions from the staff or supervisor in any emergency or drill situation.
5. Be prepared for fire drills. All living areas are required to be drilled monthly. Each month the drills rotate to the next shift.
6. Report immediately any unsafe conditions to staff assigned to your area.
7. Be watchful for wet floors. In an institutional setting someone is usually always mopping floors. Mop floors correctly, ½ at a time, leaving a dry place to walk. Mop up any spill immediately, if you spill it then mop it up. Beware restrooms and showers are often wet and slick. Wet floor cones should be used to identify wet floors.
8. Don't rush, take your time. Don't run. Don't push. Don't shove.
9. No horseplay.
10. Be aware of your surroundings. Watch where you are going and what you are doing.
11. Stairs: Be careful on stairs and steps. Use extra caution on stairs when wearing shower shoes. Do not modify shower shoes.
12. Numerous slips and falls occur getting into and out of bunks. Be cautious getting in and out of your bunk. Bunks have metal frames and can cause injury if you hit or bump them hard enough.
13. If you don't know the safety rules for the particular job/operation you are assigned to do ask staff assigned to supervise.
14. Don't operate any machinery or equipment unless you have been instructed in its safe and proper use and you have been authorized/directed to use it.
15. Keep your area of the institution clean. "A clean place is usually a safe place". It also helps minimize rodents and insects. Wash food/cooking containers immediately after use.
16. Cleaning equipment and chemicals are to be secured in the cleaning closet or cleaning supply locker when not in use. Plastic buckets, cleaning chemicals or sprayer bottles found in offender areas are grounds for a violation. Follow the supply commissary directions for mixing and using chemicals. Never mix concoctions of various chemicals. Do not use chemical jugs for weight lifting.
17. Do not store any personal food or drink items in the shared ice chests. Please use ice scoops provided. Do not use ice chests for a chair or table. Ice chests should be cleaned inside and out daily.
18. Do not feed, pet or approach animals at the institution unless assigned to do so. Cats, skunks and squirrels, etc. can carry rabies. If you are bitten you may have to undergo painful rabies shots.
19. Observe smoking regulations. No smoking is allowed in any department building. This includes housing units. Use butt cans provided. Be considerate of non-smokers. It is unsafe and unsanitary to share cigarettes with another person.
20. Personal offender extension cords are not authorized at BCC. Head phone and TV cords/cables may not be spliced or taped. Not cords through walls, doorways, windows or across walk aisles. No multi-outlet adapters or cubes are allowed. No power strips or surge protectors are allowed in offender areas.
21. Conserve water whenever possible. Be extremely cautious when handling hot water or using a stinger. Do not leave stingers unattended. Stingers have been known to explode when allowed to operate out of liquid. Do not shut stinger cord or other power cords in your locker door.
22. Nothing is to be fastened or tied to electrical conduits.
23. Throw rugs are permissible but must be made of approved fire retardant materials. No carpet scraps are allowed.
24. No cardboard boxes or paper sacks are to be used for storage, furniture or trash containers. Paper sacks from the canteen may be stored inside the locker if stored neatly. Locker bottoms and shelving are not to be covered or lined with any type of paper or cardboard material. Boxes, sacks, cardboard and or personal papers are not to be stored under the mattresses under or behind lockers, etc. Paper and cardboard should not be placed on or over any air vent. Styrofoam blocks or chinks are prohibited.
25. No sheets, coats, blankets, paper, cardboard etc is to be placed over windows.

26. Do not place any item on a steam pipe or radiator. Do not dry clothing on radiators.
27. Do not tie televisions, radios, alarm clocks, fans etc to bunks windows lockers, etc.
28. Television sets are not to be covered with or placed on towels, handkerchiefs, papers, rugs, etc.
29. Recreational activities are supposed to be fun. Be respectful of others and use caution.
30. Lift loads properly. Face loads with feet apart, bend at the knees, grasp the load firmly, and lift with your legs, not your back. Keep the load close to your body. Set load down by reversing this order. If a load is too heavy, get help before attempting to move it.
31. Good hand washing practices are essential to stopping the spread of disease. Wash you hands frequently and thoroughly, particularly after using the restroom, before eating, before smoking, before getting ice from the ice chests and whenever you have handled materials that may have been contaminated.
32. Most accidents/injuries are preventable. They are usually the result of unsafe actions, unsafe conditions or both. If you are injured, report it to your supervisor immediately. NOW..NOT LATER! They will complete an accident report if needed or refer you to the proper procedure, Medical Service Request, etc.
33. Injuries resulting from assaults, use of force, fights or self inflicted injuries are not considered injuries that require an accident report to be filled out.
34. Offenders reporting false information for any report including accident reports are subject to disciplinary actions.
35. Upon being assigned a job you will be given and required to sign more specific and detailed safety rules pertaining to your job.

NOTE: Various housing units are areas may have additional rules or variations of these rules.

BY FOLLOWING THESE SIMPLE SAFETY RULES YOU CAN HELP PROTECT YOURSELF FROM POSSIBLE NEEDLESS INJURY OR INCURRING CONDUCT VIOLATIONS. THANK YOU FOR YOUR COOPERATION.

OFFENDER GROOMING

State Issue Standard Uniform: Will include state issued gray pants, state issued/equivalent white t-shirt, underwear, socks, belt (when pants have loops provided), and boots or athletic shoes.

State Issue Complete Uniform: Will include state issue gray pants, state issue gray shirt, state issue/equivalent white t-shirt, underwear, socks, belt (when pants have loops provided), and boots or athletic shoes.

Clothing items are to be worn appropriately and appear neat and clean. This includes wearing pants/shorts at waist level and not below. Stocking caps or ball caps will not be worn in ANY building. White t-shirt and or combination white t-shirt/state gray shirt will be worn to all areas of the institution to include in route to and from the recreation yard. Shirts will not be required on the housing unit recreation yard or at the recreation main yard or gymnasium. Work supervisors may approve the removal of t-shirts during work inside the institutional perimeter. The wearing of boxers only will be allowed in the offender's immediate living area or in route to and from the showers. Boots are to be laced, tied, and pants will not be tucked inside boots.

Personal coats or sweat shirts may be worn as an outer garment or in addition to the state coat inside the institution unless otherwise noted in IS/SOP6-1.1 Offender Grooming. A state issued gray shirt or t-shirt shall be worn under the coat. A sweatshirt may be worn under state issued gray shirt or t-shirt, except to the visiting room, parole hearing, and educational meetings held at the control center/visiting room building.

Authorized personal clothing may only be worn inside the offender's living area, housing unit recreation yard, gymnasium, main recreation yard, dining room and to and from these designated areas.

One pair of thermal underwear may be worn during winter months to all areas inside and outside the institution with the exception of offenders entering the control center/visiting room building for the purpose of a visit, parole hearing or education meeting.

Offenders at the institutional main recreation yard or gymnasium may wear state issued or personal clothing with appropriate footwear (athletic shoes or boots).

WORK AREAS

Offenders assigned to operate grounds power equipment (i.e. lawn mower, weed eater, etc.) shall be required to wear state issued boots. Boots should be issued to the offender through the clothing commissary when the offender is assigned to maintenance.

Offenders may remove their shirt during a work detail with the approval of their direct supervisor while inside the institutional perimeter.

EDUCATION

Offenders entering the school building will wear a state issue standard uniform. Shirts and pants are to be neat and clean.

DINING ROOM

Offenders entering the dining room for mainline may wear personal clothing (no sleeveless, tank tops or obvious holes/tears allowed). Sweatshirts will be allowed under a state issued or personal coat during winter months. No headgear will be allowed with the exception of headgear assigned to dining room and kitchen workers. Hair combs will not be worn in the hair in the dining room.

Offenders will be required to wear a state issue standard uniform to any area of the institution outside their housing unit with the exception of those areas identified requiring a state issue complete uniform and those areas noted above where personal clothing will be allowed.

**INSTITUTIONAL RULES
BOONVILLE CORRECTIONAL CENTER**

1. During count; offenders will stand online quietly until released, no movement will be permitted until released by staff, and all radios and televisions are to be turned off.
2. Lights out is 10:30 p.m. Sunday through Thursday and 1:00 a.m. on Friday, Saturday and nights before holidays until 5:10 a.m. Sunday through Thursday, during the hours from 10:30 p.m. to 1:00 a.m., activity will be limited to restroom use, reading, writing, night-lights, radios/CD players and personal television use with headphones in assigned bunk; the use of day rooms, microwaves, etc. will not be allowed. Designated closed restroom times will be observed. Headphone volume must be kept at a level that cannot be heard by others at all times. Friday, Saturday and nights before holidays offenders will be in their bunk by 1:00 a.m. All activities will cease at 1:00 a.m. daily with the exception of restroom use until 5:10 a.m. Restrooms will be closed 30 minutes immediately following the lights out designated time daily for cleaning. Additional housing unit rules may be posted at individual housing units.
3. An offender must be signed out or in to the housing unit for all occasions except to food service for meals.
4. There will be no loitering on steps, doorways, restrooms, hallways, areas, walkways, etc.
5. Offenders will not perform physical exercises inside the housing units to include but not limited to push-ups, leg curls, sit-ups, etc.
6. Offenders will not utilize/be present in shower areas during designated closed times or in shower and bathroom areas during times designated for cleaning or repair without authorization from staff. Showers will be opened in housing units following the 5:15 a.m. count and closed 30 minutes prior to lights out. All housing unit showers will be closed from 10:00 a.m. through 2:00 p.m. daily for drying or cleaning purposes.
 - A. Housing unit officers may make exceptions for shower use for specific offenders when the offender's work assignment limits open shower hours, requires a shower be taken immediately, or the offender is notified of an outcount.
7. The offender's area is to be cleaned and bed made daily no later than 8:00 a.m. or prior to leaving for work or school and remain made until 4:00 p.m. daily.
 - A. Beds will be considered "made" when the top sheet and blanket of the bed are cuffed and folded under with pillow on top.
 - (1) Stand-up and Foot Locker Area Arrangement: The assigned footlocker will be placed at the end closest to the wall for the offender in the top bunk. The stand-up locker will be against the wall between bunks and assigned to the offender in the bottom bunk.
 - (2) Two Stand-up Lockers Area Arrangement: When space is available, both stand-up lockers should be placed against the wall. If space is not available the stand-up locker assigned to the top bunk will be placed against the bunk facing the aisle.
 - (3) Two Foot Lockers Area Arrangement: The top bunk footlocker will be placed at the end closest to the aisle under the bottom bunk with opening facing space between bunks. The bottom bunk footlocker will be placed at the end closest to the wall under the bottom bunk with opening facing space between bunks. Foot lockers should be parallel with the bed to allow for shoe storage behind the locker for the opposite side offender.
 - (4) Television Shelf Area Arrangement: The television shelf may be for the use of the offender in the top bunk. The arrangement of the lockers will be the same as section 7. A. (1) - (3) according to which arrangement applies.
 - (5) Foot lockers may be moved out of place while in immediate use but are not to be used as tables or chairs.

- B. One towel, one washcloth, and the offender's coat may hang on the bunk at the end closest to the wall (top of bed frame).
 - (1) Bunks with television shelves with a bar may hang items from the television shelf bar. Side bars on television shelves may be used for items on hangers with items hanging towards the walls and not turned sideways to impede the officer's view.
 - (A) Housing units with television shelves without bars will allow the top bunk offender to hang 1 towel and 1 washcloth on the bed frame aisle end. No other areas will allow items to hang on the bed frame aisle end.
 - (2) Both of the offender's laundry bags will hang on the bunk at the end closest to the wall.
 - (3) All items must be placed in a manner that does not restrict the officer's view.
 - C. One garment hanger – 6 loop may hang at the end of the bed with items hanging flat towards the wall and not sideways impeding the officer's view.
 - D. A limit of two (2) pair of footwear per offender may be neatly stored underneath bunks.
 - E. One wastebasket will be allowed on the floor closest to the wall.
 - F. Fans are to be placed on the television shelf or on top of lockers with the exception of clip-on fans that may be clipped to the wall end of the bed frame.
8. Clothing items are to be worn appropriately and appear neat and clean. This includes wearing pants/shorts at waist level and not below. T-shirts and or combination t-shirt/state gray shirt will be worn to all areas to include in route to and from the recreation yard. Shirts will not be required on the housing unit yard or at the main recreation yard or gymnasium. The wearing of boxers only will be allowed in the offender's immediate living area or in route to and from the showers. Boots are to be laced, tied, and pants will not be tucked inside boots.
- A. NO ball caps, stocking caps, or nonprescription sunglasses will be worn inside any building and must be IMMEDIATELY removed upon entrance.
 - B. Offenders are responsible for all state items issued to them. Offenders will not alter or deface state issued property. State issue item labels are not to be removed. If labels become illegible, torn, or fall off, it will be the offender's responsibility to notify classification staff of the need of a new label. Items previously labeled without a label and notification has not been made to classification staff will be confiscated.
 - C. Offenders will be subject to discipline for removing a state issue property label or wearing or utilizing an item tagged with another offender's name.
 - D. Authorized personal clothing may be worn inside the offender's living area, housing unit recreation yard, main dining room (no sleeveless, tank tops, or obvious holes/tears), gymnasium, main recreation yard, and to and from approved listed areas.
9. No food or drink item will be transported outside the housing unit yard except for canteen items transported to and from the canteen and cups/tumblers taken to the main recreation yard (containing clear liquid/ice only).
- A. Empty cups/tumblers only may enter and exit the dining hall for mainline food service.
 - B. Altered cups/tumblers will be considered contraband.
10. Smoking is prohibited in any building and twenty-five feet from any building's entrance or exit. Smoking will not be allowed on any walkway throughout the institution. Offenders may not smoke at staff smoking shelters or areas designated for staff only.

- A. Only one pack of cigarettes may be allowed outside the offender's living area with the exception of transporting no more than 20 packages of cigarettes from the canteen.
11. Offenders may not display or communicate gang activity to include written, oral, or body language meant to distinguish or encourage gang affiliation.
12. There will be no items placed on window sills, walls, or radiators with only authorized electronic appliances allowed on the top of a stand-up locker or television shelf.
13. Shower caps may only be worn inside the shower area. Shower shoes may only be worn inside offender housing units or housing unit yards.
14. Offenders are required to be in possession of a state or temporary identification card. The state identification card must be worn at all times when the offender is not in his assigned housing unit in full view facing forward, photo side showing and positioned on the upper chest portion of the outer most garment.
 - A. If there is no upper garment, the ID must be worn on the side of the waistband of pants/shorts.
 - B. Identification cards may also hang face forward on lanyards.
 - C. Identification cards must be legible for staff to identify the offender.
 - D. Offenders are responsible for the condition of their identification card and to request a replacement as needed. The offender will be responsible for the cost of the replacement card when damage was due to negligence or the ID card has been issued or replaced within a year prior.
15. Personal appliances must be turned off when not in use. Water is to be turned off when not in use. No sitting on coolers.
16. Cigarettes are to be discarded in designated areas. Trash is to be discarded in trash cans only, not on floors, walkways, or grounds.
17. Laundry bags are to be utilized for laundry only. Laundry bag strings are to be left in the bag and not utilized in any other manner.
18. It is the responsibility of the offender to return their assigned canteen bag to the designated container on the same day of spending.
 - A. The offender will be required to pay for any bag issued to him and not returned.
19. Bed linens, clothing, towels are to be washed weekly. Sheets and blankets must be sent to the institutional laundry but other clothing items may be personally washed by the offender and hung to dry in areas authorized for hanging items.
 - A. Hand washing clothing will only be allowed in the shower area and not in sinks, personal receptacles, or state property i.e. buckets, coolers, etc.
 - B. Offenders will not be allowed to use state issued bleach or any other state issued cleaning supplies for personal hand washing with the exception of soap.
20. Cutting or braiding hair will not be allowed inside buildings other than the institutional barber shop.
 - A. Offenders will not be allowed to have any symbol, letter, or number shaved or faded into their hair style.
21. Trash, hair, or inappropriate items are not to be flushed or placed in drains, sinks or toilets.
22. Offenders will be responsible to adhere to institutional schedules for designated times and/or days for recreation, chapel, required activities, and use of operational services (i.e., offender barber, canteen, library, etc.).

- A. Offenders are responsible to check callout lists daily and appear for scheduled appointments.
 - B. It is the responsibility of the offender to request an Offender Movement Pass for all movement outside their housing unit yard to areas other than mainline, operational activities during designated hours, callouts, or work/school assignment.
23. Living Area Restriction Sanction Rules: The offender is confined to her/his room, cell or living area except for meals, contact with a chaplain/designee, law library, canteen for hygiene and legal items, required activities, restroom and visits. Visits will be no-contact and two hours in duration. While on a living area restriction sanction, the following will apply:
- A. An orange vest will be issued and must be worn over your outermost garment (i.e. shirt, coat, etc.) at all times with the exception of while in your living area/bay or to and from the shower.
 - (1) The vest must be returned to the unit classification office the first working day after completion of your living area restriction sanction and if not returned to the CASE MANAGER, you will be charged \$4.30.
 - (2) Vests are NOT to be sent to the laundry and you may exchange a dirty vest with a clean one through your case manager.
 - B. Offenders are restricted to their living area/bay when not on an assigned job, academic/vocational education class, core/mandatory program, mainline meals, restroom/shower, or staff lay-in (offender appointment schedule).
 - C. Canteen purchases are limited to hygiene items, stamps, and legal items.
 - D. Law library access is upon approval from your case manager with a signed Offender Movement Pass.
 - E. Reporting to open sick call or to a scheduled medical appointment is allowed and offender appointments are mandatory.
 - F. One regularly scheduled religious service per week, as noted on your Restriction Notification form with a signed Offender Movement Pass, is allowed. Attendance for special services is not allowed.
 - G. Prior to leaving the housing unit a signed Offender Movement Pass from the housing unit officer is required for all movement not related to lay-ins or mainline meals.
 - H. Telephone use is NOT permitted without the approval of your case manager.
24. Offenders may bring their radios or CD players to the housing unit or main recreation yard but headphones must be used at all times when being operated.
- A. Offenders will be responsible to hear all staff announcements.

NOTE: These rules are subject to change at the discretion of the administration and are to be used as a guide and in no way create a protected liberty interest for any offender. Noncompliance with any established rule of the institution may result in disciplinary action. Circumstances may warrant the issuance of a different rule of conduct for the above listed activities.

Jeff Norman, Warden

Effective: October 13, 2013

HISTORY: Replaced Housing Unit Rules: Original Effective Date: July 15, 2005; August 1, 2006; September 15, 2006; April 18, 2007; May 19, 2008; July 18, 2008; July 15, 2009; December 14, 2009; July 18, 2010; July 11, 2011; June 25, 2012; September 24, 2012; November 12, 2012; October 13, 2013.

WORK RELEASE CRITERIA

1. P score of P-3 or less and institutional risk score I-1.
2. Mental Health Score of MH-2 or less.
3. Medical Score of M-2 or less.
4. Within 60 months remaining on an offender's first or second felony offense incarceration, or 30 months remaining on a third or more felony incarceration or violent offense. The offender's conditional release date will be considered his earliest established release date until a parole hearing establishes a presumptive parole release date.
5. No felony want, warrants or detainers.
6. No convictions of conspiracy to commit:
 - A. Murder in the first degree, or
 - B. Any excluded offense as part of their current sentence structure.
7. No conduct violations 60 days prior to application.
8. No conduct violation for #11 Possession/Use of Intoxicating substance for six months prior to application.
9. Should be assigned to BCC for at least 60 days prior to application.
10. No convictions or demonstrated pattern of arson, child abuse, or sexual offenses.
11. No history of perimeter escape within the current sentence structure or within the past 10 years.
12. Have a verified High School Diploma or GED certification.
13. Offenders sentenced under excluded offenders are ineligible on the grounds of:
 - A. Murder I or II
 - B. Kidnapping
 - C. Robbery
 - D. Assault
 - E. Arson I
 - F. Rape or Attempted Rape
 - G. Forcible Sodomy or Attempted Forcible Sodomy
 - H. Presence in the community should not cause adverse community reaction i.e. organized crime affiliation or gang involvement
 - I. Aggravated Harassment of an Employee

Offenders interested in work release should see their case manager for eligibility and application for work release or outside clearance.

FOOD SERVICE WORKERS

Meals:

Breakfast	5:30 a.m.
Lunch	11:30 a.m.
Dinner	4:30 p.m.

Meals are based on the Department of Corrections cyclic menu. If an offender eats everything on his tray he will receive approximately 2800 calories a day. This diet is low in fat and salt. It meets all diabetic, renal and normal dietary needs.

Special Diets:

Certified Religious Diet-Must be approved through the institutional chaplain
Veggie or Diabetic Diet-Must be approved through the medical department.

Offenders entering the dining room may wear personal clothing (**no sleeveless, tank tops or obvious holes/tears allowed**). Sweatshirts will be allowed under a state issued or personal coat during winter months. No headgear will be allowed with the exception of headgear assigned to dining room and kitchen workers. Hair combs will not be worn in the hair in the dining room.

Food service uses an incentive program for the full time workers. Workers assigned with a high school diploma or a GED are eligible for premium pay. Premium pay starts at \$10 up to \$40 per month.

Housing Unit #1 has 100 food service worker beds.

Participants in the program receive these benefits:

- Additional Recreation
- Popcorn
- Special Meal Nights (as approved)

Requirements to maintain these incentives are:

- keep the equipment in good repair and do not abuse it;
- keep the housing unit clean;
- keep food service area clean; do not damage food service equipment and;
- Do NOT STEAL.

Requests to work in food service (kitchen) should be handled through your case manager.

**BOONVILLE CORRECTIONAL CENTER LIBRARY
LIBRARIAN – SHIRL JOHNSON**



BCC LIBRARY IS IN THE EDUCATION BUILDING

HOURS

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	9-11 A.M.		9-11 A.M.	9-11 A.M.
1-4:00 P.M.	1-4:00 P.M.	1-4:00 P.M.	1-4:00 P.M.	1-4:00 P.M.
6-8:00 P.M. UPPER HILL 6, 7, 9, 10, 15 LAY-IN		6-8:00 P.M. LOWER HILL 1, 2, 3, 4, 5, LAY-IN		

➤ **YOU MUST HAVE YOUR ID CARD TO USE LIBRARY SERVICES**

NO EXCEPTIONS!

The leisure library includes fiction, non-fiction, and reference books, popular magazines, and local newspapers. Magazines, newspapers, and reference books are checked out for in-house use only. You will not be permitted to sue these materials without your ID card.

- You may borrow up to 3 books for 2 weeks. The due date is stamped or written inside the front cover of books.
- If there are no requests for books, you may borrow them for an additional week. You must bring the book back to the library to renew it.
- Books not returned by the due date are overdue. You must return books on or by the due date in order to borrow more books, or to look at magazines, newspapers, & reference books. You will receive an overdue notice within one week of the due date requiring you to return the book(s) immediately. If the book is not returned, a CDV will be issued and you will be required to pay for the book.
- **NO EXCEPTIONS!**

Book Drops are Available in the Dining Hall

CONDUCT

The library is a quiet area open to all BCC offenders during scheduled recreation hours. No shouting, cursing, horseplay will be tolerated. If you are not actively engaged in library service activities you will be asked to leave. Please be aware that group study or meeting of multiple offenders, defined as 2 or more offenders is not allowed for safety and security reasons.

ANY DESTRUCTION OF LIBRARY MATERIALS, MISCONDUCT, STEALING, ETC. WILL NOT BE TOLERATED AND WILL RESULT IN A CONDUCT VIOLATION.

- All offenders are required to sign in and out at the front door.
- No food, drinks, radios, or personal headphones.
- The library does not give out office supplies. You must bring your own.
- You may not come to the library during your work time.
- You may not come to the library during your school time.
- The restroom is for library staff only.
- Don't move the furniture.
- Pants must be at waist level and not below.

LAW LIBRARY USE

The Law Library is located at the rear of the BCC library. Legal resources include DOC policies, Missouri Revised Statutes, books, reference computers, and typewriters. Use of the Law Library and its resources is permitted during regular library hours, evening lay-in, and by appointment. Law Library services are available to offenders in segregation.

- Law clerks are available to assist you in finding the information you need to do your research. The law clerks are prohibited from doing your legal work for you.
- Time limits of one hour per visit will be enforced when other offenders are in need of the resources.
- Group study or multiple offenders, defined as 2 or more offenders, meeting in the library is not allowed for safety and security reasons. If this occurs in the library the group for offenders will be asked to disperse.

Typewriters are available for your use in typing legal documents. You must provide your own typing paper.

COPIES

- All copies are 10 cents per page. You must purchase a copy card from the canteen.

INFORMATION ABOUT YOUR MAIL

It is important that you be able to communicate with your family, friends, associates, organizations, and legal advisors. You may purchase the necessary postage stamps, paper and envelopes from the canteen.

You may write to as many people as you want, unless they are in the same institution as you. Do not seal outgoing letters except privileged mail, as it may be checked for contraband. Privileged mail are those items going to, or received from, consulates, judges, attorneys, courts, elected and appointed state officials, sheriffs, chief administrative officers, associates or assistants and central office section heads. Mail received from privileged categories will be determined by the return address on the envelope. It must be sent directly to or be coming from an office from one of the areas noted above, **NOT FROM HOME**. Privileged mail coming to you is given to your case manager to be opened in their presence.

The correct return address must be in the top left front corner of the envelope, no farther than 1/8 inch from the left edge of the envelope. It must include the following information:

YOUR FULL REGISTER NAME AND YOUR DOC NUMBER
BOONVILLE CORRECTION CENTER – HU#
1216 E. MORGAN ST.
BOONVILLE, MO 65233-1300

Initials and abbreviations for Boonville Correctional Center are NOT accepted. Any correspondence with incomplete or incorrect return addresses will be returned to you to complete or correct. Any correspondence coming to you should be addressed the same as above, with your full register name, register number, and your current Housing Unit number. Housing Unit #6 correspondence should also include a room number. There may be times when there is more than one person with the same name here, so it is important that your register number be included in the address.

Mail must have the proper amount of postage on it when it is sent to the mailroom. If not the mail will be returned to you noting how much extra postage is needed before it can be sent out. Envelopes that say EXTRA POSTAGE NEEDED means that an EXTRA stamp is needed either because of the size or weight of the card and envelope. If you have any questions about how much postage is needed on an envelope before mailing, you may either send or bring the envelope and contents to the mailroom and we will weigh it and let you know the amount required. No writing or drawing, except for addresses or special instructions such as "PRIVILEGED/LEGAL MAIL" or "PLEASE DO N'T BEND-PHOTOS INCLUDED" is allowed on the front of the envelopes. The stamp goes in the top right corner of the envelope.

The return address goes in the top left corner of the envelope-no more than 1/8 of an inch from the top of the envelope or more than 1/8 of an inch from the left edge of the envelope.

Remember, you are personally responsible for all of your mail sent out. Writing threatening or obscene letters, using the mail for extortion, obtaining money by fraudulent means or soliciting can result in institutional disciplinary action as well as possible referral for prosecution by the United States Postal authority.

There is only one mail run a day. As a rule, the correspondence coming into the institution in the morning will be delivered to you the same afternoon. Heavy mail times such as the day after a holiday, or Valentine's Day or the Christmas season, may cause a delay of not more than one extra working day to that delivery. These are the times it is especially important to have the sender use the correct HOUSING UNIT NUMBER, REGISTER NAME, AND REGISTER NUMBER in your address so as not to cause added delivery time to your mail because of the lack of or incorrect information on your envelope.

All correspondence is opened by an electronic letter opener. The envelopes are turned upside down and a small piece of the top of the envelope is sliced off. This can result in a card or part of a letter being cut. The machine is set to take off the smallest piece it can. Correspondence should be folded to leave ¼ inch of headroom in the envelope to avoid this, and cards may be sent in an envelope one size larger than the card itself.

All incoming mail will be examined for contraband. If contraband is found in your mail a written notice will be sent to you stating what the contraband was who it was from and the date the item(s), the original envelope and all of the other contents of that envelope were returned to the sender. You will get a notification if the contraband is illegal, and the entire contents of the envelope will be forwarded to the investigator.

LISTED BELOW ARE SOME OF THE MOST COMMON CONTRABAND ITEMS NOT ALLOWED:

1. Polaroid photos-all types including club photos or parts of Polaroid's (may not cut the bottom off or peel the back off).
2. Plastic items such as bookmarkers, photo IDs, plastic cards with verses, confetti.
3. Laminated or tape covered items.
4. Stamps, envelopes, writing paper, drawing paper.
5. You may receive only 25 photos per envelope.
6. Newspapers and magazines coming from in individual-they may come in by subscription only.
7. Totally nude photos are not allowed whether personal or computer generated. Less than ½ of the buttock cheek is allowed to show. All photos of the bare chest of a child including males under the age of 18 years old are not allowed. Items will be forwarded to the Censorship Committee for review and final disposition. After you have signed the paperwork presented to you by your case manager the declined photos and all other contents of the envelope will be returned to the sender in the envelope they came here in.
8. Greeting cards for you to send out are NOT allowed. The institutional chapel supplies cards for most occasions for you to send to family or friends. Musical cards with batteries are not allowed.
9. Jewelry-necklaces, rings, earrings, etc.
10. Cash, personal checks, or money orders are forwarded to the sender.
11. Only 5 pieces of paper are allowed per envelope other than the letter.
12. Clothing items or any piece of cloth.
13. No photos from other institutions. Persons from the street or home are also not allowed to send offender photos to you.

You may order, or someone outside the institution, may order subscriptions to magazines or newspapers for you. Publications dealing with drugs, the design or production of weapons, or pornography are not allowed. All such publications are sent to the censorship committee and added to the department list of publications to be reviewed. A final determination will be made by designated deputy division director if a recommendation to censor is in question. If it is not allowed, you will be notified by the committee through your case

manager. If you sign the paperwork, you may provide an address to where we will forward the magazine or you may choose to have it destroyed.

You may not order a subscription using the “Bill Me Later” method. If you have a question as to whether a certain magazine will meet censorship guidelines, you may ask your case manager to check with the mailroom and we will try and help.

If you are out to court or on a medical outcount, we will hold your mail in the mailroom until you return. We are usually notified when you return from an outcount and we will forward your mail to you at that time. Please leave a forwarding address when you are released from this institution. Your correspondence will be forwarded to you for 6 months, newspapers for 30 days and magazines for 60 days.

You may not receive photos of any type or stamps from offenders at other institutions. These items are considered to be contraband and everything in the envelope will be returned to the sender. This applies to ALL Missouri correctional centers not just Boonville Correctional Center.

If you have any questions concerning your mail please feel free to contact the mailroom. We will try to answer questions if possible.



Mental Health Services

All offender requests for individual or group sessions in the Mental Health Department are done by completing the top section of a Medical Services Request form (MSR) and signing it. Medical Service Requests can be obtained from your housing unit anytime and at the medical department.

Personal handwritten notes (kites) will NOT be accepted.

The following is a list of groups offered here at BCC.

- ❖ Anger Management
- ❖ Responsible Parenting
- ❖ Cognitive Behavior Therapy
- ❖ Depression
- ❖ Sleep Hygiene
- ❖ Trauma
- ❖ Grief and Loss
- ❖ Dealing with Feelings
- ❖ Adjustment to Incarceration
- ❖ Stress Management
- ❖ Chronic Suicidal Thoughts/Suicidal Behaviors
- ❖ Understanding Mental health with Symptom Management
- ❖ Charting a New Course
- ❖ Aftercare Transition (Life After Release)

Suicide Warning Signs

- Experiences a loss of someone (spouse, close friend, parent, sibling, etc.) or something (appeal, release date, custody level).
- Persistent sad mood.
- Sudden changes in eating habits producing weight loss; person is not dieting.
- Sudden loss of interest in daily activities or personal interests.
- Isolates self, withdraws from normal level of interpersonal interactions.
- Discusses feelings of personal guilt, shame or failure.
- Discusses thoughts of ending one's life or reports attempted suicide in the past.
- Suddenly gives away prized personal possessions.
- Obtains the means to harm self.

What to Do

- Listen and be supportive.
- Be reassuring and offer positive solutions.
- Directly ask whether the individual considers ending their life as a solution to the loss or problem.
- **Notify any staff member if you have any thoughts of suicide or know anybody who may have thoughts of suicide.**

Personal Property Information

Monday, Wednesday, & Friday

7:00 a.m. – 3:00 p.m.

Tuesday & Thursday

8:00 a.m. – 4:00 p.m.

Anyone wishing to conduct business must get with the housing unit officer and then the officer will call the property room to set up an appointment. This includes items that need mailed or sent out on a visit. The property room officer will notify the housing unit officer for the offender when packages are to be processed or to be picked up. Only items that are on the Authorized Personal Property BCC will be allowed.

Offenders are responsible for all personal property at Boonville Correctional Center. All electronic items are sealed with security seals and engraved before leaving the canteen. The property room is notified of these purchases in order the item can be placed on your personal property list and file.

Authorized items may be ordered from bone fide vendors at designated quarterly intervals. Items must be ordered from a vendor and not sent from an individual. It is not allowed for your family or friends to order items and have them sent to you at the institution. Unauthorized items will be returned at your expense or disposed of according to property procedures.

Discharge clothing (dress outs) consist of one set of clothing in one package only. Package containing discharge clothing will be secured until the offender's discharge. The offender can not receive a discharge package from an outside source until 30 days prior to his release date.

If you lose your ID card you must inform your case manager.

AUTHORIZED PERSONAL PROPERTY LIST – BCC

This document lists all authorized items and limits established by the Boonville Correctional Center administration. **Listing of items does not guarantee item availability. New item quantities may be established based on similar listed items.**

ITEM	AMOUNT
CLOTHING	
Bathrobe	1
Bottoms	6
Jacket	1
Foot Wear (not including shower shoes)	3 Pair
Shower Shoes	1 Pair
Gloves	2 Pair
Headgear	3
Pajamas	2
Socks	7 Pair
Tops	12
Thermals (Tops & Bottoms)	3 Each
Handkerchief	6
Underwear	7
DENTAL CARE	
Denture Adhesive	1
Denture Cleanser	1
Denture Cup	1
Denture Cushions	2
Floss, Mouthwash	1 Each
Toothbrush	1
Toothbrush Holder	4
Toothpaste	3
ELECTRICAL APPLIANCES/ACCESSORIES	
Alarm Clock or Clock Radio	1
Batteries (AA)	8
Batteries (AAA)	8
Batteries (D)	6
Batteries 9V	1
Cable Splitter	1
Calculator	1
CD and/or Cassette Tapes (prerecorded only)	20
Earbuds	1
Electric Razor, razor/beard Trimmer Combination or Beard Trimmer Only	1
Extension Cord	1
Fan	1
Headphones	2
Head Phone Extension	1
Hot Pot & Hot Pot Insert	1
Mono/Stereo Adapter	1
Reading Lamp & Light Bulb	1
Stinger – Immersible Heater	1
Television	1
TV Cable	1
Typewriter	1
Typewriter Correction Tape	1 Package
Typewriter Ribbon	1 Package
Walkman (CD Player, Cassette, or AM/FM)	1
JEWELRY	
No More Victims Security Bracelets	2
Wedding Ring (band –no stones)	1

ITEM		AMOUNT
	Watch	1
FOOD CARE		
	Bowl	1
	Cup	1
	Ice Chest/Cooler	1
	Pitcher or Tumbler	1
	Plastic Storage Container with Lid	2
	Spork	3
	Utensil Set (Spoon, Knife, Fork)	7
	Water Bottle (2 Qt)	1
FOOD ITEMS		
Beverages		
	Kool-Aide, Lemonade, Orange Juice, Hot Cocoa, Coffee, Tea,	7
	Soda	24
Breakfast Foods		
	Oatmeal	7
Candy		
	Bagged Candy (Small)	7
	Branch's Candy	7
	Candy Bars	20
	Jolly Ranchers	20
Main Course Food Items		40 Total
	Beef Ravioli's	7
	Beef Stew	7
	Chicken & Dumplings	7
	Chili with or without Beans	7
	Flour Tortilla Shells	7
	Jalapeno Peppers	7
	Long Grain Rice	7
	Macaroni & Cheese	7
	Meats	7
	Refried Beans	7
	Sandwiches (Pre-Packaged Purchased at Canteen)	6
	Soups	24
Snacks		
	Chips	20 Bags Total Or 7 Each
	Carmel Corn w/Tub	3
	Pickles	7
	Cookies & Crackers	20 Bags Total Or 7 Each
	Creamer	3
	Deserts	
	Hershey's Syrup, Ice Cream Sandwiches, Drumsticks	7
	Ice Cream	3
	Little Debbie Cakes & Treats	20 Cartons Total Or 7 Each
	Spreads, Dips, Sauces, Jelly	7 Total
	Sugar Cubes (Box)	1
HAIR CARE PRODUCTS		
	Comb/Pick (no durable handles)	2
	Hair Brushes	2
	Hair Care Products	2 Each
	Ponytail Holders/Rubber Bands	20
	Shower Cap	3
MEDICAL AIDS (INCLUDING EYE CARE)		
	Contacts, Clear Lens (soft/hard) continuous wear + 1 pr glasses	1 Set

ITEM	AMOUNT
Contacts Clear Lens (Disposable) + 1 pr glasses	6 Month Supply
Contact Lens Case	1
Dentures (Upper or Lower)	1 Each
Eye Drops	2
Eyeglass Strap	1
Glasses, Clear Lens	2 Pair
Glass Case (soft –if provided with the glasses)	2
Hearing Aids	1 Set
Muscle Charge	1
Saline Solution	1
Tylenol	3
Vitamins	1
MISCELLANEOUS	
Address Book	1
Air Fresheners	1
Bath Towel	4
Blanket	1
Body Wash	1
Clippers (Toe or Nail 1 each)	1
Colored Pencils	1 Box
Copy Cards	20
Cotton Swabs	1 Carton
Cough Drops	3
Deodorants	3
Dishwashing Soap	1
Document File	3
Emery Boards	6
Envelopes (Clasp)	4
Envelopes (Legal)	5 packs of 10
Envelopes (Letter)	5 packs of 10
Folder (expandable)	1
Ink Pens	5
Legal Pad	3
Loose Pictures (8"x10" Maximum Size)	25
Lotions, Creams, Moisturizers, Powders	1 Each
Mesh Shave Bag	1
Paper Bags (Brown)	5
Paper (Notebook)	3
Pencils	3
Pencil Cap Eraser	3
Photo Albums	1
Photo Frames	2
Postage Paid Post Cards w/stamps	20
Razors	5
Rug	1
Sewing Kit	1
Shaving Cream	3
Shower Caps	2
Sketch Pads	3
Soap	2 pkgs
Soap Holder	1
Stamps	100
Sun Block, Lip Therapy, Chappet	3
Sunglasses	1
Toilet Paper	4
Tums	3
Tweezers (Plastic Only)	1
Washcloth	4
Writing Pad	3

ITEM		AMOUNT
READING MATERIALS		
	Books (including legal books, dictionary, course/education and sacred writings)	6
	Magazines/Newspapers	6
RECREATIONAL ITEMS		
	Board Games	1 Each
	Dominoes	1 Set
	Playing Cards (Poker & Pinochle)	1 Each
	Racquet Ball	1 Container of 3
RELIGIOUS ITEMS		
	Beads (rosary, Dikry, etc, no gemstones)	1 Strand
	Dream Catcher (12" in diameter maximum)	1
	Feathers: Eagle/Non-Specific (12" or shorter)	3
	Head Cover (not to cover face)	1
	Medallions with Neck Chain	1
	Medicine Bag	1
	Medicine Shield	1
	Phylactery (4"x4" box containing scripture)	2
	Pipe (ceremonial – 12" maximum)	1
	Pipe Bag	1
	Pouch (12" x 12" maximum)	1
	Prayer Shawl (4' x 6' maximum)	1
	Rakusu Instruction Booklet	1
	Rakusu Kit (20 Cloth Pieces Total)	1 Set
	Religious Pins (2" maximum)	2
	Runes (2" x 2 ½ " maximum)	1 Set
	Sacred Writing	1
	Sage, Cedar (4 oz or less combined)	4 Ounces
	Sweet Grass for Crushing or Bruising	2 Braids
	Tarot Cards (3" x 5" Maximum)	1 Set
	Tobacco (4 oz or less) for smoking or bruising	4 Ounces
	Worship Rug (in addition to personal rug)	1
ROOM CARE		
	Fly Swatter	1
	Hanger	12
	Loop Hanger	1
	Locks/Combination	1
	Mirror	1
	Wastebasket/Trash Can	1
SHOE CARE		
	Shoe Insoles	1 Each Pair
	Shoe Laces	1 Each Pair
	Shoe Shine Brush	1
TOBACCO SUPPLIES		
	Cigarette Papers	3 Books
	Cigarette Case	1
	Cigarettes	20 Pkg
	Cigars	10
	Lighters	2
	Pipe Cleaner	1
	Pipe Filters	1 Box
	Rolling Machine & Sleeve Replacement	1
	Tobacco Cans	2
	Tobacco Pouches	4
GRANDFATHERED ITEMS		
	A/C Adaptor	1
	Belt	1
	Crock Pot	1
	Dual or Single Cassette Stereo	1

ITEM	AMOUNT
Earrings	2
Denim Clothing	(Per Clothing Limits)
Footwear (personal shoes, boots and work shoes)	5 Pair
Hand Towel	4 Each
Neck Chain (Non-Religious)	1
Personal Coat	1
Rings (non-wedding)	1
Wallet	1
Weight Lifting Belt	1
<i>Grandfathered items should be removed from any offender when the item is no longer in working order, poor condition or the offender is assigned to administrative segregation.</i>	

Revised: 02-27-13; 07-22-13; 9-12-13

PAROLE ISSUES

Any questions regarding parole issues should be submitted to your institutional parole officer.

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 that 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 from the Board you will meet with a parole officer and will be given an opportunity to ask additional questions concerning your case.

PAROLE HEARINGS: Prior to your parole 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 person 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 4 to 6 weeks following your hearing). You will be given the opportunity to discuss your answer and special conditions and may request an appeal in certain situations.

ADMINISTRATIVE PAROLE/TIME CREDIT DATE CONSIDERATION: The time credit release date is the conditional release date less the time credit granted. Time credit consideration is not a factor if you have already been seen by the Parole Board and received a presumptive parole release date. If you are eligible and have a time credit date listed on your institutional face sheet, the records office will automatically submit your name to the Warden for consideration approximately 9 months prior to your time credit release date. The Warden recommends either approval or denial of the time credit date to the Parole Board through the Parole Office. If the Warden recommends time credit approval, your institutional parole officer will discuss offender options and may prepare a written report to the Parole Board. The parole officer will notify the offender if the time credit has been granted or denied.

PRE-RELEASE REPORT: When you are approximately 9 months short of your scheduled release date, a parole officer will meet with you to discuss what you have accomplished since your last hearing, to assess your behavior since your hearing and to verify your home plan. At this point a report is prepared for the Board and your date and

conditions can remain unchanged, your date can be extended based upon your institutional adjustment and/or failure to complete MOSOP, if required or other special conditions can be added.

HOME PLANS: Your home plan will be sent out to the District Office for approval 2 months prior to your release date. After your home plan is approved, the Parole Officer will send you a “kite” letting you know. Please always have a secondary home plan available in case the primary one is denied. If you have an interstate compact, it will need to be started 3-4 months prior to your release. You CAN NOT have any felony detainers in Missouri and must live with immediate family. You will need to see your Parole Officer ASAP if you wish to reside out of state. If you have no acceptable home plan in Missouri, a Residential Facility bed can be booked. There are certain restrictions on the Residential Facilities, so please speak with your Parole Officer.

INTERVENTION FEES: The Board of Probation and Parole is authorized by Missouri State Statute (HB700-effective date 8-28-05) to collect an Intervention Fee monthly from individuals on supervision. The fee is used to support case management and intervention services provided to individuals on probation, parole or conditional release supervision as well as address the public expectation that offenders help offset the costs of these services to the State of Missouri. The following clients are allowed temporary payment waivers based on their personal situation:

1. Insufficient income (2007 US Dept of Health and Human Services Poverty Guidelines)
2. Confined in local jail (More than 30 days)
3. Recently released from the Missouri Department of Corrections on Probation, Parole or Conditional Release Status (Waived for the first 90 days after release)
4. Judicial Waivers (Court directive to agency not to collect the Intervention Fee).

If you feel you will qualify for a waiver, contact your supervising officer once you are released. If you feel you are due a refund or credit to your account, it is your responsibility to provide written verification to your assigned parole officer before the process can be started.

COMMUNITY RELEASE CENTERS/COMMUNITY SUPERVISION CENTERS:

If you have no home plan, a Residential Facility Placement bed will be requested. Placement is requested based on county of sentencing. There are currently 2 Community

Release Centers: St. Louis Community Release Center (SLCRC) and Kansas City Community Release Center (KCCRC), and one Residential Facility (Reality House, Columbia, Missouri). Reality House is only available if you were sentenced in the following counties: Boone, Cooper, Callaway, Randolph, Howard, Audrain, Moniteau, or Cole.

Community Supervision Centers are available on a limited basis, and generally require sentencing in the district, and two denied home plans. There are currently Supervision Centers in the following areas: St. Joseph, Hannibal, Farmington, Poplar Bluff, and Fulton.

Once a Residential Facility Placement bed has been requested, it becomes a Board Stipulation and Special Condition of parole. You will be required to complete whatever program is in place at the facility, and will be required to submit an approved home plan prior to discharging from the facility.

BOARD TECHNICAL VIOLATORS: Board Technical Violators are parolees returned to DAI for technical violations of their parole. They are Board directed to complete a program at BCC and remain on active parole. Currently, BTV offenders are required to submit a home plan for approval, and may be asked to complete Pathway to Change classes 1-6 and/or Employability/Life Skills if they have not recently done so. Length of time at BCC varies from 3 weeks to 90 days.

JAIL TIME: Jail time is given by the Court. If you believe you are missing jail time, contact the Records Officer. Other questions about jail time can be sent to your Parole Officer. Jail time is considered time served and comes off the front of your sentence.

GENERAL INFORMATION

Listed below is some general information that may assist you while incarcerated at BCC. Be assured that we are aware that everyone's needs and sentence structure are unique. This is just information to assist you in communicating with your parole officer.

1. Your parole officer is assigned to you according to the Housing Unit you are assigned.
2. To contact your officer, write a legible note addressed to your parole officer which clearly identifies the issue you need resolved and ensure you include your name, inmate number and housing unit number on the note. Your note will be answered as soon as possible either in writing or in person.

3. Any letters or correspondence from family members or employers, etc. can be mailed directly to the parole office and they will make sure they are made a permanent part of your file material.
4. Parole hearings will be scheduled based on sentence length. The salient factor score will be calculated at the time of your pre-parole interview and a copy of such will be provided to you at the time you receive the Parole Board's decision..
5. Most technical parole violators will be scheduled for a parole hearing six months after their return, unless the Board does not schedule a hearing and simply establishes a release date.
6. Any Person convicted of a dangerous felony is required to serve 85% of the sentence. A dangerous felony is Forcible Rape, Forcible Sodomy, Robbery 1st, Murder 2nd, Kidnapping, Arson 1st, Assault 1st. Additional crimes committed on or after 8-28-02 include Attempted Forcible Rape (with physical injuries) and Attempted Forcible Sodomy (with physical injuries). Additional crimes committed on or after 6-27-03, include Assault of a Law Enforcement Officer 1st, Domestic Assault 1st, Elder Abuse 1st, Statutory Rape 1st (victim less than 12 years of age at time of offense), Statutory Sodomy 1st (victim 12 years of age at time of offense) and Abuse of a Child (offense result in child's death).
7. It is important that you begin working on your home plan ahead of time. Have the home plan and an alternate ready when your parole officer calls for you. It will help them to better serve you as well as to ensure the process is expedited.

PROBATION ISSUES

OFFENDERS WHO HAVE BEEN SENTENCED PURSUANT TO RSMo 559.115 OR RSMo 217.785 (120 DAY ITC, SIP OR GP) BY THE COURT: A Parole Officer will meet with you prior to your 90th day so a report to the Court can be generated. You do not need to request to see your Parole Officer as you will be automatically scheduled at the appropriate time.

WHEN DOES MY 120 DAY COUNTDOWN START?

Shock Incarceration Program & General Population SIP: Your 120 day starts from the date of your arrival at MODOC. (Revised 8-28-13)

WHEN IS MY 90 DAY REVIEW?

Your 90 day review occurs during the 3rd month. We try to complete all interviews 1 week prior to your 90th day. Please bring any certificates of completion and school reports with you to the interview if you have them.

WHEN WILL I BE RELEASED?

You will be released on your 120th day unless otherwise ordered by the Court for an earlier date. If you have any detainers, they will be informed of your release date and they can choose to pick you up. If you are in the SIP program, we can not hold you past your 120th day unless you are denied probation by the court. General Population offenders will not be released without a court order. If you have a detainer and the county holding the detainer is unable to pick you up on your 120th day, they will make arrangements for you to be held in the custody of the Cooper County Sheriff's Department until their county can pick you up.

WHAT IF I HAVE WARRANTS OR A DETAINER?

A warrant check will be completed prior to your release. If a warrant is found, the agency the warrant is with will be contacted by our records office to determine if they are willing to pick you up or not. A detainer can be place with the Department of Corrections at any time.

WHEN ARE WARRANT CHECKS COMPLETED AND WHO COMPLETES THEM?

Warrant and Mules checks are completed by the Records Office at the Reception and Diagnostic Centers. The Records Office will complete a warrant check 3-5 days before your release.

WHEN SHOULD I SUBMIT MY OUT OF STATE HOME PLAN?

If you are an SIP or General Population 120, a kite should have been submitted to the Parole Office as soon as you entered the Reception and Diagnostic Center and then again when you arrive at the Boonville Correctional Center.

HOW LONG DOES AN OUT OF STATE HOME PLAN TAKE TO BE APPROVED?

It normally takes 2 months for an out of state home plan to be approved. A back up Missouri home plan is necessary or a bed will be booked for you within a Residential Facility.

WHAT IS THE IMPACT OF A CDV AND COURT REPORTS?

All conduct violations are reviewed to determine the seriousness of the violation. The total includes any that you receive while in the Reception and Diagnostic Center. The best way to sum it up is- If you cannot abide by the rules here for 2-3 months with minimal CDV's, what makes us believe you can successfully complete a probation term in the Community.

WHAT HAPPENS IF YOU RECEIVE ADDITIONAL CONDUCT VIOLATIONS AFTER THE COURT REPORT IS SUBMITTED TO THE COURT? ARE YOU TERMINATED?

A Supplemental Court Report will be submitted to the Court and a phone call will be placed to the Court. Ultimately your release or denial is up to your judge. We only make recommendations.

*** Should you be terminated from the Shock Incarceration Program, you will not be released to community supervision unless the Court orders your release.

WHAT IF I DO NOT RECEIVE A RESPONSE FROM THE COURT?

A phone call will be made by us to your Judge 10 days prior to your 120th day. Should a response still not be received from your Judge, you are given a statutory probation release which is basically release on unsupervised probation. Should a response from the Court be received after your release, your orders will be faxed to your home plan district Probation and Parole office. You will be contacted by a Probation and Parole Officer so that supervision can occur. Please be aware that this situation very rarely occurs.

WHO IS MY PROBATION OFFICER?

Mr. Wesley Wells handles the caseload of offenders whose last name starts with A-L and Ms. Brenda Jamison is responsible for offenders whose last name starts with M-Z. Burt Karschner is responsible for all R&O offenders.

ALL OFFENDERS ARE REQUIRED TO ATTEND AND SUCCESSFULLY PARTICIPATE IN CLASSES.

BCC PROGRAMS

BCC will offer the following programs. All offenders are strongly encouraged to take advantage of program opportunities to ensure your successful release. This schedule is subject to change as classes are formed and announcements of additional classes will be posted.

ALCOHOLIC ANONYMOUS/NARCOTICS ANONYMOUS

WHO	WHERE	WHEN	CONTACT	DURATION
General Population Offenders	Basement G S Bldg	AA- twice a week Monday and Wednesday NA - Mon. only	Chapel/ Tami Cerny -Cordes IAC	6-8pm

ALTERNATIVES TO VIOLENCE

WHO	WHERE	WHEN	CONTACT	DURATION
General Population Offenders seeking to develop self-control mechanics	Marshall Room - G S Bldg.	Sat-Monday As arranged	Tami Cerny-Cordes, IAC or team	Every other Month 28 hour class

ANGER MANAGEMENT- Offenders Skill Building Class Express Anger Positively

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	HU#15	Monday AM	Patrick Fitzgerald, CCM I John Stralka, CCM II	10-14 Weeks
General Population	HU#15	Tuesday PM	Ron Bates	10-14 Weeks
General Population	Basement GS Bldg	Thursday AM	David Wallingford, CCM II	10-14 Weeks
General Population	HU#15	Thursday PM	Barbara Winfield, CCM I	10-14 Weeks

CELEBRATE RECOVERY-Faith Based 12 Step Program

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	Chapel	Tuesday Evening	Chapel Volunteers	4 Weeks - Certificate

CHARACTER FIRST

WHO	WHERE	WHEN	CONTACT	DURATION
General Population Offenders	Chapel	Every 1 st & 3 rd Saturday PM	VIC led	On- Going

CHILD SUPPORT ENFORCEMENT-Offenders wishing to know their responsibility towards child support payments.

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	H U #15	Every 3rd Friday - AM	Chad Luetjen, MRP-IAC	.45 min. each On-Going

FINANCIAL PEACE UNIVERSITY

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	H U #15	Friday AM	Darin Gerke, CCMII	8-10 Weeks
General Population	Chapel	Friday AM	Chapel Volunteer	8-10 Weeks

IMPACT OF CRIME ON VICTIMS-Offenders wishing to modify their thought process in a positive way.

WHO	WHERE	WHEN	CONTACT	DURATION
SIP	Basement GS Bldg	Tuesday/Thursday PM	Dale Dinwiddie, CCMII	10-12 Wks
SIP	Basement GS Bldg	Tuesday/Thursday PM	Cheryl Carpenter, CCMII, CRADC, CCJP	10-12 Wks
General Population	HU#15	Thursday AM	Teri Twyman, CCMII	10-12 Wks
General Population	Basement GS Bldg	Thursday Evening	Shannon Twenter, FUM Joe Litwiller	10-12 Wks
General Population	HU#15	Friday AM	Darin Gerke, CCMII	10-12 Wks

INSIDE OUT DADS - Offenders wishing to develop parenting skills.

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	Basement G S Bldg	Friday AM	Mark Browning, CCMII	10-12 wks

INSIDE OUT DADS - CHRISTIAN - Use Chapel Application-Offenders wishing to develop parenting skills.

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	Chapel	Monday AM	Chapel Volunteer	8-10 Weeks

PATHWAYS TO CHANGE

WHO	WHERE	WHEN	CONTACT	DURATION
SIP	GS Bldg Basement	Monday/Wed PM	Cheryl Carpenter, CCMII CRADC, CCJP	Lessons 1-6
SIP	GS Bldg Basement	Monday PM	Dale Dinwiddie, CCMII Nancy Koonse, CCMII	Lessons 1-6
General Population Offenders	HU#15	Tuesday AM	Barbara Winfield, CCMII Lesi Smith, CCMII	Lessons 1-12
General Population Offenders	HU#15	Friday AM	Randi Blank, CCMII Hayley Kraft, CCMII	Lessons 1-12

PURPOSE DRIVEN LIFE

WHO	WHERE	WHEN	CONTACT	DURATION
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General Population Offenders Pick up application at the Chapel	Chapel	As Announced	Chapel Volunteer	12 Weeks
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RAIN-SEXUALLY TRANSMITTED DISEASE

WHO	WHERE	WHEN	CONTACT	DURATION
All Offenders	H U #15	Currently Unavailable	IAC	1 hour

STORY LINK- Offenders who have children/grandchildren with whom they maintain contact.

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	Basement G S Bldg. Gertrude Marshall RM	Third Tuesday of the Month	Tami Cerny- Cordes, IAC Or team	1 hour

THINKING ERRORS

WHO	WHERE	WHEN	CONTACT	DURATION
General Population Offenders	Mental Health Office GS Building	Wednesday AM	Chief of Mental Health	6 Weeks (approximately)

WORK FORCE DEVELOPMENT-Offenders wishing to increase their work skills.

WHO	WHERE	WHEN	CONTACT	DURATION
General Population	H U #15	Every 3rd Friday - PM	Chad Luetjen, MRP-IAC	.45 min. each On-Going

Revised August 15, 2013

BCC CHAPEL PROGRAM REQUEST

Name (print clearly): _____

DOC# _____ HU# _____

Check One: ___ Add my name ___ Drop my name

Check Only One Religious Group's Call-out:

- Celebrate Recovery (Xn 12-Step group—Tuesdays 6:15 pm)
- Christian Catholic (Fridays @ 1:00 pm)
- Christian General (Weekday evenings exc. Tues.)
- Christian General (Sundays 9:30 a.m.)
- Christian General (Primary service—Sundays 6:15 p.m.)
- Christian General (Fishers of Men—2nd & 3rd Saturdays 1:00 p.m.)
- Christian General (True Life Min.—Saturdays 6:00 p.m.)
- Jehovah's Witness (Friday @ 6:15 pm)
- M.S.T.A. (Primary service--Fridays @ 8:00 am)
- M.S.T.A. (Secondary service—Thursdays @ 1:00 pm)
- Muslim—Jumuah Prayer (Primary service--Fridays @ 1:00 pm)
- Muslim—Ta'aleem (Secondary service-Wednesdays @ 6:15 pm)
- Native American (Thursdays, 1:00 pm)
- Seventh Day Adventist (Wednesdays, 6:15 pm)
- Other Service/Program _____

Use only official names and full register numbers on this call out request form. If you miss more than three lay-ins in a row, you will automatically be removed from a lay-in. Lay-in to religious group must match your religious group listed on your face-sheet. Don't request a lay-in for secondary services when you are scheduled for school or work at same time. **Notify the Chapel (with a new form) when you**

move HU's!

Signature

Date

BOONVILLE CORRECTIONAL CENTER
VISITING ROOM INFORMATION, RULES & GUIDELINES
OPEN VISIT

Institution: 660-882-6521

Visiting Room Sergeant Extension-130 or Visiting Room Officer Extension-128/129

The Boonville 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

Regular Visiting Days: Friday, Saturday & Sunday:

1st Block: 9:30 A.M. to 1:30 P.M.

2nd Block: 2:30 P.M. to 6:30 P.M.

Visitors will be allowed a minimum of one two hour visit during one block of visiting each visiting day. If space is available for all visitors wanting to enter, visitors may stay for the entire block. All visitors and offenders will be required to leave the visiting room at the end of each block. Visitors are restricted to one visit per day. Each block of time will be considered one visit.

No-Contact Visiting: Offenders are notified of no-contact visiting status. It is the responsibility of the offender to notify any approved visitors of this status. All no-contact visits will be no longer than two hours in duration and are limited to three visitors with no exchange of visitors allowed.

Offenders are limited to eight (8) visits per month. Offenders who are violation free for 120 days may request one additional visit per month through their assigned case manager. Offenders assigned to the Boonville Treatment Center will only be allowed to visit on Saturday or Sunday.

Offenders will not be called to a visit after 12:30 P.M. for the first block of visiting and not after 5:30 P.M. for the second block of visiting.

APPROVED VISITING LIST: All visitors must be on the offender's approved visiting list before being allowed to visit with the exception of newborn to one-month old infants of the offender who will be allowed one (1) visit while their visiting application is being processed for placement on the offender's approved list. Offenders are only allowed to visit with persons on their approved visiting list.

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, 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. Headgear will not be permitted with the exception of approved religious headgear.

IDENTIFICATION:

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: No identification necessary.

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.

Visitors whose religious tenets do not allow for photo identification must request prior approval to visit with a non-photo identification state ID card through the assistant warden regardless if their visiting application has been approved

VISITORS ALLOWED:

NUMBER OF VISITORS: A visit shall be limited to three (3) visitors per offender and may include up to three (3) additional visitors who are under the age of 5.

APPROVED VISITORS: Approved visitors may visit offenders assigned to Boonville Correctional Center any scheduled visiting day (Friday - Saturday - Sunday).

BOONVILLE TREATMENT CENTER:

Only those visitors listed as immediate family members, significant other, or primary support person may visit offenders assigned to Boonville Treatment Center. Visits for BTC assigned offenders are limited to Saturday and Sunday.

Immediate Family will include: 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, primary support person and spouse, children or stepchildren and their spouses, grandchildren or step grandchildren and their spouses, and great-grandchildren or step great-grandchildren and their spouses.

CONTRABAND: Visiting room staff shall direct non-dangerous contraband items to be removed from the institution. The visitor must take the item to their vehicle or dispose in the contraband receptacle by the entry gate before being allowed to reenter the institution.

Visiting room staff shall contact the shift supervisor regarding the presence of dangerous contraband, which shall include, but is not limited to, firearms, alcohol, illegal drugs, etc. The presence of dangerous contraband may require the involvement of local law officials.

TERMINATION/DENIAL OF A VISIT BY STAFF: Visits for approved visitors 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, adult, child or pet left unattended in a parked vehicle, visual evidence of a communicable disease, unidentifiable or unacceptable picture identification.

TERMINATION OF VISIT BY VISITOR: The visitor may terminate the visit at any time. When the visitor terminates a visit, the visitor shall not be allowed to return on that visiting day to visit with the same offender or any other offender. If the registration deadline has not expired, other visitors may be admitted to visit with the offender. When the number of visitors wanting to visit an offender exceeds the allowed limit, visitors may exchange one or more individuals one time during the visiting block except for offenders on no-contact status.

APPROPRIATE DRESS: No alternate clothing will be provided. Visitors must dress according to the following guidelines: appropriately, according to gender, for identification purposes and the good order and security of the facility, clothing must not be excessively tight or baggy, transparent or otherwise revealing, skirts, dresses and shorts must be no shorter than the top of the knee cap when standing, no wrap around skirts or dresses, slit dresses and skirts are not permitted when the slit extends higher than 2 inches above the top of the knee, dresses or skirts with fasteners will remain closed so that the garment is not open more than 2 inches above the top of the knee, no holes or slits permitted on jeans/pants, 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, appropriate undergarments must be worn and not visible, shoes must be worn except by infants not walking. Clothing must not be gang related or camouflaged, must not have printed racial or ethnic slurs or obscenities, or depict or advocate the use of drugs or violence (either in written or picture form). Only religious headgear may enter the visiting room. Only prescription sunglasses allowed.

ALLOWED ITEMS TO BE BROUGHT IN: Wallets and purses will not be allowed. Identification, keys (key rings will be allowed, but must not contain items considered contraband on them), and change limited to \$50.00 in coin, one dollar, or five dollar denominations for vending machine use. Visitors with infants may bring the following: one clear carryall for infant supplies, six (6) cloth or disposable diapers, one single layer baby blanket without edge binding or lining, one change of infant clothing, three (3) clear plastic baby bottles of prepared formula, juice or water, one clear plastic no-spill toddler cup, three (3) unopened vendor plastic containers of baby food, one plastic pacifier, plastic teether and rattle, one small plastic feeding spoon, and one unopened commercial package of wet wipes. Do not change infant's diaper on visiting room table.

Visitors may NOT bring in pagers or cell phones into the visiting room. State phones will not be available to make or receive phone calls.

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. These items must be brought in a clear plastic bag only. Paper bags, folders, trapper keepers, or backpacks will not be allowed. Artwork completed in the visiting room by children under 18 may be taken back to the housing unit with the offender with approval of visiting room staff. Artwork may not depict acts of violence, vulgarity, sexual matters, or any material that could be considered offensive to the general public.

CHILDREN'S BIRTHDAY CELEBRATION: Offenders may celebrate a birthday with the offender's child, sibling, grandchild, great-grandchild or equivalent step relationship up to and including their 12th birthday. 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, prior or following, the actual birthday. Utensils and paper products will be provided. 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 and stored in the original vendor's container of cardboard or a plastic see-through container. The cake may not contain any decoration except icing. Plastic decorations, candies, sprinkles or candles will not be allowed. 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. **No ice-cream cakes allowed.**

MEDICATION/SURGICALLY IMPLANTED METAL HARDWARE: Nitroglycerine, insulin, oxygen, asthma inhaler, and insulin needle and syringe will be allowed in the visiting room. Items must contain the name of the visitor. The visitor will be required to show the visiting room officer the medication upon entering the visiting room. Needles and syringes will need to be given to the officer until their use is required. No other medication will be allowed in the visiting room without documentation from a physician that the medication is required to maintain a visitor's life. Visitors who have surgically implanted hardware will be required to submit a physician's statement verifying the implant. Visitors who have special needs (for example: wheelchairs, assistance animals, etc.) must submit a written statement from a physician.

USE OF VENDING MACHINES: Food and drink may be purchased from vending machines. Offenders will not be allowed to go to the vending machine or handle money. Visiting room staff will not make change. Offenders and their visitors may not feed each other or share beverages. Food items are not to be exchanged or given to other visitors, offenders, or visiting room porters not assigned to the offender's table. Offenders will not be allowed to remove food or drink from the visiting room. Visitors may take out food and drink containers when leaving the visiting room. Food items purchased will need to be placed on the table, fully opened with contents exposed and may be shared with the offender. Offenders may have their own beverage but the offender will not be allowed to drink from a visitor's beverage or share their beverage with any visitor(s).

PERSONAL CONTACT: Offenders and visitors will be allowed one greeting and departing embrace and brief 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. No personal contact shall be allowed for a no-contact visit. Your visit will end at the assigned table and the offender will remain at the table following the end of the visit. At the end of the visit no further touching will be allowed.

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 front entrance (north wall) during the visit. A spouse, significant other or female friend must sit across the table from the offender.

SUPERVISION OF CHILDREN: Visitors bringing a child to visit shall be responsible for the child's behavior and physical safety.

TOYS: Toys and books are available for children to use during visits. The toys will be used on a first come-first serve basis. Toys and books are to be returned to the toy box at the conclusion of the visit or when the child is done playing with them.

USE OF RESTROOMS: Visitors may not use the restrooms until they have been processed. Children must be accompanied by an adult at all times to include restroom use.

PARKING: Vehicles are to be locked and windows rolled up. Vehicles on the parking lot must be unoccupied to include pets. Visitors are to refrain from yelling or gesturing to the offenders while on state property. Children should be in control of an adult when walking from their vehicle to the entry gate. No loitering will be permitted in the parking lot. Any violation of the above may result in the termination of your visit.

VISITING APPLICATIONS: It is the responsibility of the offender to send visiting applications to persons to be placed on the offender's approved visiting list and notify visitors of their approval or denial. Visiting applications may be available in the visiting room. Copies can be made of the Visiting Application for multiple individuals but the completed form sent to the institution for processing must contain the original signature of the party requesting to visit or the legal guardian/parent of a minor.

VISITING ROOM PICTURES: Digitally produced pictures may be available during your visit. The price is subject to change. The offender's will receive the photos after they are printed. Retakes are at the discretion of visiting room staff.

FOOD DAY VISITS: General population offenders must be eligible (120 day violation free) to participate in food visits occurring in March and September. The offender is responsible to make application and notify his visitors when approved. Offenders in housing units designated for additional incentives due to work assignments or good behavior may be eligible for food visits 5 times a year to include January, April, June, August, and November. Food visits may be cancelled due to the offender becoming ineligible prior to the actual date of the food visit. All food items/containers

must be clear plastic and will be searched. Plastic utensils, and paper/Styrofoam plates will be allowed. No tablecloths, etc. A total of 4 containers may be brought for each authorized food visit. All food must comply with security regulations. Containers for home prepared or store-bought foods may be no larger than a 9 x 9 x 4, and must be constructed of clear plastic only. Food brought from vendors must be in the original container (no glass, metal, aluminum pans or foil). In addition to the above 4 containers, paper, plastic or Styrofoam disposable dinnerware and eating utensils are allowed and must be provided by the visitor. Jell-o, pudding, ice cream, small candies, sprinkles which resemble M&M's or nuts in the shell will not be permitted. Separate containers of condiments will not be allowed, however individual sealed packets of condiments will be allowed. No drinks will be allowed but can be purchased in the visiting room. All items not disposed of or eaten must be removed by the visitor. The offender will not be permitted to take food back into the institution.

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 or the BCC visiting liaison may be available to answer questions, Monday through Friday 8:00 A.M. to 4:00 P.M. 660-882-6521 when necessary.

APPROVING AUTHORITY

Jay Cassidy, Warden

Effective Date: August 1983, Revised Effective Date September 19, 1994; April 1, 1995; December 1, 1995; January 1, 1997; July 7, 1997; August 1, 1998; October 20, 1998; February 1, 2001; and February 27, 2001; April 20, 2002; June 15, 2002; July 10, 2003; November 10, 2003; April 1, 2004; March 1, 2005; May 27, 2005; August 20, 2005; August 1, 2006; September 26, 2008; February 8, 2010; September 2, 2010; May 1, 2011; October 21, 2012; March 14, 2013.

BCC VISITING ROOM OFFENDER RULES

1. Offenders are to wear a complete uniform when coming to the visiting room. Offenders are to wear **ONLY** one item each of the following apparel; t-shirt, state gray shirt, state coat, state gray pants, boxers, and one pair of socks when coming to the visiting room. Shoes will be exchanged for shower shoes and are to be worn at all times in the visiting room. No items will be brought to the visiting room with the exception of the offender I.D. card and inhalers.
2. Offenders will enter the visiting room strip-search/dressing room, side closest to the porch to be frisk searched. Shoes are to be placed into the bag provided and given to the officer. The officer will place the bag on a numbered peg. Offenders will not be allowed to touch the pegboard for any reason. The offender will sign in with his name, register number, housing unit number, and peg number noted on the sign in sheet. The offender will also list any authorized property, i.e., watches, rings, earrings, glasses, where indicated on the sign in sheet.
3. Offenders will approach the visiting room counter and give their ID to the visiting room officer prior to being seated at a table.
4. Offenders and their visitors are **allowed one greeting and departing embrace and brief kiss at 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 legs directly under the table with hands on top of the table at all times. Offenders must sit across the table from a spouse, significant other or female friend.
5. Offenders may **NOT** handle money or go to the vending machine area with or without visitors.
6. 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. Offenders and visitors may hold hands or embrace while taking their picture.
7. Children 12 and under are not allowed to go anywhere by themselves. Offenders may accompany them to the toy box and your visitor may take them to the bathroom 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.
8. Offenders will remain at their table during count. If a name and number count is required, the visiting room officer will instruct the manner the count will be conducted.
9. All visits are ended at the table and not at the counter, therefore the "brief hug and kiss" will be at your assigned table. If the visiting room is closed, remain at your seat until the officer calls you up to the counter to receive your ID.
10. After being strip-searched, the offender will receive his shoes. Offenders are not to touch the pegboard or any of the hanging bags. The officer will remove the bag from the pegboard, search the items, and give it to the offender. The offender will sign out at the direction of the officer. The officer will then release the offender to return to his house.
11. The only items allowed to leave the visiting room with the offender will be approved legal paperwork and children's artwork as approved by the visiting room officer.
12. Offenders will not be allowed to go to the vending machine or handle money.
13. All rules are subject to offenders entering any area of the visiting room for visits, parole hearings, or IEP meetings.
14. The door leading from the visiting room into the offender bathroom and shakedown room will remain locked during visiting hours. Offenders will not be allowed to enter the bathroom without staff accessing the door each time an offender requests to enter this area.
15. Offenders are responsible for all directives regarding visiting as outlined in IS13-3.1 Offender Visitation.