

CHILlicoTHE CORRECTIONAL CENTER

GENERAL POPULATION

RECEIVING
AND
ORIENTATION
INFORMATION

(Revised 10/23/2013)

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CANTEEN

A Canteen Spend Calendar is posted on every housing unit which lists holidays, housing unit spend days, and special group spend days (i.e. MVE, Tutors, etc.). Offenders are allowed to shop only on their housing unit day, once per week. All offenders are required to shop on their off-time.

If you would like to know how much money you have to spend at the Canteen, you may use the kiosk located in your housing unit wing. Classification staff will assist you in determining your balance only when the kiosks are inoperable. Be sure of your account balance before making out your canteen request. Do not submit a request for more than your available balance.

You can spend up to \$300 per month or \$75 per week, excluding special spend purchases such as radios, televisions, fans, typewriters, electric razor, headphones, CD players, postage stamps and stamped post cards, offender organization activity coupons, and clothing, shoes, and linens. The third week of each month is draw week. Your state tip is posted to your account at that time. No tennis shoes, MVE, or items that require engraving will be sold during draw week.

Canteen orders are to be entered on the kiosk in your wing prior to your canteen day, as indicated below.

An informational video demonstrating how to place an order is being shown regularly on the Offender Channel.

Orders may be placed or amended until 9:00 a.m. the day before your spend day.

You may pick up your orders from Canteen from 12:30 p.m. to 1:00 p.m. and from 3:15 p.m. to 4:00 p.m. on your respective spend day.

YOU WILL NOT BE RELEASED FROM SCHOOL OR WORK TO PICK UP ORDERS

Upon receipt of the bag, you will be responsible for checking the bag (before opening) to ensure accuracy.

Once you have broken the seal of your bag or left the Canteen area, no additions or changes will be made to the order.

Coupons for washer/dryer time, ice cream, hair care chemicals and appliances along with the receipt will be stapled to your bag.

Washer/dryer coupons and ice cream coupons will be redeemed at Window #1 before leaving the Canteen.

Coupons for appliances will be redeemed at Property per current protocol.

Once you return to the housing unit, you are to empty the delivery bag and drop it in the designated container.

Designated containers are located behind the Housing Unit Control Module.

Offenders who do not turn in the Canteen bag are subject to a conduct violation.

Bags will be picked up the following morning by a Canteen Worker.

Items not picked up by an offender on the designated spend day will be delivered to Property to be stored and picked up at a later time.

It is your responsibility to check all your Canteen items before you leave the Canteen window. Once you sign your receipt, the transaction is complete.

OFFENDER FINANCES

The Business Office can answer questions regarding Offender Accounts. A Kiosk is located on every wing of the Housing Units to assist with information on your account balances. You will need a PIN number to access your account; one may be obtained at the canteen.

If you have questions about your account, including questions regarding Victim's Compensation, you may address them to the Business Office. Please be sure to include your name and number on all inquiries. You can request an account statement for the last six months. We have access to see what is owed on the Inmate Revolving Fund. If you need a Certified Account Statement, you must request it through our office; we will forward it on to Offender Finance in Jefferson City. State the reason for the Certified Account Statement on your request. It could take one to two weeks to get a Certified Account Statement back, so please allow ample time.

If for some reason you think that money has been placed on your account and it is not, the person that sent the money must go to the place of purchase and have it traced. If it was cashed by Offender Finance, we need the money order number or the tracking number and the date that it was cashed.

There are three ways to have money sent to you. A money order with a deposit slip must be mailed to Offender Finance in Jefferson City. If it is sent here, our mailroom will return it to the sender. The fastest way to have money sent is JPay or Western Union Quick Collect. If it arrives in Jefferson City by 3:00 p.m., it will be posted to your account for the next day.

All green checks are processed through the Business Office. Please make sure that your signature and right index fingerprint is on the front of the Request for Withdrawal of Inmate Funds and the purpose of the check is filled out. Green checks sent to outside sources need a stamped addressed envelope with the green check. We send green checks to Offender Finance twice a week, Wednesday and Friday. Any green check written for \$100.00 or more needs to have a written explanation of the reason for the check and will be sent to the Assistant Warden for approval, via the Housing Unit Classification Staff. Any green check written for \$200 or more needs to have a written explanation of the reason for the check and will be sent to the Warden for approval, via the Housing Unit Classification Staff. Writing separate green checks in an effort to avoid this required approval process will be refused.

CLASSIFICATION

You may access your classification staff through open door. Open door hours in the General Population Housing Unit are as follows:

Monday – Friday 9:00 a.m. – 4:00 p.m.

Classification staff conduct wing tours on all Housing Units on a daily basis.

PROCEDURES for COUNTS

1. **2:00 A.M. Official Count**
 - a. Offenders will be on/in their bed.
 - b. Offenders will have sleepwear on.
 - c. Offenders may be sleeping.
 - d. Officers will ensure they see offender flesh and breathing or movement.

2. **5:00 a.m. Official and Custody Count**
 - a. Offenders will be sitting fully upright on their assigned bunk in clear viewing sight of counting officers.
 - b. Offenders may have sleepwear on.

3. **7:30 a.m., 11:30 a.m., and 4:30 p.m. Official and Custody Count**

- a. Offenders will be sitting fully upright on their assigned bunk in clear viewing sight of counting officers.
 - b. Offenders will be dressed in at least two (2) layers of clothing.
 - c. Offenders at work stations will be counted in the designated area.
4. **10:00 p.m. Official and Custody Count**
- a. Offenders will be standing by their assigned beds.
 - b. Offenders may be dressed in sleepwear.
 - c. This will be a name and number count. Offenders will be required to show Their official identification cards through the window of the cell door.

Noise will not be at a level that is disruptive or distracting to the counting officer. Headphones will not be worn during custody counts. Once the cell has been counted, Offenders are allowed to return to normal activities within the cell.

No offender movement will occur until count clears.

TRANSITION ACCOUNTABILITY PLAN (TAP)

The Transition Accountability Plan, also called the TAP, is a tool used for offender management and will provide a plan and direction for your success during and after incarceration.

Your case manager will assist you in developing an individualized plan, the TAP. The plan will require your involvement along with other members of your case management team. The team may vary depending on your plan but will gradually include your case manager, classification staff, parole officer, treatment staff, teachers, work supervisor, family, outside agencies and your support system. You and your case management team will identify and outline your strengths and weaknesses in the TAP. Together with your case manager, you will set goals and identify actions necessary for your success.

During the six months prior to your release, you and your case management team will make plans for your successful transition to the community. You will work with your case manager who will assist in linking you with community resources that will assist you in areas such as employment, housing, family, transportation and education.

REHABILITATION PROGRAMS

CORE PROGRAMS/SERVICES AVAILABLE

Alcoholics Anonymous – discusses issues regarding alcoholism. Groups utilize the AA Big Book and Twelve Steps and Twelve Traditions. Meetings are open to anyone with a desire to understand the disease of alcoholism. Check your Housing Unit bulletin boards for times. Prior to release, upon your request, you may be given locations and times of outside meetings.

Anger Management Education Program - assists you in learning constructive ways to express and control anger. Board stipulated offenders will be referred to this program. If the program is completed, a special report can be submitted to the Board of Probation and Parole for possible removal of the stipulation. Please talk with your parole officer upon completion.

Catholic Charities – Their goal is to repair the harm and restore wholeness to the person and the community where the crime was committed. Those of you transitioning from prison to the community may receive emergency assistance for clothing, food, substance abuse, etc. A representative from Catholic Charities presents information monthly to pre release offenders. See your Case Manager or Reentry IAC for more information on Catholic Charities throughout Missouri.

Impact of Crime on Victims – Class is designed for you to understand and to accept responsibility for past criminal actions and its impact on your family, the victim's family, and the communities. This impact can be direct or indirect. Attitudes must change if behavior is to change. Community speakers are invited to speak about their personal victimization. Topics include crimes such as Child Maltreatment, Property Crime, Drunk Driving, Assault, and Homicide.

Pathway to Change – Cognitive thinking skills class that assists you in knowing who you are in order to understand your thought and decision making habits through perception, reasoning and intuition.

Substance Abuse Education – This class focuses on your relapse, triggers and recovery issues. Discussions include, but are not limited to, terms and self-diagnosis, cravings, avoiding relapse, planning for sobriety, negative emotions, spirituality, anger and communication.

United Migrant Opportunity Services(UMOS) – In the past four years have you worked some type of agricultural (farm) work? We offer the following to eligible participants; Classroom training (tuition, books, fee assistance); Work experience training (work to learn new skills); on the job training (placement with an employer); Supportive Services (food, transportation assistance, books, tools, work shoes, or uniforms required for employment or training, etc.).

PATCH – Parents and Their Children is a not for profit organization run by volunteers dedicated to helping children maintain contact with their incarcerated mothers at Chillicothe Correctional Center. PATCH visits provide a private, less formal environment for mother and child to interact during a four-hour session. During these visits, offenders and their children interact by reading books, playing games and working on craft projects. A special lunch is provided by PATCH staff and volunteers. Before an offender can become eligible for a PATCH visit, she must complete a ten week parent education class using Turning Points, a parent training program for incarcerated offenders. PATCH visits offer the mothers the opportunity to apply their newly acquired knowledge gained from the parenting classes. PATCH provides an ongoing offender support group to help offender mothers become more effective parents. Offenders must actively participate in this support group in order to keep having visits with their children. PATCH volunteers supervise the PATCH visits as well as provide transportation for children who wish to visit their mothers at Chillicothe Correctional Center. PATCH has also partnered with Let's Start, an organization based out of St. Louis, MO. This partnership organizes transportation for children living in the St. Louis and Columbia areas to visit with their mothers at Chillicothe Correctional Center. These visits occur every six months.

4-H LIFE – is a positive youth development program created to address the needs of children with incarcerated parents offered through University of MO Extension. All 4-H LIFE offender parents are required to remain conduct violation free for 90 days, attend weekly parenting skills classes and weekly leadership classes in order to participate in the monthly 4-H family club meeting held in the visiting room. This 4-H meeting features a low-stress, child-friendly environment in which the offenders' children conduct a 4-H club meeting in the visiting room, followed by "family time" where families work together on research-based 4-H youth development and family strengthening activities. The offender parents contribute to 4-H LIFE activities by serving as facilitators and leaders. The children are also enrolled as members of county 4-H programs and are mentored by adult 4-H volunteers

Story Link – The Story Link program is designed to strengthen bonds between offenders and their children and to provide opportunities for Christian witness. Offenders are allowed to select a book and read that book into a tape recorder. The book and the tape are mailed to their family at no cost to them. Volunteers in Corrections supervise this program and are responsible for mailing out the books and tapes for the offender. Offenders must be 90 days violation free and granted consent from the child's caregiver.

PARTNERING AGENCIES

DOC is committed to working with other agencies and our partners across the state to help you successfully complete the transition from prison to community.

Department of Economic Development

Division of Workforce Development (DWD) provides services through the MO Career Centers related to employment preparation. Monthly informational presentations are conducted for pre-release offenders. They assist with job assessment, preparation and placement.

Missouri Department of Health and Senior Services works to provide healthier communities. Through this partnership, the department will facilitate linking you, prior to your release, with health resources available in your community.

Birth Certificates – DOC will pay for birth certificates for offenders born in Missouri or out of state. In order to get certificate free of charge, you must have under \$250 on your account at the time of applying. Birth certificate applications are available for all states. See your Case Manager or Reentry IAC for an application.

Department of Mental Health is heavily invested in this project. Your case manager will help link you to a substance abuse program or mental health provider.

Department of Social Services It is believed that this partnership assists you and your family by promoting connections during the incarceration period which will continue upon release. If you develop a support system prior to release through access to services and family you will experience a better transition to the community. A representative from Family Support presents information monthly to pre-release offenders.

Medicaid – If you have a qualifying medical or mental health disability, DOC staff will be notified. Proper paperwork will be initiated with the offender and the completed Medicaid application will be forwarded to the Missouri Dept. of Social Services. Appropriate staff can then determine your eligibility for Medicaid coverage under the Medicaid Assistance Program.

Department of Elementary and Secondary Education - The Division of Vocational Rehabilitation is a program designed to help individuals who have physical and/or mental impairment(s) obtain employment. VR offices are located throughout the state to provide services for individuals. A VE representative comes in monthly to present information to pre release offenders.

Missouri Veteran's Commission representative visits upon request through your Reentry IAC. They can assist you in processing forms to obtain your benefits and/or obtain your DD-214.

Office of State Courts Administrator, with the assistance of the judiciary, has utilized drug and family courts to hold you accountable and better able to refrain from further criminal behavior. Those of you who are successful upon reentry from prison will contribute to the public's safety and avoid a return to the court system.

Department of Revenue

Missouri Driver's License – Do you know the status of your driver's license? Through your Case Manager, you can find out what you need to do to obtain your MO drivers license upon release. Missouri Driver and Commercial Guides are available to study for the written part of the test.

Missouri Identification Card – Your Reentry IAC is able to assist you in obtaining a non-drivers license identification card which allows a smoother transition into your community. (Social Security card and birth certificate are required before Dept. of Revenue will authorize a MO ID.)

Social Security Administration

Social Security Card – You may apply for a replacement social security card 120 days or less of release. See Reentry IAC of Case Manager to apply.

SSI/DDS – You may find out what you need to do to reinstate your SSI and/or SSDI prior to release. Contact your Case Manager or Reentry IAC for more details.

SOCIAL SECURITY ADMINISTRATION FACT SHEET FOR OFFENDERS

- FACT: Social Security/SSI does not pay benefits just because you were an inmate of a penal institution.
- FACT: In order to receive social security benefits you must have paid into the social security system by working on a job for 10 years or longer AND be disabled or age 62 or older.
- FACT: In order to receive SSI (Supplemental Security Income), you must be disabled, blind or age 65 or older.

- **FACT:** No SSI benefits can be paid to you while you are confined or under the jurisdiction of a penal institution.
- **FACT:** No social security benefits can be paid for any month in which you are confined for a convicted crime with a sentence of a year or more.
- **FACT:** You will not receive any payment from social security or SSI if you do not meet the above qualifications (disabled or 62 for social security or disabled or 65 for SSI).
- **FACT:** If you want information about social security or SSI – direct your questions to your local Social Security office – not your friend, relative or any other person. Social Security employees know social security; other people do not.
- **FACT:** Qualifying for SSI does not automatically entitle you to loans, grants, or any other services without meeting the qualifications for those services (credit history, application for and need for grants and other services).
- **FACT:** In SOME STATES, being on SSI will automatically qualify you for Medical Assistance Card through the State. It does not automatically qualify you for Food Stamps.
- **FACT:** Most social security and SSI applications are taken on a computer, therefore, you need to contact social security once you are released and set up an appointment with your local office.
- **FACT:** Proof of disability has to be supported by medical records. Proof of age has to be supported by birth certificate or other acceptable documents. Social Security and SSI do not take your word that you are disabled or that you are a certain age. The number of times you file an application has nothing to do with whether or not you receive benefits.

CCC ACADEMIC EDUCATION

It is mandatory within the Missouri Department of Corrections that all offenders that do not have a verified high school diploma or GED receive an academic education assignment. Students will be assigned to school as slots become available by the Education Supervisor.

Academic Education School Rules

1. School hours are 8:00 a.m. to 10:45 a.m. for the morning session, 11:45 a.m. to 2:30 p.m. for the afternoon session, and 2:45 p.m. to 5:30 p.m. for the evening session. Students should be on time and during open movement should **not** be earlier than **5 minutes** before the start of class.
2. Students should have their institutional ID (**picture side out, on the front, upper part of their body at all times**) with them each day and may be required to present it for attendance purposes.
3. Students will sign in and out of the classroom to verify attendance. Students will **not** sign in for anyone other than themselves. This may result in a conduct violation for both parties.
4. All students must report and sign in before going to an appointment if their appointment is after the starting time of school. They will be released from the classroom for the appointment. All appointments will be verified. Students **MUST** return to school if class is still in session. Students will not be allowed to go to Cosmo visits or canteen while academic school is in progress. These are activities that must be scheduled on the student's own time away from academic school.
5. Students cannot leave academic class to attend caseworker or IPO "open door" times. Notes must be dropped by the student so that they can be put on a callout docket to see their caseworker or IPO during academic school time.
6. Unexcused absences or tardiness may result in a conduct violation.

7. While class is in session, students must obtain a pass from the teacher prior to exiting the classroom.
8. The school does **NOT** furnish sanitary items. Students are expected to come prepared daily.
9. Students must conform to the Academic Education dress code while in the academic education building. Dress code is as follows:
 - Students must wear full khakis at all time, both shirt and pants
 - Khaki shirt must be worn on the **OUTSIDE** of any other shirt.
 - All buttons except the top one on the shirt **MUST** be buttoned.
 - Pants **MUST** be pulled up around the waist, not sagged.
 - **NO** headgear may be worn. This includes hats, sunglasses, combs, picks, stocking caps, bandannas, and hair rollers, etc.
 - **NO** open toed shoes; flip-flops or sandals will not be allowed. All shoes must contain a **FULL** back or back strap.
10. **NO FOOD, DRINK or TOBACCO PRODUCTS** are permitted in the Academic Education area.
11. **NO** walkmans, radios or headphones shall be brought into the education or library area.
12. Follow Testing Room rules as posted.
13. **NO** non-school work shall be brought into school. No personal letters may be written during class time unless assigned by the teacher as part of a class project.
14. No student shall leave the school building, once they are there, until school is dismissed or they have an appointment listed on the daily Call-Out Docket. If authorized to leave school, they must carry a pass.
15. Sleeping is **NOT** allowed during class time. Violations will be written.
16. The only offenders who have permission to use the copy machine are classroom tutors. **All** materials to be copied must be examined by office staff prior to using the machine.
17. Students and workers will conform to all behavior or conduct regulations as cited in the **INMATE RULE BOOK**, with absolutely no disturbances or disrespectful or loud behavior permitted.
18. **ABSOLUTELY NO LOUD TALKING, PROFANITY, OR VULGAR LANGUAGE WILL BE TOLERATED.**

Correspondence Courses

Any offender with a verified high school diploma or GED will be classified as an E-1 and is eligible to take correspondence classes at their own expense. See the Education Supervisor for the necessary approval forms.

Incarcerated Individual Post-Secondary Program

Any offender under the age of 36, with less than 7 years on their sentence, will automatically qualify for the Incarcerated Individual Program (IIP). This program provides free college classes taught at night. Eligible offenders will be identified by Central Office and notified by mail. Offenders do NOT sign up for this program and it is optional.

Any questions concerning Academic Education, correspondence courses or the IIP should be addressed to the Education Supervisor.

VOCATIONAL EDUCATION

All classes are 3 – 4 months in duration. Cosmetology is 12 – 15 months in duration. Offenders must have enough time to complete the class, but no more than 5 years to release (except for Culinary Arts and Professional Gardening, which have no limit).

- Must have an Education Score of 2 or lower.
- Must have an Institutional Score of 3 or lower.
- All courses include hands on training.

To join, contact your Housing Unit Caseworker to fill out an application for the class of your choice.

COURSES OFFERED:

Basic Electricity and Electronics – Students are provided working knowledge of electricity and electronics to enable them to advance into an electrical career. Hands on training includes working with various meters, training labs/modules and various wiring techniques. This class is a prerequisite for further advancement into technical school and other training.

Business and Customer Service – Students cover Microsoft Office 2007 components – Word, Excel and Power Point. Training includes filing skills, essential customer service skills needed to work in a typical call center and telephone etiquette. Students will complete a resume. The classroom is run like an office with professional behavior expected.

Graphic Web Design – Students cover the basics of working in Adobe Dreamweaver, organizing site files, file naming conventions, site structure and industry standards, as well as federal law on copyrights and piracy. Students will gain knowledge of coding including: HTML, CSS, and XML which will allow them to build and trouble shoot websites. They will also learn the basics of graphics and animation, how to make web pages interactive, and how to manage and publish the sites they create. The software used for this program is: Web Design Premium CS6, which operates without the use of the internet.

Cosmetology – This class will prepare students to become a licensed cosmetologist in the state of Missouri. Students are required to accumulate 1220 hours of theory and practical cosmetology curriculum. Additional requirements for entry are:

- Verified High School Diploma or GED
- Have no detainers on file
- Ability to pay \$25.00 student license fee

Culinary Arts – Students will learn current safety instructions for all areas of training. The class will cover preparation of Meats, Vegetables, Fruits and Desserts; plating of foods; table set-up; use and care of equipment. Students will work hands on in the cooking lab to ensure the technique is understood and will work for and receive Serv-Safe certificate.

Professional Gardening – Classroom instruction covers greenhouse management, identification of plants, pests, fertilizers and landscaping techniques. Students will receive hands on experience in a working greenhouse and in outdoor gardens.

Offenders who have a vocational score of 2 or higher (V2 through V5) are entitled to take one program. Offenders who have completed one vocational program (V1) may sign up for an additional class but they will be placed on the waiting list after everyone with a vocational score of 2 or higher. No one may take more than 2 programs during a single incarceration.

School hours are from 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m.

Benefits of all classes: DEPARTMENT OF LABOR APPRENTICESHIP CERTIFICATE

FIRE AND SAFETY ISSUES

Please familiarize yourself with the Fire and Safety Rules in your housing unit and work sites. In the event of a fire or tornado, staff will provide you with appropriate directions. Fire drills are conducted throughout the institution on a regular basis and you are expected to participate. This ensures that, in the event of a real emergency, you are prepared.

OFFENDER GRIEVANCE PROCEDURE (D5-3.2)

The offender grievance procedure implemented at your institution provides you a method of presenting complaints and also gives staff the opportunity to resolve legitimate complaints. We encourage you to have informal discussions with your unit staff to resolve any complaints you may have. The offender grievance procedure consists of 3 stages.

- 1. INFORMAL RESOLUTION REQUEST (IRR):** If you have not been able to resolve your complaint, you may request an IRR form from unit staff. (The IRR form can be obtained during scheduled open door hours on your assigned housing unit.) You must file this form within 15 calendar days of the incident you are complaining about. You are to receive a response within 40 calendar days of receipt of your IRR by the staff processing IRR's. If you have not received a response within that timeframe, you may proceed to the grievance stage, by notifying the grievance officer and requesting an offender grievance form.
- 2. OFFENDER GRIEVANCE:** If you are not satisfied with the response to your IRR, you will be given an offender grievance form which you must file within 7 calendar days from the date you sign the IRR response. Failure to do so will result in the complaint being abandoned. The time limitation will be suspended in the event a court orders exhaustion of administrative remedies prior to filing a lawsuit. You are to receive a response to your grievance within 40 calendar days. If no response is received within that timeframe, you may request, from the grievance office, an offender appeal form and you may proceed to the appeal stage.
- 3. GRIEVANCE APPEAL:** If you are not satisfied with the response to your grievance you will be given an offender appeal form. You must file this form with the grievance officer within 7 calendar days from the date you sign the offender grievance response. If you fail to do so, it will result in the complaint being abandoned. An appeal response should be provided as soon as practical, but within 100 calendar days of receipt. After receiving the appeal response, the grievance process is exhausted.

ABUSE/MISUSE OF OFFENDER GRIEVANCE PROCEDURE – All offenders are encouraged to utilize this procedure for the redress of grievances; however, offenders must refrain from knowingly and deliberately filing improper informal resolution requests/offender grievances, as well as duplicating informal resolution requests/offender grievances. The warden may place limitations on the number of IRR's and grievances filed. You may grieve any issue except: matters concerning probation and parole; actions of state legislature or other federal, state and local agencies; actions in institutions where the offender does not reside unless said actions personally involve or directly affect the offender; judicial proceedings; conditions which affect another offender without affecting the grieving offender personally. Matters related to probation and parole may be grieved in accordance with P6-6.4 Appeal of Parole Decision and P7-1.7 Complaints/Inquiries and Investigations. Any further questions you may have concerning the grievance process may be addressed to the grievance officer.

SUMMARY – The above is just a brief overview of Departmental Policy D5-3.2, Offender Grievance. You are encouraged to review this policy in it's entirety in the Institutional Library as actual policy will take precedence over the above.

GROOMING & LAUNDRY

Showers are located in the housing unit. **You are required to shower once every 24 hours.** Canteen sells a variety of hygiene supplies such as shampoos, conditioners and soaps. State toilet paper, soap and sanitary pads are provided.

State issued clothing will be provided for you. A limited amount of personal clothing may be ordered through Canteen or ordered during special order months (January, April, September). See Classification staff for more details.

Laundry is provided for your state issued items. A washer and dryer is located on every wing. You may purchase time for these appliances at Canteen along with laundry soap.

R&O / 8 house ONLY: Dirty laundry turn-in is on Thursday evening except for sheets.

Turn-in for sheets is mandatory on Friday morning.

Cosmo/Salon Services - Applications for Cosmo and Salon services are available in your Housing Unit Wings. Completed applications are to be sent to the Business Office utilizing offender mail.

Following are the guidelines for scheduling an appointment with Cosmo/Salon:

1. You must be 60 days violation free to receive any COSMO or Salon service other than a haircut.
2. Hair care and non-hair care services must be requested on separate applications.
3. Only 1 Hair Care Service Every 30 Days
4. If appointments are cancelled unexpectedly or if circumstances beyond your control force you to miss an appointment, you will automatically be rescheduled and do not need to submit another application. Otherwise, if you haven't received your application back marked "denied", you will be scheduled as soon as possible. Any duplicate applications will be denied.
5. Permits for products are good for 14 days and the expiration date is written on the permit. If the permit expires before your purchase the product, your application will be denied.
6. You must Wait 30 Days after a Missed Appointment to Receive Service:
7. Only 1 Chemical Service Every 30 Days
8. No Services While in Ad-Seg

For further information, IS/SOP 6-1.3 Offender Personal Grooming is available in the Library for your review.

HOUSING UNIT ASSIGNMENTS

- ❖ Housing Unit #1 is the Administrative Segregation Unit
- ❖ Housing Unit #4 is the Substance Abuse Treatment House that offers the following:
 - Short Term Treatment (3-3 ½ Months) for offenders stipulated by the Board of Probation and Parole or are Court ordered for Substance Abuse Treatment
 - Intermediate Treatment (6 Months) for offenders stipulated for Substance Abuse Treatment
 - Long Term Treatment (12 Months) for offenders stipulated by the Board of Probation and Parole and offenders ordered for Substance Abuse Treatment by the court.
 - Partial Day Treatment (10 Weeks) for offenders referred by the department for Substance Abuse Treatment services. Offenders may self refer to participate within the Partial day Treatment upon meeting designated criteria.
 - Relapse program (30 Days) for eligible offenders who have previously completed treatment and are referred by the department. The Relapse program is the second of the two programs in which offenders may self refer upon meeting designated criteria.
- ❖ Housing Unit #5 is a General Population (GP) Unit.
- ❖ Housing Unit #6 is a General Population (GP) Unit.
Housing Unit #6 does participate in the Puppies for Parole program. Criteria for placement in the Puppies for Parole program is as follows:
 1. Must be 90 days CDV free. Exceptions (approved by DWOM) may be made concerning this rule if the offender has only had one or two violations in the last year and is showing "positive" behavior. No MAJOR (#13 or below) violations within the last year.
 2. Must NOT be MOSOP stipulated
 3. Must NOT have any animal abuse charges.
 4. Must have at least 7 – 9 months or MORE left on sentence.
 5. Mental Health and Medical Score must be 2 or lower.
 6. Experience in training and handling dogs is a plus.
 7. Must have completed Anger Management.

If interested in participating in the Puppies for Parole program, you may write to the FUM of Housing Unit 6.

- ❖ Housing Unit #7 is a General Population (GP) Unit.
- ❖ Housing Unit *8 is the Receiving and Orientation unit for CCC.
Upon arrival at CCC, classification staff will review your file and provide an orientation to the facility. While assigned to the R & O unit, you will be given a job assignment. Offenders will be moved to general population as beds become available.
- ❖ Upon arrival at CCC, your Caseworker will review your file and make an appropriate Housing Unit assignment.
- ❖ **Incentive Dorm** – Following is a list of criteria for placement in the Incentive Dorm:

(Revised: 8-19-2013) Additional Incentive Dorm Privileges

In an effort to reward good behavior and promote Restorative Justice Services, additional Incentive Dorm privileges and criteria will be added. Those offenders currently assigned to the Incentive Wings will have one (1) year to meet the new requirements for placement.

Exception: Offenders currently housed on an Incentive Wings will have the twelve (12) months Conduct Violation free qualification waived.

Placement Qualifications:

- One (1) year Conduct Violation free
- Complete an Impact on Crime Victims class
- Participate in at least thirty (30) hours of Restorative Justice Activities yearly
- No program terminations
- Full time work/school

***New Incentive Privileges:**

- Up to ten (10) Food Visits per year
- One (1) additional vendor order per order month
- One room move every three (3) months on incentive wings

Application forms are available in the forms holders in each of the Housing Unit wings.

GENERAL POPULATION HOUSING UNIT RULES

REVISED 10-30-12

1. Offenders are not to be in any Housing Unit, wing or cell they are not assigned to. Open inner wing visitation is between the hours of 5:00 a.m. and 9:50 p.m., with the exception of count times.
2. Offenders are to wear their ID card in plain view when outside their cell. Lost or damaged keys and/or identification cards are to be reported immediately. Cell doors are to be secured any time the cell is not occupied by an offender assigned to the cell that is awake.
3. Wing tables located in the day room are not to be moved. During open wing visitation, offenders may take their stool to the wing tables or phones. Offenders are not to sit on the dayroom floors.
4. Headphones are to be worn when playing personal televisions, radios, tape players, or CD players. Noise within a cell must be at a level that cannot be heard outside that cell.
5. Beds will be made before going to meals, reporting for work or school assignments, or when not in use. Offenders will not move lockers in their cell. Items will not be used as curtains, rugs or to block cell doors or view into the cell or beds. Cells will be kept neat and orderly with all items properly stored when not in use. Offenders are responsible for their own property.
6. Each Wednesday four (4) rolls of toilet paper will be issued. Sanitary napkins will be available as

needed for intended purpose. There should be no hoarding of more than two (2) packages of state-issued sanitary napkins or six (6) rolls of state-issued toilet paper and should only be used for their intended purpose.

7. No items will be posted on or removed from the bulletin boards or walls without FUM approval.
8. Offenders are not allowed to cut hair or have their hair cut anywhere in the Housing Unit.
9. Offenders will not enter classification offices without permission and must be dressed in state-issued pants and shirt.
10. On laundry day all bras are to be placed inside a pillow case and enclosed in your laundry bag.
11. TV's will be placed on the provided TV tray. No items will be hung on the walls. Appliances are not allowed out of your cell.
12. Underwear to include a bra is to be worn at all times except when showering or sleeping. Clothing and headgear will be worn for its intended purpose. Religious headgear may be worn as policy dictates; other headgear is not to be worn in the Housing Unit common areas.
13. All offenders are responsible for recycling. All recyclable items will be placed in the designated receptacles.
14. Two (2) or more extension cords are not to be plugged together. When a cell is not occupied, all appliances and lights are to be turned off or unplugged with the exception of an alarm clock and the cell door secured.
15. Sally ports are for entering and exiting the housing unit. Offenders are not to loiter in this area. Offenders must enter and exit the housing unit on the side to which they are assigned.

These Housing Unit Rules could not possibly encompass every rule or contingency that may come up, therefore all offenders are directed to follow all staff directives.

INCENTIVE DORM RULES

- 1) The day room will be open at 3:00 a.m. for those offenders who go to work prior to the 5:00 a.m. custody count.
- 2) The day room will remain open until 12:00 midnight on weekends and holidays excluding count times. (Weekends consist of Friday night and Saturday night only).
- 3) Microwaves are available for use during day room hours.
- 4) Irons and ironing boards are available for use during day room hours.

(Signature on File)
Steve Larkins, Warden

10-30-12
Date

JOB ASSIGNMENTS

All General Population offenders shall be assigned to one or more job assignments totaling a minimum of six (6) hours per day. The following are some examples of some job assignments available at CCC:

- Food Services
- Dorm Worker
- Major's Crew
- Education
- Vocation
- Missouri Vocational Enterprises
- Maintenance
- Work Release

Upon assignment to your permanent Housing Unit, your Caseworker will meet with you and assign you a job.

LIBRARY

Hours of operation are posted on the bulletin boards in your Housing Unit wings, in the Academic Education department and on the Library doors.

LIBRARY RULES

1. The Library is available to offenders during posted hours.
2. Offenders must have a pass to enter the Library and give to Education officer.
3. Offenders must sign in and out at counter in the Library
4. Offenders must have Library card for any services in the Library. Ask the desk clerk to obtain a Library card.
5. No food, drink, or cup, smoking, walkman/CD player or headphones are allowed.
6. Offenders must be in full khakis with state shoes or tennis shoes. NO SHOWER SHOES ALLOWED.
7. No headgear except approved by the Warden is allowed in the Library.
8. Offenders must observe all posted Out of Bounds areas.
9. No loud talking, visiting, socializing or loitering in the Library. There will be no congregating at the front counter with the desk clerks. One warning will be given. Second warning will result in restriction from the Library for the day; further warning will result in a CDV.
10. Library books are checked out for a two (2) week period with a limit of three (3) books per offender. You may recheck one (1) book unless the book is on hold. NO OTHER LIBRARY BOOKS OR IN HOUSE MATERIALS CAN BE CHECKED OUT IF BOOKS ARE OVERDUE.
11. After choosing the book(s) for check out, put the Library card inside the front cover of the book and place on counter. Offenders must wait at the tables until called for by the clerk. Sign your last name and ID number on the pocket card. The book will be stamped with date due and handed to the offender by the desk clerk.
12. Offenders are responsible for all Library materials checked out and to return all items to the Library on time. Damaged or lost materials will result in a CDV being written in accordance to IS 19-1.1 Conduct Rules and Sanctions. Cost will be determined by the Librarian.
13. Offenders must return any materials used, but not checked out, to their proper place on the shelf or ask the clerk for assistance.
14. Offenders on restrictions are limited to the Law Library only. Offenders must have permission from the Caseworker or FUM and must show permission on the pass.
15. Notary services will be done during posted times only.
16. Law computers are for research only. A one (1) hour time limit may be imposed.
17. Offenders must purchase a COPY TICKET from Canteen for LEXIS printing. The ticket is then brought to the Librarian for a Printing Selection Request form for the items needed. Printing will be done at the Librarian's available time. Offenders must sign Printing Selection Request when picking up printing.
18. Offenders must purchase a COPY TICKET from Canteen for regular copies. Offender must present ID and COPY CARD to the Librarian for copies. NO SPECIAL EDITING will be done, except for lightening or darkening to make legible copies. Only 8 ½ " by 11" paper will be used.

NOTARY SERVICES

Notary services are available during open door in the General Population (GP) housing units.

Notary services are available upon request in the Administrative Segregation Units.

Notary services are available during established Library hours.

MAILROOM PROCEDURES

Mailroom Facts:

- Legal Mail:** Incoming and outgoing mail will be searched except for legal mail. Outgoing legal mail must be clearly marked and addressed to a legal representative. Incoming legal mail will be determined by the return address and distributed through Housing Unit Classification staff.
- Certified Mail:** Mail being sent out as certified must be clearly marked on the envelope and taken to property during box mail out times for your house.
- Priority Mail:** Priority mail envelopes are available in the mailroom upon request. No more than three envelopes per request.
- Postage:** Outgoing mail may be taken to the property officer to be weighed to ensure correct amount of postage. If postage is incorrect, the mailroom will note the amount and send it back with a Rejection of Mail Notice to supply the amount of postage still needed to send out the item.
- Packages:** When packages are received, we must have an approved voucher on file in the mailroom to receive the item. If there is no voucher, the item will be refused and returned to sender if the sender is a vendor. Packages from family will be returned to sender. All bubble and padded mailing envelopes will be returned to sender. Dress out packages must be labeled as such and will be received within 30 days of release.
- Money Orders:** If money orders are received in the mail for an offender, it will be returned to the sender. Offenders must provide a stamped, addressed envelope.
- Contraband:** If contraband is sent to an offender, a Rejection of Mail Notice will be sent to the offender. The offender will have 60 days to either mail out the item at her expense, have it sent out with a visitor, or request that the mailroom destroy or donate the item. If bodily fluids or an unknown substance is found on any part of the letter or envelope, it will immediately be given to the Fire and Safety coordinator to be destroyed or held as evidence.

The following Policy and Procedures regarding the mailroom may be viewed in the offender Library:

- IS 13 – 1.1 Offender Mail Procedures
 - IS 13 – 1.2 Censorship Procedures
-

FOOD SERVICE

Housing Units are called out according to a callout schedule.

- Trays are picked up at the window in the dining room from the serving line. Offenders are expected to pick up their tray, eat their meal and exit the dining hall in an orderly fashion.
- Diabetic snacks are picked up in the evening.

Special Meals Served Throughout the Year:

Memorial Day, Independence Day (July 4th), Labor Day,
Thanksgiving and December Holiday

FOOD SERVICE RULES AND GUIDELINES

1. Do not be late for work. It is the offender's responsibility to know the time she is to report for work.
 2. All offenders will sign in and out of the Food Service Area.
 3. Offenders will maintain their IDs on their person unless they have been surrendered for tool check out.
 4. When tools are checked out to an offender, the offender ID will be placed on the hook vacated by the tool.
 5. Offenders will be assigned a specific job, but may be asked by staff to fill in where needed should a shortage of workers occur. If the offender refuses, a CDV may be issued and offender may be sent to the Ad. Seg Unit.
 6. Offenders will not be allowed in food service on their days off, unless called by staff.
 7. Offender will only be released from their job/work area, after the area has been inspected by food service staff, all tools accounted for and the offender has been pat searched.
 8. Offenders are not allowed to change jobs, unless told to do so by staff.
 9. During the work shift, offenders are out of bounds of not in their assigned work area.
 10. Only State issued clothing will be allowed in food service with the exception of layers worn underneath or a coat worn to the Food Service Area.
 11. Do not sit on or abuse food service equipment/do not sit on milk crates; CDV's may be issued.
 12. No eating or drinking in food service other than in the dining room at designated meal time or drink from the water fountain.
 13. It is the offender's responsibility to remind staff of any Lay-in, Medical call-out, Schooling assignment, Parole hearing or other appointment that prevents them from working their scheduled job. All reminders will be verified by way of the call out docket.
 14. Do not hang coats or clothing in work areas; they go in the breakroom.
-

ACCESS TO MEDICAL

SICK CALL

The process to access medical care is through the sick call system. Offenders are to fill out a Medical Services Report (**MSR**) form completely and bring it to sick call. The **MSR** can only have two (2) complaints and the offender will not be seen for more than two (2) complaints per sick call. **MSR** mailbox is located along Central Services sidewalk net to library book-drop.

Morning Sick Call

Monday – Friday	6:00 a.m.	Must be signed in by 6:15 a.m.
Saturday, Sunday, Holidays	6:00 a.m.	Must be signed in by 6:15 a.m.

Afternoon Sick Call

Monday – Friday	1:00 p.m.	Must be signed in by 1:15 p.m.
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Evening Sick Call

Monday – Friday	6:00 p.m.	Must be signed in by 6:15 p.m.
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No Afternoon or Evening Sick Call on Saturday – Sunday – Holidays

Sick Call ends when all offenders have been seen.

MEDICATION LINE

Medication administration at the clinic for dose-by-dose meds administered by the nurse happens four (4) times per day as follows:

Morning Meds	5:15 a.m. to 8:15 a.m.
Noon Meds	10:30 a.m. to 11:30 a.m.
Afternoon Meds	3:45 p.m. to 4:25 p.m.
Evening Meds	7:00 p.m. to 8:30 p.m.
Insulin Times:	5:15 a.m. and 3:45 p.m.

MEDICATION REFILLS

You will need to bring an **MSR** to Sick Call for refills five (5) to seven (7) days before running out of a medication. List all needed medications on one **MSR** for the month. You will be scheduled to pick up your refills as they come due.

You will be required to turn in your empty and partially used med cards for your refills

ACCESS TO MENTAL HEALTH SERVICES

Mental Health Services are available and may be accessed by filling out a **Medical Services Request** form and dropping it in the housing unit mail. Please write "to Mental Health" on the outside of the MSR. The MSR will go to the Mental Health Department, who will schedule an appointment to meet with you for appropriate mental health needs.

If in crisis, contact any staff member for assistance.

Mental Health offers the following educational groups for general population offenders:

- **Stress Management**
- **Responsible parenting group**
- **Sleep Hygiene group**
- **Dealing with Feelings group**
- **Thinking Errors**
- **Grief and loss**
- **Trauma**

Watch the bulletin board on your housing unit for notices and sign-up sheets.

Handouts are also available from the Mental Health Department on the following topics:

Grief	Depression	Anxiety
Stress	Bipolar Disorder	Schizophrenia
Anger Management	Relaxation	Sleep Problems
Domestic Violence		

SUICIDE WARNING SIGNS

Incarceration can be very stressful for an offender, especially in the beginning stages of your sentence. Chillicothe Correctional Center (CCC) has a Mental Health Department that you may access through the Medical Services Request (MSR) form that can be obtained in your housing unit or Medical Department.

If you are experiencing any of the following, please do not hesitate to notify staff so they can assist you in seeking assistance:

- Thinking of hurting yourself
- Changes in sleep or appetite
- Feeling that nothing will get better
- Thinking that hurting yourself is the only thing that will make you better

If you observe the following behavior in other offenders, please alert staff immediately:

- Offender talking about hurting herself

- Offender telling you goodbye
- Cellmate giving belongings away

PROPERTY

STATE CLOTHING ISSUE

A monthly calendar is posted in each wing of the Housing Units to notify offenders of their specific Housing Unit day.

Upon arrival at CCC, you will receive four (4) khaki tops and four (4) khaki bottoms. Try on all four pants and one shirt as sizes do not always run true. Make sure everything fits. You may be eligible for exchange within the first thirty (30) days, otherwise, nothing will be considered for exchange or replacement for six (6) months, unless special circumstances exist, at which time, a request may be submitted to the Functional Unit Manager. The request will be forwarded to the Clothing Issue for approval.

Regularly issued items may be exchanged for serviceable used clothing/items when such is available. Every six (6) months the following new state issued items will be considered for exchange: two (2) bras, two (2) pair of socks and two (2) pair of underwear. However, used state issue items, such as bras and socks will be considered for exchange by Clothing Issue staff on an as needed basis. Clothing Issue staff will make the determination as to whether an exchange is necessary. Any missing clothing must be addressed through the Housing Unit FUM.

Offenders assigned to Food Service, Food Service Warehouse, Maintenance and Outside Work Release will be issued extra state clothing. All extra clothing must be surrendered to Clothing Issue when the offender is no longer employed in that work assignment. Failure to do so shall result in a conduct violation if the property is not returned within one week following the job change.

Offenders will be held financially responsible for the care and maintenance of their state issued clothing. Conduct violations may be issued for clothing items that are lost, abused, misused, or altered by an offender and the offender may be charged for the replacement or repair of that item.

AUTHORIZED PERSONAL PROPERTY LIST – Female

Address book	1
Bath towel (not to exceed 27" X 54")/face cloth (no black)	4 ea.
Bedspread/blanket (no fake fur, no black, single layer only, twin size, fire retardant, non-electric)	1
CD and/or Cassette tapes pre-recorded (blank cassettes from canteen)	20
Clothing	
Bathrobe	1
Belt – (maximum width 1 ½" with 1 ½" maximum width buckle)	1
Bottoms – shorts (mid-thigh to knee length, no cargo pocket style), sweatpants, slacks	6
Jacket – (washable, lightweight, no suit jacket, unlined, no hood)	1
Footwear – house shoes, work shoes, athletic, (no steel or pointed toes, cleats, spikes, pockets or spike heels) does not include state-issued or shower shoes	3
Gloves – handball/weightlifting/dress/work, mitten (no leather)	3
Headgear – ball-type, non-crushable roll-up cap/stocking cap, (no facemask), scarf, earmuffs, sweatbands	3
Pajamas/Nightgown	2
Tops – polo shirts, t-shirts, sweatshirts (no hoods)	12
Thermals – tops and bottoms	3 ea.
***SOP: NO NYLON ALLOWED	
Socks	7
Underwear	
bras	7
underpants (no thongs)	7

Handkerchief (white only)-----	6
Jewelry	
Earrings – clip-on, stud type (no stones)-----	5 pairs
***SOP: 6MM / ¼" MAXIMUM SIZE	
Neck chain – (no stones) -----	1 strand
***SOP: 18" MAXIMUM LENGTH	
Ring – (stones permitted, wedding & engagement ring considered 1) -----	1
***SOP: OFFENDERS MARRYING AFTER INCARCERATION MAY RECEIVE ONLY A SINGLE BAND WITH NO STONES PER IS8-5.1 OFFENDER MARRIAGES.	
No More Victims security bracelet-----	1
<u>Medical Aids</u>	
Prostheses & durable medical equipment approved by Medical unit.	
Personal glasses frame guidelines:	
Frames will be functional and in colors of black, brown, gold, silver/grey, tortoise shell or clear. Frames with characters or stone settings or sport frames (e.g. wrap-arounds) are not permitted.	
Glasses – clear lens (includes personal and state issued)-----	2 pairs
Contacts – clear lens (soft/hard continuous wear) -----	1 pair
+ 1 pair of personal or state-issued glasses	
Contacts – clear lens (disposable daily wear) six month supply-----	1 pair
+ 1 pair of personal or state-issued glasses	
Glasses case (sleeve type only) same amount as pairs of glasses not to exceed-----	2
Contact lens case-----	1
Photographs/pictures (8" X 10" maximum size)	
Albums-----	1
Framed pictures-----	2
Loose pictures -----	25
Reading Materials	
Books (including legal books, dictionary and sacred writings) -----	6
Magazines/Newspapers-----	6
Religious Items	
Beads (rosary, dikhr, etc., no gemstones) -----	1 strand
Headcover (Hijab, not to cover face, no more than shoulder length) -----	1
Medallions (2" maximum, cross, crucifix, star of David, etc.) -----	1
Phylactery (4" X 4" box containing scriptures attached to a leather strap)-----	2
Pipe (ceremonial, 12" maximum)-----	1
Pipe bag to accommodate ceremonial pipe.....	1
Pouch (12" X 12" maximum)-----	1
Prayer shawl (4' X 6' maximum)-----	1
Religious stick pins (2" maximum, no gemstones)-----	2
Runes (2" X 2" maximum blocks w/symbols written on them) -----	1 set
Sacred writing (Bible, Holy Scroll, Koran, Quran, etc.)-----	1
Tarot cards (3" X 5" maximum, cards w/pictures on them)-----	1 set
Worship rug (2' X 4' maximum, in addition to other rug on list) -----	1
Dream Catcher (maximum 12" in diameter)-----	1
Medicine Shield (maximum 12" in diameter)-----	1
Eagle/Non-specific feathers (12" or shorter, unadorned) -----	3
Medicine bag – (leather, suspended by leather thong from neck/waist, 3" X 6" maximum, unsealed, contents may consist of small animal bones, human or animal hair, plant material, tobacco, sage, cedar, sweet grass, small stones (1" or smaller diameter) or earth -----	1
Tobacco – (4 oz. or less) for smoking or bruising where smoking is allowed -----	4 oz.
Sage, Cedar and Sweet Grass (4 oz. or less combined) for crushing or bruising (only these items, no other herbs) (not for smoking) -----	4 oz.
Rug – (2' X 3' maximum, washable, fire retardant)-----	1
Sheets – (twin, flat size, no black or white in color) -----	2
Pillowcase (no black or white in color)-----	1

PROBATION AND PAROLE INFORMATION

Amanda Coffman, District Administrator

Probation and Parole Officers: Emily Asher, Stephanie Nickell, Kelly Peterie, Jennifer Smith, Tim Thorne, Charity Wilson

R & O I.P.O. - Whom you will report to is determined by the last digit of your DOC ID #.

Ms. Peterie = even #'s

Ms. Asher = odd #'s

SOME COMMON TERMS AND THEIR DEFINITIONS:

Board Hold – Offenders who have been on parole or conditional release supervision and are returned to prison. A warrant was issued for your arrest by the DOC and will be cancelled upon your arrest and return to incarceration.

Probable Cause Hearing – A hearing offered to offenders who have had a warrant issued by the DOC and were arrested due to the DOC warrant. THIS IS NOT A COURT PROCEEDING! This hearing is to establish if DOC had probable cause to issue a warrant for offender's arrest.

Parole Violator – An offender who has been released from the DOC on parole or conditional release, has violated the parole/conditional release, and been returned to the DOC.

Revocation Hearing – A hearing offered to offenders who have been revoked by the Parole Board for consideration of revocation of supervision. THIS IS NOT A COURT PROCEEDING!

Institutional Treatment Center (ITC), Shock Incarceration Program (SIP), SIP (GP) – Ordered by the Court pursuant to Section 559.115 RSMo. Will serve 120 days of incarceration and are still controlled by the Court until 120 days have lapsed. Your IPO will call you in for an interview for your 90 day report and submit the report to the Court.

Post-Conviction Drug Treatment Program (PCT) – Ordered by the Court pursuant to Section 217.785 RSMo. Will serve 120 days of incarceration and are still controlled by the Court. Your IPO will call you in for an interview at the time of your Court report being due and submit the report to the Court.

Long-Term Court-Ordered Treatment (LTC) – Ordered by the Court to complete long-term drug treatment pursuant to Section 217.362 RSMo. Will serve 12-24 months of incarceration and are still controlled by the Court until 24 months have lapsed. Your IPO will call you in for an interview at the time of your Court report being due and submit the report to the Court.

Board Ordered 84 Day Treatment – Stipulated by the Parole Board to complete 84 days of institutional treatment prior to release. Your IPO will call you in at the time your report is due to the Parole Board and will submit the report accordingly. The Parole Board will continue to have control of your case until your expiration date.

Board Ordered (LTDP) – Stipulated by the Parole Board to complete the Long-Term Drug Treatment Program prior to release. This is a 9-12 month program. Your IPO will call you in at the time your report is due to the Parole Board and will submit the report accordingly. The Parole Board will continue to have control of your case until your expiration date.

Partial Day Treatment Program (PDTP) – Board stipulated, offender volunteer, or staff referred substance abuse treatment. The program is approximately 10 weeks in length, meeting 3 hours a day, 6 days a week.

30 Day Relapse Program – Board stipulated, offender volunteer, or staff referred substance abuse treatment. Meet only for 30 days, with a minimum of 15 hours of relapse programming.

Offenders Under Treatment Program (OUT) – Offenders who are serving a sentence of 4-10 years in length, with the present offense being the first federal or state incarceration, who qualify for 180 day treatment and are willing to attend the program will be screened for placement in the OUT Program and a report will be submitted to the Parole Board by your IPO. It is possible to be placed in this program without appearing before the Parole Board.

Community Release Center (CRC) – Residential Facilities operated by the Division of Probation and Parole in St. Louis and Kansas City. Offenders with no viable home plan and those who would benefit from intensive supervision in a structured setting are target populations for these facilities.

Waiver of Hearing – Offenders who are serving their first incarceration, have a C or D Felony sentence of 5 years or less, and who do not have a charge for DWI or a Sex Offense may be eligible to waive their personal appearance at their parole hearing. If you qualify, your IPO will call you in for an interview and submit the report to the Parole Board for a decision. The Parole Board has the option to continue with your parole hearing, give you a release date, send you to treatment prior to release, or schedule you for release on your Conditional Release Date (CR date).

GENERAL INFORMATION

Open door is scheduled for Probation and Parole on Wednesday from 1-4 pm in each Housing Unit. Housing Unit 8 does not have Open Door. When corresponding in writing to your IPO, please include your name, ID number, and housing unit. Be brief, be specific, and state exactly what questions you need answered or concerns that need to be addressed. Any letters sent to the Parole Board will be re-routed back to the CCC Probation and Parole Office.

Questions regarding jail credit need to be sent to the county in which you served time. Let them know the exact days you served in jail and request they send a certified copy of the jail credit to the Records Office at CCC. This information will not be accepted from you, your lawyer, friends, family, or significant others. This has to come directly from the Sheriff's Department to our Records Office.

Questions regarding detainers, wants, warrants, or sentences need to be directed to the Records Office. The IPO and Classification staff can only view what is located in the institutional computer and in the institutional file material, which is entered by Records.

Your parole hearing will be set by the Parole Board in Jefferson City. You will be interviewed for your parole hearing the month prior to your scheduled hearing. Your decision from your parole hearing will be made by the Parole Board in Jefferson City after your parole hearing is held. Be patient! Refer to the Blue Book on pages 7-11 to see when you are eligible for a parole hearing to be scheduled. There are no early releases. We no longer release offenders prior to their scheduled parole date on EMP (house arrest) or to the CRC.

Parole hearings are held in the Administration Building in the Parole Hearing room. You are allowed to have one person attend your parole hearing with you. This one person MUST be an approved visitor on your visiting list. After your parole hearing, the Parole Board will make their decision and your IPO will hand deliver your answer to you. Your answer will be given to you when the Parole Board has made it official. The Parole Board can take up to 8 weeks to make a decision on your hearing. Do not write to your IPO asking if a decision has been made from your parole hearing. Caseworkers have no information regarding your release, therefore, do not ask your Caseworkers for answers regarding your parole hearing. As soon as your IPO receives your answer, you will be called to their office and given your answer.

Your salient factor score and guideline dates will be figured at the time of your parole hearing. This information is not figured prior to your hearing report being completed. Information regarding the calculation of the salient factor and guideline dates is located in the Blue Book on pages 14-16.

Time Credit, Conditional Release, and Maximum Release dates are figured by the Record's Office. Any questions or concerns you have should be directed to the Record's Office.

For those sentenced pursuant to Section 559.115 RSMo (Shock GP, Shock Incarceration Program, and ITC), or PCT per Section 217.785 RSMo, your IPO will be informed when your report is due to the Court. Jail credit does NOT count toward your 120 days. Your IPO will give you more information when you are interviewed. Reports for these cases will be completed around your 90th day, to the judge. If you plan to reside out of state, a home plan must be submitted within the initial first two weeks of incarceration or time will not allow for an out of state home plan.

Nine month reviews will be completed if you meet the criteria. If your nine month review is due and you have had action taken by the Parole Board within the last six months (parole hearing, special report, or date extension), you will not receive a nine month review. If you are scheduled to attend institutional treatment prior to your release and you have not completed the treatment, you will have a review; however, your date will not be advanced. If you are scheduled to leave on your Minimum Eligibility or MMPT date (percent date), you cannot be advanced, however, a report will be submitted to the Parole Board indicating this information. If you meet the criteria for a nine month review, a report will be submitted to the Parole Board for review for possible advancement or cancellation/extension of your date. Your IPO will contact you at the time your nine month review is due and will conduct the interview with you at that time.

When House Arrest (EMP) is stipulated by the Parole Board, offenders must have one telephone land line in the house without any extras on the line. There can be no call waiting, call forwarding, or three way calling. This telephone line has to be a single party phone line and cannot be a cell phone.

Your home plan will be submitted approximately 60 days prior to your presumptive release date scheduled by the Parole Board. If you have an out of state home plan, you will submit this home plan approximately 4 months prior to your presumptive release date scheduled by the Parole Board. You will not be allowed to submit any home plans for investigation earlier than the above-mentioned time. Please attend open door on your housing unit for questions concerning approval/denial of your home plan. If your home plan is denied, you will be contacted by your IPO immediately and requested to submit another home plan. In case you do not have another home plan, you will be booked a bed at the CRC nearest the county your case is from. You are not allowed to send out more than two home plans. If both are denied, you will automatically be scheduled for placement in the CRC and stipulated to complete the program by the Parole Board.

Intervention Fees of \$30 are to be paid monthly, however, upon initial release, your fees will be waived approximately 90 days to give you time to find employment.

Any concerns or questions not answered in orientation or by this information sheet regarding Probation and Parole issues should be addressed in writing and sent to your IPO, or asked at P&P open door.

PROTECTIVE CUSTODY NEEDS

Chillicothe Correctional Center (CCC) does not have a Protective Custody Unit; however, if you believe that your safety is in jeopardy, you may request protective custody. If a situation arises that causes you to feel unsafe from another offender, please speak to the first available staff member who will direct you to appropriate staff. Staff will speak with you, listen to your concerns and take appropriate action to resolve your concerns.

TO: Offender Population

FROM: Records Office (Rev 03/13)

GOOD TIME CREDIT

- If an offender is eligible for a time credit date, a Time Credit Eligibility Form will be submitted automatically to the Warden's Office for recommendation 3 months prior to the Time Credit date.
- Approved recommendations will be forwarded by the Warden to the Parole Board.
- The Parole Board will notify the offender as necessary.

WARRANTS

- The Records Office runs warrant checks when offenders are received, prior to release and upon staff request. Offenders will be notified of active warrants at that time.
- The Records Office will **not** run warrant checks at the request of the offender.

LETTERS OF INCARCERATION

- The Records Office will provide letters of incarceration to outside agencies upon the agencies' written/faxed request.
- The Records Office will mail a letter of incarceration at the offender's request, if the offender provides a stamped envelope with a verifiable agency name and address. We will not mail incarceration letters to family or friends.
- Letters of incarceration are **not** provided directly to offender while incarcerated or upon release.

MONEY AND OFFENDER ACCOUNTS

- The Records Office does not handle money, offender accounts or offender telephone records. These inquiries should be directed to the Business Office.

FILE COPIES

- Offenders are given a copy of their face sheet, S&J and jail credit while at the Reception & Diagnostic center.
- When changes are made to a face sheet the offender will receive a copy of the corrected face sheet.

- Offenders will be charged, per policy, for any additional copies requested from the Records Office.
- It is the responsibility of the offender to keep track of their documentation and make copies for personal use, legal purposes, etc.

FACE SHEET UPDATES

- Requests for emergency address updates, changes in hair color, weight, religious preference, work history etc., need to be requested through the appropriate classification staff.
- Classification staff will forward all approved requests to the Records Office.

REPLACEMENT ID

- All requests for new or replacement ID cards must go through the appropriate classification staff.
- Classification staff will forward all approved requests to the Records Office.
- Offenders will be notified if they need to report to Records for a new photo.

OFFENDER RELEASES

- Parole release dates are calculated by P&P and are not reflected on the face sheet.
- Offender releases are processed by the Records Office approximately 7 days prior to the actual release date.
- It is the offender's responsibility to notify family/friends of their release date and make transportation arrangements if needed.

RECREATION

Recreation offers a variety of activities, classes, events and tournaments available to all offenders. Some of the Recreational items available include:

- Weight Room (includes treadmills, elliptical, exercise bikes and weight equipment)
- Card table room
- Full size basketball/volleyball court
- Outdoor track
- Outdoor racquetball court
- Outdoor sand volleyball
- Softball field
- Outdoor washer boxes

Other activities available to the offender population include but are not limited to:

- Card tournaments (spades, pinochle, skip-bo, pase-10, etc.)
- BINGO
- Pool tournaments
- Ping-Pong
- Trivia contests
- Obstacle courses
- Weight training classes and programs
- B.L.A.S.T. (variety of aerobics/weight training classes taught by an offender)
- Badminton
- Frisbee Golf
- Wiffle Ball
- Relay races
- Bowling
- Dodgeball
- Domino tournaments

There are also training classes for those who wish to learn fundamentals of various sports.

Recreation facilities are available any time Recreation is open. Information regarding tournaments/events is usually posted in Recreation. If you have any questions, please see a Recreation officer.

RECREATION RULES

1. **Offenders participating in leisure time activities in the recreation area may utilize a walkman with headphones. Offender recreation workers may not use a walkman while on duty.**
2. **Personal cups with a drink may be taken to the recreation area for use by offenders during leisure time. Cups will not be taken onto the gym floor.**
3. **No candy (except cough drops).**
4. **No shower shoes, thongs or sandals.**
5. **No food in Recreation area.**
6. **State clothing or allowable personal clothing may be worn.**
7. **No running or dancing, except in an organized event.**
8. **No interference with an organized event.**
9. **No touching.**
10. **No tobacco or smoking supplies in the building.**
11. **No equipment abuse.**
12. **No littering.**
13. **Work out equipment is for its intended purpose, not as an area to sit.**
14. **No games on bleachers.**
15. **Games and puzzles can be checked out to the housing units on Friday's between 9:00 – 10:45 a.m., 12:00 – 3:45 p.m., 5:00 – 7:45 p.m. and need to be turned in the following Wednesday at the same times.**
16. **All recreation equipment is to be turned in by the following times:
Mornings - 10:45 a.m. Afternoons - 3:45 p.m. Evenings -7:45 p.m.**
17. **Recreation is closed to general population during Treatment Recreation times, Incentive wings, and special events, i.e. graduation, Crime Victims' Week, Health Fair, etc.**
18. **No Black soled shoes on gym floor.**
19. **Athletic shoes are available for checkout from the game issue room during open Rec hours.**
20. **Stability balls are for B.L.A.S.T. classes only.**

Paul Kavanaugh, RO III (Signature on File)
(12-21-11)

RELIGIOUS ACTIVITIES

Accommodated Groups

Al' Islam (Muslim)

Catholic

Christian General

-Latter Day Saints

-Jehovah Witness

-Baptist

-Methodist

Jewish

Judaism

Moorish Science Temple of America

Nation of Islam

Native American

Wicca

Sabbath Keepers (Yahweh Assembly)

Buddhism

The chapel calendar is updated every month and lists all the religious activities and their schedules. The calendars will be posted on your Housing Unit wing bulletin board.

The chaplain is available in the chapel office located in the Recreation Hallway.

The chaplain can help you with:

Religious Concerns
Spiritual Guidance
Family Emergencies
Support with personal issues
Religious changes

The chaplain is available during spiritual library hours; please see your calendar for exact times.

Donated Materials: Donated religious materials, such as bibles, Qur'ans, Tracts, etc... may be picked up from the chapel when available only during Open Chapel hours.

The chaplain does not provide cards of any kind. Cards can be purchased at the canteen. The IAC occasionally distributes cards at certain times throughout the year.

TOBACCO RESTRICTIONS

While tobacco products are available for purchase at the Canteen, please be aware that Chillicothe Correctional Center (CCC) prohibits smoking inside any building. Smoking products are not allowed in any Central Service Building such as the Kitchen, Recreation, Library, Education, etc. CCC provides smoking areas in front of the General Population Housing Units as well as the substance Abuse Unit and the east ball field. You are subject to a conduct violation if you smoke in an unauthorized area.

TELEPHONE ACCESS

Telephones are available in the housing units for use by offenders who are not on restriction. Through an established vendor, Securus Technologies, Inc., all telephones are programmed to process collect calls, debit calls, or prepaid calls. Use of the telephone is a privilege and misuse may result in a conduct violation.

You may place a collect, debit or prepaid call. Access requires a personal identification number (PIN). You may purchase minutes at the Canteen or the Kiosk. It is important that you not share your PIN number with anyone, allow others to gain access or allow others to utilize it. Prepaid time can be purchased by family and friends through Securus Technologies, Inc. by calling customer services at 800-844-6591.

VISITING ROOM

The Department of Corrections encourages visiting by family and friends. You are allowed to have a maximum of twenty (20 visitors) on your approved visiting list. Because this number is limited, you may make changes twice each year during designated periods.

Application Process – Visiting applications are available on your Housing Unit wings. It is your responsibility to mail an application to the prospective visitor. It is important that the visiting application is answered thoroughly and honestly, as failure to do so may result in denial of visiting privileges. The completed application is to be returned through the mail to your caseworker. A complete criminal history check is conducted on all prospective visitors. Once the application process is completed, you will receive a notification advising you of your visitor's status. It is your responsibility to notify the visitor of the decision. Visitors may only be on one offender's visiting list unless they are verified to be an immediate family member of more than one offender.

Visitor Identification Requirements – All adult visitors are required to show a valid picture identification card such as a current driver's license or Department of Revenue identification card. Children 13 years of age to 17 years of age are to show a current school picture identification card at a minimum. Visitors under the age of 18 must be accompanied by an authorized adult visitor.

Allowable Items - Only coins for use in the vending machines and specific medical and infant supplies are allowed in the visiting room. Small lockers are available in the visiting waiting room to store purses, wallets or keys. When you bring an infant or small child, one clear carry-all for supplies is allowed. These items may be searched. It is the adult visitor's responsibility to provide proper supervision of children. If children are unruly or disruptive, the visit may be terminated.

Physical Contact – If you choose, you will be allowed one greeting and departing embrace and brief kiss with your visitor. Photographs with your visitor may be available during some visits.

Food Available – Vending machines offering sandwiches, snacks, Chips, candied and beverages are available. Some offenders may be eligible for food visits at various times throughout the year.

Visitors Searches – The Department does conduct general searches of visitors. A metal detector may be used to detect contraband. This may be completed by a walk-through metal detector or a hand held wand which is waved near the body.

Visitors are not allowed to be on the institutional grounds earlier than 30 minutes prior to the visiting session.

Regular visits will be allowed three(3) visitors at one time and may include up to three(3) additional visitors who are under the age of sixteen(16), for a maximum of six(6) visitors at one time. Only immediate family and one designated significant other may visit on the weekend.

There are a number of additional options available to offenders that are offered as incentives. We encourage you to review IS/SOP 13-3.1 Offender Visitors in the Institutional Library.

The visiting hours are as follows:

Friday; Saturday and Sunday – 9:30 am-1:30 pm and 2:30 pm-6:30 pm

Visitors are only allowed to visit during one session per visiting day.

RESTORATIVE JUSTICE ACTIVITIES

We believe crime is a violation of people AND RELATIONSHIPS. It creates obligations to make things right. Justice involves the victim, offender and the community in a search for solutions which foster repair, reconciliation and reassurance. We engage in, support and sponsor Restorative Justice and Reparative projects and functions that benefit victims and communities who have been impacted by crime.

- 1) **Quilting** – Offenders volunteer to make quilts which are donated to local hospitals, shelters and fund raising events. The program is supported by offender organizations and donations from the community.
- 2) **Crocheting** – Offenders volunteer to crochet baby afghans, hats, scarves, mittens, booties, doilies and toys. Many of the items are donated to Children’s Mercy Hospital in Kansas City, Girls Town, Della Lam., local nursing homes and the Livingston County Health Center to assist families during the winter season.
- 3) **Wheels for the World** – Offenders volunteer to sew wheelchair cushion covers, wheelchair cushion saddle bags and wheelchair hygiene bags to present to the recipient of reconditioned wheel chairs, walkers and canes.

These programs are available to general population offenders who demonstrate the ability to sew or crochet or the strong aptitude to learn those skills.

If you wish to participate in Restorative Justice activities, please send a note through the institutional mail to the Institutional Activities Coordinator.

PRISON RAPE ELIMINATION ACT (PREA)

In 2003, the Federal government enacted the PREA Act. The purpose of this act included:

1. Establishing a zero-tolerance standard for the incidence of prison rape in prisons in the United States
2. Make the prevention of prison rape a top priority in each prison system
3. Develop and implement national standards for the detection, prevention, reduction, and punishment of prison rape

Offenders are prohibited from using physical force, coercion (example: promises of protection for sex), threats, or intimidation to force any other offender or person to participate in a sexual act. Additionally, Missouri state statute prohibits staff from being involved with any type of sexual acts or contact with offenders even if the offender consents, initiates, or pursues the act. Any type of sexual misconduct, abuse, or rape should be reported immediately to staff either verbally or in writing or through use of the TIPS hotline number posted near the offender phones.

For further information regarding the prevention and or reporting of sexual abuse, refer to the Missouri Department of Corrections publication, 'Offender's Guide to Sexual Misconduct/Abuse'

TO REPORT A PREA OR CRIME TIP ISSUE:

1. Pick up handset
2. Choose Language
3. Press 8 for a PREA or Crime Tip call
4. You will NOT be asked for your PIN when reporting an issue
5. Dial:
 - a. for PREA: 573-526-7732 (PREA)
 - b. for Crime Tip: 573-526-8477 (TIPS)
6. You have 3 minutes to leave your message after the announcement

OFFENDER INFORMATION CHANNEL

Most scheduled institutional activities are posted on Channel 3 on the offender televisions as well as on the Housing Unit bulletin boards.

PUPPIES FOR PAROLE (P 4 P)

Red and Blue bandanas on the dogs are indicated as:

Blue - Dog is approachable and can be interacted with, but check with the handler first.

Red - Dog is either new to the institution, in training, or has shown tendencies to be aggressive at that time. Do not approach them.
