



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
**PROTECTIVE CUSTODY NEEDS ASSESSMENT/WAIVER**

NAME OF INSTITUTION

INMATE NAME	REGISTER NUMBER	HOUSING UNIT	DATE
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I have been interviewed this date to determine my protective custody needs. The following statement which I have checked and initialed clearly indicates my need or lack of need for protective custody.

CHECK ✓	INITIALS	STATEMENT
		I do not feel that I need protective custody. I am not aware of any enemies among the inmate population, and do not believe I am in any danger.
		Because of enemies in the general population I am requesting protective custody for the present time. See attached Enemy Listing (MO 931-3511).
		The circumstances or persons which caused me to request protective custody are no longer present in this institution. I therefore request to be released from protective custody back to general population. I assume full responsibility for my safety.
		I request release from protective custody status upon my transfer to _____  To my knowledge I have no enemies in the population at the above named institution and I will be able to live in its general population.

INMATE SIGNATURE	REGISTER NUMBER	DATE
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STAFF WITNESS SIGNATURE	TITLE	DATE
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STAFF WITNESS SIGNATURE	TITLE	DATE
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I HAVE REVIEWED THE ABOVE REQUEST AND IT IS  APPROVED  DENIED

SIGNATURE OF INSTITUTIONAL HEAD	DATE
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STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
**OFFENDER SAFETY RULES - MACHINE/EQUIPMENT**

FACILITY
AREA
DOC NUMBER

OFFENDER NAME (PRINT)
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MACHINE/EQUIPMENT
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I agree that I will not operate any machinery or equipment until I have been fully trained by a qualified instructor on the machine or equipment's use, cleaning, safety features, care maintenance and authorized to use the machine or equipment.

I agree that I will follow all posted operating procedures for all machinery or equipment I operate. I acknowledge that these procedures cover the use including safety features, cleaning and general information about machinery or equipment care and maintenance.

I agree that I will not operate machinery or equipment unless I know the location and proper operation of all switches for normal and emergency operations.

I agree that when operating any machinery or equipment I will always wear approved work clothing and will use all required personal protective equipment or devices as furnished by the facility.

I agree that as the operator I will maintain the surrounding area in a clean and orderly condition.

I agree that I will operate the machine or equipment only when all safety guards are in place and in good working order. If strange or different sounds in the running or movement of the machine or equipment are observed I will shut it off immediately and notify the supervisor. Needed repairs or maintenance shall be reported immediately.

I agree that the power source will be disconnected or turned off before authorized cleaning, repairing, servicing, lubricating, or adjustments are done.

Talking to, distracting or horseplay with the operator is not permitted.

I agree that as the operator I will secure the machine or equipment before leaving the assigned area.

I agree that in case of any emergency I will immediately shut off the machinery or equipment and notify my supervisor immediately.

**I HEREBY CERTIFY THAT I HAVE READ THE ABOVE SAFETY RULES FOR MACHINERY/EQUIPMENT OR HAVE HAD THEM READ AND EXPLAINED TO ME.**

OFFENDER SIGNATURE AND DOC NUMBER
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DATE
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SUPERVISOR SIGNATURE/TITLE
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DATE
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STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
**RECEIPT**

INMATE NAME		DOC NUMBER	LOCATION NECC
I HAVE RECEIVED A COPY OF <u>R&amp;O Packet</u>			
, DATED <u>06/26/2012</u>			
<input type="checkbox"/> I HAVE RECEIVED THE ABOVE INFORMATION <input type="checkbox"/> I HAVE READ AND UNDERSTAND THIS MATERIAL <input type="checkbox"/> I HAVE HAD THIS MATERIAL READ AND EXPLAINED TO ME BY _____ _____			
INMATE SIGNATURE		#	DATE
STAFF SIGNATURE			DATE

MO 931-3730 (11-94)



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
**OFFENDER SEXUAL ABUSE AND HARASSMENT ACKNOWLEDGEMENT**

OFFENDER NAME (PLEASE PRINT)	
DOC NUMBER	
<p>I acknowledge that I have received the <b>Offender Sexual Abuse &amp; Harassment</b> brochure and/or attended an orientation that included information about the Prison Rape Elimination Act. I understand I have the right to be free from sexual abuse and harassment, and to be free from retaliation for reporting such incidents. I understand there are several ways to report offender sexual abuse and that medical and mental health services are available.</p>	
OFFENDER SIGNATURE	DATE
WITNESS NAME (PLEASE PRINT)	DATE
WITNESS SIGNATURE	

MO 931-4505 (6-13)

DISTRIBUTION: ORIGINAL - OFFENDER CLASSIFICATION FILE

THE FOLLOWING TOPICS WERE COVERED IN THE NECC  
RECEPTION AND ORIENTATION HANDOUT

1. CANTEEN SERVICES
2. COUNSELING PROGRAMS
3. COUNTS
4. EDUCATIONAL OPPORTUNITES
5. FIRE AND SAFETY ISSUES
6. GRIEVANCE PROCEDURE
7. HOUSING UNIT ASSIGNMENTS
8. OFFENDER FINANCE
9. INSTITUTIONAL RULES
10. JOB ASSIGNMENTS
11. LAW LIBRARY SERVICES
12. MAIL SERVICES
13. MEALS
14. MEDICAL SERVICES
15. NOTARY SERVICES
16. PACKAGES AND PROPERTY
17. PROBATION AND PAROLE
18. PROTECTIVE CUSTODY NEEDS
19. RECREATIONAL ACTIVITIES
20. RELIGIOUS ACTIVITIES
21. STATE CLOTHING ISSUES
22. TOBACCO RESTRICTIONS
23. VISITING
24. PREA INFORMATION
25. FAN PROGRAM

# CONSEQUENCES

## For the Offender That Sexually Abuses, Assaults or Harasses Other Inmates...

An investigation will be made into each allegation of sexual abuse and harassment. It is important to remember that sexual abuse does not have to be a violent act. If the victim feels they would be physically harmed if they refuse, that is sexual abuse. If you are found guilty of sexual abuse, you will be issued a disciplinary report and the sanctions will be harsh. The Department of Corrections will also seek prosecution for perpetrators of sexual abuse. In addition to facing additional time to serve, you will also face life-long reporting requirements as a sexual offender in accordance with Missouri law.

If you have trouble controlling your actions seek help from mental health staff. Consider participating in programs designed to control anger or reduce stress.

It is also important that offenders do not make false, misleading or unfounded reports in bad faith. There may be serious disciplinary consequences for doing so.

**The Missouri Department of Corrections has zero tolerance for sexual abuse or harassment.**

# DEFINITIONS OF SEXUAL ABUSE & HARASSMENT

Sexually abusive or sexually harassing acts can be committed by another offender, staff, contracted employee or volunteer. The Missouri Department of Corrections has zero tolerance for any type of sexual abuse or harassment.

Sexual Abuse is defined as any type of unwanted physical sexual contact. This includes contact or penetration of the anus or vulva with the penis, finger, mouth or other object.

Sexual Abuse includes unwanted sexual touching of the genitals, breasts, inner thigh or buttocks, groin or anus, either directly or through clothing.

Sexual Abuse occurs when the victim does not consent, is coerced into a sexual act by overt or implied threats of violence, or when the victim is unable to consent or refuse.

Staff Sexual Abuse also includes any instances of voyeurism, when it is proven there is intent to abuse, arouse or gratify sexual desire, or if an employee displays uncovered genitalia, buttocks or breasts in the presence of an offender.

Staff Sexual Harassment includes repeated and unwelcomed sexual advances, requests for sexual favors or verbal comments, or any gestures or actions of a derogatory or offensive sexual nature. It is also considered sexual harassment if staff make demeaning references to gender, make sexually suggestive or derogatory comments about an offender's body or clothing, or make obscene comments or gestures.

Missouri Department of Corrections

# OFFENDER SEXUAL ABUSE & HARASSMENT



This publication is sponsored by the Missouri Department of Corrections

# REPORTING SEXUAL ABUSE

You can take steps to avoid sexual abuse by following these safety tips:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Walk and stand with confidence. Many abusers choose victims who look like they won't stand up for themselves. Don't be afraid to say "NO!" or "STOP IT NOW!"

Do not accept canteen items or favors from anyone. Placing yourself in debt to another offender can lead to the belief or expectation that you will repay the debt with sexual favors.

Do not accept an offer from another offender for protection.

Avoid casual nudity and talking about sex. These things may cause another offender to believe you are interested in a sexual relationship.

Avoid secluded areas. Position yourself in plain view of staff members.

Do not trust others too easily. Make wise choices when associating with others. Making friends with the wrong group of people can make you a target automatically.

Most importantly, if you are being pressured for sex, report it to a staff member immediately.

Finally, if you notice another individual being pressured for sex, or involved in a sexual relationship with another offender or staff, report it immediately.

# REPORTING SEXUAL ABUSE

If you have been sexually abused:

Get to a safe place and report the abuse to a staff member immediately. The longer you wait to report the abuse, the more difficult it is to obtain evidence for investigation. You have a personal responsibility to report abuse of others too, even if you do so anonymously.

Do not shower, brush your teeth, use the restroom or change your clothes. Doing so may destroy valuable evidence to prosecute the perpetrator.

There are several ways in which to report abuse.

- 1 Report the abuse to any staff member either verbally or in writing as soon as possible, whether the alleged incident involved you or not.
- 2 Call the department's confidential PREA hotline. You can do so at any offender phone by listening to the prompts and pressing '8' or dialing (573) 526-PREA (7732).
- 3 Write to the Missouri Department of Public Safety, Crime Victims Services Unit, P.O. Box 749, Jefferson City, MO 65102.
- 4 If you are assigned to a community release center or community supervision center, you may report sexual abuse using the above guidelines or calling the PREA hotline at (855) 773-6391.

# WOMEN'S RIGHTS

As a victim of sexual abuse, you have certain rights, including the right to be free from retaliation and harassment.

You will be separated from the alleged abuser immediately.

When necessary, medical personnel will be notified and you will receive a physical exam. You will be assessed for injuries or exposure to sexually transmitted diseases. Any evidence collected will be sent to a crime lab.

You will be referred to a mental health professional for assessment and ongoing treatment, as necessary.

If requested, a victim advocate will be provided for you or you may contact an advocacy organization. The contact information is available in the institutional library.

Your allegation of sexual abuse will be investigated and if possible, the abuser will be disciplined and referred for prosecution. It is important you work with the investigator.

Later on, you may wish to seek the support of a trusted friend, family member or staff member, such as the chaplain or mental health staff. The days ahead can be traumatic and it helps to have support.

You have the right to know the outcome of the investigation.

You have the right to be notified of court proceedings and to provide an impact statement for the court and parole hearings, in the event of conviction.



## NECC ORIENTATION

### NECC ORIENTATION Revised: 06-26-2012

WELCOME TO NECC. WE HOPE THIS GUIDE WILL HELP YOU TO QUICKLY ADAPT AND ADJUST TO NECC. PLEASE CHECK WITH A STAFF MEMBER IF YOU HAVE A QUESTION THAT WAS NOT ADDRESSED IN THIS BOOKLET.

**CANTEEN** – Offenders will be permitted to spend once per week. An offender may check his account balance by using the Kiosk machine located in designated areas throughout the institution. The delivery schedule will be posted in all housing units. A list of canteen items can be checked out from the housing unit officer.

**COUNTS** – Counts will be as follows:

- 6:00 a.m. – Custody Count (Standing)
- 10:45 a.m. – Custody Count (Standing)
- 4:30 p.m. – Custody Count (Standing)
- 10:00 p.m. – Name and Number Count (Standing with ID)

Between 12:00 a.m. and 3:30 a.m. there will be two (2) floating counts. These are at the discretion of the shift commander. Offenders may be asleep during these counts.

**INFORMAL RESOLUTION REQUEST/GRIEVANCE** – The IRR/Grievance procedure is available to the offender to give him the opportunity to present his complaint relating to his incarceration. The procedure is found in policy D5-3.2. We encourage you to have an informal conference with your casemanager to see if your complaint can be resolved before an IRR is necessary.

**MAIL SERVICES** – Outgoing mail from an offender must include full name and register number along with the complete NECC address. All mail, with the exception of legal mail, will be opened and inspected for contraband. Outgoing mail will be unsealed. Legal mail may be sealed. Legal mail is that which is addressed to judges, attorneys, courts, elected officials, institutional or departmental/divisional administrators.

Address: Your name & DOC number  
Your housing unit (for example 10A-101 or 9B-115)  
Northeast Correctional Center  
13698 Airport Road  
Bowling Green MO 63334

**MEALS** – Offender meals are served on approximately the following schedule:

Breakfast	6:20 a.m.
Lunch	11:20 a.m.
Dinner	4:50 p.m.

Dress during meals: personally owned clothing, including shorts, may be worn during any meal through the year.

No food or condiments will be taken to or from the dining room, with the exception of dry or liquid condiments that are in the original package not to exceed 8 ounces.

**CALL OUTS** – All offenders are responsible to check the board in their wing for various call-outs. These could include medical, work, testing, or any number of appointments. If you do not report to a scheduled call-out you are subject to receive a Conduct Violation for Out of Bounds or Disobeying An Order.

**MEDICAL SERVICES** – Offenders may request Medical Services by completing and turning in a (MSR) Medical Services Request. These will be available at your housing unit. Nurse sick call schedules are posted in the housing unit. An MSR must be filled out and taken with you when you go to the Nurse sick call.

## NECC ORIENTATION

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If an offender feels he has a medical emergency, he must contact a custody officer or work supervisor. A work related injury must be reported on the day of the accident and have an Accident/Incident Report filled out by the offender's supervisor. A sport related injury must be reported immediately to the recreation staff, who will contact Medical.

**PACKAGES** – Only one (1) package may be ordered by each offender during each quarter of the year.

The quarters are:	January, February, March	(first quarter)
	April, May, June	(second quarter)
	July, August, September	(third quarter)
	October, November, December	(fourth quarter)

These packages may be purchased by the offender using a "green check" and processed through the purchase request procedure in accordance with procedures regarding property.

**PROBATION & PAROLE** – Each offender will be assigned a P & P officer. Any questions you may have regarding Probation and Parole issues should be submitted in writing to that office. Please include all of your questions, your name, number, job, and housing unit on all correspondence.

**PROTECTIVE CUSTODY NEEDS** – If you have concerns for your safety or identify an enemy at NECC, speak to any staff member immediately.

**RECREATIONAL ACTIVITIES** – NECC provides various opportunities for offender recreation. Check at the gym for scheduled activities.

**RELIGIOUS ACTIVITIES** – The NECC Chaplain is available to assist you with your spiritual needs. We have "all faiths" chapel to provide a place of worship. Please check schedule for activities and call-outs.

**STATE ISSUE** – When assigned to NECC, all offenders will be issued an allotment of "state" clothing and linens. You will be required to sign for these items upon receipt, which will become part of your permanent clothing record. Make sure you receive all items you sign for. All clothing should be stamped with your ID number before leaving the area. No lost or stolen clothing will be replaced. You are responsible for what you sign for.

**PROPERTY** – There will be no passes issued for the Property Room without being on a call-out. If you have any questions for, or business with, the Property Room, you must send them a note. Include a description of what you need, your name, number, job, and housing unit. They will place you on a call-out or mail you an appropriate answer.

**SMOKING** – Smoking is not allowed inside of ANY buildings at NECC. Smoking is allowed OUTSIDE ONLY. There is to be no smoking in any cells. No smoking on sidewalk or within 25 feet of doors.

**LAUNDRY** – Each offender at NECC will be issued a laundry bag. The laundry schedule and procedure will be posted in each housing unit. Clotheslines are not permitted at any time. You may hang your clothes from the wall hooks and clothes hanger loops in the cell.

No state gray clothing or sheets may be laundered in the housing unit washer and dryer. Rules are posted in each housing unit regarding the use of said washers and dryers.

**TELEPHONE CALLS** – Phone calls will be permitted between 6:30 a.m. (after count) and 10:00 p.m., on Sunday through Thursday nights. On the weekends and holidays, the phones will be on from 6:30 a.m. (after count) until lockdown at 12:00 a.m. The phones will be turned off 5 minutes prior to each count. Telephones are located for offender use in each housing unit wing and outside of each housing unit. Abuse of telephone privileges may result in restricted use. Three way connections are prohibited. Offender phone calls may be monitored by staff for security purposes.

**VISITS** – The Visiting Room is open for the following visiting times:

## NECC ORIENTATION

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Friday, Saturday, and Sunday  
9:30am to 1:30pm or 2:30pm to 6:30pm

These visiting times are for any person on your approved visiting list. The visitor may come to one or the other, but not both sessions. For example, they can come on Saturday from 9:30 a.m. to 1:30 p.m. but cannot come back after the break. They may come back again on Sunday to visit on one session or the other. Admittance is allowed no later than 30 minutes before the close of each session. ALL visitors must be on an offenders approved visiting list. Visitors are not permitted on NECC grounds until 30 minutes prior to the beginning of each visiting session. Also when asked to leave or after the close of the session, visitors must leave the ground immediately. See "Visiting Room Regulations" for further information.

**JOB ASSIGNMENTS** – Each offender will be given a school or job assignment. Some may have both. The usual jobs are available: Food Service, Recreation, Maintenance, etc. We have two industries including the Panel Factory, which makes office partitions and the Vo-Tech Department, which does computer repairs. Offenders must complete the NECC R&O process before they will be allowed to apply for and obtain a job or be assigned to education.

**COUNSELING SERVICES** – Several programs are available to you at NECC. We have a Psychologist, Chaplain, and volunteers to work with these programs. Offenders must complete the R&O process before they will be allowed to apply for or participate in any programs.

**DORM COUNCIL** – We have active Dorm Council at each of the housing units. Concerns and observations are gathered by offenders and discussed with the housing unit managers in an attempt to resolve and respond to these issues.

An institutional council also meets with a warden on a regular basis for communication and exchange of concerns and ideas. A lot of positive changes have come from these meetings and have benefited all involved.

**INSTITUTIONAL ACTIVITIES** – The IAC office has a variety of groups to participate in N.A., A.A. Toastmasters, VVA, and many others. Check to see if there is one or more that interest you.

**FIRE AND SAFETY** – In each housing unit you will find posted procedures for fire, tornado, and other such emergencies.

**NOTARY SERVICES** – Notary services are available and can be obtained by writing a request to the CCAs located in the Recreation Buildings or from classification staff in the housing units.

**EDUCATION** – Three sessions of GED classes are offered Monday-Thursday. You may request placement by writing to the Educational Director.

**LIBRARY SERVICES** – Both general and law library services are available to offenders at NECC. See schedule for time and availability.

**OFFENDER FINANCES** – The Business Office handles all matters related to offender funds and banking. Any print outs of accounts must be requested to the Business Office by a note, including your name, number, housing unit, and job on all correspondence.

**CELL ASSIGNMENTS** – All cell assignments will be at the discretion of the housing unit manager. If you desire to live in a certain unit or with a certain individual you must submit a room move request for consideration. This must be signed by all individuals involved in such a move.

**FOOD SERVICE WORKERS** – Special incentives will be offered to offenders assigned to work at Food Service.

**DOOR ENTRY/KEYS** – Offenders are issued keys to their cells. If a key is lost or stolen the offender to which the key is issued will be charged \$100.00

Offenders must be in possession of their cell key at ALL times.

## NECC ORIENTATION

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**IDENTIFICATION CARDS** – Offenders must have their identification card in their possession at all times while outside of their cell, and produce it upon demand unless it is in the possession of a staff person. Services will be denied and a conduct violation may be issued if identification card cannot be shown when asked. The only exception will be those times when the individuals are actively involved in a sports activity, such as handball, softball, basketball, etc.

Replacement of lost, stolen, or damaged ID cards will be made at a cost of \$3.00 each.

**MUSICAL EQUIPMENT** – Musical equipment is limited to that equipment that is issued from the recreation area and can be played within the designated areas.

## INSTITUTIONAL SCHEDULE

12:00 A.M. -	Curfew (only on Friday, Saturday, and nights proceeding State holidays).
12:00 A.M. -	2 floating official counts at the Shift Supervisor's discretion.
3:45 A.M. -	Food Service work release (controlled).
5:15 A.M. -	Food Service work release (controlled).
5:20 A.M.-	Medical movement
5:30 A.M.-	Early Mainline - Substance Abuse Program offenders (A-Side) & R & O Offenders (B-Side)
6:00 A.M. -	Reveille/lights up/custody count (standing).
6:20 A.M. -	Morning meal beings (or when count clears).
-----	Yards & Recreation open 10-minutes after mainline complete
7:30 A.M. -	Education (1 <sup>st</sup> session)/Vo-Tech/MVE Call-out. (Mon-Thurs only)
7:45 A.M. -	Release Rec., MVE, Chapel & Library Workers (No Library on Sun.)
8:00 A.M. -	Release HU #9 maintenance workers (Mon-Fri only)
9:00 A.M.-	10-minute movement
9:30 A.M. -	Offender visiting opens (FRI/ SAT/SUN).
10:00 A.M. -	10-minute movement. Recreation closed.
10:00 A.M.-	AM medical Pass for Substance Abuse Offenders & R & O Offenders only (Nurse will go to HU 17 & HU 10 to deliver medication)
10:20 A.M.-	10-minute food service worker movement.
10:25 A.M.-	Yards closed.
10:35 A.M.-	Substance Abuse Program Offenders & R & O offenders (B-Side) to mainline.
10:45 A.M. -	Cease all offender movement.
-----	Count
11:15 A.M.-	Mainline ready after count clears (food service will call)
11:30 A.M. -	R & O Offenders Library or Recreation time.
-----	Education (2 <sup>nd</sup> session).(Mon-Thurs only)
12:00 P.M.-	Nurse Sick call/mid-day medicine pick-up (Substance Abuse Offenders HU 17 & HU 10 R&O offenders only)
12:10 P.M.-	10 minute movement to Nurse Sick Call A-Side (Mon-Fri only)
-----	Movement to Nurse Sick Call Closed
12:15 P.M.-	Yard & Recreation open 10 min. after mainline complete.
12:30 P.M. -	R & O Offenders Library & Recreation time over.
1:00 P.M. -	Vo-Tech (1 <sup>st</sup> session dismissed).
-----	10-minute movement. Release recreation & afternoon workers.
1:10 P.M.-	Vo-Tech Call-out (2 <sup>nd</sup> session).
1:30 P.M. -	10-minute movement to Nurse Sick Call B-Side (Mon-Fri only)
2:00 P.M.-	Movement to Nurse Sick Call closed.
2:30 P.M. -	Offender visiting closes (FRI/SAT/SUN).
2:35 P.M. -	10-minute movement
3:00 P.M. -	Education (2 <sup>nd</sup> session closed).
3:20 P.M.-	Release to Education (3 <sup>rd</sup> session).(Mon-Thurs only)
4:00 P.M.-	10-minute movement. Recreation closed.
-----	10-minute movement for food service workers.
4:15 P.M. -	Yard closes. Release A-Side diabetic offenders to medical.
4:30 P.M. -	Release Substance Abuse Program Offenders (A-Side) & R & O Offenders (B-Side to mainline.
-----	Evening Insulin/medicine pass (Substance Abuse Offenders HU 17 & HU 10 R&O offenders only)
5:15 P.M.-	Movement closed.
5:15 P.M.- to the end of	Custody Count (standing).
	Evening meal begins (or when count clears).
	Yard and recreation open after mainline is complete
	Library opens 10 minutes after last mainline completion.
	Substance Abuse Program Offenders to Library (Mon - Thurs only)

## INSTITUTIONAL SCHEDULE

Mainline	Recreation for Substance Abuse Program Offenders (A-Side) & R & O Offenders (B-Side) – on Monday, Wednesday, & Friday only.
5:45 P.M.-	Release HU #2 medical pass callouts. (Remaining housing units release when medical officer calls)
6:00 P.M.-	15-minute movement to Nurse Sick Call (Mon-Fri only)
6:15 P.M.-	Movement to Nurse Sick Call closed.
6:30 P.M.-	Offender visiting closes (FRI/SAT/SUN)
6:45 P.M.-	A-Side medication pick up. (if medical officer calls)
7:00 P.M.-	10-minute movement. 15-minute movement to Nurse Sick call (Mon-Fri only)
7:15 P.M.-	Movement to Nurse Sick Call closed.
7:30 P.M.-	Medication pick-up for B-Side offenders. (if medical officer calls).
8:00 P.M. -	10-minute movement (if yard is still open). Medical pass call-outs begin with Central Services. 30-minute movement to Nurse Sick Call (Mon-Fri only)
8:30 P.M.-	Recreation closed. Movement to Nurse Sick Call closed.
9:15 P.M.-	Medicine Pass HU 17 Substance Abuse Offenders & HU 10 R&O offenders only (as soon as GP med pass is complete)
9:45 P.M. -	Cease all offender movement.
10:00 P.M. -	Custody Count (name & number standing) Curfew (Sun-Thurs.).

### Custody Count:

Offenders will be counted in their cells or other areas they are authorized to be. Offenders will be required stand in full view of the counting officer/staff.

### Name & Number Count:

Offenders will be required to stand inside their cell and present their I.D. card to the counting officer/staff.

### Notes:

During ALL counts, cell doors will be secured and offender telephones will be shut off.

During ALL standing counts, the overhead (bright light) will be on.

**NORTHEAST CORRECTIONAL CENTER  
INSTITUTIONAL RULES AND REGULATIONS**

**REVISED: 11-29-2012**

signature on file  
James A. Hurley Warden

**I. COUNT AND CURFEW:**

- A. During custody counts, offenders must be in their assigned cells or designated work areas. Offenders must be standing in plain view of the counting officers during counts. Custody counts are at 6:00a.m., 10:45a.m., 4:30p.m., and 10:00p.m. When being counted in their cells for the custody counts, offenders are responsible for ensuring their cell doors are completely shut and secured and have the bright overhead light turned on. There will be a name and number count at 10:00p.m. During name and number counts, offenders will, one at a time, step up to the cell door window with their ID card and present the ID card to the counting staff. When needed, an offender may be required to state his name and number clearly, as directed by the counting staff member. There will be no movement outside the offender's assigned cell during counts. Restroom and shower facilities are out of bounds during counts. Offender telephones will be turned off 5 minutes prior to count. Headgear, to include headphones/ear buds are not permitted to be worn during custody counts.

TCU offenders may remain in their assigned beds during count.

- B. Curfew is at 10:00 p.m. Sunday through Thursday. Curfew is at midnight on Friday and Saturday nights, as well as the evening before a holiday. Offenders must return to their assigned cells at curfew.

**II. HOUSING UNITS AND CELLS:**

- A. Offenders are not allowed to enter any wing or housing unit other than that which they are assigned, unless authorized by staff. Offenders will be considered out of bounds if crossing the yellow line painted on the walk in front of the housing unit that bisects the zone fencing. Offenders are not to group or loiter in front of the housing units. Offenders are not allowed to communicate with other offenders through the yard fences. No communicating between big yard offenders and small yard offenders. No communicating between small yards either.
- B. Housing unit basketball courts are off-limits except to the offenders assigned to that housing unit. Aggressive competition, horseplay, dunking, slamming or grabbing the basketball rim is prohibited. Offenders will be held responsible for damage to athletic equipment and required to pay restitution for the property.
- C. Offenders will in no way prevent any door from closing once they pass through it. Striking, kicking, or rattling doors is prohibited. During expected movements, offenders will not crowd around the wing doors. Offenders who enter and exit through doors are to ensure the door is completely shut and secured. The wing fire doors will not be used to communicate through nor to pass items through. Any obstruction placed in any doorjamb, locking mechanism, or device is strictly prohibited.
- D. Intercom call buttons located in each cell are for emergency use only. Do not use the emergency call buttons unless a real danger exists. Conduct violations may be issued to offenders whom abuse the emergency call button.

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- E. No clotheslines will be permitted at any time. No clothing will be hung from air vents, sprinkler heads, bunks, on the walls, or in any manner to obstruct the view of the staff in cells. Wall hooks and clothes hanger loops are provided for this purpose. Nothing is to be hung on the wing railings. Reading lamps will only be hung from the offender bunk or shelf.
  - F. No objects, including rugs, towels, blankets, etc., will be arranged so as to block the airflow at the bottom of the cell door. The cell air vent will not be obstructed or covered in any way.
  - G. Offenders will not post or remove any document in any area of the housing unit without authorization from the Functional Unit Manager.
  - H. Each offender may have two (2) pictures, no larger than 8" X 10" and one (1) calendar (no larger than 11" X 17") displayed in their cells. No material depicting illegal activity, offensive or inflammatory images or words will be allowed. Additionally, no images depicting nudity may be openly displayed.
  - I. Hooks are to be positioned in the room so that when they are in use, vision into the room is not obstructed in any way from the cell door or outer cell window. No more than four (4) hooks may be mounted in each cell. Once the hooks are mounted, they are to remain in the cell permanently. Nothing will be attached to or hung from cell walls or cell furniture other than from authorized hooks.
  - J. Offenders are responsible for securing their cell doors upon exiting the cell.
  - K. Light bulbs will be used solely for their intended purpose. They will not be used to burn or heat any item. Smoking or burning of any material inside any building is prohibited.
  - L. All furniture will stay in the assigned room. Chairs may not be taken from the room. Extra chairs for Honor Status will be stacked together when not in use. Footlockers are to be placed directly on the floor. They will not be stacked on top of anything. The footlocker is to be placed upright, not on its top or side. The hasp of the footlocker will be facing forwards. Furniture will not be placed so as to block any part of the doorway access or the view through the outside cell window.
  - M. TCU offenders have been assigned a stand up locker in lieu of a footlocker, with the exception of Administrative Segregation offenders.
  - N. No cardboard boxes, paper or plastic bags will be stored in the cell. No product containers will be used to store anything other than the original contents with the exception that two plastic food product containers may be used for food storage. New plastic containers are also sold in canteen for that purpose.
  - O. Cell windows will not be covered unless authorized by the Administration. Only one layer of window tinting film is authorized to be placed on the window. Nothing is to be hung from the window frame or placed in the window frame (i.e. shirts, coats, etc.) to block light from entering. Offenders will be allowed to cover the top half of the outer cell windows to block the sun at the start of Spring Daylight Savings Time. All outer cell window coverings will be removed at the start of Fall Daylight Savings Time.
  - P. Offenders will place nothing into doorjamb to include such things as tissue paper or other materials.
  - Q. Nothing will be draped over furniture so as to block the view under the furniture. This includes bed linens and blankets overlapping bed frames.
  - R. All game playing within the house will be conducted within the cells.
  - S. No ice is to be placed in sinks or toilets or other containers in large amounts with the intention of cooling off the cell. Ice machines are located in wings for offender use. The ice scoop must be used to remove ice from the machine.



- T. Noise within the housing unit must be kept to a minimum. Headphones and earpieces must be used on all televisions, radios, cd/tape players. Appliances and lights must be turned off if the cell is left unattended, with the exception of fans.
- U. Offenders are only allowed to enter the sallyport door from the side of the unit they are assigned. Excessive noise and loud talking will not be permitted inside the sallyport. The wearing of non-prescription sunglasses is prohibited in the housing unit. Only three (3) offenders at a time may wait in the sallyport to see classification staff. NO loitering in the sallyports.
- V. Microwaves are located in wings for offender use. Follow directions when heating food. Follow posted microwave safety rules. Microwaves will not be left on unattended. Only use microwavable cookware. Popcorn bags will not be reused to heat other foods. Clean up after each use. Failure to do so will result in the loss of microwave privileges for the dorm for a specified time to be determined by the housing unit functional unit manager.
- W. TCU offenders will consume all meals in their own cell. Food is not to be shared with other offenders.
- X. Selected canteen purchases will be allowed in accordance with medical restrictions and storage limitations. This will be on an individual basis and approved by the attending physician.
- Y. Irons, and markers to mark clothing will be checked out from the control module with your identification card. Your identification card will be returned once you return the item you checked out.
- Z. Offenders are responsible for their assigned cell cleanliness. Daily cleanings will avoid health problems and unsanitary conditions. Buckets & cleaning supplies will be available from the wing officer at the officers discretion. Remove trash from cell on a regular basis. Applying wax to cell floors is prohibited. Towels or other clothing articles will not be used as rugs.

### III. VISITING WITHIN THE WING:

- A. Offenders may visit other offenders within the same wing when the dayroom is opened until curfew with the exception of lockdown for count or when officially directed by a staff member. The cell door will remain open a minimum of three (3) inches. There will be no more than four (4) offenders in a cell at one time, one of which must be assigned to that cell.
- B. If an offender is on room/cell restriction, his cell door will remain closed at all times unless directed otherwise by staff. No offender is allowed to visit or communicate with any cell in which there is an offender on room/cell restriction.
- C. No horseplay will be tolerated inside the housing unit. Running in the housing unit or running on the steps is prohibited. Noise will be kept to a minimum. No shouting or talking above conversational levels will be tolerated. Nothing will be thrown in the air within the confines of the housing unit.
- D. With staff permission, TCU offenders may visit with other assigned TCU offenders in their cells or day room area with the exception of those on sleeper status or administrative segregation status. These offenders must remain in their cells.
- E. TCU offenders may visit with other TCU offenders between the hours of 6:30 p.m. and 8:30 p.m. or as directed by staff. No more than two (2) offenders in a cell during visiting hours.
- F. TCU Offenders are to return to their cells when medical staff are making their rounds.
- G. TCU visits with family and friends will be permitted in the visiting room, when medical conditions allow and with authorization of the medical staff.

**IV. OFFENDER DRESS/HYGIENE:**

- A. Adult offenders must wear state gray pants and gray shirts anytime they are in the Central Services area of the institution. Anytime an offender passes through one of the fencing gates surrounding the Central Services building, they will be subject to this dress code even if they are not actually inside the Central Services building. An exception to this will be during mainline, where offenders may wear personal clothing, including shorts, to the dining halls during any mealtime, throughout the year. The only other exception is during offender medical emergencies. Clothing will be worn as designed. No towels or other clothing will be used as neck scarves. Offenders are not permitted to cover their faces with clothing or other materials.
- B. TCU offenders will not be required to wear state grays while in the TCU or during recreation periods. However, state clothing is to be worn to all other required Central Service areas.
- C. Offenders must wear sleeved shirt, full-length state issue pants, personal or state issue shoes (enclosed toe), and possess their ID card when entering staff offices. Offenders must remove any headgear & sunglasses before entering staff offices as well.
- D. Offenders must have their offender identification cards in their possession at all times while outside their cell. Identification cards must be visible at all times, attached to the outer most garment. In the event the shirt is removed, the I.D. card is to be attached to the front side of the waistband of the pants/shorts. Offenders must not be in possession of more than one identification card at any time. Offenders must be in possession of their cell key at all times. No offender should have any identification card or cell key other than his own.
- E. Offenders must be properly attired when outside their assigned unit. Proper attire consists of State gray clothing, sweat suits, athletic shorts, shirts, and appropriate footwear. Clothing will be worn as designed. Offenders may remove shirts after normal work hours, while in their housing unit wings, during yard exercise, during outside recreation, or in the gym area. Sunglasses should not be worn inside any building with the exception of prescription glasses. There will be no loitering in the wings or sallyports wearing only undergarments, towel, or bathrobe. Offenders must wear shirts, shoes, and pants, or shorts when conducting business with the unit control module. Bottoms (shorts, pants, boxers) are to be worn at the hips as designed. Headgear is to also be worn as designed.
- F. TCU offenders will be fully dressed when outside their cells or medical unit.
- G. Showers will be accessible after count has cleared or until notified by staff members. Appropriate shower attire will be required for movement to and from showers. Appropriate attire will consist of boxer shorts, bathrobe or towel wrapped around the waist. Shower curtains will be pulled shut while offenders are in the shower. Public Nudity by exposing buttocks or genitals is strictly prohibited.  
  
Leave the shower area clean of debris. No more than one (1) offender per shower room is allowed.
- H. All TCU offenders will have access to showers as needed with the permission of the custody staff assigned to the TCU.  
  
No more than one (1) offender will be allowed out of his room at a time to use the shower.
- I. Any activity or dress to identify with gangs, such as gestures, clothing, etc. is prohibited.
- J. Offenders must wear state gray uniform and state issued visiting footwear when in the visiting room.
- K. Offenders may wear shower shoes or sandals to the yard.

- L. Offenders must maintain good personal hygiene by regularly showering, washing hair, clothing, and towels. Cells must also be kept clean to avoid health and safety hazards. Bed linens are mandatorily required to be turned in for institutional laundry each week. All personal hygiene activities will be conducted inside the cell or shower room. All hair styling, trimming, or grooming must be done in the cell unless being cut in the barbershop. Hair braiding only may be conducted on the recreation or housing unit yard or in a cell.
- M. TCU offenders have access to barbershop services once a month. B-Side recreation staff will provide services to the TCU offenders. Staff will schedule a barber as needed.
- N. Fingernails are to be kept trimmed so that they do not extend beyond the tip of the finger.
- O. Housing unit washers/dryers may not be used during curfew/count time.
- P. Washing of clothing may be performed in the cell or washing machines only. Only laundry detergent sold in the Canteen may be used to wash clothes. Use of other cleaning agents is prohibited. Bed linens, blankets, rugs, coats, or footwear will not be placed in the washing machines/dryers. There will be NO laundering of clothing or personal items; to include dishes, in the housing unit wing utility closets. Wing utility closets are designed for general dorm cleaning purposes. Items left unattended may be impounded. Laundry for whites and grays will be collected weekly and laundered. Offenders are required to mark their bags and state gray clothing appropriately for laundry to be returned.

Negligence or failure to properly mark laundry may result in missing, unaccounted laundry.

Due to sanitary requirements, TCU offenders will not be allowed to wash laundry in their cells. All laundry must be sent out to the Institutional Laundry.

- Q. Spitting is not permitted on any floor or in the housing unit trash cans. Utilize your cell toilet for this purpose.

#### V. PROPERTY:

- A. No state issued property will be used for any purpose other than that which it is intended.
- B. Offenders assigned to TCU will not be permitted any personal property until they have been assigned to the TCU permanently. Offenders will be allowed basic hygiene and legal materials only, until permanent assignment.
- C. Altering personal or state property is prohibited. Offenders are permitted to use sewing kits to sew up rips and tears in clothing, but are not permitted to alter clothing.
- D. Offenders will be held responsible for damage to any state property, including loss or theft. Offenders responsible for damage to state property may be required to pay restitution for the property. Offenders should carefully inspect their cells and state issued items upon assignment and issuance for damages prior to signing for the cell or equipment. The replacement cost for lost cell keys is \$100.00 due to the expense in materials and labor for repining the lock and cutting new keys. Each offender is responsible for maintaining control over his cell key unless required by staff to turn in the key. Cell keys damaged through neglect or abuse may require a \$10.00 charge to replace.
- E. Offenders are prohibited from swapping, borrowing, trading, selling, loaning, buying, or otherwise transferring possession of any personal or state issued property to any other offender, to include PIN numbers. Excess property or property not on the offender's property list will be considered contraband. Medication one week or more past the expiration date will be considered contraband. Medications not in original packaging will be considered contraband.
- F. TCU offenders will not be issued a room key.

- G. All appliances will be placed on a firm, flat surface. Appliances may not be suspended from walls, ceiling, beds, or stacked in any manner. Tampering with the security seal on any appliance is prohibited. Nothing will be placed over, around, or under any electrical appliance in a manner, which impede the flow of air through ventilation ports of the appliance. Extension cords will not be connected to other extension cords for fire/safety reasons. Cable cords and extension cords will be placed in cells in a safe manner to avoid safety hazards.
- H. Offenders will be allowed to take their personal drinking cup (empty) to and from their job site. In addition, they will be allowed to bring coffee and condiments for coffee, such as sugar. Tea, Tang, or other similar dry type drink mixes may also be brought to the job site. These items, however, must be in their original container and the seal must be unbroken. Offenders may take these items to their job site, but once there these items must remain there. Canned soda and drinks will not be authorized.

#### VI. YARD/RECREATION:

- A. No appliances will be allowed on the yard with the exception of "walkman" style radio/tape/cd players authorized property being transported to and from the Warehouse, or the property room. Offenders may also possess one cd or cassette, one individual beverage, one individual food item, one individual package of tobacco product, one lighter, one book or periodical, school work or other programming material while on the yard.
- B. Outside tables are not to be moved from designated recreational areas. No more than six (6) offenders may be seated at picnic tables on the yard.
- C. Running is prohibited except in designated recreational areas.
- D. Offenders are prohibited from exiting the Recreation yard to the Central Services area without authorization.
- E. Offenders will not congregate on the yard in groups of more than five (5) without authorization. The maximum number of offenders allowed under the yard pavilions is twelve (12).
- F. There will be no loitering under the weight pavilion and only offenders using the weight equipment or spotting for other offenders are authorized under the weight pavilion.
- G. When the yard/recreation buildings are open, offenders will be given an hourly movement. During movement, offenders may exit the housing units to the yard or recreational areas. Offenders are not allowed to communicate with other offenders through the yard fences. No communicating between big yard offenders and small yard offenders. No communicating between small yards either. Smoking is prohibited on all walkways and inside any institutional buildings. Horseplay is prohibited.
- H. When the yard is closed for any reason, all offenders are to collect personal items and return to their assigned housing units immediately in an orderly manner.
- I. TCU offenders will be permitted access to the library, Chaplain, VIC's and/or recreation with approval of the infirmary physician. Approved offenders will be allowed recreation at the designated area located outside of the medical unit on A-Side in the area located between the medical unit and library. TCU offenders assigned to Administrative Segregation or are on sleeper status will not receive outside recreation.
- J. TCU offenders will NOT be allowed tobacco products while at recreation.
- K. TCU offenders with an I.V. access sites are not allowed outside.

#### VII. GENERAL:

- A. Smoking will not be allowed inside any building. Cigarette butts and litter must be disposed of in designated receptacles when smoking out of doors. Smokeless tobacco use will not be permitted either indoors or outdoors. Designated smoking areas are located outside each unit and open yard areas. Smoking is prohibited on walkways inside the institution. Offenders are not to rummage through receptacles for the purpose of acquiring tobacco.

During controlled movement when the yard is closed, offenders will be expected to remain on the sidewalk and report directly to their destinations in a timely manner. There will be no smoking allowed during controlled movement.

- B. Telephones will be turned on after the 6:00 a.m. count clears until curfew each evening. Outside telephones may be used when the yard is open for recreation for that housing unit. No three-way calls will be permitted. Offenders making a telephone call cannot allow another offender to speak or listen to the phone during the call. Each offender will have to make their own telephone call using their own PIN number if they wish to speak to someone on the phone. Offenders are not allowed to make any calls to any staff person and cannot share phone calls with other offenders by handing off the receiver. Offenders cannot leave the phone receiver unattended and off the hook for any reason. Phones will be turned off approximately five (5) minutes prior to count. There is a twenty (20) minute limit on telephone usage. Offenders may not sit in chairs near wing telephones unless using the telephone.
- C. TCU offenders must have permission from TCU custody staff prior to using the phone.
- D. Offenders will not be allowed to sit or loiter on any steps, walkways, sallyports, or unauthorized areas within the institution for safety reasons.
- E. There will be no written or verbal communication or the passing of Canteen or other items with offenders housed in Housing Unit One by offenders in general population.
- F. Offenders will be prohibited from using the postal system to correspond with other offenders within the same institution. Offenders will be prohibited from corresponding with any staff person at their home address. Mailboxes and kite boxes for Institutional internal mail are located in the sallyports for offender correspondence. Mailboxes will not be opened by staff members except to place collected mail in the mailbag for delivery to the mailroom.
- G. Offenders will be prohibited from cutting in line or going through the line twice in dining halls. Offenders are not allowed to save a seat in the dining hall for other offenders. Offenders will not be allowed to move seats once seated in the dining hall. Offenders should clean up the tables and trays where they have eaten. Offenders will be allowed to wear personally owned clothing, including shorts, during any meal through the year. No sandals, shower shoes, or sleeveless or mesh tops will be permitted at any time while in the dining room. No headgear will be worn in the dining room unless required for dining room workers. No beverages or food may be taken into or out of dining facilities with the exception of dry or liquid condiments that are in the original package not to exceed 8 ounces. No sharing of or giving away food will be allowed in the dining hall.
- H. Horseplay by offenders is prohibited.
- I. Failure to report to any posted or announced call-out or notice of appointment may result in disciplinary action.
- J. Climbing on any fence, wall, or building is strictly prohibited.
- K. The opening in the fence between Housing Unit 4 & 5 and Housing Unit 6 & 7 that leads into the ball field is prohibited from offender usage as a shortcut to recreation, mainline or any other function.
- L. Sidewalks are for walking only. Spitting on sidewalks or walkways is prohibited. During inclement weather, the sidewalks may become slippery and offenders need to move at a slower pace to avoid

accidents. If you have an injury or accident of any kind, you are to report the accident or injury to staff.

- M. In case of an emergency evacuation, offenders are to immediately follow all directions from staff and evacuate any building in an orderly manner without unnecessary delay. When directed to a designated area, offenders will proceed in an orderly manner.
- N. Offenders are not permitted to engage in intimate acts of affection with other offenders. This would include such activities as hand holding, kissing, cuddling, lying together in a bunk, etc.
- O. Offenders are not permitted to have pets nor are they permitted to handle any live animal or insects without authorization from staff.
- P. Offenders are prohibited from feeding or throwing food into the dog run. The dog run area is Out of Bounds as well.
- Q. Offenders will be prohibited from feeding, provoking, barking, etc., at the dogs involved in the Homeward Bound Program. Any offender caught taunting the dogs by any means; barking, cat calls, any other noise, striking, kicking or any type of behavior that causes the animal to act out will be subject to disciplinary actions. If an offender wants to pet a dog, he must request permission from the handler. Offenders should never walk up and pet the dog (s) without permission first.

**NOTE:** The above listed rules and regulations are subject to change at the discretion of the Administration. These rules are to be used as a guide, and in no way do they create a protected liberty interest for any offender. Enforcement of Institutional rules shall be for the purpose of developing behavior which will help the offender's future adjustment and reentry into the community. Noncompliance with any established rule of the institution may result in disciplinary action.

Attachments: Honor Status & Elite Honor Status for Offenders



## NOTICE TO INMATES

### PROTECT YOUR PIN!

Please do not share your phone PIN Number with other inmate's. You are responsible for guarding your PIN number.

If your PIN gets stolen, the facility or the phone service provider will not be responsible for refunding the amount on your stolen PIN



NORTHEAST CORRECTIONAL CENTER

ROOM RESTRICTION RULES

Name:

#:

Start Date:

End Date:

1. Room Restriction begins immediately on the date it is imposed and will end at 8:00AM on the ending date.
2. Offenders on room restriction must remain confined to their cell except for meals, showers, staff appointments, visits, and law library (if proof of court deadline exists). Offenders do not report to their job assignments while on room restriction. Cell door will remain closed unless entering or exiting the cell.
3. Offender is allowed a daily shower. Offender must notify staff that he is going to the showers either by speaking directly to an officer in the wing or going directly from his cell to the wing call box and notifying the Control Bubble officer.
4. No telephone calls unless approved by the Functional Unit Manager or higher. Attorneys must contact staff to request the offender call back.
5. Canteen purchases will only be approved for legal and hygiene items. These items include soap, toothbrush, toothpaste, razor, shampoo, deodorant, stamps, writing paper, envelopes, pens, pencils, and copy cards.
6. Any visits received while the offender is on restriction will be a NO CONTACT visit unless special permission is granted.
7. Offender may not attend program meetings, religious meetings, or organizational meetings unless required to attend by staff. Offender may write to the Chaplain if spiritual counseling is desired.
8. Offender must request permission to exit cell/cubicle area or housing unit either by speaking directly to a wing officer or by going directly from his cell/cubicle area to the wing call box and speaking directly to the Control Bubble officer. Following the evening meal, offender may request permission of the wing officer or notify the Control Bubble officer of need to check wing bulletin boards for appointment notices. Offender will not loiter or visit with other offenders while checking the bulletin boards.
9. Offender will wear the state issued orange vest anytime outside of cell/cubicle area except while going to or from his daily shower. Vest will be worn correctly over the outermost shirt or jacket.
10. Other offenders may not visit in the cell/cubicle area of any offender who is on room restriction nor may any offender on restriction communicate with other offenders through his cell door/from cubicle area.
11. While outside his cell/housing unit, no offender on room restriction may loiter, take unauthorized side trips or visit with other offenders while on the yard, walkway, or in other buildings. When traveling outside the housing unit, offender must remain on the designated walkways.

I have read and understand the rules of room restriction.

\_\_\_\_\_  
Signature of Offender

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Witness

\_\_\_\_\_  
Date

Revised: 10-05-04      04-24-09      10-04-09      06-26-12





STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
NORTHEAST CORRECTIONAL CENTER  
OFFENDER HANDBOOK

NOVEMBER 2011

GENERAL LIBRARY RULES AND REGULATIONS

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MISSION STATEMENT

THE NECC LIBRARY EXISTS TO SERVE THE LEGAL, EDUCATIONAL INFORMATIONAL, AND RECREATIONAL NEEDS OF THE OFFENDERS.

LIBRARY COLLECTIONS

THE NECC LIBRARY COLLECTION INCLUDES LEISURE, REFERENCE, AND LEGAL BOOKS AS WELL AS DEPARTMENT POLICIES, LEISURE MAGAZINES AND NEWSPAPERS.

LIBRARY OPERATING SCHEDULE

THE LIBRARY OPERATING SCHEDULE WILL BE POSTED PRIOR TO THE BEGINNING OF EACH MONTH. THE LIBRARY SCHEDULE IS POSTED IN THE HOUSING UNIT AND ON THE OUTSIDE WINDOW OF THE LIBRARY.

CIRCULATION OF BOOKS, REFERENCE MATERIALS

OFFENDERS MUST SHOW BOTH THEIR STATE ID CARD AND THEIR LIBRARY CARD TO THE OFFENDER LIBRARY ASSISTANT AT CIRCULATION DESK IN ORDER TO CHECK OUT ANY LIBRARY BOOK. THERE IS A LIMIT OF THREE (3) BOOKS PER OFFENDER EACH BOOK CAN BE CHECKED OUT FOR A TOTAL 2 WEEKS EACH AND CAN BE RENEWED ONE (1) TIME ONLY.

AN OFFENDER MAY HAVE NO MORE THAN THREE (3) BOOKS IN HIS POSSESSION AT ANY TIME. IF AN OFFENDER IS FOUND TO HAVE MORE THAN 3 BOOKS IN THEIR POSSESSION THEN ALL BOOKS WILL BE RETURNED TO THE LIBRARY.

REFERENCE BOOKS MAY ALSO BE CHECKED OUT TO AN OFFENDER BY PRESENTING HIS STATE ID CARD AND HIS LIBRARY CARD TO THE LIBRARY ASSISTANT AT THE CIRCULATION DESK. HOWEVER, ALL REFERENCE BOOKS MAY NOT LEAVE THE LIBRARY AT ANY TIME. ALL OVERDUE PATRONS WILL BE ISSUED A NOTICE ON A WEEKLY BASIS IN ORDER TO TURN IN ALL OVERDUE ITEMS. A CDV WILL BE ISSUED TO EACH OFFENDER WITH OVERDUE ITEMS ON THE FOLLOWING MONDAY.

IF PAGES OR PICTURES ARE REMOVED, LOST OR DESTROYED FROM LIBRARY MATERIALS (BOOKS, MAGAZINES, NEWSPAPERS, ETC) A CDV WILL BE ISSUED TO EACH OFFENDER WHO HAD THE ITEM CHECKED OUT. A GREEN CHECK WILL ALSO BE ISSUED FOR THE REPLACEMENT VALUE OF THE ITEM.

REMOVING A BOOK/ITEM FROM THE LIBRARY THAT HAS NOT GONE THROUGH THE LIBRARY CHECKOUT PROCESS IS A VIOLATION OF LIBRARY RULES AND A CDV WILL BE ISSUED.

NEWSPAPERS AND MAGAZINES

## GENERAL LIBRARY RULES

ALL PERIODICALS (MAGAZINES AND NEWSPAPERS) MUST BE CHECKED PROPERLY OUT TO AN OFFENDER BEFORE VIEWING EACH ITEM. THESE ITEMS CANNOT LEAVE THE LIBRARY AT ANY TIME. A MAXIMUM TIME MAY BE IMPOSED FOR HIGH USAGE PUBLICATIONS.

### **LAW LIBRARY**

OFFENDER LAW LIBRARY ASSISTANTS ARE IN THE LAW LIBRARY TO GUIDE OFFENDERS WITH THE LEGAL COMPUTER SYSTEM. LAW BOOKS CAN BE CHECKED OUT AND USED IN THE LIBRARY BY PRESENTING YOUR STATE I.D. CARD TO THE OFFENDER LAW LIBRARY ASSISTANT, SO THAT EACH ITEM (LAW BOOK, POLICY, TYPEWRITER OR COMPUTER) CAN BE PROPERLY CHECKED OUT. ALL LAW LIBRARY MATERIALS **CANNOT** LEAVE THE LIBRARY AT ANY TIME. THERE IS A LIMIT OF ONE (1) LAW BOOK OR POLICY PER OFFENDER.

LEGAL COMPUTERS AND TYPEWRITERS ARE FOR LEGAL WORK ONLY. OFFENDERS MUST PRESENT THEIR STATE I.D. CARD TO THE LAW OFFENDER LAW LIBRARY ASSISTANT IN ORDER TO USE A THE LEGAL COMPUTERS OR TYPEWRITERS. THERE IS A ONE (1) HOUR TIME LIMIT ON THE TYPEWRITERS AND COMPUTERS IF THERE ARE OTHER OFFENDERS WAITING TO USE THESE ITEMS.

### **OTHER INFORMATION**

THE COPY MACHINE FOR OFFENDERS IS LOCATED IN THE LIBRARY. ONLY THE LIBRARY STAFF WILL BE ALLOWED TO OPERATE THE COPY MACHINE AT ALL TIMES. A COPY CARD IS REQUIRED TO PURCHASE COPIES. THE COPY CARDS ARE AVAILABLE IN THE CANTEEN FOR \$2.00 WHICH CONTAINS 20 COPIES ON EACH CARD. THE COPY CARD MUST BE GIVEN TO THE OFFENDER LIBRARY WORKER AND PRESENTED WITH YOUR STATE ID CARD IN ORDER TO HAVE COPIES MADE. IF THE CARD IS ALTERED OR FOUND IN ANOTHER OFFENDER'S POSSESSION, THE CARD WILL BE SENT TO THE INVESTIGATOR AND A CDV WILL BE ISSUED. ALL COPY CARDS WILL BE TURNED IN AT THE LIBRARY WHEN THEY REACH A BALANCE OF \$0.00 IN ORDER TO BE RECYCLED.

A LIST OF COPY MACHINE RULES ARE POSTED AT THE COPIER COUNTER. ABSOLUTELY NO PICTURES ARE ALLOWED TO BE COPIED. THERE WILL BE NO GREEN CHECKS WRITTEN FOR COPIES. EMERGENCY SITUATIONS AND INDIGENT CASES MUST BE PRESENTED TO THE HOUSING UNIT CLASSIFICATION STAFF.

### **BASIC RULES**

- GRAY SHIRTS AND TROUSERS MUST BE WORN AT ALL TIMES WHILE IN THE LIBRARY AND MUST BE IN GOOD CONDITION.
- TROUSERS MUST BE WORN AT THE WAIST.
- ALL OFFENDERS ARE REQUIRED TO HAVE A PASS TO ENTER THE LIBRARY AT ALL TIMES.
- NO FOOD OR DRINK IN THE LIBRARY.
- NO SMOKING OR VISIBLE TOBACCO PRODUCTS.
- NO HEADGEAR IS TO BE WORN IN THE LIBRARY, INCLUDING HEADBANDS AND SUNGLASSES.
- NO PERSONAL ITEMS (MAGAZINES, NEWSPAPERS, HEADPHONES, RADIO, ETC...).
- ALL OFFENDERS MUST SIGN IN UPON ENTERING THE LIBRARY.

## GENERAL LIBRARY RULES

- PLEASE COOPERATE BY BEING QUIET AND RESPECT OTHERS WHO WISH TO STUDY OR READ. MAINTAIN SILENCE. NO PROFANITY OR VULGAR LANGUAGE.
- DO NOT MOVE FURNITURE OR COMPUTER EQUIPMENT.

### CANTEEN RULES

1. All offenders are allowed to place canteen purchase orders throughout the week on the kiosk machines. Canteen operations will run Monday through Thursday. Delivery of canteen items will take place after 10:30am counts clear and then again after 4:15pm count clears.
2. Offenders are only allowed to spend one time per week.
3. Correspondence must be sent in writing to the Property Room staff requesting review of electronic items needing to be checked for possible repair. You must present your receipt when having item checked.
4. It is the offender's responsibility to know his account balance. This is available on the KIOSK or from your housing unit staff. If you must spend on a day other than your designated day, you must get prior approval from the canteen through your caseworker.
5. Property Purchase Approval form must be completed and signed by appropriate staff prior to property purchases. Appliances should be listed on a separate approval form. TV sets, fans, as well as Cd players and walkmans will be issued from the Property Room in the warehouse.
6. Substitutes will only be allowed on out of stock items.

Revised: 09-13-2004  
10-29-2004

06-26-2012

**AUTHORIZED PERSONAL PROPERTY - MALE**

**AUTHORIZED PERSONAL PROPERTY LIST - Male**

Address Book-----	1
Bath towel (not to exceed 27"X54")/face cloth-(no black)-----	4ea
Bedspread/blanket (no fake fur, no black, single layer only, twin size, fire retardant, nonelectric)-----	1
CD and/or Cassette tapes prerecorded (blanks from canteen only)-----	20
<b>Clothing</b>	
Bathrobe-----	1
Belt (maximum width 1 1/2" with 1 1/2" maximum width buckle)-----	1
Bottoms (shorts, (mid-thigh to knee length, no cargo pocket style), sweatpants-----	6
Jacket (lightweight, washable, no suit jacket, unlined, no hood)-----	1
Foot wear (athletic) does not include state issued or shower shoes-----	3
Gloves (dress/work/mitten/handball/weightlifting)(no leather)-----	3
Headgear (ball-type, noncrushable roll-up cap, stocking no facemask, sweatbands, scarf, earmuffs)-----	3
Pajamas-----	2
Socks-----	7
Tops (polo shirts, t-shirts, sweatshirts(no hoods)-----	12
Thermal (tops & bottoms)-----	3ea
Underwear (athletic supporter w/wo plastic cup, undershorts (no thong)-----	7
Handkerchief (white only)-----	6
<b>Jewelry</b>	
Earrings (stud type, no stones)-----	2
Neckchain (no stones)-----	strand 1
Ring (band - no stones)-----	1
No More Victims security bracelet-----	1
<b>Medical Aids</b>	
Prostheses & durable medical equipment approved by medical unit. Personal glasses frame guidelines: Frames will be functional and in colors of black, brown, gold, silver/grey, tortoise shell or clear. Frames with characters or stone settings or sport frames, e.g. wrap arounds are not permitted.	
Glasses, clear lens(includes personal and state issued)-----	pair 2
Contacts, clear lens(soft/hard continuous wear) + 1 pair of personal or state issued glasses.	
Contacts, clear lens(disposable daily wear) six month supply + 1 pair of personal or state issued glasses.	
Glasses case(sleeve type only) same amount as pairs of glasses not to exceed -----	2
Contact Lens, case-----	1
Photographs/pictures-----	(8" X 10" maximum size)
Albums-----	1
Framed pictures-----	2
Loose pictures-----	25
<b>Reading material</b>	
Books (includes legal books, dictionary and sacred writings)-----	6
Magazines/newspapers-----	6
 <b>****SOP: INCLUDING EDUCATIONAL BOOKS. NO ROLE PLAYING GAMES OR MATERIAL WILL BE ALLOWED.</b>	
<b>Religious Items:</b>	
Beads (rosary, dikhr, etc., no gemstones)-----	strand 1
Headcover (not to cover face, no more than shoulder length, includes fez, yarmulke, kufee, etc.)-----	1
Medallions (2" maximum, cross, crucifix, star of david, etc.)-----	1
Phylactery (4" x 4" box containing scriptures attached to a leather strap)-----	2
Pipe (ceremonial, 12" maximum)-----	1
Pipe bag to accommodate ceremonial pipe-----	1
Pouch (12" x 12" maximum)-----	1
Prayer shawl (4' x 6' maximum)-----	1
Religious stick pins (2" maximum) (no gemstones)-----	2
Runes (2" X 2 1/2" max. blocks with symbols written on them)-----	set 1

**AUTHORIZED PERSONAL PROPERTY - MALE**

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Sacred writing (Bible, Holy Scroll, Koran, Quran, etc.)-----	1
Tarot cards (3" X 5" maximum, cards with pictures on them)-----	set 1
Worship rug (2' x 4' maximum, in addition to other rug on list)-----	1
Dream catcher (max. 12" in diameter)-----	1
Medicine shield (max. 12" in diameter)-----	1
Feathers: Eagle/Non-Specific feathers (12" or shorter, unadorned)-----	3
Medicine bag (leather, suspended by leather thong from neck/waist, 3"X6" max., unsealed, contents may consist of small animal bones, human or animal hair, plant material, tobacco, sage, cedar, sweet grass, small stones - 1" diameter or smaller, or earth -----	1
Tobacco (4oz. or less) for smoking or bruising where smoking is allowed-----	4oz
Sage, cedar and sweet grass (4oz. or less combined) for crushing or bruising (only these items, no other herbs) (not for smoking)-----	4oz
Rug (2'X3' max, washable, fire retardant)-----	1
Wallet (pocket size only) -----	1

Revised Effective Date: February 5, 2009

\*\*\*\*SOP: REVISED: 08/10/06  
05/16/08  
01/21/11

Department of Corrections  
Board of Probation and Parole  
Northeast Correctional Center

MEMORANDUM

TO: All Offenders

FROM: NECC Parole Office

SUBJECT: Probation and Parole Issues

This IOC has been prepared to help answer some of your questions concerning parole issues.

**ACCESS TO YOUR INSTITUTIONAL PAROLE OFFICER:** In each wing is a list of the Institutional Parole Officers (IPO), their office location and caseload assignments. You have to send a "kite" to your IPO who will put you on a "callout" or send you a response to your question. Try to be as specific as possible with your question so it can be researched. The "Blue Booklet" given to you at the diagnostic center will answer the majority of your questions regarding Probation and Parole.

**OFFENDERS SENTENCED UNDER RSMO 559.115:** You should request to see your IPO upon your arrival. A report will be submitted to the Court prior to your 90<sup>th</sup> day of incarceration.

**PAROLE HEARINGS:** You will receive a notice from your IPO regarding the date for your parole hearing. Prior to your hearing you will be interviewed by your IPO and you will be given the opportunity to ask questions about your case, discuss your home-plan options, review your conduct violations and program participation. The hearing will consist of a three member panel, a Board member, an analyst and a Parole Supervisor. You may have one person as a delegate. They must be an approved visitor. The victim in your case has the right to appear and address the Board. It takes approximately six to eight weeks to receive your answer from your hearing. Your IPO will give you the answer and discuss your special conditions or provide you with an appeal form if applicable.

**PRESUMPTIVE RELEASE DATE:** Any release date given by the Board is a presumptive release date. Actual release depends on continued good behavior, program completion, if required, and a good faith effort in education if you are not an E-1.

**PRE-RELEASE REPORT:** Some offenders will be eligible for a nine month review, or a Community Placement Assessment Report (CPAR). This is a review of conduct violations, program completions since your parole hearing and a review of your home plan. Based on your adjustment your release date can be advanced or extended. Your IPO will contact you if you meet the criteria for a CPAR.

**SPECIAL REPORT:** At any time your IPO can submit a special report to the Board outlining major conduct violations or program failure. Your poor adjustment and failure to complete a program required by the Board can extend your release date.

**HOME PLAN:** Home plans are submitted for instate releases 60 days prior to release and 120 days prior to release for out of state plans. Once the plan is submitted no news is good news. If the plan has an issue your IPO will be in contact with you for additional information or to discuss residential placement.

**TIME CREDIT:** The records office will submit your time credit report to the Warden at the appropriate time. If it is approved by the Warden you will be contacted by your IPO. You do not have to request your time credit date; it is done automatically if you are eligible for it.

**JAIL TIME:** All issues regarding jail time need to be directed to the records office.

**ACTIVE PROBATION CASES:** If you currently have an active probation case, a case summary will be submitted to your field officer prior to your release from prison. On occasion we are requested to submitted updates to the Court regarding institutional adjustment.



## PROBATION AND PAROLE INFORMATION

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**INTERVENTION FEES:** Any questions regarding intervention fees need to be directed to the Unit Supervisor, Probation and Parole.

**LIFETIME SUPERVISION:** If you have Lifetime Supervision on your face sheet and you are scheduled for release on your maximum release date you still need to submit a home plan 90 days prior to your maximum release date. You will be on lifetime GPS regardless of your release status.

**INTERSTATE COMPACT:** If you plan to live out of state upon your release from the Missouri Department of Corrections your IPO can tell you if you meet the criteria per the compact administration. It is important to give the interstate address at the time of your pre-hearing report interview or your CPAR so the information can be put in tracking.

Revised: 12/29/03, 5/26/04, 6/28/06, 5/14/10, 6/8/12

## GRIEVANCE PROCEDURE

The following information is important information for offenders to remember concerning the Grievance Procedure. This is information out of Departmental Policy D5-3.2 Offender Grievance. The policy in its entirety, may be located in the institution's library.

### Definition:

**Emergency Informal Resolution Request/Grievance:** A complaint concerning matters that, under regular time limits, would subject the offender to a substantial risk of personal injury or cause other serious and/or irreparable harm to the offender.

### E. Abuse/Misuse of the Grievance Procedure:

#### 2. Abuse of the Offender Grievance Procedure::

- a. **Abusive or Profane Language:** If an offender submits an Informal Resolution Request, Offender Grievance, or Offender Grievance Appeal form containing abuse or profane language or offensive drawings, the receiving staff will consult with the grievance officer.
  - (1) The informal resolution request/offender grievance will be entered into the offender grievance tracking system as outlined in III.K.4.
  - (2) The grievance officer may return a copy of the form to the offender and direct the offender, in writing, to rewrite the complaint in a proper manner.
  - (3) The offender should be given 5 calendar days to resubmit the form.
  - (4) Should the offender fail to resubmit the form or resubmit in the proper format, it will be considered abandoned.
- b. **Threats:** If an offender submits an Informal Resolution Request, Offender Grievance, or Offender Grievance Appeal form containing a serious threat of bodily harm to a specific individual, appropriate action may be taken.
  - (1) Upon approval of the appropriate division director/designee, a conduct violation may be issued for threats. This conduct violation will not be viewed as retaliatory.
- c. **Continued filing of abusive/profane, or threatening complaints will be considered abuse of the procedure and will be dealt with as stated in III.E.4.**

#### 3. Misuse of the Offender Grievance Procedure:

- a. **Duplicate Complaints:** Specific issues or incidents will be addressed only once by informal resolution request or offender grievance.
- b. **Expanded Complaints:** Each informal resolution request and offender grievance is limited to one grievable issue and should not be expanded to include other issues at any stage of the review process.
- c. **Continued filing of duplicate or expanded informal resolution requests/offender grievances will be considered misuse of the procedure and will be dealt with as stated in III.E.4.**

### H. Probation and parole complaints:

1. Offenders may grieve all matters related to institutional life except:
  - a. probation and parole matters:

## GRIEVANCE INFORMATION

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- (1) All decisions of the board of probation and parole shall be pursued in accordance with probation and parole procedures under the guidelines of P6-6.4 Appeal of Parole Decision.
- (2) Other probation and parole matters may be pursued under the guidelines of P7-1.7 Complaints/Inquiries and Investigations. Complaints concerning community release centers may be pursued via P7-1.7.
- (3) Probation and parole procedures P6-6.4 and P7-1.7 are located in the institutional library. Information regarding P6-6.3 Appeal of Parole Decision can also be found in the handbook of Rules and Regulations Governing and Granting of Parole, Conditional Releases, and related procedures.

### J. Remedies:

2.a. All grievances filed in accordance with this procedure, which are found to be of merit, shall be afforded an appropriate remedy, which may include:

- (3) Restitution of funds or monetary compensation for offender property lost or damaged while under the direct control of staff or due to staff negligence;
  - (A) Replacement or reimbursement of offender property must be in accordance with D3-6.1 Responsibility for Lost Offender Property.
  - (B) When an item(s) is replaced or compensation awarded the IRR/grievance staff should notify the property officer in writing so this information can be documented in the offender's personal property file.

c. Consequential or punitive damages will not be provided.

### K. Informal Resolution Request Process:

2. Only original Informal Resolution Request forms will be accepted.
5. The staff member receiving the informal resolution request shall review the complaint to ensure it is within procedural guidelines.
  - a. The staff member shall attempt to discuss the issue with the offender prior to developing a response. The staff member will document the results of the discussion and action taken to resolve the complaint in the appropriate section of the Information Resolution Request form.
  - b. If the offender refuses to discuss the issue, the staff member will document on the Informal Resolution Request form that the offender refused to discuss the issue.
7. The offender will review the findings and recommendations in the presence of the classification staff member and indicate her/his response by marking either the satisfactory or unsatisfactory section of the Informal Resolution Request form.
  - b. The classification staff member will provide a copy of the offender's Informal Resolution Request form and attachments (a total of 6 pages) to be retained by the offender.
  - c. If more than 6 pages are submitted by the offender on any complaint, it will be the offender's responsibility to copy the additional attachments for her/his personal file prior to submitting the complaint.
  - d. If the offender refuses to sign the form, such will be noted in the appropriate signature line of the Informal Resolution Request form and the complaint will be considered abandonment.

## GRIEVANCE INFORMATION

9. Expiration of the response time limit at any stage of the process shall allow the grievance to move to the next stage of the process by notifying the grievance officer.

### **L. Offender Grievance Process:**

3. The offender should complete the Offender Grievance form and submit the original to the designated staff member to submit to the grievance officer. Only the signed original form will be accepted.
4. A grievance must be filed within 7 calendar days after the offender receives the response on the Informal Resolution Request form. Failure to do so will result in the compliant being abandoned.

### **R. Miscellaneous:**

1. **Alternate Respondent:** When the person who would normally sign as respondent at the institution level is specifically grieved against for a personal action directly against that offender, responses will be generated and signed by the staff member's supervisor. Personal action does not include normal and customary actions performed as a result of official duties (i.e., conduct violation review, classification assignments, etc.).

Revised: 5-21-2004

Revised: 4-04-2005

Revised: 9-05-2008

Revised: 6-26-2012



**GRIEVANCE INFORMATION**

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**MISSOURI DEPARTMENT OF CORRECTIONS**

**\*\*DEPARTMENTAL MANUAL\*\***

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**D1-1.2 ADA Compliant/Grievance Procedure**

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Larry Crawford, Department Director

February 13, 2006  
Effective Date

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**I. PURPOSE:** This procedure establishes guidelines for receiving complaints and resolving complaints relative to the Americans with Disabilities Act of 1990.

- A. AUTHORITY:** The Americans with Disabilities Act of 1990, PL 10-336.
- B. APPLICABILITY:** This procedure applies to all employees of the Department of Corrections and any individual who feels they have been discriminated against by the department based on the Americans with Disabilities Act of 1990. Offender issues will be handled in accordance with D5-3.2 Offender Grievance.

**II. DEFINITIONS:**

- A. ADA SITE COORDINATOR:** An individual appointed at each institution, office, regional or field services office, to address and propose resolutions of ADA complaints/grievances at that location.
- B. CHIEF ADMINISTRATIVE OFFICER:** The chief administrative officer is the highest ranking individual at the worksite, as designated below. Exception: Employees at a worksite who do not report to the worksite chief administrative officer will be accountable to the assistant division directors/central office section heads who are in their chain of command:
  - 1. Director's Office
    - a. Deputy Director
  - 2. Department Section in the Director's Office
    - a. Deputy Director
    - b. Central Office Section Heads
  - 3. Division of Probation and Parole:
    - a. Division Director
    - b. Chief State Supervisor
    - c. Assistant Division Directors
    - d. Superintendents
    - e. Regional Administrators
    - f. District Administrators
  - 4. Division of Adult Institutions:
    - a. Division Director
    - b. Assistant Division Directors

## GRIEVANCE INFORMATION

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- c. Assistant to Division Director
- d. Superintendents

### 5. Division of Offender Rehabilitative Services:

- a. Division Director
- b. Assistant Division Directors
- c. Superintendents
- d. Central Office Section Heads

### 6. Division of Human Services:

- a. Division Director
- b. Central Office Section Heads

- C. **DEPARTMENT ADA COORDINATOR:** An individual appointed by the department director to receive and act on all ADA complaints/grievances and proposed resolutions received from ADA site coordinators or those received direct at the department level.

## III. PROCEDURES:

- A. The Missouri Department of Corrections has adopted the following grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act.
1. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be
- B. Anyone who wishes to register an ADA complaint should contact the ADA site coordinator.
1. A complaint should be filed in writing or verbally, with the appropriate ADA site coordinator.
    - a. The complaint must contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.
    - b. A copy will be provided to the chief administrative officer and the department ADA coordinator.
    - c. The complaint should be filed within 60 calendar days after the complainant becomes aware of the alleged violation.
      - (1) Processing of allegations of discrimination which occurred before this procedure was in place will be considered on a case-by-case basis.
    - d. If the complaint was originally filed as a grievance under D5-3.2 Offender Grievance, the ADA site coordinator will review the complaint and determine whether it is an ADA issue.
      - (1) If the complaint is an ADA issue, the ADA site coordinator will notify the grievance officer and offender that it will be processed in accordance with this procedure.
      - (2) If the complaint is not an ADA issue, the ADA site coordinator will return the complaint to the grievance officer for processing in accordance with D5-3.2 Offender Grievance.
      - (3) The ADA site coordinator will notify the offender that the complaint is not

## GRIEVANCE INFORMATION

an ADA issue and will be processed in accordance with D5-3.2 Offender Grievances.

2. An investigation, as appropriate, should follow a filing of a complaint.
    - a. The investigation should be conducted by the ADA site coordinator.
    - b. This will be an informal, but thorough investigation, affording all interested persons and their designated representatives, if any, an opportunity to submit evidence relevant to the complaint.
  3. A written determination as to the validity of the complaint and a description of the proposed resolution, if any, shall be prepared by the ADA site coordinator.
    - a. The original complaint, together with the proposed resolution, will be forwarded to the department ADA coordinator no later than 60 calendar days after its filing.
    - b. The ADA site coordinator will notify the complainant that a proposed resolution has been forwarded to the department ADA coordinator.
  4. The department ADA coordinator will review the recommended resolution submitted by the ADA site coordinator and will provide a written approval or other action on the resolution of the complaint to the complainant, with a copy to the ADA site coordinator and chief administrative officer.
  5. The complainant may request a reconsideration of the case if dissatisfied with the resolution.
    - a. The request for reconsideration should be made within 30 calendar days to the department ADA coordinator at the below listed address:

Director, Division of Human Services  
Missouri Department of Corrections  
2729 Plaza Drive, P. O. Box 236  
Jefferson City, MO 65102  
Telephone 314-751-2057  
FTD/Access Number 314-751-5984  
Fax 314-751-4099
  6. The department ADA coordinator shall issue a written determination within 30 calendar days after reconsideration to the complainant.
    - a. A copy will be sent to the ADA site coordinator.
  7. The department ADA coordinator shall maintain the files and records of the ADA complaints and information relating to the complaints for 3 years.
- C. Each ADA site coordinator will file the ADA Complaints-Grievances form (Attachment A) with the department ADA coordinator if there are pending complaints/grievances.
- D. The right of a person to a prompt and equitable resolution of a complaint filed under this procedure shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency.
- E. Use of this procedure is not required before pursuing other remedies.



## **GRIEVANCE INFORMATION**

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- A. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the department complies with the ADA and implementing regulations.

### **IV. ATTACHMENTS:**

- A. 931-3919 ADA Complaints-Grievances

### **V. REFERENCES:**

- A. D1-1 Mission and Philosophy
- B. D2-10.1 Employee/Management Grievance
- C. IS8-2.1 Inmate Grievance Procedure

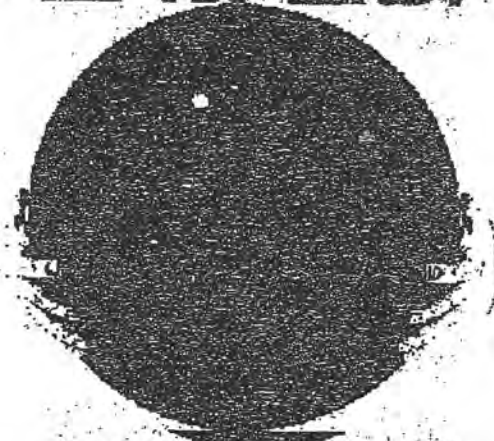
### **VI. HISTORY:**

- A. Original Effective Date: 05/15/95
- B. Revised Effective Date: 09/20/04
- C. Revised Effective Date: 02/13/06

## Tips for being successful while incarcerated

1. Be involved in the development of your TAP. These are your goals for your life. If you are struggling with a goal, talk to your case manager about the support you need to reach the goal.
2. Obtain personal identification from home. Have your family send your social security card, driver's license and birth certificate to the records office and notify your case manager. This will help with employment and eligibility for programming and services as you plan for your release.
3. Follow the rules of the institution. Bad conduct does make a difference and will negatively affect your program opportunities and may affect your release date.
4. Rebuild and/or maintain positive family relationships. Family can assist you with many aspects of incarceration and your future success including, a home plan, employment, transportation and overall stability.
5. Take care of pending cases, fines and court costs. You don't want warrants and fines hanging over your head.
6. If you have a substance abuse problem, DO SOMETHING ABOUT IT! Be honest with yourself and seek assistance. Talk to your case manager about available programs.
7. Learn how to work hard and do a good job. Make sure you are on time and at work every day.
8. If you need more education or a vocational skill, talk to your case manager about available opportunities.
9. Strive to complete any educational course you start while incarcerated. It is easier to attend classes and study while incarcerated than to juggle work and school in the community.
10. Strive to gain skills while incarcerated that may help you with employment after release. Take advantage of employment programs/classes and practice the skills that you learn at your institutional job assignment.
11. A positive attitude is key to success in life.

**ARE YOU READY?**



**SUCCESS IS IN YOUR HANDS**

**T**ransition  
**A**ccountability  
**P**lan

Your Roadmap to  
Lifelong Success



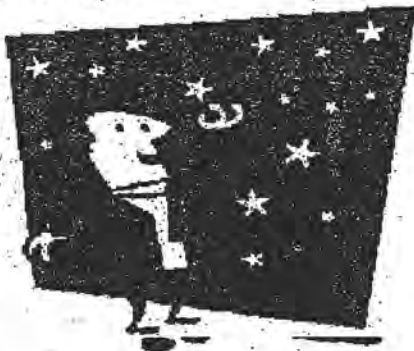
Missouri Department of Corrections  
Division of Adult Institutions

## Transition Accountability Plan

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 generally 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 (assets and liabilities) in the TAP. Together with your case manager, you will set goals and identify actions necessary for your success.

You will enter the Transitional Phase when you are within six months of release. This may include placement in a Transitional Housing Unit (THU). 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, education.



## Programs and Services

**Anger Management** - learn constructive ways to express and control anger

**Parenting programs** - learn how to build stronger relationships with family

- Building Strong Families
- 4-H Life
- Inside/Outside Dads
- Parents and Their Children (PATCH)
- Storylink

**Education/Vocational Training**

- Missouri Vocational Enterprises
- Adult Basic Education
- Career and Technical Education
- Youthful Offender Program - college courses
- General Education Development

**Employment**

- Institutional Offender Jobs
- Employability Skills/Life Skills - learn how to be successful in work and life
- Division of Workforce Development presentation and career center referral
- Great Hires Registration/Kiosks - web based employment service

**Restorative Justice** - victim focused approach allowing you to reflect on the harm caused and to be involved in reparative activities

**InnerChange Freedom Initiative** - learn pro-social values from a Christian viewpoint; available at Algoa Correctional Center, Women's Eastern Reception, Diagnostic and Correctional Center

**Impact of Crime on Victims Class** - class to help you develop sensitivity to victims and prevent further victimization

**Pathways to Change** - cognitive thinking class

**Substance Abuse Education/Recovery/Support**

**Religious/Spiritual Programs**

**Identification**

- Birth Certificate
- Missouri Identification Card
- Social Security Card

If eligible, the following services may be available:

**Veteran Benefit and Service Presentation**

**Medicaid pre-release application**

**Social Security Income pre-release application**

**Written Driver's License exam**

**United Migrant Opportunity Service** - employment services/education/training opportunity for those eligible who have worked in farm work in the past 4 years

Your case manager can provide more information about programs and services.

## Partnering Agencies



Throughout your incarceration and community supervision, other private, faith-based and state agencies will be involved in providing necessary services. Your involvement with

these agencies will be outlined in your TAP. These agencies are part of your case management team.

## Discharge and Aftercare

Prior to your discharge from incarceration or supervision, you and your case manager will establish an aftercare plan as part of your last TAP, to assist you with continued success.

Jeremiah W. (Jay) Nixon  
Governor



2729 Plaza Office  
P. O. Box 286  
Jefferson City, MO 65102  
Telephone: 573-751-2389  
Fax: 573-524-0880  
TDD Available

State of Missouri  
DEPARTMENT OF CORRECTIONS  
*Ad. Exelleum Conamur - "We Strive Towards Excellence"*

FAK  
PLAKI

DATE: 4/14/10  
TO: FUMs  
FROM: Chantay Godert, Deputy Warden *Ch Godert*  
SUBJECT: Offender Fan Program

Below is the criteria and information regarding the offender fan program:

- The offender must have a minimum of 6 months left to serve on his sentence.
- The offender must have a current spending hold on his account and not be in debt to the offender canteen.
- The offender must complete a Request for Withdrawal (green check) made payable to the Canteen Fund for the total cost of the fan and submit it to his FUM/caseworker for approval. The offender must acknowledge on the green check that he will be authorizing a discretionary spend of \$2.50 each month from his account until such time the debt is paid.
- The FUM/caseworker must review the offender's request, time until release, and then forward the approved request to the Offender Finance Office.
- The Offender Finance Office will review the offender's current debt obligations and ensure that participating in the fan program does not conflict with deductions currently required to be taken from his account in accordance with policy and/or state/federal statutes. Some debt obligations may prohibit an offender from participating in the fan program.
- Upon final approval, the Offender Finance Office will set up an obligation in the debt collection system and contact the institution authorizing the release of a fan to the offender.
- The offender will be obligated to have automatic withdrawals from his personal account in the amount of \$2.50 per month (as part of his discretionary spend for that month) until such time as the fan obligation is paid in full.

Please have your staff use the attached form to send to the Business Office along with the green check.

cc: file