



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

REC

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
STAFF WITNESS SIGNATURE	TITLE	DATE
STAFF WITNESS SIGNATURE	TITLE	DATE

I HAVE REVIEWED THE ABOVE REQUEST AND IT IS APPROVED DENIED

SIGNATURE OF INSTITUTIONAL HEAD	DATE
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JEFFERSON CITY CORRECTIONAL CENTER RECEPTION & ORIENTATION COMPLETION FORM

By my signature below, I hereby verify that I have been given the R & O packet, including a copy of Offender Reception & Orientation Manual, etc.

Offender signature - DOC # Date

Staff witness signature Title Date



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

OFFENDER NAME (PLEASE PRINT)

DOC NUMBER

I acknowledge that I have received the *Offender Sexual Abuse & Harassment* 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.

OFFENDER SIGNATURE

DATE

WITNESS NAME (PLEASE PRINT)

DATE

WITNESS SIGNATURE

Notification & Acceptance of K-9 (Dog's) Presence in
General Population Housing at J.C.C.C.

This is to certify that I, _____
DOC # _____

Have been advised & am aware of the following conditions;

*The Missouri Department of Corrections, Jefferson City Correctional Center has entered into an agreement with the city of Jefferson animal shelter in developing the "STAY" offender program, which enhances a dog's availability for adoption. Vs. euthanasia.

*General Population Housing has been designated as the location & residence of the "STAY" program.

*Certain offenders have been designated "Handler/Trainers" & will have residing in their respective cell, a dog which may or may not be a puppy or a juvenile.

*Inherent to the ages of these dogs, barking, whining, odor, noise, etc will at times be noticeable although every attempt will be made to contain them.

*Designated Handler/Trainers & staff are only authorized to control & train these animals.

*As a resident of General Population, I may be called upon to interact with the Handler/Trainer in developing socialization skills in the animal.

IN UNDERSTANDING THE ABOVE & AFFIXING MY SIGNATURE
BELOW I FULLY AGREE TO RESIDE IN GENERAL POPULATION, &
TO ABIDE BY THE HOUSING UNIT RULES IN EFFECT FOR THIS
PROGRAM.

Offender Signature: _____

MO, DOC # _____

Date: _____

Staff Signature: _____ CCM II

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

PREVENTING 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 65012.

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.

VICTIMS' 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.

**OFFENDER
RECEPTION &
ORIENTATION
MANUAL**



**JEFFERSON CITY
CORRECTIONAL
CENTER**

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Incarceration is often a difficult time not only for offenders, but for their families and friends as well. There are usually many questions a new offender may have about the rules and regulations governing the operation of the Department of Corrections. To provide general guidelines to some of those questions, this information has been prepared by the Missouri Department of Corrections for you.

While this guide gives general information about the Department's policies, procedures and practices, it may not answer all of your questions. Any time you have questions or concerns, please contact your assigned institutional caseworker or probation and parole officer.

We encourage you to read this information carefully to gain a better understanding of the Department, its rules and procedures. It is also important to know that this information is distributed for general informational purposes only and the regulations outlined herein are subject to change and may vary at each site. This information is to be used as a guide only.

MISSION STATEMENT



*To provide
humane confinement
and
community supervision
in the
least restrictive setting
and to improve
public safety
by preparing offenders
to return and reside
in society
as law abiding
and
productive citizens.*

MISSION TO OFFENDERS



We recognize the worth of each offender and strive to treat everyone humanely. We recognize that we have a responsibility to never intrude into a life any more than is necessary to assure the conditions of custody and supervision are followed. We look at each offender as an individual with specific needs. We pride ourselves in knowing the programs and services available to all assigned to the department. From the very beginning of an assignment to our department, we strive to outline in detail what the expectations are; and offer suggestions and alternatives so the offender can develop specific action plans to accomplish her/his goals. It is hoped that the life and potential of each offender is improved while in our custody or under our supervision.

Restorative Justice is a victims based approach to criminal justice. It is a concept that includes the victims, their families and their neighborhoods. It is concerned with punishment of offenders who violate state statute and restoration of the individuals and communities harmed by the crime.

Restorative Justice stresses support and assistance to crime victims, holding offenders accountable to the people and communities they have violated. It offers the victim and offender a range of opportunities for discussion, problem solving and the chance to restore emotional and material loss of the victim.

A restorative approach to corrections means offenders serve their sentence preparing for release to the community by taking responsibility for their behavior, recognizing the harm caused, expressing remorse by making reparation during incarceration. It is believed that through restorative activities a sense of empathy, fairness and duty to others is developed. The opportunity is available to reflect on society's values and prepare to return to productive community life.

Offenders are required to complete 50 hours of restorative justice activities. These activities could include gardening for food pantries, building birdhouses for the Boy Scouts, quilting for Veteran Hospitals, and repairing tricycles or wheelchairs for the public. Offenders are required to complete one hour of restorative justice activities for each year of their sentence to a maximum of 50 hours during the period of incarceration.

Your casework staff will provide additional information regarding restorative justice activities available at your assigned institution. You may also find information in D5-4, Restorative Justice.

Understanding cultural differences leads to greater acceptance and respect among diverse groups. Each person deserves to be treated with respect, regardless of their skin color, intelligence, talents and years of age. Through understanding, offenders and others can learn to respect and be civil to one another. Every offender is to become a civil member of society by demonstrating respect for others through actions, words and deeds. Everyone must be aware, acknowledge and respect the need for diversity. This behavior is expected in our communities at large as well as within the institutional community. Each offender is encouraged to attend training about diversity and civility to broaden their understanding and acceptance of others.

CLASSIFICATION

The Department wants to ensure that each offender is assigned to a facility that best meets their personal needs, while at the same time ensuring the safety of the public and the Department. Initial classification shall include, but is not limited to several components. These include:

- Medical assessment that identifies need for medications, clinical care or hospitalization.
- Mental health evaluations are conducted to determine need for counseling or substance abuse programs.
- File material, criminal history background and time remaining to be served is reviewed.
- Current institutional adjustment and behavior are evaluated.
- Educational and vocational adjustment and behavior are evaluated.
- Work history is reviewed.

Upon completion of these reviews, custody level and institution assignments are made. Classification staff are available for questions, concerns or any issues regarding Department of Corrections.

The offender canteen is similar to a small convenience store. Basic necessities such as food, soap, toilet tissue, clothing, educational supplies, and medical and dental care are supplied by the institution. However, there are other items that are not provided such as candy, soda, cigarettes (Exception: offenders who are 17 and under may not purchase tobacco products), snacks, radios, televisions, postage supplies, writing materials and other personal items, which may be purchased from the canteen. Effective July 1, 2003, use of tobacco products is prohibited in all buildings, offices, state vehicles and enclosed areas, including offender living areas of the institution. Designated smoking areas will be established outside of the buildings for staff and offender use. Tobacco products will be disposed of in appropriate receptacles. The possession/use of smokeless tobacco is prohibited for health, safety and security concerns (refer to D2-11.9 Tobacco Use Limitations and State of Missouri, Office of Administration Policy SP-11). All offenders receive a minimum of \$7.50 per month from the State. This money, along with money sent in from outside sources, can be spent in the canteen.

Purchases from the canteen are allowed once per week. In order to make purchase(s) from the canteen, the offender must have funds in his/her personal account. Purchases are limited to a maximum of \$300.00 per month.

All profits from the offender canteen go into a special fund used exclusively to fund the following for the offender population:

- Books, magazines, newspapers and periodicals for the library and law library,
- Religious items for all faiths,
- Educational and vocational materials,
- Recreational supplies, games and events,
- Substance abuse programs, and
- Equipment necessary for the operation of the canteen.

Canteen operations are conducted in accordance with requirements of Department procedure D3-9.2, Canteen Operations, and Institutional Services Procedure IS22-1.1 Offender Canteen.

Staff are available to offenders to assist them with any problems that may exist. However, we understand that scheduling may conflict with accessibility. Housing unit classification staff have established office hours allowing offenders access to these staff. Each offender is encouraged to discuss problems or concerns with staff to resolve problems at the lowest level.

Should any problem exist that cannot be resolved during normal office hours, offenders may write to the appropriate staff. Staff will respond to correspondence from an offender within 7 working days of receipt. For more information, see IS13-4.1 Offender to Staff Correspondence.

CLOTHING ISSUE

At the time of institutional assignment, each offender will be provided the following items (in accordance with IS/SOP22-2.1 State Property Issued to Offenders):

- 3 uniform shirts
- 1 light weight jacket (unlined & no hood)
- 3 uniform pants
- 2 sheets
- 5 pair of boxers
- 1 pillow
- 3 t-shirts
- 1 pillowcase
- 1 pair of shoes or boots
- 1 blanket
- 4 pair of socks
- 2 towels
- 1 laundry bag

The above items will be properly marked for identification purposes. Each offender is responsible for all state property issued to them.

In order to ensure the good order and security of an institution, as well as the safety of both offenders and staff, rules are established and must be followed. These regulations are similar to those that we are required to obey as citizens. In order to obtain program privileges and favorable transfer and parole consideration, it is essential that these rules be followed.

Institutional rules also exist at every institution. They are developed, in addition to standardized Department rules to meet the specific security needs of that facility. Each offender will be held accountable for all rules so it is important to review the rules carefully. As a part of the Reception and Orientation process, the institution will provide a copy of the rules.

If a staff member observes or determines that an offender has violated any of the 41 conduct rules, the staff member will write a conduct violation report describing the prohibited behavior.

After a staff member issues a conduct violation to an offender, both will be interviewed together. During that interview the offender is informed of the charge and advised of his or her rights. The offender is given the opportunity to make a statement at that time and asked if he or she has any witnesses who would provide a statement. Within seven working days of the interview of the conduct violation, a disciplinary hearing is held. At that hearing, the offender is allowed to present evidence or statements from witnesses. The Disciplinary Hearing Officer will then review the conduct violation, statements from witnesses, the offender's statement, and any other evidence available to reach a determination if the evidence presented supports a guilty or not guilty finding. That recommendation will then be forwarded for review. If found not guilty, the violation will be removed. If found guilty, a disciplinary sanction may be imposed. Depending upon the seriousness of the infraction, the offender may be held in segregation pending completion of the hearing or investigation. For more information, see IS/SOP19-1.1, IS/SOP19-1.2, IS/SOP19-1.3 & IS/SOP19-1.4.

The following is a list of the 41 established conduct rules concerning prohibited behaviors in prison:

- | | |
|----------------------------------------------------|------------------------------------------------------------|
| 1. Murder/Manslaughter | 22. Theft |
| 2. Assault | 23. Giving False Information |
| 3. Dangerous Contraband | 24. Contraband |
| 4. Escape | 25. Fighting |
| 5. Hostage/Restraint | 26. Tampering with Locking or
Safety Devices |
| 6. Riot | 27. Fraud |
| 7. Forcible Sexual Misconduct | 28. Gambling |
| 8. Arson | 29. Bribery |
| 9. Organized Disobedience | 30. Out of Bounds |
| 10. Minor Assault | 31. Destroying Property |
| 11. Possession/Use of An
Intoxicating Substance | 32. Sanitary Violation |
| 12. Threats | 33. Safety Violation |
| 13. Possession of Money or
Legal Tender | 34. Unauthorized Organizations |
| 14. False Identification | 35. Malingering |
| 15. Sexual Misconduct | 36. Program Failure |
| 16. Tattooing/Body Altering | 37. Unauthorized Relationships |
| 17. Self-Harm | 38. Abuse of Telephone, Mail,
Finance |
| 18. Interfering with a Count | 39. Abuse of Judicial Proceedings |
| 19. Creating a Disturbance | 40. State, Federal, Municipal or
Court Law or Ordinance |
| 20. Disobeying an Order | 41. Procedures & Rules |

Counts are an important part of institutional operation. They serve to ensure each offender assigned to the institution is counted, safe and secure. Counts will be conducted as established by institutional procedure. There are three types of counts:

- **Official Count:**
A regularly scheduled count conducted, as designated, by standard operating procedure.
- **Custody Count:**
A count taken when the maximum number of offenders are in the housing units. Each offender will either sit up on their beds, stand in the cell, room or other designated area, or stand outside their room door. Offenders shall not be counted lying down.
- **Emergency Count:**
A count when all offenders are called back into the housing unit for a custody count.

Compliance with all count procedures is required and strictly enforced. For more information see IS20-1.9 Outcounts.

Education is an important part of developing a personal sense of achievement and obtaining good employment opportunities. As a result, the Department offers a variety of mandatory academic programs to ensure the offender is educationally prepared both for employment within the Department and upon release. While all programs are not offered at every site, efforts are made to house offenders at a facility that can meet their educational needs.

The value the Department places on academic education is reflected in the Mandatory Education Program (D5-8.11). Classes available include: Adult Basic Education (IS18-3.6), Adult Secondary Education (IS18-3.12), Special Education, Adult Literacy, Employability/Life Skills, vocational programs and college courses for those who meet eligibility requirements. All offenders who do not possess a high school diploma or GED will be assigned to school until they complete their GED. Only those offenders who are 65 years of age and older, determined unable to achieve a GED, or those offenders serving a sentence of capital punishment or a sentence of life without parole can elect not to attend school. Special education classes are also available. Graduates enjoy opportunities for increased pay and job opportunities (see also IS18-3.3). All offenders are required to be assigned a productive day of work and programming. School is also classified as a job assignment. In January of 2001, state law required all offenders without a high school diploma or GED to attend school as part of parole eligibility.

Approved correspondence courses are available at the expense of the offender, in advance. If an offender is interested in enrolling in a correspondence course, he or she should contact the institutional educational supervisor for assistance. Neither state nor federal prisoners are eligible for Pell Grants for college programs as per federal crime laws. A post-secondary academic training program is being offered to offenders who meet certain criteria and who are 25 years of age and younger. Those programs are offered at Boonville Correctional Center and Women's Eastern Reception, Diagnostic and Correctional Center. It is important that you support participation in available educational programs. This will instill pride from personal achievement and prepare the offender for release. Additional information about educational services can be reviewed in Institutional Services Procedures IS-18.

Each offender has an account with personal funds that may be used to make purchases of clothing items, legal or writing supplies, small appliances, hygiene items, and snacks from the canteen. Special regulations have been established for depositing funds to an offender's account.

Only money orders and cashiers checks drawn on a United States bank will be accepted, as well as Western Union's Quick Collect Program or JPAY sent through MoneyGram (vendor). Personal checks, cash, personal mail, stamps or photographs received will be returned to the sender. This office processes only money transactions, just like a bank. All money orders should be made payable to Treasurer, Department of Corrections. Every deposit should be accompanied by a deposit slip. Deposit slips are available to all offenders to send to family members or friends. The Western Union's Quick Collect Program can also be used for next day deposit. All transactions should be forwarded to the following address:

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

Upon receipt by mail, all deposits are normally completed within one to 3 business days. However, this may take slightly longer dependent upon a number of factors and pay periods. The wire service will ensure overnight transmittal for next day deposit, if received between 8:00 a.m. and 3:00 p.m. on a business day. The offender will receive notice of deposit.

Fines or fees may be mandated by the courts for reimbursement of court costs, filing fees, child support, or payment to a victim's compensation fund or other assessment. When these fines are assessed, the Department is obligated by law to remove a mandated portion of all incoming funds from an offender's account until the judgment is met. If you believe that a duplicate payment has been made or an error has occurred in the amount assessed for a victim's compensation judgment, you should obtain a "paid" receipt from the Circuit Clerk's Office to verify payment and submit it to the Offender Finance Office at the address listed above. We cannot accept copies of money orders made payable to the Circuit Clerk's Office as a paid receipt. Any refunds of money for duplicate collection of victim's compensation payments must be made through the county where the funds were paid. This may take several weeks after payment has been made.

Additional information regarding finances can be found in Department Procedure D3-5 Offender Funds.

To ensure a safe, clean environment for all offenders, staff and visitors, the following guidelines will be enforced:

- Any fire or safety hazard must be reported immediately to a staff member.
- All assigned areas must be kept clean.
- All trash must be disposed of in approved trash receptacles. Paper bags are not authorized trash receptacles.
- Only the authorized limits of canteen items are allowed and must be stored in the offender's assigned foot locker in accordance with institutional procedures.
- All food should be kept in the original container and sealed when not in use.
- Horseplay is not allowed. Running is acceptable only in designated recreation areas.
- Homemade or modified electrical items such as heating devices (stingers), extension cords, radios, fans and televisions are not allowed.
- All crock pots, heating devices (stingers), coffee pots, etc. will be unplugged when not in use.
- Tampering with any security alarm, locking, electrical device or extinguisher is prohibited.
- No extension cord may be plugged into another extension cord, run through the bunks or under mattresses. Only two items may be plugged into an extension cord at one time. (Extension cords will be unplugged when not in use).
- Televisions and radios will not be covered by towels or other material.
- Fire drills are scheduled on a regular basis.
- Use of tobacco products is prohibited in all buildings, offices, state vehicles and enclosed areas, including offender living areas of the institution, effective July 1, 2003. Designated smoking areas will be established outside of the buildings for staff and offender use. Tobacco products will be disposed of in appropriate receptacles (refer to D2-11.9 Tobacco Use Limitations and State of Missouri, Office of Administration Policy SP-11).
- Effective July 1, 2003, the possession/use of smokeless tobacco is prohibited for health, safety and security concerns.
- Smoking by offenders 17 years of age or younger is not allowed.
- Safety rules will be reviewed with each offender prior to job assignment. As signed copy of the safety rules will be maintained on file.
- Equipment will not be operated until training in safe operation has been conducted by the supervisor.
- Required safety equipment will be worn (i.e., safety glasses, hard hat, gloves, etc.) at all times while operating equipment.

SOP19-1.1A, JCCC Offender Rules also contains rules pertaining to fire and safety.

An offender is encouraged to share any complaints or suggestions with appropriate institutional staff either verbally or in writing. Offenders have the opportunity to voice complaints through the grievance procedure, and are encouraged to do so. Departmental procedure, D5-3.2

Offender Grievances, provides both an informal and formal documented opportunity to seek resolution or bring concerns to the attention of staff at a variety of levels. It is a Departmental goal to ensure legitimate complaints are resolved as soon as possible.

All matters relating to institutional life are grievable except the following:

- decisions made by the Board of Probation and Parole,
- actions of the state legislature or other agencies, judicial proceedings,
- issues that do not directly affect the offender, and actions in a facility where the offender does not reside, unless the actions personally involve or affect the offender.

Many judges require the offender to exhaust the grievance procedure prior to proceeding with litigation in court.

The offender may initiate this process by requesting an Informal Resolution Request (IRR) from the housing unit caseworker or classification assistant. A joint effort will be made by unit staff and the offender to resolve the complaint at that time, as appropriate. If the offender is not satisfied with the response to his or her complaint, he or she may then appeal by filing a formal grievance to the institution superintendent.

If the situation cannot be remedied at that level, the complainant may appeal further to the division director. If not satisfied after that review, the complainant may consider the grievance process exhausted or an appeal may be made to the Department Director. The final appeal response is from the Director of the Department; however, a review is made first by the Citizen's Advisory Committee, which consists of citizen volunteers. The Citizen's Advisory Committee provides recommendations to the Department Director before a final response is made. The Department Director's response finalizes the grievance. Upon receiving a response from the Department Director, the offender may pursue a lawsuit.

This procedure also ensures offenders have the opportunity to bring forth American Disabilities Act related complaints for review and resolution, as appropriate. The Department strives to ensure that all offenders, regardless of disability, have access to all programs for which they are qualified. Further information about American Disabilities Act complaints can be reviewed in Department procedure D5-3.2, Offender Grievance.

An offender is encouraged to first share any complaints or suggestions with appropriate institutional staff either verbally or in writing. They should then utilize the certified grievance procedure. They may also write to the Missouri Department of Corrections, Constituent Services Office, at P.O. Box 236, 2729 Plaza Drive, Jefferson City, Missouri 65102. This office was created to informally evaluate and review issues of concern and to bring meritorious issues to the attention of appropriate staff, for correction, as necessary. This office will also provide information about the Department's policies, procedures and practices should further explanation be requested.

Every offender is expected to maintain proper personal hygiene. This includes daily showers, shaves, dental care, etc. Housing unit staff dispense state issued soap and toilet paper when needed.

Each institution provides services for offenders to get their hair cut. This may differ at each institution. Some facilities have a barber shop or beauty shop where offenders, trained in hair care, cut hair or provide other hair care services. These services are provided at no charge. Hair care products are available for purchase through most offender canteens.

Every offender is to practice good grooming habits and to ensure their assigned living area is kept clean and free from potential fire or safety hazards.

Institutional Services procedure IS6-1.3 Offender Personal Grooming, contains more information regarding offender grooming.

HOUSING ASSIGNMENTS

Offender housing assignments will be made in a non-discriminatory manner and will not be made based upon race, religion, nationality or political belief.

Assignments will be based upon the offender's classification, Initial Classification Analysis (ICA) score, security consideration, special programs within the institution, offender disabilities, offender health needs and other considerations.

Offenders may request a room move through classification staff. Each institution will establish guidelines for convenience room move requests. SOP19-1.1A JCCC Offender Rules, under the section pertaining to the Incentive Program, it states that an offender must be violation free for six months in order to request a room move.

Chapter 5 of the Institutional Services procedure manual provides clarification on offender classification, housing assignments, transfers and other aspects of offender classification.

All able-bodied offenders are expected to work, attend school, treatment programming, or any job training on a full-time basis. Most will tell you that work helps time go faster. Compensation will vary according to the type and complexity of work performed. Many jobs within the institutions are similar to positions in the general public. These include food service, general maintenance, clerical work, factory work, recreation, sanitation, and grounds keeping.

Offenders may request employment in a specific area or job and receive consideration, if qualified, by meeting with their caseworker or JCCC Job Coordinator (Complex 5), located at the institution. Jobs outside the facility and in a community work release setting are not available to offenders at JCCC. Those selected for participation in outside work release programs must have a classification of C-2 or less and other mandatory requirements to ensure public safety. Criteria vary by program and the offender should direct questions about eligibility to the caseworker. For more information see the following procedures: IS18-1.1 Required Activities, IS18-2.2 Work Release Programs and D3-5.7 Offender Wages and Payroll.

Legal services are available to offenders at each facility. Every offender has access to mandated legal collection maintained in the offender library, staffed with offender library aides, to provide opportunity for research of legal matters. Offender library aides are assigned to these areas to provide materials assistance, as requested. Library aides also provide assistance to those offenders who are assigned to segregation and do not have physical access to the library for security reasons. Library clerks or another offender may also represent an offender, if requested, during disciplinary hearings. For additional information about assistance from library clerks or an offender counsel substitute, refer to Institutional Services Procedures IS8-1.1 Access to courts and IS8-1.3 Access to Offender Counsel Substitute.

Offenders may contact their attorneys or legal representatives through written correspondence at any time. This correspondence, along with correspondence to or from judges, courts, elected governmental officials, departmental and divisional administrators, is considered confidential. Mail between offender counsel substitutes, offender library aides and co-defendants is not considered privileged mail. Unlike regular mail, outgoing or incoming privileged mail is not searched or scanned by mailroom staff. However, should security concerns exist, privileged mail may be opened and scanned in the presence of the offender. Additional information about privileged mail can be found in Institutional Services Procedure IS13-1.1 Offender Mail Procedures. Arrangements can be made for telephone calls or visits with attorneys at the request of the attorney. Additional information about attorney access can be found in Institutional Services Procedure IS8-1.2 Access to Attorneys.

Notary services are also provided for offenders at no cost. Each institution has staff available to perform notary services for the offender population. Classification staff or the institutional librarian can direct offenders to appropriate personnel to provide these services. Further information about notary services can be found in Departmental Procedure D3-3.4 Notary Public Commission and the standard operating procedures to this Departmental Procedure SOPD3-3.4.

Each institution has an offender library and mandated legal collection for offender use. This library contains a wide variety of books, magazines, newspapers and catalogs. Offenders are encouraged to use library resources as often as possible.

The mandated legal collection is provided to assist you in your constitutional right to access the courts.

Offenders in different populations receive library service differently. In all offender libraries, hours are established to ensure adequate access by the offender population. In addition, to the typical public library materials such as general interest magazines and newspapers, reference books, and fiction and non-fiction titles, offender libraries provide the special legal collection referred to above. Post conviction appeals are a typical library user activity and the mandated collection was created to provide the resources necessary to present a post conviction matter to the courts.

Legal and non-legal materials appear in the offender libraries in a variety of formats. While the majority of titles appear in print, CD-room, audio and video titles can now be found and used in a number of the libraries. Finally, in a majority of the offender libraries, library users can expect to find typewriters and copy service available on a first come, first serve basis.

Additional information about library services can be found in Institutional Services Procedure IS15-1.1, General Library Services and the standard operating procedure (SOP15-1.1). Also refer to the Library Complex brochure included with this packet.

One of the most important ways you can communicate with an offender is through written correspondence. Each institution has a mailroom to process all incoming and outgoing offender mail. Institutional mailrooms operate much like a post office within a community. Mailroom staff examine all mail for unauthorized content, substances or contraband items with the exception of privileged mail. Privileged mail is defined as mail sent to or from judges, attorneys, courts, elected governmental officials, or department administrators. Privileged mail may be opened in the presence of the offender for scanning and search for contraband.

To ensure delivery of your correspondence, the offender should ensure the letter is properly addressed with adequate postage, and the proper return address is used. The following format is required as the return address on all outgoing mail. It is also recommended as the mailing address used by family and friends to ensure prompt delivery.

Offender's Name and Register Number **(include AKA)**
(i.e., Matt Brown, AKA Abdul Sukan)
 Jefferson City Correctional Center **(include the Housing Unit)**
 8200 No More Victims
 Jefferson City, Missouri 65101

With minor exceptions, no item can be mailed into the institution through the mail. A few film-processed photographs are allowed in each incoming letter as long as they do not contain depictions of gang activity, pornography, nudity, violence, weapons, or be sexually explicit or contain other inappropriate content. A maximum of 5 news clippings may be included per letter. Magazine or newspaper gift subscriptions may be ordered for an offender, however, it is important to verify that the publication is authorized before subscribing. For additional information about mail, please refer to Institutional Services Procedure IS13-1.1 and the institution's Standard Operating Procedure (SOP13-1.1).

The meals per day are provided by each institution. Weekly menus are developed and reviewed by a Registered Dietician to ensure that offenders' nutritional requirements are met. The menus are posted in the dining room and housing unit or offenders. An adequate variety of foods, including fresh fruits and vegetables are planned into the menu.

The Food Service Managers at each of the institutions are allowed to make appropriate substitutions for items on the Master Menu. The Master Menu was developed to provide basic nutritional requirements and to simultaneously address a variety of health needs. The menu is planned to be lower in fat, cholesterol, sodium and concentrated sugars, yet high in fiber. Menu items such as sugar substitute, diet jelly and fruit for dessert are available. All salad dressings used on the Master Menu are reduced in fat and calories, and all fruit flavored beverages are sugar-free.

Special menus for renal (kidney) and modified consistency (ground or pureed) diets have been developed using the Master Menu as a basis. All special diets must be ordered by the physician and reviewed as indicated in IS11-46.1—Diet. Liquid diets are available upon order by the physician or dentist and are intended for short term use only. The Master Menu also contains a planned meat alternative which is to be available to those individuals who do not eat pork or meat for religious, personal or other reasons.

Special meals are served on the following holidays:

Memorial Day	Independence Day
Labor Day	Thanksgiving
December Holiday	May Holiday

Further information about food service issues is explained in Institutional Services Procedures IS-10.

Offender health care services are provided by contract through a private provider. These systems stress prevention, care and early identification of health concerns to prevent chronic health problems. All health care providers are licensed to practice in Missouri. Many have advanced training and are certified in various specialties. The providers are obligated to provide care that meets community standards and the standards established by the National Commission on Correctional Health Care.

Any offenders who need medical, dental or mental health care must complete a Medical Services Request (MSR) form. This form provides medical staff with brief information about the offender and the reason for the request of care. The institution has designated boxes for these forms, which are collected by medical staff. Medical staff then schedule offenders for an appointment, scheduling those with greatest need first. Emergency medical care is provided immediately. Any emergency medical situation that presents immediate need should be reported to a staff member immediately.

Offenders are encouraged to have medical records forwarded to the institution's medical unit for review and inclusion in the medical file. Outside services are used as needed through contracted specialists. Community specialists are available to provide medical treatment or recommendations for care. Those specialists provide services for cardiology care, orthopedics, dermatology, oncology, hematology, oral surgery, general surgery, gynecology and psychology. Chronic care clinics are also established within our facilities to provide services to offenders who need continued care or other special needs which require regularly scheduled medical reviews. Medications may not be sent by family or other outside sources. All medications must be taken as prescribed.

Several facilities have on-site transitional care units (TCU), which provide 24 hour observation and care. Community hospitals provide medical care and treatment when hospitalization is required. Institutional Services Procedures, IS11 contain more information regarding healthcare.

All guidelines of the Center for Disease Control and the Missouri Department of Health are followed. Newly admitted offenders are tested for infectious disease upon arrival into the Department, including sexually transmitted diseases, HIV infection and tuberculosis. Routine tuberculosis testing continues to occur for both staff and offenders. Isolation will result if a health threat is posed to others.

Mental health screening services are also available in all institutions. Mental health staff are available to meet with offenders and provide services including individual or group therapy. Staff should be notified if an offender is having difficulties, is under unusual stress, or even suicidal. Specialized care units are also available for chronically mentally impaired offenders. Staff are available to meet with offenders and provide mental health care services when needed.

The Missouri Department of Corrections provides each offender with basic clothing items including undergarments, pants, shirts, shoes and light weight jacket. Bedding, towels, medical supplies and glasses are also provided.

Many offenders may wish to purchase items other than state issue. The canteen has a limited supply of personal items, however, if approved items are not sold in the canteen, they may be approved for order through an approved outside vendor or catalog. An order form must be submitted, along with an addressed envelope, to the offender's classification staff for review. If the request for purchase is approved and funds are available in the offender's account, the order will be processed. Purchases must not exceed \$100.00. When the order arrives, it will be sent to the property room to be placed on the authorized property list. All packages will be distributed through the property room. Offenders cannot receive packages that are sent directly from friends and family. All packages must be received via the approval process outlined above.

Department procedure D3-6.1 Responsibility for Lost Offender Property, D3-6.2 Abandonment of Offender Personal Property and Institutional Services Procedures IS22-1.1 Offender Authorized Personal Property, IS22-1.2 Offender Property Control and IS22-1.3 Impoundment and Confiscation Procedures provide additional clarification on Departmental property requirements. See also SOP19-1.1A.

There are often many questions about parole eligibility and the possible release date of an offender. While the answers to most questions are specific to an offender, his or her parole release will depend upon many factors.

A parole hearing allows an offender the opportunity to personally present information to the Missouri Board of Probation and Parole regarding the circumstances surrounding the incarceration including criminal history, institutional adjustment, rehabilitative efforts and readiness for release. In addition to the information received from the offender the Board will also carefully review the offender's criminal and social history, the circumstances of the current offense, institutional adjustment, statements from the victims or individuals within the community and the offender's proposed release plan.

Approximately 8 weeks after the hearing, once the Board has had an opportunity to evaluate all of the above, the offender will receive a written notice of the Board's decision to deny release at that time or setting a future release date with a program plan. In accordance with Missouri Statute 217.670, an offender may appeal a hearing panel decision to deny parole or revoke parole or conditional release. No other Board actions are subject to appeal. It is expected the offender will consult with the Institutional Parole Officer on all areas of concern regardless of whether or not they are appealable. Upon arrival in the Department, each offender is given a booklet entitled "*Rules and Regulations Governing the Granting of Paroles, Conditional Releases, and Related Procedures.*" This booklet explains criteria used during parole consideration. Within 90 days, of being received in the Division of Adult Institutions, each offender will receive a written notice advising them of the month and year of the first scheduled parole hearing. The Institutional Parole Officer will have a personal interview with the offender within 30 days prior to their scheduled parole hearing. The Institutional Parole Officer will explain the parole hearing process to the offender and also obtain information for the pre-hearing parole report, which is completed by the Parole Officer prior to the hearing.

Each offender will be assigned to an institutional parole officer. This person will be able to answer questions about probation and parole issues and establish release plans. Other parole related complaints can be addressed through Probation and Parole procedures P6-6.4 Appeal of Parole Decisions and P7-1.7 Complaints/Inquiries and Investigations. All questions regarding any parole related matters must be referred to Institutional Parole Staff, not Classification Staff—No Exceptions).

The Missouri Department of Corrections is committed to the custody and supervision of all offenders, but circumstances may occasionally occur which place an offender in a vulnerable predicament. Offender who are experiencing difficulties may request protective custody to ensure their safety and to restrict contact with other offenders. Some of these difficulties may include, but are not limited to:

- Getting into debt by gambling, borrowing or lending.
- Verbal or physical altercations with another offender.
- Sexual harassment or threats by another offender.
- Possession of money, drugs or alcohol.
- Becoming involved in illicit activities with others.
- Sharing personal information with other offenders.

Protective custody may be requested by contacting any staff member. The offender will be segregated until a thorough review is conducted by the Protective Custody Review Committee to determine protective custody needs. It is important that any offender who experiences difficulties report those concerns to staff immediately.

Institutional Services Procedure IS21-1.3 Protective Custody Segregation provides additional information about protective custody. See also the Offender Rulebook pages 63-66, "*Guidelines For Adjustment To Incarceration*".

Each institution provides a wide range of indoor and outdoor recreational activities. Each offender is encouraged to participate in various activities and organizations during leisure time, as many of these activities will promote personal growth and, at the same time, provides meaningful and healthy ways to spend time. All recreation activities schedules are posted.

There are a variety of individual, team and sports activities available at each site. Examples of those activities are as follows: basketball, baseball and softball, handball, cards, weightlifting, volleyball and exercise classes (i.e., age 40 and over low impact aerobics--Monday-Thursday--must be violation free for 3 months, etc.). Tournaments are often held during recreation and weekends.

There are many different organizations at each institution. The following is a list of a few of the organizations available. Organizations and programs may vary at each institution.

ALCOHOLICS ANONYMOUS:

Through the use of the Alcoholics Anonymous creed and twelve-step recovery program, offenders are afforded the opportunity to realistically deal with their alcohol abuse and develop methods for avoiding abuse of alcohol in the future.

ALTERNATIVES TO VIOLENCE:

Through interacting and role playing, a person learns the consequences of violence, how to make alternate choices, and to have respect for others.

CARING FRIENDS:

This group is spiritual in nature and is a mentoring program. The program involves the chaplain and select offenders who attend intensive training with outside volunteers to develop skills so that they may help other offenders in times of distress or need such as a death in the family, institutional adjustment or other personal problems.

CHILDREN AND INCARCERATED PARENTS (CHIPS):

Children and Incarcerated Parents is designed to promote family interaction between incarcerated fathers and their children.

JAYCEES:

The Jaycees program utilizes the youth within a community to promote the welfare of the community and its citizens through constructive projects and activities.

LITERACY/TUTORING:

Classes and support in reading skills, assistance in GED classes, writing and other education programs are provided with volunteer assistance.

NARCOTICS ANONYMOUS:

Offenders are involved in a twelve-step recovery program to deal with substance abuse, specifically narcotics. They develop methods for avoidance, practice lifestyle changes and develop a support system to cope today and in the future. Volunteers provide the program in the institution and in the community.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE:

The NAACP focuses on reducing recidivism rates, channeling energy and talents toward constructive pursuits, and aiding prospective parolees to secure job commitments prior to release.

POSITIVE MENTAL ATTITUDE:

Through the use of established components, group discussions are held to promote change, self-discipline, purpose, and reaching affirmative personal goals.

PATCH (Parents and their Children):

This group promotes family interaction between incarcerated mothers and their children. The mothers participate in parenting classes prior to visiting with their children. Volunteers provide transportation and classes as well as raising funds for program needs.

TOASTMASTERS:

This organization promotes and develops public and business speaking skills through presentations and training.

TRANSACTIONAL ANALYSIS:

Transactional Analysis promotes communication, personal growth, and the development of positive relationships with others in day-to-day situations.

YOUTH AWARENESS GROUPS:

Through group interaction, this program allows offenders to assist the troubled youth of Missouri to understand the negative consequences of criminal behavior, assume responsibility for their actions, and encourage positive decisions.

All offenders are encouraged to become familiar with different recreational and organizational programs offered and to participate in those of interest. Doing so can ensure meaningful activity occurs during incarceration to better prepare an offender for release.

For further information about recreational activities, refer to Institutional Services procedures IS16-1.1 Offender Recreation and Activities and IS9-Offender Organizations.

Offenders not gainfully employed are not allowed to participate in activities on holidays, Friday, Saturday, Sunday or in any evening activity. Offenders are restricted to a recreation period three (3) times per week as scheduled on Monday through Thursday. During these periods, offenders may choose to access the chapel on one (1) library callout. The only other movement authorized will be to and from the canteen once per week.

The development of one's spirituality and the opportunity to practice one's chosen faith or religion can be an important part of successful institutional adjustment, personal transformation, and preparation to return to society. The Department provides for authorized group religious practices and seeks to facilitate individual spiritual practices that do not compromise institutional safety.

The Department recognizes a variety of religions and faith/belief systems, including Christianity, Islam, Judaism, Native American Spirituality, and Wiccan. In that contemporary religions and religious practices are very diverse, it is not always feasible to have separate groupings for each religion or denomination. Participation in the religion of the offender's choice is encouraged. Some religious practices that may present risk to the good order or safety of the institution may not be permitted.

The institutional chaplain plans regular religious programming, special religious events and coordinates supervision of the religious volunteers. The all-faith chaplain is charged with facilitating religious programming and services for offenders who come from many different religious backgrounds. In addition to the chaplain, outside religious volunteers, under the supervision of the chaplain, are available to meet the religious and spiritual needs of those assigned to the Department. The institutional chaplain also provides pastoral care and counseling to those who may not participate in religious group activities or who are experiencing personal or family problems.

Questions regarding religious programs should be directed to the Chaplain or researched in Department procedure D5-3.3 Clergy Person/Spiritual Advisor Visits or Institutional Services procedure IS17-1.1 Religious Programs and Activities, and the Chapel Activities—Outcounts and Services brochure included with this packet.

Incarceration is often difficult. Experiencing the loss of a loved one or a change in institutional status may cause anger or depression. Just as in society, it is important for offenders to recognize when they need help, as well as reporting changes in those who live and work with them. By doing so, staff can ensure they are seen and evaluated by a mental health staff counselor or a spiritual advisor. The following are some common indicators of depression or increased potential for suicidal thoughts:

- Persistent sad mood
- Sudden change in eating habits producing weight loss
- Sudden loss of interest in daily activities or personal interests
- Isolates self, withdraws from normal level of interpersonal interaction
- Discusses feelings of personal guilt, shame or failure
- Discusses thoughts of ending one's life or reports attempted suicide in the past
- Suddenly gives away prized personal possessions
- Obtains the means to harm self (saves medication)

If any offender experiences any of the above, or notes significant changes in another offender, a request should immediately be made to staff or the Suicide Observation Assistant for assistance. Also refer to Institutional Services Procedure IS12-4.1 Suicide Intervention Procedures.

Since communication with family, friends, and others is important to those who are incarcerated, collect call telephones are made available within the institutions for offender use. The following information explains how and when telephones may be used. Telephones are available throughout the institution for offender use if the offender is not on restricted status. Offenders assigned to segregation units have limited access to the telephone. All telephones are programmed to process collect calls only, including local calls. Offenders cannot place toll free calls, three-way calls, or make calling card calls. The telephone company may place an automatic block on your phone if a third party call is detected or there is an unusual increase in your phone bill.

Each offender will be required to have and use a personal identification number (PIN) to make telephone calls. The four digit PIN number is listed on the offender's canteen receipt and will be issued from the canteen on the offender's normal spend day. Calls are placed by using an automated security system. An automated message will ask if the call is accepted and if the person called does not wish to accept, the call will be terminated. Telephone conversations may be monitored and recorded.

Institutional Services Procedure IS13-2.1 Offender Access to Telephone provides more information about telephone services.

The Department encourages visiting by family and friends. The Department has regular visiting at the following days and times for all facilities. Extended visiting hours may be established at each site.

Regularly scheduled visiting is available at all facilities, Thursday through Sunday, with the exception of the diagnostic and treatment centers. Because the diagnostic and treatment centers have structured programming and activities, visits are limited to specific days and times. The number and length of visits that are authorized vary by facility because of different capacities to host visiting. Weekends may be designated for immediate family members only (spouse, sons or daughters, parents, brothers or sisters, grandparents, and step relations) or one individual of choice (a significant/designated other, such as a close friend). You should also be aware that unforeseen security problems might interfere with visiting, causing delay, shortened, or suspended visits. This is unusual, but does occur on occasion.

In order to be placed on a visiting list, the offender must send a visiting application form to each prospective visitor, up to a maximum of twenty (This does not apply at reception and orientation centers). It is important that the Visiting Application Form is answered honestly and thoroughly as failure to do so may result in denial of visiting privileges. Please return the form to the institution for processing. Once a background check is completed, you may be added to the visiting list. The offender receives written notification advising them if you have been approved or denied visitation. It is the offender's responsibility to notify you once you have been approved to visit.

Special Visits: The chief administrative officer/designee may approve special visits for the following reasons: (a) unexpected arrival of a person who is outside the local area to occur by the visitor no more than once in 6 months; (b) the visitor is home on leave while on military status; (c) there is a death in the offender's immediate family; (d) the offender has not received a visit for 6 months or more; (e) terminal illness of the offender or visitor; (f) parole hearings; (g) to view a bereavement video with immediate family; (h) incentives for good behavior; (i) program visits; (j) clergy/spiritual advisor visits or (k) other unusual circumstances.

Special visits should only occur on regular visiting days and during visiting hours, unless otherwise approved by the superintendent. An offender requesting a special visit should submit the request to the assistant superintendent, through the functional unit manager, at least three (3) working days prior to the requested visit date. A special visit will be counted against the normal allowed number of visits with exception of those visits as referred to in IS13-3.1 Offender Visiting.

Please be advised the maximum number of visitors an offender may have is twenty. Each offender has the opportunity to make changes to their visiting list twice each year. You may only be on one offender's visiting list within the Department unless an immediate family member of more than one offender. Ex-offenders may or may not be approved to visit depending upon criminal history and release status. All visitors, including infants, must be on an offender's authorized visiting list.

Visiting is a privilege that offers an opportunity to maintain family ties. Through institutional incentive programs, offenders and their visitors may earn extra visits, food visits, or earn the opportunity to participate in special family activities for good conduct or other achievements identified by the institution. An offender can learn more about those opportunities once permanently assigned. At times, however, restrictions may be applied to an offender or visitor. Restrictions such as no-contact visits or suspended visiting privileges may be applied to an offender or visitor for drug possession or use, misconduct in the visiting room or other security-related concerns (i. e., offenders assigned to segregation may receive up to two 2-hour no contact visits per month, refer also to D5-3.4 Visiting Restrictions/ Sexual Offenders of Children). Finally, an offender shared visiting program is also available for offenders who do not receive visits, but have maintained good institutional adjustment. If agreed upon by all parties, the offender may visit with another offender and their family, once per month. The Department also has volunteer visiting programs.

Additional information may be obtained through Institutional Services Procedure IS13-3.1 Offender Visiting and the standard operating procedure (SOP13-3.31) which provides site-specific information.

ACC - Algoa Correctional Center
 ADSEG - Administrative Segregation
 AICS - Adult Internal Classification System
 AIMS - Adult Internal Management System
 AJO - Adjustment Hearing Officer
 BCC - Boonville Correctional Center
 BTC - Boonville Treatment Center
 CAC - Citizen's Advisory Committee
 CCA - Corrections Classification Assistant
 CCC - Chillicothe Correctional Center
 CCW - Corrections Caseworker
 CDV - Conduct Violation
 CMCC - Central Missouri Correctional Center
 CMS - Correctional Medical Services
 CO I - Corrections Officer I
 CO II - Corrections Officer II (Sergeant)
 CO III - Corrections Officer III (Lieutenant)
 CP - Capital Punishment
 CRC - Community Release Center
 CRCC - Crossroads Correctional Center
 CRD - Conditional Release Date
 CS I - Corrections Supervisor I (Captain)
 CS II - Corrections Supervisor II (Major)
 C-SCORE - Custody Classification
 CTA - Central Transfer Authority
 CTC - Corrections Treatment Center (Mental Health Unit)
 CTCC - Cremer Therapeutic Community Center
 CTU - Central Transportation Unit
 CVSA - Computerized Voice Stress Analysis
 DAI - Division of Adult Institutions
 DHO - Disciplinary Hearing Officer
 DIS SEG - Disciplinary Segregation
 DORS - Division of Offender Rehabilitative Services
 EMP - Electronic Monitoring Program

ERDCC - Eastern Reception, Diagnostic & Correctional Center
 FCC - Farmington Correctional Center
 FRDC - Fulton Reception & Diagnostic Center
 FTC - Farmington Treatment Center
 FUM - Functional Unit Manager
 GP - General Population
 HU - Housing Unit
 IAC - Institutional Activity Coordinator
 IOC - Inter-Office Communication
 IPO - Institutional Probation and Parole Officer
 IRR - Informal Resolution Request
 ITC - Intensive Therapeutic Community
 JCCC - Jefferson City Correctional Center
 KCCRC - Kansas City Community Release Center
 MATC - Mineral Area Treatment Center
 MCC - Moberly Correctional Center
 MECC - Missouri Eastern Correctional Center
 MOSOP - Missouri Sexual Offender's Program
 MRP - Missouri Re-Entry Process
 MSP - Missouri State Penitentiary
 MSR - Medical Services Request Form
 MSU - Minimum Security Unit
 MTC - Maryville Treatment Center
 MVE - Missouri Vocational Enterprises
 NECC - Northeast Correctional Center
 OCCDTP - Ozark Correctional Center Drug Treatment Program
 OMT - Offender Management Team
 OUT - Offenders Under Treatment Program
 P&P - Probation and Parole
 PC - Protective Custody
 PCC - Potosi Correctional Center
 PPD - Presumptive Parole Date
 PRC - Program Review Committee

RCA - Reclassification Analysis
 R&O - Reception & Orientation Unit
 RTF - Residential Treatment Facility
 RDP - Regimented Discipline Program
 SAC - Substance Abuse Counselor
 SAUS - Substance Abuse Unit Supervisor
 SCCC - South Central Correctional Center
 SECC - Southeast Correctional Center
 SIP - Shock Incarceration Program
 SLCRC - St. Louis Community Release Center
 SNU - Special Needs Unit (PCC)
 SOAU - Sex Offender Assessment Unit
 SOP - Standard Operating Procedure
 SRU - Social Rehabilitation Unit
 TAP - Transition Accountability Plan
 TASC - Temporary Administrative Segregation Confinement
 TCC - Tipton Correctional Center
 THU - Transition Housing Unit
 VIC - Volunteer in Corrections
 VQ - Visiting Questionnaire
 VTS - Vocational Training School
 WERDCC - Women's Eastern Reception, Diagnostic & Correctional Center
 WETC - Women's Eastern Treatment Center
 WRDCC - Western Reception, Diagnostic & Correctional Center
 WRTC - Western Regional Treatment Center
 WMCC - Western Missouri Correctional Center
 YAG - Youth Awareness Group

This packet is designed to provide the offender population with information about facility and Department operations and to introduce every offender to concepts such as Restorative Justice and Civility and Diversity.

Restorative Justice allows the victim and community to become involved in the criminal justice system. Finally, Cultural Diversity plays an important role to encourage every offender to become a civil member of society and the institutional community. Together, these concepts encourages an offender to utilize their period of incarceration to learn skills and behaviors that assist each in returning to society as a productive citizen.

It is hoped that this packet has been helpful to you in understanding the policies, procedures and practices of the Missouri Department of Corrections. Please be certain to take advantage of all programs available to you during your incarceration.

Most of the information provided in this packet is also available to the public via the Department of Corrections website (www.doc.mo.gov) Offender family and friends can access the website and find this information by clicking on the link entitled "For Family And Friends."



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
**LIBRARY USAGE APPLICATION AND
RULES AGREEMENT**

INSTITUTION

This form must be completed and submitted to the library in accordance with established institutional procedures. This form states the library rules and will be used to enter you into the library database.

THE RULES:

- ▶ Your offender ID and/or Library card **MUST** be presented in order to check out materials or use Library services. Library card rules will be specified in established standard operating procedures.
- ▶ Offenders will follow all Department/Institutional/Library rules as posted in the Library and outlined in policy, including:
 - Books - Up to three (3) books may be checked out at a time. books may be checked out for two weeks and renewed once. Overdue materials may not be renewed.
 - Magazines & Newspapers - Magazines and newspapers are restricted to in-house use **ONLY** and one (1) item at a time.
 - Reference Books - Reference books are restricted to in-house **ONLY** and only (1) item at a time.
 - All legal materials, videos, computers, typewriters and any other equipment will be restricted to in-house use **ONLY**.
- ▶ Offenders are responsible for all items checked out to the offender, including returning materials on time and in the same condition as they were in when checked out.
- ▶ The Library reserves the right to refuse services until overdue and/or damaged materials are returned or paid for in accordance with IS19-1.1 Conduct Rules and Sanctions.

COMPLETE THE FOLLOWING - PRINT CLEARLY

Applications that are not complete or are unreadable will result in a delay in using Library services.

NAME (PRINT) (LAST NAME, FIRST NAME)	DOC NUMBER	HOUSING UNIT
--------------------------------------	------------	--------------

SIGNATURE IS REQUIRED TO RECEIVE LIBRARY SERVICES!

My signature on this application indicates my agreement to follow the Library's rules and policies. I accept responsibility for all materials checked out by me.

CURRENTLY POSSESS A LIBRARY CARD

Yes No

SIGNATURE	DATE	STAFF RECEIVED
-----------	------	----------------

IN HOUSE USE ONLY

TYPE OF APPLICATION		
<input type="checkbox"/> New Patron <input type="checkbox"/> Reactivation		
DATE RECEIVED	ENTERED ON	ENTERED BY
LIBRARY CARD ISSUED	REPLACEMENT	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
JEFFERSON CITY CORRECTIONAL CENTER
Library

TO: R & O Offenders

FROM: Robyn Combs, Librarian II
Jessica Bentele, Librarian II

SUBJECT: Library Applications

If you wish to use library services at JCCC, you are required to fill out the attached library application and return to the library via inside mail.

The enclosed application is used for both the law library, for checking out legal reference materials and equipment and the leisure library, for checking out leisure reference materials and books.

(Fold over once and mail)

Offender: _____

H.U.-Cell: _____

ID No.: _____

Internal Mail

J.C.C.C. Library



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
OFFENDER RELIGIOUS PREFERENCE

My religious preference is indicated below.

(Offenders may change religious preference during the months of MARCH, JULY and NOVEMBER.)

OFFENDER NAME (PRINT)

DOC NUMBER

Please select only one (1):

- | | |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> (ML) Al-Islam / Muslim | <input type="checkbox"/> (SA) Solitary Practice – Asatru / Odinism |
| <input type="checkbox"/> (BU) Buddhism | <input type="checkbox"/> (SC) Solitary Practice – Christian Separatist Church Society |
| <input type="checkbox"/> (CG) Christian General | <input type="checkbox"/> (SE) Solitary Practice – Ethical Culture / Society |
| <input type="checkbox"/> (CC) Christian Roman Catholic | <input type="checkbox"/> (SH) Solitary Practice – Hare Krishna / ISKCON |
| <input type="checkbox"/> (JU) Judaism | <input type="checkbox"/> (SR) Solitary Practice – Rastafarian Spirituality |
| <input type="checkbox"/> (ME) Messianic | <input type="checkbox"/> (ST) Solitary Practice – Satanism |
| <input type="checkbox"/> (MR) Moorish Science Temple of America | <input type="checkbox"/> (SF) Solitary Practice – Sufism |
| <input type="checkbox"/> (IS) Nation of Islam | <input type="checkbox"/> (SV) Solitary Practice – Vedanta Society |
| <input type="checkbox"/> (NA) Native American Spirituality | <input type="checkbox"/> (NO) No Religious Preference |
| <input type="checkbox"/> (WC) Wicca | <input type="checkbox"/> (UN) Unknown |

OFFENDER SIGNATURE

DATE

STAFF WITNESS SIGNATURE

DATE

JEFFERSON CITY CORRECTIONAL CENTER

CALLOUT REQUEST (Activities/Religious)

DATE: _____

NAME (LAST) (FIRST) (MI)	REGISTER NO.	HU/CELL/BED
REQUEST TO BE: _____ ADDED TO _____ REMOVED FROM	THE FOLLOWING CALLOUTS (BY CODE NO.)	
(WRITE DESCRIPTION OF CALLOUTS)	(DAY/S)	(TIME) (PLACE)
(OFFENDER SIGNATURE)	(STAFF WITNESS: FUM/CCW/CCA)	

NOTE: You must show your ID when signing this form in front of staff. Per Policy: Offenders must use only official name and register number.

Offenders are obligated to attend functions for which their name appears on a callout, except for conditions beyond their control (serious illness, death in family, staff intervention, etc.) or may be subject to conduct violation(s).

(form revision 4/17/07)

JEFFERSON CITY CORRECTIONAL CENTER

CALLOUT REQUEST (Activities/Religious)

DATE: _____

NAME (LAST) (FIRST) (MI)	REGISTER NO.	HU/CELL/BED
REQUEST TO BE: _____ ADDED TO _____ REMOVED FROM	THE FOLLOWING CALLOUTS (BY CODE NO.)	
(WRITE DESCRIPTION OF CALLOUTS)	(DAY/S)	(TIME) (PLACE)
(OFFENDER SIGNATURE)	(STAFF WITNESS: FUM/CCW/CCA)	

NOTE: You must show your ID when signing this form in front of staff. Per Policy: Offenders must use only official name and register number.

Offenders are obligated to attend functions for which their name appears on a callout, except for conditions beyond their control (serious illness, death in family, staff intervention, etc.) or may be subject to conduct violation(s).

(form revision 4/17/07)

Notice of Rights for Offenders with Disabilities

The Right to Reasonable Accommodations

Disabled offenders have the right to receive “reasonable accommodations” to make programs & services more accessible.

To ensure effective offender access to programs, activities, a& services, the Department of Corrections shall;

- * make reasonable modifications in policies, practices, &/or procedures
- * remove barriers to access when appropriate &/or
- * provide certain auxiliary aids & services

If the action needed to provide effective access creates an undue burden or poses a legitimate safety or security concern, the action shall not be required.

Deaf & hearing – impaired offenders may get an interpreter & other services at facilities where needed in;

- Diagnostic & classification activities
 - Institutional Assessment & Classification Hearings
 - Regularly scheduled health care appointments & programs
 - Missouri Sex Offender Program
 - Substance abuse treatment & other formal programming
 - Educational & vocational classes & activities
 - Disciplinary hearings
 - Formal Investigations
 - Hearings before the parole board & parole assessment & interview process in preparation for hearings.
-

HOW TO ASK FOR A REASONABLE ACCOMADATION

Disabled offenders must ask the caseworker or medical staff for the Request for Reasonable Accommodations form to submit per procedure.

HOW TO MAKE COMPLIANTS

Offenders who are denied a reasonable accommodation or believe they were discriminated against by Department staff because of their disabilities may file a grievance through the grievance process.

AUTHORIZED PERSONAL ITEMS

CLOCKS AND WATCHES

1. Alarm clock (no wind up) (1)
2. Watch (\$30 max) (1)
3. Watch band (1)
4. Watch pins (2)
5. Watch batteries (1)

CLOTHING ITEMS

1. Athletic supporters (1)
2. Ear muffs (1)
3. Gloves (3)
4. Handkerchief (WHT ONLY) (6)
5. Shower shoes (1)
6. Sweat bands (head/wrist) (1set)
7. Athletic shoes (3 Riddell) (2 other)
8. Thermal top (2)
9. Thermal bottom (2)
10. Headgear (3)
11. Bathrobe (1)
12. Jacket/coat (1)
13. Pajamas (2)
14. Bottoms (6)
15. Tops (11)
16. Socks (7)
17. Bath towels (4)
18. Hand towels (4)
19. Face cloth (4)
20. Underwear (12)

DENTAL CARE

1. Denture adhesive (1)
2. Denture cleanser (1)
3. Denture cup (1)
4. Denture cushions (2)
5. Mouthwash (1)
6. Security floss (1)
7. Toothbrush (1)
8. Toothbrush holder (1)
9. Toothpaste (2)

EYE CARE

1. Contact lens case (1)
2. Contact lens cleaner (1)
3. Contact lens saline solution (1)
4. Eyeglass case, soft (1)
5. Eyeglass frame grips (1)
6. Eye repair kit (1)
7. Eyeglass strap (1)
8. Sun glasses (1)

ELECTRONICS

1. CD/cassette player w/ headphones (1)
2. Calculator (1)
3. Dual cassette stereo (1)
4. Fan (12" max) (1)
5. Headphones (3)
6. TV w/ earphones (1)
7. Typewriter (1)
8. Adapter (universal AC/DC) (1)
9. Blow dryer (1500W max) (1)
10. Cable splitter (1)
11. Cassette head cleaner (1)
12. Cassette/cd (20)
13. Hot pot (5 cup) (1)
14. Electric razor/beard trimmer (1)
15. Extension cord (6' length) (1)
16. Immersible heater (stinger) (1)
17. Reading lamp (12" max) (1)
18. TV cable (12' length) (1)
19. Cable cord connector (1)
20. Headphone replacement pads (pkg) (1)
21. Headphone extension (12' length) (1)
22. Mono/stereo adapter (1)

FOOD CARE

1. Cup (insulated 32oz max) (1)
2. Ice chest/cooler (6-pack size) (1)
3. Pitcher (64oz max) (1)
4. Plastic storage container w/ lid (64oz max) (2)
5. Tumbler (16oz max) (1)
6. Utensil set (plastic knife/fork/spoon) (1)
7. Hot pot plastic insert (1)

FOOD ITEMS

1. Beverage/mixes (7)
 - a) cocoa
 - b) lemonade
 - c) orange drink
 - d) orange in can
2. Boxed food (7)
 - a) cereal
 - b) crackers
 - c) macaroni & cheese
 - d) powdered milk
3. Bread (loaf) (2)
4. Candy (bags) (6)
5. Candy bars/suckers/peanuts (36) FOOD

AUTHORIZED PERSONAL ITEMS

FOOD ITEMS CONTINUED

6. Pouch items (12)
 - a) beef tips & gravy
 - b) BBQ beef
 - c) chili/beans
 - d) fish steaks
 - e) ground beef
 - f) ham
 - g) refried beans
 - h) summer sausages
 - i) tuna
7. Cheese (4)
8. Chips (7)
9. Coffee, regular & decaf (24oz)
 - a) coffee mate creamer (2)
10. Cookies/snack cakes (packaged & boxed) (7)
11. Cookies/snack cakes (ind. Packaged serv.) (12)
12. Juice (canned) (12)
13. Honey (2)
14. Ice cream (6)
15. Instant soups (24)
 - a) ramen noodles
16. Miscellaneous (7)
 - a) dill pickles (ind.)
17. Packaged snacks (7)
 - a) chocolate syrup
 - b) jalapeño peppers
 - c) jelly
 - d) mayonnaise
 - e) peanut butter
 - f) salad dressing
 - g) sandwich spread
18. Soda (12)
19. Sugar
 - a) regular sugar (cubed) (1box)
 - b) sugar twin (boxed) (1)
20. Tea
 - a) bags instant (7)
21. Other (1ea)

HAIR CARE

1. Comb/hair pic (2)
2. Conditioner (1)
3. Ethnic care products
 - a) curl activator (1)

HAIR CARE CONTINUED

- b) curl caps (1)
- c) hair grease (1)
- d) relaxer (1)
- e) wave caps (1)
4. Hair brushes (2)
5. Hair nets (2)
6. Ponytail holders (1pkg)
7. Setting/styling gels or lotions (1)
8. Shampoo (2)

PERSONAL CARE

1. Baby powder (1)
2. Baby oil (1)
3. Body lotions (1)
4. Cologne (1)
5. Deodorants (2)
6. Emery boards (1pkg)
7. Face lotions (medicated & non medicated) (1)
8. Hand lotion (1)
9. Nail clippers (1)
10. Petroleum jelly (1)
11. Q-tips (1pkg)
12. Shower cap (1)
13. Toilet paper (2)
14. Tweezer, plastic (1)

PHOTO SUPPLIES

1. Photo album (1)
2. Photo frames (2)
3. Photos, loose (25)

RECREATIONAL ITEMS

1. Backgammon (1)
2. Checker set w/ board (1)
3. Chess set (1)
4. Dominoes (1set)
5. Frisbee (1)
6. Handballs (3)
7. Ping-pong balls (6)
8. Ping-pong paddles (2)
9. Playing cards (2)
10. Pool chalk (1)
11. Tennis ball (3)
12. Racquet ball (3)

RELIGIOUS ITEMS

1. Pipe (12"max) and bag (1)
2. Dream catcher (12" diameter max) (1)

AUTHORIZED PERSONAL ITEMS

RELIGIOUS ITEMS CONTINUED

3. Medicine shield (12' diameter max) (1)
4. Tobacco (4oz)
5. Sage, cedar and sweet grass (4oz total)
6. Medicine bag (1)
7. Feather (12" length max) (3)

ROOM CARE

1. Air freshener (1)
2. Fly swatter (1)
3. Hanger (12)
4. Combination lock (1)
5. Mirror (1)
6. Pest strips/traps (2)
7. Reading lamp light bulb (in or out of lamp) (1) 40watt max
8. Wastebasket (1)

SEWING SUPPLIES

1. Sewing kit (1)
2. Sewing thread (1)
3. Sewing needles (1)
4. Thimbles (1)
5. Zipper (1)

SHAVING PRODUCTS

1. After-shave lotion (1)
2. Mustache wax (1)
3. Razor (6)
4. Shaving bag (1)
5. Shaving brush (1)
6. Shaving cream (1)
7. Shaving mug (1)
8. Styptic pencil (1)

SHOE CARE

1. Air sole inserts (1)
2. Arch supports (1)
3. Deodorized shoe inserts (1)
4. Leather treatment (1)
5. Shoe laces (1pkg)
6. Shoe polish/paste (4)
7. Shoe shine brush (1)

SOAP PRODUCTS

1. Bar soap (2)
2. Body wash (gel only) (1)
3. Dish soap (1)
4. Laundry soap (2)
5. Mug soap (1)
6. Soap holder (1)

TOBACCO SUPPLIES

1. Cigarette filters (1pkg)
2. Cigarette papers (6pkgs)
3. Cigarettes (2 cartons)
4. Lighters (2)
5. Pipe (2)
6. Pipe cleaner (1pkg)
7. Pipe filters (1pkg)
8. Rolling machine (1)
9. Rolling machine sleeve replacements (1)
10. Tobacco
 - a) loose-can (2)
 - b) loose-packets (12)

WRITING SUPPLIES

1. Corrections paper (1)
2. Dictionary (1)
3. Envelopes (20)
4. Erasers (1)
5. Folders (6) note: more may be purchased if required for storage of legal materials.
6. Greeting cards (20)
7. Notebook paper (1pkg)
8. Pencils (7)
9. Pens (2)
10. Plain paper (1pkg)
11. Stamps (\$44.00)
12. Stationary (1)
13. Thumb tacks (1pkg)
14. Typewriter correction tape (1)
15. Typewriter ribbons (1)

MISCELLANEOUS

1. Photo coupons (6)
2. Copy cards (1)
3. Offender organization activity coupons (1)

JEFFERSON CITY CORRECTIONAL CENTER
HOUSING UNIT 1-4 RULES

1. Cells and all furnishings are to be maintained in good order. A cell inspection checklist is to be completed each time you move into or out of a cell. You will be held accountable for damages to the cell or its furnishings. No mattresses are to be removed from the rooms.
2. It is each offender's responsibility to keep the cell orderly and sanitary at all times.
3. Each offender will be assigned two storage containers. These containers are to be used to store all personal and state issued property with the exception of the television, tape player, crock pot, ice chest, wastebasket, bedding, coat, footwear, drying laundry, rug, clip-on light and clip-on fan. When not in use all other items including canteen food items and cosmetics are to be maintained in the lockers to help maintain a clean and orderly cell. These containers are to be maintained under the bottom bunk of the cell.
4. Window, beds, doors, vents and light fixtures must be kept clean and clear. Nothing will be attached to or hung from the beds, windows or doors. One reading lamp and/or one clip-on fan doors. One reading lamp and/or one clip-on fan may be attached to the bed and must be turned off when not in use. Two hooks will be provided in each room and may be utilized to dry clothing or for a coat. In addition, each offender may possess a 6-loop device for hanging coats and drying clothes utilizing plastic hangers. Hooks must be attached to the wall in the designated place and may not be moved to another location.
5. The shelf on the end of each bed is to be utilized for your television or tape player. It is not to be utilized for canteen or cosmetics.
6. Radios, tape players, compact disc players and/or televisions will be played with ear plugs or headphones and must not be able to be heard by others. Televisions may be played on caption if the volume is turned down where it cannot be heard by others. A radio/tape/ compact disc player, including walkman type, will not be permitted on the worksite. All appliances (radios/compact disc/cassette players/TV's) will be turned off any time the offender is out of the cell.
7. Offenders must be fully dressed when out of the cell. Offenders must wear, at a minimum, a pair of undershorts and shower shoes when moving to and from the shower. Offenders will not expose their sexual parts when moving to and from the shower.
8. Canteen items must remain in the original container/packaging and must be disposed of when empty.
9. Homemade items such as wire antennas, extension cords, lamps, lamp shades, or painted light bulbs and other homemade electrical items will not be permitted.
10. During custody counts, offenders will stand, sit, or demonstrate movement to ensure an accurate count. Offenders **MUST** be standing, sitting or demonstrating this movement next to their bunk.
11. Loitering will not be permitted anywhere in the housing unit.

12. Offenders will not enter any room or wing where they are not assigned unless escorted by staff for the purpose of conducting work.
13. Leisure clothing may be worn to recreation areas, dining room and in the housing units. At a minimum, offenders must wear a t-shirt and pants/shorts to recreation. They may remove the t-shirt only during recreation. Hats may be worn in the housing units and outside of buildings only. Only state issued clothing will be worn to worksites, the Library, Chapel, School and Visiting Room dress out. **Exception: During fall, winter, and spring months, anytime when a coat may reasonably be required, offenders that don't possess a state issue coat may wear their personal coat to all areas during outdoor movement.**
14. Any food item from a provided meal found in a room will be considered contraband. No food items will be taken from the Food Service areas, except authorized diet bags. No items will be taken into the Food Service areas.
15. Offenders must wear their identification card on the left side of their shirt in the chest area anytime they are outside of the wing. The picture will be facing out and each identification card will be color-coded.
16. Smoking will not be permitted anywhere in the housing units or any other buildings, including the offender cells.
17. Due to the fire hazard, nothing is to be placed under, on top of, or over any electrical appliance, except that a cable box may be placed on the television.
18. All cell doors are to be kept closed except to allow entry and exit from the room (exception: see rule #29).
19. Emergency call buttons in offender cells are for emergencies only.
20. During official counts, there will be no movement or other activity outside the cell.
21. Offenders will not throw objects out of the cells or over the rails.
22. Offenders will not store any cleaning solutions, equipment, or other toxic materials in their cells.
23. Offenders may enter the housing unit with canteen items purchased on their scheduled spend day, or by special arrangement with classification staff, but are not allowed to exit the housing unit with any canteen purchases other than those items specifically allowed in policy. Items being brought in at times other than the scheduled spend day will be considered contraband.
24. Offenders may not leave the housing unit with personal property or state issued clothing, except as outlined below:
 - A. Offenders may take personal appliances out of the housing unit for repair or to turn in to the property room.
 - B. Offenders may only take state issued clothing from the housing unit for an exchange or for laundering.

- C. Walkman radios and headphones may be taken to the recreation areas during periods of scheduled recreation.
- D. Necessary books when enroute to class or the library and necessary paperwork for appointments may be allowed at the discretion of staff.
25. Authorized Personal Property will be regulated per IS/SOP22-1.1 Offender Authorized Personal Property, IS/SOP22-1.2 Offender Property Control, IS/SOP22-1.3 Impoundment and Confiscation Procedures and IS/SOP22-3.1 Offender Canteen. (OFFENDERS ARE RESPONSIBLE FOR BEING FAMILIAR WITH THESE PROCEDURES, WHICH ARE AVAILABLE IN THE INSTITUTIONAL LIBRARY AND THE COMPLEX OFFICES).
26. Each offender is expected to abide by the personal behavior rules set forth in SOP19-1.1 (37-B), which are available in the Institutional Library and the Complex Offices.
27. For Honor Wing offenders, day hall movement will only be authorized in the offender's own wing, and are restricted to the hours of 7:45 a.m.--10:00 a.m.; 12:30 p.m.--2:30 p.m.; 6:00 p.m.--8:00 p.m.; and 8:30 p.m.--9:30 p.m.
28. Day room movement is authorized by the unit's operational schedule. In good conduct wings, movement will be authorized for the purpose of phone calls, use of microwaves, in house recreation (i.e. card playing, obtaining ice, showers, etc.). Staff should monitor and control the number of offenders in the wing area so that it remains at a safe and reasonable level. The Wing is comprised of 72 offenders, 36 on each level. No more than 36 offenders may be out at anytime, including those in the shower, on the phone and working in the wing. The Bubble Control Officer and Wing Officers may either choose to run both floors and monitor to ensure that the maximum number is not exceeded or allow access to the good conduct wing area on a rotational basis to ensure equity and fairness. If they choose to run each floor for one hour then they need to rotate each day on which floor is allowed dayroom movement. Offenders in good conduct wings should be allowed reasonable access to and from their cells during these scheduled periods.
29. All other wings of offenders will not exceed 12 offenders at a time in the day room for twenty-minute periods each. Offenders may use the shower on the first or second floor, but may not go past the shower doors on the second floor, unless assigned to a cell that requires travel on the upper floor. Shower times are limited to 10 minutes per offender. Offenders on room/activity restriction may not use the telephones while on that restriction. Morning and afternoon periods will be utilized to accommodate offenders not assigned daytime jobs or those on room restriction. Evening and late evening periods to accommodate offenders after work details, recreation periods (at the gym/recreation yard), evening callouts, etc.

*****signature on file*****
Jeff Norman, Warden

October 12, 2012
Date

JEFFERSON CITY CORRECTIONAL CENTER
HOUSING UNIT 5 (Non-ITC) RULES

1. Cells and all furnishings are to be maintained in good order. A cell inspection checklist is to be completed each time you move into or out of a cell. You will be held accountable for damages to the cell or its furnishings. Mattresses are not to be moved from the cells.
2. It is each offender's responsibility to keep the cell orderly and sanitary at all times.
3. Each offender will be assigned two storage containers. These containers are to be used to store all personal and state issued property with the exception of the television, tape player, crock pot, ice chest, wastebasket, bedding, coat, footwear, drying laundry, rug, clip-on light and clip-on fan. When not in use all other items including canteen food items and cosmetics are to be maintained in the lockers to help maintain a clean and orderly cell. These containers are to be maintained under the bottom bunk of the cell.
4. Window, beds, doors, vents and light fixtures must be kept clean and clear. Nothing will be attached to or hung from the beds, windows or doors. One reading lamp and/or one clip-on fan may be attached to the bed and must be turned off when not in use. Two hooks will be provided in each room and may be utilized to dry clothing or for a coat. In addition, each offender may possess a 6-loop device for hanging coats and drying clothes utilizing plastic hangers. Hooks must be attached to the wall in the designated place and may not be moved to another location.
5. The shelf on the end of each bed is to be utilized for your television or tape player. It is not to be utilized for canteen or cosmetics.
6. Radios, tape players, compact disc players and/or televisions will be played with ear plugs or headphones and must not be able to be heard by others. Televisions may be played on caption if the volume is turned down where it cannot be heard by others. A radio/tape/compact disc player, including walkman type, will not be permitted on the worksite. All appliances (radios/compact disc/cassette players/TV's) will be turned off any time the offender is out of the cell.
7. Offenders must be fully dressed when out of the cell. Offenders must wear, at a minimum, a pair of undershorts and shower shoes when moving to and from the shower. Offenders will not expose their sexual parts when moving to and from the shower.
8. Canteen items must remain in the original container/packaging and must be disposed of when empty.
9. Homemade items such as wire antennas, extension cords, lamps, lamp shades, or painted light bulbs and other homemade electrical items will not be permitted.
10. During custody counts, offenders will stand, sit, or demonstrate movement to ensure an accurate count. Offenders **MUST** be standing, sitting or demonstrating this movement next to their bunk.
11. Loitering will not be permitted anywhere in the housing unit.
12. Offenders will not enter any room or wing where they are not assigned unless escorted by staff for the purpose of conducting work.

13. Leisure clothing may be worn to recreation areas, dining room and in the housing units. At a minimum, offenders must wear a t-shirt and pants/shorts to recreation. They may remove the t-shirts only during recreation. Hats may be worn in the housing units and outside of buildings only. Only state issued clothing will be worn to worksites, the Library, Chapel, School and Visiting Room dress out.
14. Any food item from a provided meal found in a room will be considered contraband. No food items will be taken from the Food Service areas, except authorized diet bags. No items will be taken into the Food Service areas.
15. Offenders must wear their identification card on the left side of their shirt in the chest area anytime they are outside of the wing. The picture will be facing out.
16. Smoking will not be permitted anywhere in the housing units or any other buildings, including the offender cells.
17. Due to the fire hazard, nothing is to be placed under, on top of, or over any electrical appliance, except that a cable box may be placed on the television.
18. All cell doors are to be kept closed except to allow entry and exit from the room (exception: see rule #29).
19. Emergency call buttons in offender cells are for emergencies only.
20. During official counts, there will be no movement or other activity outside the cell.
21. Offenders will not throw objects out of the cells or over the rails.
22. Offenders will not store any cleaning solutions, equipment, or other toxic materials in their cells.
23. Offenders may enter the housing unit with canteen items purchased on their scheduled spend day, or by special arrangement with classification staff, but are not allowed to exit the housing unit with any canteen purchases other than those items specifically allowed in policy. Items being brought in at times other than the scheduled spend day will be considered contraband.
24. Offenders may not leave the housing unit with personal property or state issued clothing, except as outlined below:
 - A. Offenders may take personal appliances out of the housing unit for repair or to turn in to the property room.
 - B. Offenders may only take state issued clothing from the housing unit for an exchange or for laundering.
 - C. Walkman radios and headphones may be taken to the recreation areas during periods of scheduled recreation.
 - D. Necessary books when enroute to class or the library and necessary paperwork for appointments may be allowed at the discretion of staff.
25. Authorized Personal Property will be regulated per IS/SOP22-1.1 Offender Authorized Personal Property, IS/SOP22-1.2 Offender Property Control, IS/SOP22-1.3 Impoundment and Confiscation Procedures and IS/SOP22-3.1 Offender Canteen. (OFFENDERS ARE

RESPONSIBLE FOR BEING FAMILIAR WITH THESE PROCEDURES, WHICH ARE AVAILABLE IN THE INSTITUTIONAL LIBRARY AND THE COMPLEX OFFICES).

26. Each offender is expected to abide by the personal behavior rules set forth in SOP19-1.1 (37-B), which are available in the Institutional Library and the Complex Offices.
27. Day room access is authorized at the discretion of the staff assigned to the unit. Access to the day room will be authorized each day for the purpose of taking showers and/or telephone calls. Morning and afternoon periods will be utilized to accommodate offenders not assigned daytime jobs or those on room restriction. Evening and late evening periods to accommodate offenders after work details, recreation periods, evening callouts, etc. All wings of R&O offenders will not exceed 12 offenders at a time in the day room for twenty-minute periods each. Offenders may use the shower on the first or second floor, but may not go past the shower doors on the second floor, unless assigned to a cell that requires travel on the upper floor. Shower times are limited to 10 minutes per offender. Offenders on room/activity restriction may not use the telephones or the microwave while on that restriction.

*****signature on file*****

Jeff Norman, Warden

October 12, 2012

Date

**JEFFERSON CITY CORRECTIONAL CENTER
ADMINISTRATIVE SEGREGATION HOUSING UNIT RULES**

Attachment I

**Housing Unit 6 –Phase III
Housing Unit 7 - Phases I & II
Housing Unit 8 - Secure/Controlled ADSEG**

1. The cell lights will be turned off every night between 11:00 P.M. and 5:00 A.M.
2. Offenders will keep their bed area clean and trash container emptied.
 - a. Nothing will be hung on the walls, fixtures or window ledge nor stored on empty beds.
 - b. Rooms will be clean, neat, and orderly.
 - c. A Room/Cell Inspection Checklist will be completed upon assignment to and movement from your cell. Any damage to the cell or its contents will result in a conduct violation and reimbursement.
3. Offenders will not be permitted to engage in disruptive behavior, such as, excessive noise making, banging doors, horse playing, yelling, etc.
4. Offenders will not pass or receive items between cells.
5. The intercom is to be used for emergency situations only. Officers are available on the walks for non-emergency needs. Offenders who use the emergency call button for any reason other than a life-threatening emergency, will receive a conduct violation.
6. Offenders must sleep only in their assigned bed. Mattresses will not be placed on the floor.
7. Nothing is to be placed on, over or in any vent or light fixture.
8. Photos will not be displayed or attached to the walls, doors, beds, etc.
9. Offenders may not correspond with other offenders in accordance with the Institutional Procedure.
10. Offenders will not trade, sell, barter, loan, alter, hold or give away any item of personal property, including funds, mail, magazines/newspapers, stamps, etc.
11. Food trays will be picked up approximately 15 minutes after being served. **NOTHING** on the tray is permitted to remain in the cell.
12. Offenders assigned to administrative segregation, depending on status, are allowed one ten-minute phone call:

Phase II offenders may be allowed legal and emergency calls. Emergency calls will be approved by the functional unit manager/designee. In addition, the offender may place one personal call every sixty days, if the offender has remained violation free for 60 days of assignment to Phase II.

Phase III offenders may be allowed legal and emergency calls. Emergency calls will be approved by the functional unit manager/designee. In addition, the offender may place one personal call every thirty days, if the offender has remained violation free for 30 days, from assignment to Phase III.

It is the offender's responsibility to request a phone call, if he qualifies.

13. Any alteration or damage to state property in this unit will be the responsibility of the offender. Restitution will be required for any damage to state property.

14. Offenders must practice good hygiene and must keep their clothing, cell etc. in an acceptable sanitary condition. In doing so, showers are offered three times per week and are limited to 10 minutes.
15. Offenders must be fully dressed when outside of their living area, except when going to or returning from the shower. Jumpsuits must be worn, as intended, anytime out of the cell. Offenders will not wear their jumpsuit half on or tied around the waist. When going to and from the shower, offenders must wear, at a minimum, boxer shorts and shower shoes. Offenders will not expose their sexual parts when moving to and from the shower.
16. Personal property is limited to the following, depending upon status:
H.U. 8, H.U. 7 Phase I/II offenders will be provided an initial issue of one coverall, one pair of canvas shoes and one mattress. No personal clothing items are permitted.
17. No tobacco products or lighters of any type are allowed in Housing Unit 8, Phases I/II in Housing Unit 7, or Phase III in Housing Unit 6.
18. Offenders must be sitting/standing or must show movement during all counts.
19. All offenders in Phase III will be required to participate in and complete programming. Failure to do so may result in a conduct violation and return to a prior phase.
20. Offenders will be allowed one library book (no hard cover) and 2 personal books (no hard cover) in their cell, one newspaper, and one magazine (subscriptions only) while confined to the segregation unit.
21. Offenders will not share magazines or newspapers with other offenders. If an offender refuses to relinquish his last edition, the new item will be sent to the property room and will be stored in his property, unless it creates a fire and safety hazard.
22. Offenders will be allowed a maximum of 20 personal letters in their possession. Excess letters will be placed in the offender's stored property. may be utilized for trash, but must be disposed of when soiled.
24. Offenders must wear their identification card on the left side of their chest, on their jumpsuit, anytime outside of their wing. Failure to do so will result in
23. No paper or plastic bags will be allowed in cells. One paper bag a conduct violation.
25. All orders and directives are to be followed. If the aforementioned housing unit rules are not followed, conduct violations will be written.

*****Signature on File*****

Dave Dormire, Warden

Effective Date: June 1, 2011

RELIGIOUS SCHEDULE:

SUNDAY:

314-Christian 6:00-8:00PM
311-LIFE REC. 2/4TH 12:30-2:30PM

MONDAY:

411-NAT. AMERICAN 12:30-2:30PM
136-AL-ISLAM 12:30-2:30PM
301-CHR.FELLOWSHIP 6:00-8:00PM

TUESDAY:

401-BUDDHIST 12:30-2:30PM
302-PRISON FELLOW. 6:00-8:00PM

WEDNESDAY:

127-MSTA 12:30-2:30PM
307-JEHOVAH WIT.1/3RD6:00-8:00PM
308-CH.OFCHRIST 2/4TH6:00-8:00PM
511-DISIPLESHIP 6:00-8:00PM

THURSDAY:

145-N.O.I. 12:30-2:30PM
451-WICCA 12:30-2:30PM
304-BRIDGEBUILDERS 6:00-8:00PM

FRIDAY:

143-N.O.I. 8:00--10:00AM
125-M.S.T.A. 8:00-10:00AM
461-WICCA 8:00-10:00AM
135-AL-ISLAM 12:30-2:30PM
117-MESSIANIC 12:30-2:30PM
412-NAT. AMERICAN 12:30-2:30PM
202-LEGION OF MARY 6:00-8:00PM
306-CHR.CHOIR 6:00-8:00PM

SATURDAY:

205-CATHOLIC MASS 8:00-10:00AM
207-REC. 4TH SAT. 12:30-2:30PM

YOUR CHAPLAIN

Your Chaplain is David Tolliver. He is available to talk to you about your spiritual/personal needs.

Appointments can be made in letter form to the Chapel Office at any time. Depending to the Chaplains schedule appointments you will be called to the Chaplains office. Critical illness or death in the immediate family constitute an emergency and does not require an appointment have your housing unit call.

RULES OF CONDUCT

Dress Code: Full State Grays
No Sandals, Food, Drinks, Smoking
No Loitering in the Chapel
Or Front Door. Be in assigned area and room callout.

CALLOUT SIGN-UP RULES

If you are on a callout you are expected to attend for the full duration of the callout.

CHAPEL OFFICE HOURS

MONDAY-FRIDAY 8AM-2:30PM



THE RESURRECTION LIFE

JEFFERSON CITY
CORRECTIONAL
CENTER CHAPEL



ALL FAITHS
CHAPEL



INFORMATIONAL BROCHURE



MEMORANDUM
 Jefferson City Correctional Center
 IAC's Office
 Friday, January 18, 2013

Weekly IAC Office Callouts

The following is the list of IAC Weekly Callouts

#	CALLOUTS	DAY	TIME	PLACE
601	Winner's Circle	Tuesday	6:00-8:00 PM	Small Visiting Room
700	Grace for Living	Tuesday	6:00-8:00 PM	Education 194/195
701	Alcoholics Anonymous	Monday	6:30-8:00 PM	Large Visiting Room
702	Alpha Toastmasters	Thursday	6:00-8:00 PM	Large Visiting Room
703	4H Life (HU 5 Only)	2 nd & 4 th Monday	6:00-8:00 PM	Education 194/195
704	NAACP	Alternate Wednesday	6:00-8:00 PM	Large Visiting Room
706	VVA	3 rd Monday	6:00-8:00 PM	Small Visiting Room
707	OOA Youth Service	Tuesday	6:00-8:00 PM	Small Visiting Room
710	P.M.A.	Thursday	6:00-8:00 PM	Large Visiting Room
901	OOA Tour (Restricted)	Tuesday/Thursday	9:30- 2:00 PM	Small Visiting Room
663+	Art Room	Mon - Sat	Varies	Education A196

Note:

- Grace for Living is offered during specific dates based on VIC's schedule.
- There is a waiting list for most callouts. Offenders are added as space becomes available.

Signature on File

Daniel Krachey, IAC



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
VISITING APPLICATION

**Applications sent back to the
offender will not be accepted.**

**Jefferson City Correctional Center
Classification Staff
8200 No More Victims Rd.
Jefferson City, MO. 65101**

Offender _____, DOC # _____, HU# _____
has submitted your name for consideration as a visitor. If you wish to be considered for visits with this offender, please complete this form and return it to the address listed above. The offender will be notified and will be responsible for notifying you of your visiting status. Do not visit until final approval is received. If you have any questions about completing this application, please contact the institution listed above. **ALL QUESTIONS MUST BE ANSWERED IN ORDER TO BE CONSIDERED FOR APPROVAL TO VISIT.**

NAME (LAST)	(SUFFIX-Ex. Jr, Sr, II, III) (FIRST)	(MI)	(MAIDEN)	HOME TELEPHONE NUMBER ()	WORK TELEPHONE NUMBER ()
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ADDRESS	CITY	STATE	ZIP CODE
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DATE OF BIRTH (MONTH/DAY/YEAR)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DRIVER'S LICENSE NUMBER	STATE	SOCIAL SECURITY NUMBER
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RELATIONSHIP TO OFFENDER

SPOUSE FATHER MOTHER SON DAUGHTER BROTHER SISTER GRANDFATHER GRANDMOTHER GRANDSON GRANDDAUGHTER

STEP FOSTER IN-LAW (Please indicate if your relationship above is STEP, FOSTER or IN-LAW) OFFENDER'S LEGAL GUARDIAN

UNCLE AUNT COUSIN NEPHEW NIECE

CLERGY/SPIRITUAL ADVISOR ATTORNEY LAW ENFORCEMENT PARALEGAL SOCIAL WORKER MEDIA

CUSTODIAN/LEGAL GUARDIAN OF OFFENDER'S CHILD/CHILDREN FRIEND VOLUNTEER OTHER _____

HAVE YOU EVER BEEN FOUND GUILTY, OR PLED GUILTY, TO A CRIME? YES NO (If yes, please explain below)

Most Recent Conviction Date: _____ Arrest Date: _____ Offense: _____

County AND State of Conviction: _____ Sentence: _____

DO YOU HAVE ANY CHARGES PENDING? YES NO (If yes, please explain below)

County AND State: _____ Arrest Date: _____ Offense: _____

ARE YOU CURRENTLY UNDER PAROLE SUPERVISION? YES NO

ARE YOU CURRENTLY UNDER PROBATION SUPERVISION? YES NO TYPE: SIS SES

HAVE YOU PREVIOUSLY BEEN UNDER PROBATION SUPERVISION? YES NO TYPE: SIS SES

HAVE YOU SERVED TIME IN A STATE OR FEDERAL CORRECTIONAL INSTITUTION? YES NO (If yes, please explain below)

Location: _____ Start Date: _____ End Date: _____

Type of Release: _____

HAVE YOU EVER BEEN EMPLOYED WITH THE DEPARTMENT OF CORRECTIONS? YES NO (If yes, please explain below)

Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

HAVE YOU EVER WORKED AS A VOLUNTEER IN CORRECTIONS? YES NO (If yes, please explain below)

Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

HAVE YOU WORKED AS A STUDENT INTERN IN CORRECTIONS? YES NO (If yes, please explain below)

Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

HAVE YOU WORKED AS A CONTRACT EMPLOYEE FOR CORRECTIONS? YES NO (If yes, please explain below)

Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

ARE YOU NOW ON AN OFFENDER'S VISITING LIST? YES NO (If yes, please explain below)

Other Offender's Name: _____ Other Offender's DOC ID#: _____ Other Offender's Location: _____

Your Relationship to Other Offender: _____

HAVE YOU EVER BEEN ON ANOTHER OFFENDER'S VISITING LIST? YES NO (If yes, please explain below)

Other Offender's Name: _____ Other Offender's DOC ID#: _____ Other Offender's Location: _____

Your Relationship to Other Offender: _____

I AGREE TO COMPLY WITH ALL VISITING REGULATIONS, INCLUDING SEARCH. YES NO

By my signature, I declare that the above information is true. I understand that any misrepresentation or failure to answer these questions may automatically result in the removal of my name from the offender's visiting list or delay approval to visit.

SIGNATURE	DATE
-----------	------

NOTE Parent or guardian must sign below if the proposed visitor is under 18 years of age. Any visitor under 18 years of age must be accompanied by an adult who is on the approved visiting list.

SIGNATURE	DATE
-----------	------

FOR OFFICE USE ONLY

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	NAME AND TITLE	DATE
------------------------------------------------------------------------	----------------	------

COMMENTS

FOR OFFICE USE ONLY

REQUESTER	DATE
-----------	------

MULES

NCIC

BACKGROUND CHECK RESULTS

MULES	NCIC	OTHER
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CHOICES

<input type="checkbox"/> ACTIVE	Active Warrant Exists	<input type="checkbox"/> PAROLE	Parole
<input type="checkbox"/> CLEAR	No Criminal History located - no wants/warrants	<input type="checkbox"/> PEND CHGS	Pending Charges
<input type="checkbox"/> DRUG CONV	Drug Conviction	<input type="checkbox"/> PROBATION	Probation
<input type="checkbox"/> FELONY	Felony Conviction	<input type="checkbox"/> PROTECTION	Order of Protection
<input type="checkbox"/> INV CHILD	Offense Involving Child	<input type="checkbox"/> SEX OFF	Sex Offender
<input type="checkbox"/> MISD	Misdemeanor Conviction only	<input type="checkbox"/> SIS	Suspended Imposition of Sentence
<input type="checkbox"/> MULTIPLE	Multiple Convictions		

IF INFORMATION DIFFERS FROM THE FRONT OF THIS APPLICATION, PLEASE COMPLETE THE FOLLOWING (SELECT ONE CHOICE FOR EACH)

CONVICTED OF A CRIME?
 YES NO PENDING

CHARGES PENDING?
 YES NO

PAROLE/PROBATION?
 PAROLE PROBATION NEITHER BOTH

MULTIPLE CONVICTIONS?
 YES NO

MOST RECENT CONVICTION DATE

ARREST DATE

COUNTY

OFFENSE

SENTENCE

TIME IN CORRECTIONAL INSTITUTION?
 YES NO (If yes, please explain below)

WHERE	START DATE	END DATE
-------	------------	----------

TYPE OF RELEASE

<input type="checkbox"/> PAROLE	-	RELEASED ON PAROLE STATUS
<input type="checkbox"/> PROBATION	-	RELEASED ON SHOCK PROBATION
<input type="checkbox"/> DISCHARGED	-	DISCHARGED - SERVED SENTENCE

IF DOC EMPLOYEE/VOLUNTEER/INTERN/CONTRACT EMPLOYEE = YES

WHAT IS THE VISIT ELIGIBILITY DATE?

PROCESSED BY (OPERATOR)	DATE
-------------------------	------

**JEFFERSON CITY CORRECTIONAL CENTER
FIFTEEN (15) DAY RECEIVING/ORIENTATION APPROVED VISITOR LIST**

DATE OF ARRIVAL _____

DATE OF EXPIRATION _____

OFFENDER NAME _____

DOC# _____

The below listed immediate family members are the only visitors that you will be allowed to receive during the first (15) days at JCCC. Please complete this form.

IMMEDIATE FAMILY MEANS: MOTHER, FATHER, BROTHER, SISTER, GRANDPARENTS, WIFE AND CHILDREN

Immediate family does not include: Common law wife, significant other, aunts, uncles, sisters-in-law, brothers-in-law, etc. **All visitors must present proper identification. If you do not wish to place anyone on this list, please check none, initial, and date.**

NAME

RELATIONSHIP

1. _____
2. _____
3. _____
4. _____
5. _____

None to declare _____

Date _____

Jefferson City Correctional Center
Mental Health Department
Available Groups

ACTIVITIES FOR CHALLENGED OFFENDERS
ADJUSTMENT TO INCARCERATION
AFTERCARE TRANSITION/LIFE AFTER RELEASE
ANGER MANAGEMENT
CHARTING A NEW COURSE
CHRONIC SUICIDAL THOUGHTS/SUICIDAL BEHAVIORS
COGNITIVE BEHAVIOR THERAPY (THINKING STRATEGIES)
DEALING WITH FEELINGS
DECISION MAKING
DEPRESSION
EFFECTIVE COMMUNICATION
GRIEF & LOSS
MEDICATION MANAGEMENT
RELAPSE PREVENTION
RESPONSIBLE PARENTING
SELF ESTEEM
SLEEP HYGIENE
STRESS MANAGEMENT
THINKING ERRORS (SELF DESTRUCTIVE THINKING)
TRAUMA
UNDERSTANDING HEALTH WITH SYMPTOM MANAGEMENT

**ATTN: R & O'S
MEDICAL EMERGENCY CONTACT
VISITING FORMS**

**IF YOUR MEDICAL/EMERGENCY
CONTACT NEEDS TO BE UPDATED,
DELETED OR IS NEW PLEASE WRITE A
LETTER TO YOUR CASEWORKER AND
PUT IT IN THE MAILBOX. YOUR
CASEWORKER CAN CALL YOU IN AND
THE FORM CAN BE COMPLETED.**

**WRITE A KITE AND REQUEST THE
NUMBER OF VISITING FORMS YOU
NEED AND THEY WILL BE SENT TO
YOU IN THE MAIL.**

**ANY OTHER CONCERNS PLEASE
ADDRESS WITH YOUR CASEWORKER.**

THANKS

JCCC FOOD VISIT GUIDELINES

1. Opportunities for food visits may be afforded three times per calendar year for those offenders meeting the following criteria:
 - Offenders must have been incarcerated within the Missouri Department of Corrections for a minimum of 180 consecutive days.
 - Offenders currently under visiting restrictions will not receive a food visit.
 - Any offender receiving a conduct violation within 180 days prior to their food visit date will not receive a food visit.
 - Any offender having received a conduct violation for a Rule #11 within twelve (12) months prior to their scheduled food visit will not be eligible.
 - Offenders in administrative segregation, disciplinary segregation, detention, temporary administrative segregation confinement and those on restriction will not receive a food visit.
 - Offenders must be released from administrative segregation for over 180 days prior to scheduled food visit.
 - Offenders will have to be assigned to JCCC for at least for 90 days prior to scheduled food visit.
 - Offenders must be assigned to a job or school assignment.
2. Food visits may be requested during any normal visiting session; however, only a maximum of 10 food visits will be approved per visiting session. Incentive visits may not be used as food visits.
3. Each offender will be responsible to notify their visitors of eligibility for food visits and submit a Request for Food Visit form completed with the appropriate information. The request must be submitted to Classification staff at least 21 calendar days prior to the requested date, but no more than 120 calendar days. Offenders will be informed of approval/disapproval of a request at least 5 working days prior to the requested date for the food visit, so arrangements may be made with the visitor(s).
4. Only one request may be submitted for approval at a time. An additional request may not be submitted until after completion of the date of the initial approved food visit. However, may only have a food visit once every four month block period.

FOOD VISIT BLOCK 1	FOOD VISIT BLOCK 2	FOOD VISIT BLOCK 3
January, February, March, April	May, June, July, August	September, October, November, December

5. Only approved visitors on the offender's visiting list will be allowed during food visits.
6. If an offender becomes ineligible for a food visit before the approved food visit date, the food visit will not be allowed, but will be counted as one of the offender's three opportunities for a food visit..
7. If an approved food visit does not take place for any reason (i.e., visitors do not show up on the approved date/session, etc.), this will still be counted as one of the offender's three opportunities for a food visit.
8. Visitors will only be permitted to bring food into the Visiting Room during their approved visiting session.

9. All general rules of the Visiting Room will apply during food visits.
10. Food may be vendor purchased or brought from home. No catered food will be permitted.
11. All eating utensils must be of plastic and plates must be of paper.
12. All drinks must be purchased in the visiting room.
13. Fruits, citrus, apples, peaches, pears, etc. and melons are allowed but must be cut up or made into fruit salad.
14. Whole birds are not allowed, i.e., chicken, turkey, etc. No shelled seafood items (e.g. Lobster/crab legs etc.).
15. All food must be in a single layer in a paper or plastic container only. No cardboard boxes or styrofoam containers. Containers must be no larger than 8x10, must be plastic, use no aluminum foil, and food must be wrapped in plastic wrap. No more than four (4) containers are allowed.
16. All meats, breads, cakes, pies, etc. must be sliced before entering the institution.
17. Condiments (limited to 3 types) may be brought in unopened, single serving packages.
18. A microwave oven for heating will be provided.
19. No coolers or picnic baskets.
20. Food may not be returned to the Housing Unit.
21. No birthday cakes or ice cream.
22. All food will be processed through the x-ray machine and will be inspected by staff prior to being admitted into the Visiting Room.
23. Food will be consumed by the offender and his visitor only and may not be given away to other visitors or offenders. Food not consumed by the end of the visit will be removed from the institution by the visitor or be disposed of in the trash. Offenders will not be allowed to take food out of the Visiting Room. Items purchased from the vending machines may not be taken out of the Visiting Room and must be consumed or disposed of in the trash.
24. At the end of each food visit, visitors and offenders are expected to dispose of all trash and leave their table area clean and neat.
25. Should the Visiting Room be at maximum capacity and visitors are waiting for a visit, a 2-hour time limit may be imposed. Those visitors allowed first in to visit will be the first required to end their visit. Visitors approved for a food visit are recommended to arrive within the first 2 hours of the visiting session to ensure they receive their food visit and must arrive no later than 1 hour before the closing of the session.
26. Failure to comply with food visit procedures may result in denial of food entering the institution, a termination of the visit and/or issuance of a conduct violation.
27. Food visits will not occur during the weeks of Easter, Thanksgiving, and Christmas.

*****Signature on File*****

Jeff Norman, *Warden*

March 16, 2012

Effective Date

DIRECTIONS TO JEFFERSON CITY CORRECTIONAL CENTER (JCCC) AND ALGOA CORRECTIONAL CENTER (ACC)

FROM ST. LOUIS ON INTERSTATE 70

Take I-70 West to Kingdom City- Hwy. 54 West to the Missouri River Bridge, after crossing the bridge, take 63 South/50 East. The institution is approximately 5 miles East of Jefferson City on 63 South/50 East. Take the Militia Drive exit; turn left at the top of the ramp. Follow Militia Drive across the railroad tracks and make an immediate right on No More Victims Rd. Follow all the way to the end, JCCC is on the right (Road D) in the building with a blue roof. Algoa is at the top of the hill on the left by the blue water tower.

FROM ST. LOUIS ON HIGHWAY 50

Take Hwy. 50 West to Militia Drive exit. Turn right at the top of the ramp. Follow Militia Drive across the railroad tracks and make an immediate right on No More Victims Rd. Follow all the way to the end, JCCC is on the right (Road D) in the building with a blue roof. Algoa is at the top of the hill on the left by the blue water tower.

FROM KANSAS CITY/COLUMBIA

Take 70 East to Columbia, 63 South toward Jefferson City. Take 54 West to the Missouri River Bridge, after crossing the bridge, take 63 South/50 East. The institution is approximately 5 miles East of Jefferson City on 63 South/50 East. Take the Militia Drive exit; turn left at the top of the ramp. Follow Militia Drive across the railroad tracks and make an immediate right on No More Victims Rd. Follow all the way to the end, JCCC is on the right (Road D) in the building with a blue roof. Algoa is at the top of the hill on the left by the blue water tower.

FROM KANSAS CITY ON HWY. 50

Take Hwy. 50 West to Militia Drive exit. Turn Left at the top of the ramp. Follow Militia Drive across the railroad tracks and make an immediate right on No More Victims Rd. Follow all the way to the end, JCCC is on the right (Road D) in the building with a blue roof. Algoa is at the top of the hill on the left by the blue water tower.

FROM SPRINGFIELD

Take I-44 to Hwy. 5 in Lebanon. Then take Hwy. 5 North to Camdenton to Hwy. 54. Take Hwy 54 to Jefferson City. Take Hwy 50 East/Hwy. 63 South (they run together through Jefferson City) Take the Militia Drive exit, at top turn left. Follow Militia Drive across the railroad tracks and make an immediate right on No More Victims Rd. Follow all the way to the end, JCCC is on the right (Road D) in the building with a blue roof. Algoa is at the top of the hill on the left by the blue water tower.

If you have questions, please call:

Jefferson City Correctional Center at (573)751-3224

Algoa Correctional Center at (573) 751-3911

3. Offenders will not place mattresses, sheets, pillows, pillowcases or blankets on the floor of their cell at any time.

NOTE: Authorized Personal Property will be regulated per IS/SOP22-1.1 Offender Authorized Personal Property, IS/SOP22-1.2 Offender Property Control, IS/SOP22-1.3 Impoundment and Confiscation Procedures and IS/SOP22-3.1 Offender Canteen. (OFFENDERS ARE RESPONSIBLE FOR BEING FAMILIAR WITH THESE PROCEDURES, WHICH ARE AVAILABLE IN THE INSTITUTIONAL LIBRARY).

4. State property **will not** be used for any purpose other than that which it is intended.
5. Offenders will not transfer any personal or state issued property from one offender to another under any circumstances, including, but not limited to: loaning, selling, bartering, altering, giving away, receiving, bequeathing and/or trading.

In accordance with SOP22-1.2 Offender Property Control, any unauthorized use of authorized property may result in impoundment and/or confiscation of the property as outlined in sanction (C) Property Impoundment/Confiscation of IS19-1.1 Conduct Rules & Sanctions. (This means that if an offender's personal property is found to be in the possession of another offender, or an offender uses his authorized property in an unauthorized fashion it is subject to permanent confiscation).

6. Offenders will be held responsible for state property, including loss, theft or damage. Offenders who fail to turn in all state property prior to transfer or release from the institution shall be charged for replacement and be subject to a conduct violation.

7. Offenders may possess one each of the following appliances:

one (1) television

one (1) am/fm stereo cassette player (BOOMBOX type)

one (1) am/fm stereo cassette player w/headphones/earplugs
("WALKMAN" type) OR am/fm compact disc (CD) player

one (1) stereo headphones/earplugs (in addition to the
"WALKMAN" or "CD" headphones/earplugs)

one (1) am/fm clock radio or mechanical clock

one (1) beard trimmer

one (1) electric razor

one (1) liquid heating device (stinger)

one (1) crockpot/hot pot

one (1) extension cord (6')

one (1) reading lamp

one (1) typewriter (six page memory maximum or 24,000 characters - no disks)

one (1) 6" clear clip-on fan (as sold in the canteen)

NOTE: All appliances must be approved through unit staff. Any offender requesting approval for an am/fm stereo cassette player and/or compact disc player or am/fm clock radio must either already possess a set of headphones/earplugs or include headphones/earplugs on the purchase request form (Canteen Purchase List).

8. ALL appliances must remain in their assigned cell at all times. However, offenders may take "WALKMAN" type am/fm stereo cassette/ CD players to recreation areas. Worksite supervisors may prohibit personal headgear for safety, sanitation or security reasons while offenders are performing work. Headgear will not be worn while in the dining room, unless assigned as a worker, school or any other area that prohibits headgear. Offenders may return appliances to the Offender Canteen with an approved Appliance Repair/Return form.
9. OFFENDER TELEPHONE SYSTEM PIN NUMBER: A Personal Identification Number (PIN) is considered to be personal property to the extent that offenders will not loan, borrow, sell or use another offender's PIN number.
10. Offenders will not use the U.S. Postal Service or inside mail to correspond with other offenders assigned to this institution.

41-B PERSONAL BEHAVIOR

1. The possession/use of smokeless tobacco is prohibited for health, safety and security concerns. Note: This includes altering smoking tobacco for use as a smokeless tobacco product. Use of tobacco products is prohibited in all buildings and offices or any enclosed areas operated exclusively by the department of corrections, including offender living areas in accordance with D2-11.9 Tobacco Use Limitations, Office of Administration Policy SP-11 No Smoking Policy and the memo dated April 20, 2006 from Dave Dormire regarding State of Missouri Smoking Restrictions, which states "no smoking is to occur anywhere near the front of any entry to the institution and further, no smoking may occur within 25 feet of the entry to other buildings. Designated smoking areas are identified throughout the institution."
2. Offenders will not spit on floors, stairways, walkways or in corridors.

3. Offenders will not horseplay.
4. Offenders will wear headphones/earplugs at all times when listening to televisions, am/fm stereo cassette/CD players or clock radios.
5. Offenders are responsible for keeping their cell/cubicle clean at all times.
6. Offenders are responsible for knowing the laundry schedule of their housing unit and keeping bedding and clothing clean and in good repair. Offenders are responsible for informing staff promptly of any lost/missing laundry. On any unverified loss of state clothing through the laundry, offenders will be subject to replacement costs and/or a conduct violation for a rule #22.1 Theft. The institution is also not responsible for any lost/damaged personal clothing sent to be laundered.
7. Offenders will not wash clothing in the shower or in the wing water closet.
8. Offenders will not charge other offenders for services rendered, including, but not limited to, legal assistance, laundry, etc.
9. Offenders are to behave in a civil and respectful manner towards staff and other offenders (i.e. not breaking into line at the canteen, dining room, calling other offenders derogatory names, punching other offenders, horseplay, etc.).
10. OFFENDER PERSONAL GROOMING & APPEARANCE
 - a. Offender clothing will be kept clean and unaltered.
 - b. Offenders must be dressed appropriately when out of the cell.
 - c. When AD-SEG offenders go to recreation, they must wear their jumpsuits properly and are not allowed to have any personal property in their possession (i.e. walkman, books, mail, etc.).
 - d. Offenders will not wear clothing in any manner or style (i.e. sagging pants, etc.) as to identify with or against any "gang".
 - e. Offenders will practice good hygiene by regularly showering, washing hair, etc. All personal hygiene activities will be conducted in the cell or in the shower area.
 - f. Gang related symbols or I.D. marks will not be worn in, nor cut into the hair. No extreme hair cuts are allowed (example: mowhawks, etc.).
 - g. Offenders will not remove the iron-on labels containing their name and register number from issued clothing. If labels do come off, it is the responsibility of the offender to notify clothing issue for replacement.

- h. Offenders will wear authorized stud earrings in the ear only (piercing of any other body part is not allowed).
11. Offenders on "cell restriction" status are restricted to their cell except for meals, showering, contact with a chaplain/volunteer, the law library (if a court deadline exists), the offender canteen (hygiene and legal items only) and visits (as per IS/SOP13-3.1 Offender Visits). All other privileges are suspended including, but not limited to, work assignments, telephone calls, recreation, etc. Offenders must wear the provided white coveralls when outside of their cell. With the exception of a state issued jacket, the white coveralls must be worn on the outside of all other clothing. The coveralls will be worn appropriately and not tied around the waist.

41-C CUSTODY & SECURITY

1. CUSTODY COUNTS - Offenders must be standing or sitting in their cell/cubicle during the following counts:
 - a. 7:00 a.m.
 - b. 12:00 noon
 - c. 3:00 p.m.
 - d. 5:15 p.m. or after completion of evening meals
 - e. 8:30 p.m. after all activities have ended for the evening
 - f. 10:30 p.m. after all housing units have been secured
2. Offenders will not approach or attempt to enter any housing unit other than their assigned unit, unless the offender possesses an authorized offender movement pass for that unit.

NOTE: Except during official "line movements" and travel to and from worksites, all offenders moving within this facility without possessing either a computer generated "white" pass or a "yellow" Offender Movement Pass, which has been approved by the control center supervisor, will be considered to be "Out-of-Bounds".
3. Offenders will attend recreation only during the time, which is scheduled for their housing unit. Offenders will not loiter in or around walkways, cells, entranceways, the ball field, etc.
4. Offenders will not prevent any door from closing once they pass through, nor will offenders prevent doors from being opened by a staff member.
5. Offenders will not place any item, (i.e. paper, cardboard, etc.) into door jambs or locks.

6. Offenders will not allow bedding, clothing or any other item on the top bunk to obstruct the view of the bottom bunk from outside the cell.
7. Offenders will not place any clothing/bedding, etc. on rails outside their cells. Clothing may be hung in the designated area within each offender's cell.
8. Coats and wet clothing must be hung on the straps provided. **CLOTHES LINES ARE PROHIBITED.**
9. Offenders must wear their identification card on the left side of the chest area on an outer-garment, with photo clearly visible.
10. Offenders will not become involved/overly familiar with any staff person for any reason which is in conflict with the performance of the staff person's duties, or which causes a violation of any rule.
11. Offenders will not subscribe/purchase/receive any items that promote/contain any type of "role play" games (i.e., Dungeons & Dragons, World Conquest, Forgotten Realms, Hyborian War, DuelMasters, etc.).
12. When released to callouts, work assignments, line movements, which include meals, recreation, etc., offenders will vacate the housing unit immediately without loitering, delay, visiting or congregating on stairwells and wings. When returning to a housing unit from any of the above, offenders will proceed directly back to their housing units without loitering, delay, visiting or congregating on stairwells, sallyport areas or wings. Offenders will stand in front of their cell until the cell door is opened at which time they enter their assigned cell.
13. Offenders will not use institutional telephones to contact staff unless the call is first approved and initiated by the offender's supervisor. Use of phones will not be permitted during any line movement.
14. Offenders are prohibited from making three-way calls.

NOTE: Based upon safety and security concerns, staff reserves the right to limit the time an offender spends on the telephone.

15. Offenders will not make unauthorized use of information technology, which includes, but is not limited to: telephones, computers, copy machines, typewriters and fax machines. Unauthorized use includes, but is not limited to:
 - a. The creation of security protected files through passwords, pass numbers, PIN's, etc. which are not registered with staff, or otherwise making information inaccessible to staff;

- b. The personal use of such devices by an offender through the pretense of performing assigned duties.

41-D FIRE & SAFETY

1. Offenders will not run within the institution except when it is in conjunction with an authorized recreation program.
2. Offenders will not retain/re-use empty canteen containers except those that may be sold by the Offender Canteen for storage purposes.
3. Offenders will not have in their cell any altered electrical appliances or unauthorized electrical fixtures.
4. Offenders will not place any "homemade" shades over light fixtures, or alter in any way, cell furnishings/fixtures.
5. Offenders will not alter the color of light bulbs/lenses.
6. Offenders will not hang appliances from the ceiling or attach them to walls, doors or the bunks, with the exception of the 6" clip-on fans or any other item that is specifically made to clip-on to furniture and that is sold in the canteen. Offenders will not cover cell windows or otherwise obstruct staff view into cell.
7. Offenders will not hang "homeade" antennas, wires, etc. from the ceiling or attach them to walls or bunks.
8. Offenders will not retain television antennas. Antennas found in an offender's possession will be viewed as dangerous contraband and a conduct violation will be written.
9. Offenders will not keep cardboard or store excessive paper (i.e. books, magazines, newspapers, paper bags, excessive legal materials, etc.) in their cell.

41-E HOUSING UNITS

1. Offenders shall not enter into any wing where they are not assigned. Offenders will not seek permission from staff to violate established rules and regulations of the institution (i.e. ask to go on another "wing," etc.).
2. Offenders will not post any document in any area of the housing unit, without permission from the Functional Unit Manager.

3. Offenders will not draw, write or in any way deface walls in the housing units, including their assigned cells.
4. Offenders will not litter the housing unit wings, showers, stairways, sallyport or any common areas of the housing unit. All trash will be placed in trash receptacles. Cigarette butts must be disposed of in the receptacles and shall not be thrown on the ground.
5. Offenders will not throw any item from the cells onto the housing unit wings, stairways, in other cells, etc.
6. Offenders will turn off all appliances (i.e. televisions, radios, etc.), when leaving the cells.
7. Offenders will have a reasonable amount of time to shower, but showers will be limited to 10 minutes.
8. Offenders will obey any additional housing unit rules posted in designated areas, by the functional unit manager.

Offender Incentive Program

1. **Afforded Privileges and Additional Requirements:** Offenders are only eligible for the Incentive Program if they have resided at JCCC for one whole calendar year (i.e. January-December).
 - a. **Special Food Items:** You must be violation free for one whole calendar year (i.e. January-December) in order to qualify to order special food items.
 - b. **Work Certificates:** You must be employed for one (1) continuous year in order to receive a work certificate. A photocopy of the certificate will be placed in your sentence and judgement file.
 - c. **Premium Pay:** You must have a high school diploma/G.E.D. or a significant period of good adjustment in order to receive premium pay. Offenders that do not meet the educational requirement may not be considered for premium pay unless they have a minimum of 120 days conduct violation free adjustment and their current work supervisor must rate them as an "exemplary" worker. Recommendations for individuals to receive premium pay must be submitted through the supervisor's chain of command to the appropriate Deputy Warden for final approval as specified in Department/SOPD3-5.7 Offender Wages and Payroll. Offenders with a high school diploma/G.E.D. will receive preference over those offenders with an "exemplary" worker rating from their current work supervisor.
 - d. **Extra Visits:** You must be violation free for six months in order to receive one (1) extra visit per month. Visits will not exceed nine (9) visits per month. Offenders in D-Wing (honor wing) and in Housing Units One and Two (A-wing) may receive ten (10) visits per month.

- e. Cell Moves: You must be violation free for six (6) months in order to request and submit a Room/Cell Change Request form and be considered for a cell move. Only one (1) request will be granted during a six (6) month period.
- f. Packages: You must be violation free for the three (3) whole calendar months preceding the package months of March, July, November and up until the actual order date to be eligible to order a package (i.e. allowable personal property). Only one (1) package may be ordered per each package month from a vendor.
- g. Extra Packages: You must be violation free for one (1) whole calendar year (i.e., January-December) in order to receive an extra package. Extra packages must be ordered prior to February 28th. D-Wing (honor wing) offenders and in Housing Units One and Two (A-wing) may have one (1) package in addition to the extra package each December.

Package Clarification: Packages and clothing items that are sold in the offender canteen (excluding appliances), requiring placement on offender personal property list may only be ordered in March, July and November by offenders in protective custody or regular general population status. Offenders in good conduct status (D-Wing) and in Housing Units One and Two (A-wing) may purchase an additional package or clothing in December. Offenders with exceptional adjustment, one year of no conduct violations and good record may purchase an additional package in January.

- h. Food Visits: You must be violation free for the number of days specified in SOP13-3.1 Offender Visitors preceding the day on which the food visits are held, and up until the actual day of the food visit, in order to receive a food visit.
2. Offenders having incurred conduct violations for a major violation or any drug related offense will be exempt from receiving the privileges of the Offender Incentive Program for a period of one (1) year from the date of the violation.

DENTAL

ID	Description	Price
1300	TOOTHBRUSH, SECURITY	0.52
1287	TOOTHPASTE COLGATE CLEAR GEL	1.88
1737	TOOTHPASTE COLGATE TOTAL MINT	2.55

DEODORANTS

ID	Description	Price
1304	Deodorant bodyguard sport, 2.5Oz	1.30
1302	DEODORANT REGULAR SPEED STICK	1.68
1305	DEODORANT ROLL-ON	0.60
1302	DEODORANT SPORT SPEED STICK	2.19
1281	FRAGRANCE	3.11

EYECARE

ID	Description	Price
1284	CONTACT SOLUTION RIGID LENS	13.25
1283	CONTACT SOLUTION SOFT LENS	6.05
1288	SUGLASSES-CUP ON	2.48
1285	SUNGLASSES	1.58

HAIR CARE

ID	Description	Price
1320	BLUE MAGIC BERGAMONT	1.79
1311	BRUSH, HAIR	1.88
1313	COMB, POCKET	0.25
1336	CONDITIONER VO-5	1.88
1332	HAIR DRESSING, MURRAY'S POMADE	2.56
1327	HAIR DRESSING, ROYAL CROWN	1.83
1334	HAIR STYLING GEL	1.32
1339	HEAD AND SHOULDERS DANDRUFF	5.69
1319	PONYTAIL HOLDERS	1.10
1340	SHAMPOO SLAVE 2 IN 1	2.38
1323	SHOWER CAP	0.07
1337	SLAVE SHAMPOO	1.35

HEADPHONES

ID	Description	Price
1017	EARPLUG	2.30
1018	HEADPHONE EXT CORD 6	1.43
1019	HEADPHONE Y ADAPTER	1.40
1016	HEADPHONES LARGE	20.69
1014	HEADPHONES SMALL	4.21
1080	STEREO TO MONO ADAPTER	0.95

MEDICAL

ID	Description	Price
1388	ACNE TREATMENT	1.40
1388	ANTACID TABLETS	0.85
1388	ANTI-FUNGAL CREAM	1.50
1387	ANTI-FUNGAL POWDER	1.38
1385	ASPIRIN TABLETS, 24 TABS	1.58
1390	CHAPSTICK	1.34
1392	CHESTRUB	1.59
1393	DECONGESTANT TABLETS	1.15
1395	EYE DROPS	1.50
1394	HALLS COUGH DROPS	1.15
1399	HEMORRHOIDAL OINTMENT	3.28
1387	IBUPROFEN TABLETS	1.25
1404	MULTI-VITAMIN	5.10
1400	MUSCLE RUB	1.35
1401	Nicoderm Patch Stage 1	40.69
1401	Nicoderm Patch Stage 2	40.69

MEDICAL

ID	Description	Price
1401	Nicoderm Patch Stage 3	40.69
1396	NOSE DROPS	1.33
1402	PETROLEUM JELLY	0.98
1403	SUN SCREEN SPF 30	2.51
1386	UNASPIRIN	1.58

MISCELLANEOUS

ID	Description	Price
1360	ACRYLIC MIRRORS, 4 x 8	1.48
1415	AIR FRESHENERS (Pine Scent)	0.90
1422	AJAX DISHWASHING SOAP	1.57
1408	BROWN PAPER BAG	0.11
1382	CLIPPER, FINGERNAIL	0.52
1351	CLIPPERS, TOENAIL	0.80
1759	COOLER, SOFT SIDED	6.19
1407	COPY CARDS	2.00
1355	COTTON SWABS	0.77
1359	EMERY EDWARDS, 10pk	0.50
1788	FACIAL TISSUE	0.23
1419	FLY SWATTER	0.67
1413	GREETING CARDS, 6pk	1.69
1419	NO MORE VICTIMS BRACELET	1.46
1411	PHONE MINUTES	0.05
1408	Picture 6/1oz, shipping only	1.50
1408	PICTURE TICKETS	1.50
1408	PIN NUMBER	0.09
1354	PLASTIC TWEEZERS	1.10
1388	SOAPDISH	0.57
1357	TOILET TISSUE	0.51

ORGANIZATIONS

ID	Description	Price
1604	AA DUES	1.00
1576	NAACP DUES	1.00
1640	RJ DUES	1.00
1648	STAY DUES	1.00
1688	TOASTMASTER DUES	1.00
1672	VRAC DUES	1.00
1674	Voice Yelling Room Picture Ticket	1.50
1684	VVA DUES	1.00
1688	YOUTH SERVICES DUES	1.00

PAPER PRODUCTS

ID	Description	Price
1439	10X13 GUMMED ENVELOPE	0.12
1434	ADDRESS BOOK	1.84
1442	CALCULATOR	1.25
1699	CALENDAR	1.17
1447	COLOR PENCILS	2.31
1438	DICTIONARY	2.90
1438	ENVELOPE #10 PRE-PRINTED MVE	0.03
1480	ERASER	0.28
1440	EXPANDING FOLDER 15 x 10	1.57
1452	FLEXIBLE PEN BLACK	0.23
1443	NOTEBOOK PAPER	1.88
1451	PEN BIC, BLACK	0.22
1448	PENCIL #2	0.09
1449	PENCIL CAP ERASER	0.05
1435	PHOTO ALBUM	1.48
1446	SKETCH PAD 8.5 x 11	0.60
1441	TRASH CAN 13 QT	6.04

PAPER PRODUCTS

ID	Description	Price
1444	TYPING PAPER 100 CT	40.69
1446	YELLOW LEGAL PAD 8.5 x 11	1.33

POSTAGE

ID	Description	Price
1458	ADDITIONAL OUNCE POSTAGE	1.48
1454	POSTAGE STAMP	1.48
1453	POSTAGE STAMP \$0.01	0.00
1457	PRESTAMPED POSTCARDS	0.00

RECREATIONAL

ID	Description	Price
1420	CHESS SET	4.23
1427	DOMINOES	1.81
1423	HAND BALLS 3-pk	4.23
1424	PINOCHLE CARDS	1.35
1425	POKER CARDS	1.35

SHAVING PRODUCTS

ID	Description	Price
1372	AFTER SHAVE	1.08
1392	BEARD & MOUSTACHE TRIMMER	9.46
1370	BUMP FIGHTER RAZOR (SINGLE)	1.05
1372	MAGIC SHAVE CREAM 6oz	3.51
1389	PANASONIC WET DRY RAZOR	32.70
1388	RAZOR, DISPOSABLE	0.17
1732	REPLACE BLADES FOR ES-RW30-S	15.23
1381	REPLACE INNER BLADE (OLD MODEL)	8.58
1380	REPLACE OUTER FOIL FOR ES-RW30-S	14.98
1374	SHAVE BAG MEN'S A-2008	3.25

SHOECARE

ID	Description	Price
1055	BLACK SHOE LACES	0.80
1055	BLACK SHOE POLISH	2.19
1082	SHOE INSOLES	1.44
1098	SHOWER SHOES	2.43
1087	TENNIS SHOES	21.98
1084	WHITE SHOE LACES	0.80
1086	WHITE SHOE POLISH	2.19

SKIN CARE

ID	Description	Price
1347	ARTRA SKIN TONE CREAM	2.85
1282	BABY POWDER	1.43
1383	BODY WASH SHOWER GEL	1.31
1341	COCOA BUTTER LOTION	2.26
1348	SKIN CREAM	1.32
1384	SOAP, ALL-IN-ONE & SHAMPOO	0.47
1378	SOAP, DOVE	1.76
1381	SOAP, IRISH SPRING	1.05
1377	SOAP, TONE	1.25
1378	SOAP, ZEST	1.22
1343	SLAVE ADVANCED THERAPY LOTION	2.28

TOBACCO PRODUCTS

ID	Description	Price
1459	CIGARETTE CASE	0.93
1473	CIGARETTES, GPC FULL FLAVOR	4.92
060	Cigarettes, gpc full flavor menthol	4.92
1465	CIGARETTES, KOOL FILTER KINGS	4.89

TOBACCO PRODUCTS

ID	Description	Price
1487	CIGARETTES, MARLBORO, KINGS	5.09
1485	CIGARETTES, NEWPORT, MENTHOL	5.82
1483	CIGARS, BLACK & MILD 5-PK	3.95
1462	LIGHTER, BIC, NONE ADJ.	1.20
1480	ROLLING MACHINE, CIGARETTE	1.59
1481	TOBACCO FILTERS, 100/PKG	0.85
1476	TOBACCO, BUGLER REG. BAG	21.30
1773	TOBACCO, BUGLER, POUCH	2.44
1475	TOBACCO, KITE, MENTHOL BAG	21.30
1774	TOBACCO, KITE, MENTHOL, POUCH	2.44
1459	TOP ROLLING PAPERS	0.92

UTENSIL & BOWLS

ID	Description	Price
1428	BOWL, CEREAL W/LID	0.82
1429	BOWL, MED W/LID	2.03
1430	CUP W/LID 16oz	0.32
1431	INSULATED MUG	1.74
1432	PITCHER W/LID	1.63
1484	SMALL COFFEE CUP, 10oz	0.65
1433	SPORK	0.02

WATCH

ID	Description	Price
1028	CLEAR WATCH	7.15

SALES PROJECT

ID	Description	Price
1485	#1 - Fish Dinner 8pc and Onion Rings, and	
1485	#1 - Hushpuppies 8ea	13.45
1485	#2 - 8 Shrimp, Fries, Corn on the cob, and	
1485	#2 - Hushpuppies 2ea	7.10
1485	#3 - 2pc Fish, 3pc Chicken, Fries, and	
1485	#3 - Colstax, 2 Hushpuppies	5.60
1485	#4 - 1 Fish, 1 Chicken, 3 Shrimp, and	
1485	#4 - Fries, 2 Hushpuppies	5.90

P4P PROGRAM

ID	Description	Price
1775	#1 MIX VEGETABLES	3.25
1776	#2 PROTEIN BARS	2.00
1777	#3 SEMI SWEET CHOCOLATE 12oz	2.10
1778	#4 CHICKEN POT PIE	1.50
1779	#5 T-SHIRT, PUPPIES FOR PAROLE	7.50
1844	CHICKEN, BANQUET FRIED, 28oz	7.50
1714	PUPPIES FOR PAROLE DONATION	1.00
1743	WATER BOTTLE, BLUELIGHT SPECIAL	3.00

Visitors will not be allowed on institutional grounds or enter the front lobby area before 9:00 a.m. for day visits, or 2:00 p.m. for evening visits. This institution reserves the right to limit the number of visitors allowed in the lobby area based on availability of space, employee traffic, etc. Visitors may not block the path of employees and others entering/exiting the administration building or its offices.

1. **VISITING HOURS:** Normal Visiting Hours are Friday, Saturday, and Sunday:

9:30 a.m. to 1:30 p.m. (DAY)

2:30 p.m. to 6:30 p.m. (EVENING)

Each block of time will be considered one visit.

VISITORS WILL NOT BE PROCESSED AFTER:

General Population and Minimum Security: 12:45 pm and 5:45 pm

Protective Custody: 12:15 pm and 5:15 pm

Administrative or Disciplinary Segregation: 12:00 pm and 5:00 pm

(Due to time needed for transport and security of no-contact area).

Offenders assigned to Administrative Segregation will be allowed eight (8), two-hour no-contact visits each month of their assignment to this status.

Offenders on room restriction, TASC or Disciplinary Segregation sanctions will be eligible to receive two (2) two-hour no-contact visits while on this status.

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

Offenders on suicide watch or close observation status will not be eligible for visits without authorization from mental health staff and the warden/designee.

2. **FOOD VISITS:** Food visits will occur during regular visiting days and hours. When processing visitors for food visits, the offender must complete a request to be approved by classification staff. All requests must be submitted no sooner than twenty-one (21) working days and no later than five (5) working days prior to the offender's requested date.

3. **VISITOR APPROVAL:** Each visitor, including immediate family members and children, must be requested by the offender as a visitor and be approved to visit by classification staff. It is the responsibility of the offender to notify his visitors when they are approved/denied to visit. It is the responsibility of approved visitors to notify staff of a change in status (i.e. change of address, name change, etc.).

4. **VISIT LIMITS:** Visitors will be permitted to enter on a "first come, first served" basis. Visitors will be restricted to one visit per day unless authorized by the warden/designee. An offender will be permitted a minimum of eight (8) visits per month unless restricted by procedure. It is the offender's responsibility to inform his visitors of any visiting restrictions.
- a. A maximum of three (3) persons may visit an offender at one time in the open visiting area. A maximum of two (2) visitors may visit an offender at one time in the no-contact booth area. The maximum number of visitors cannot be exceeded without authorization by the warden/designee.
 - b. An offender will only be allowed to visit during one visiting session per day, and must return to his housing unit when the visit is over unless another approved visitor is waiting in the lobby area. Offender's waiting for visitors to switch out will be placed back in the dress-out area until visitors arrive back into the visiting area in anticipation of another visitor.
 - c. Offenders and visitors are not permitted to visit with other offenders and their visitors.
5. **VISITOR PROCESSING:** All visitors, including children, must be on the offender's visiting list. Visitors 13 years of age or older are required to present **VALID PICTURE IDENTIFICATION**. The following are approved identification cards:

DRIVER'S LICENSE	MILITARY ID
OFFICIAL STATE ID	VETERAN'S ID
DEPARTMENT OF REVENUE ID	PASSPORT
CURRENT SCHOOL YEAR ID	

- a. All persons under the age 18 must be accompanied by a custodial parent/legal guardian (and in accordance with D5-3.4 Visiting Restrictions/Sexual Offenders of Children) who is also on the offender's visiting list. The only exception would be an offender's minor spouse.
- b. Identification must be carried with you at all times, even in the visiting room.
- c. Approved items that may be carried into the Visiting Room:
A small clear plastic change purse or baggie containing no more than \$50.00 dollars per visit, not visitor. Paper money will consist of only \$1 and \$5 dollar denominations. All coins must be loose or wrapped in clear/transparent packaging (no pennies).

Children may bring in report card, school papers, homework assignments," NOT TO EXCEED FIVE (5) ITEMS". Offenders may not take any of these items back to his housing unit.

- c. Skirts, dresses, and shorts must be no shorter than two (2) inches above the top of the knee cap (while sitting down). No wrap around skirts or dresses will be permitted.
 - (1) Slit skirts or dresses will not be permitted when the slit exceeds the top of the knee cap (i.e. garments that have openings without built-in fasteners, buttons, snaps, etc). If garments have fasteners, buttons, snaps, etc., they must remain closed so not to exceed the top of the kneecap.
 - d. Slacks/jeans (no holes or slits will be permitted).
 - e. Shirts, blouses, dress tops will cover the chest and stomach and have sleeves that cover the shoulders. Display of cleavage and midriff will not be permitted. Jackets/coats are (SEASONAL); if carried into the visiting room they will be placed on the lap. Jackets/coats will be physically searched prior to being allowed into the visiting room.
 - f. Appropriate undergarments will be worn and not visible.
 - g. Shoes must be worn at all times, except by infants that aren't walking yet.
 - h. Headgear will only be worn on religious requirements approved by the Department Policies. Staff reserves the right to remove headgear for searches. Metal hair clips and jewelry as well as other accessories may not be allowed if they are deemed to pose a security risk.
7. **NO POSSESSION OR USE OF TOBACCO OR SMOKING PARAPHERNALIA IS ALLOWED IN THE VISITING ROOM. OFFENDERS WILL NOT BE ALLOWED TO BRING ANY TOBACCO PRODUCTS OR LIGHTERS INTO OR OUT OF THE DRESSOUT AREA. ANYONE APPEARING TO BE UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL WILL NOT BE PERMITTED TO VISIT.**
8. **DELIVERY OR CONCEALMENT WITHIN THE INSTITUTION OF NARCOTICS, LIQUOR, OR PROHIBITED ARTICLES VIOLATES MISSOURI LAW, STATUTE 217.360. VIOLATORS WILL BE PROSECUTED.**
- a. Any monetary transaction regarding offender's account will be handled directly with the Inmate Finance Office. No money, funds or forms will be accepted or exchanged by visiting room staff.
9. **CONDUCT OF OFFENDERS AND VISITORS:** Offenders and visitors will be allowed one greeting and departing embrace/brief kiss (not to exceed 2 seconds--MOUTH MUST BE CLOSED WHEN KISSING). THE ONLY PHYSICAL CONTACT PERMITTED AT ANY OTHER TIME IS HOLDING HANDS. Children six and under may be permitted to sit on the lap of the offender unless prohibited based on observation or special orders. **GOODBYES WILL BE SAID AT THE ASSIGNED TABLE.**

Items for infants:

- One (1) clear carry-all for infant supplies
- Six (6) cloth or disposable diapers
- One (1) small baby blanket
- One (1) change of infant clothing
- Three (3) clear plastic baby bottles of prepared formula, juice or water
- One (1) clear plastic no-spill toddler cup
- Three (3) unopened vendor containers of baby food (NO GLASS)
- One (1) plastic pacifier (teether or rattle)
- One (1) small plastic feeding spoon
- One (1) small unopened package of wet wipes

Visitors may also bring into the Visiting Room, personal unopened Kleenex or one (1) handkerchief.

For Food Visits only allowable food items are permitted. NO OTHER ITEMS ARE ALLOWED.

- d. Visitors will leave medications, syringes/needles in the Front Lobby Area, except those necessary to sustain life (i.e. nitro-glycerin, oxygen, or asthma inhaler).
 - e. Visitors will be permitted to leave and return to the Visiting Room to administer medication or personal hygiene needs, if products are not available in restrooms.
 - f. Visitors who have special needs (i.e. wheelchairs, canes, walkers or assistance animals, etc.) must submit a written statement from a physician. Visitors who have surgically implanted metal hardware must submit a written statement from a physician. Visitors with (Pace Makers) must submit to a "frisk search" to receive a visit. If a visitor refuses the visit will be denied.
 - g. **CONTRABAND:** No one will be permitted to bring any article or package into the institution for an offender. The offender will receive a conduct violation for any contraband found.
 - h. **GIFTS:** Visitors will not give items of any nature to staff as gifts.
6. **DRESS CODE:** Visitors must dress appropriately to enter the Visiting Room and must stay appropriately dressed while visiting, according to gender. If dress is in question, the visitor will be denied entry into the institution and will not be permitted to visit until appropriate attire is worn.
- a. Clothing will not be excessively tight, transparent or otherwise revealing (i.e. mesh, lace, etc.)
 - b. Clothing will not be gang related, camouflaged/patterns, racial slurs, inflammatory language, inappropriate language or inappropriate photos printed on clothing.

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10. TABLES AND SEATING WILL BE ASSIGNED BY VISITING ROOM STAFF. Offenders or Visitors will not move furniture. Tables and chairs are arranged in a specific order. Offenders and Visitors will not swap seating assignments.
11. OFFENDERS WILL NOT CARRY ANYTHING INTO THE VISITING ROOM EXCEPT:
- One (1) religious necklace/medallion
 - Wedding ring
 - One (1) medical alert necklace/bracelet
 - Nitroglycerine tablets
 - One (1) pair prescription eyeglasses
(Non-prescription eyeglasses/sunglasses are not permitted.)
 - One (1) asthma inhaler
- a. Visitors are not permitted to transfer or exchange any articles with offenders, except when authorization from the warden/designee. Offenders are not allowed to give any visitor items. Visitors are not allowed to exit the visiting room with any items except those items that were approved to be brought in the visiting room by the warden/designee.
- b. Offenders WILL NOT carry any additional items out of the visiting room except photos and artwork as prescribed in these rules.
- c. Vending Machines: Only one (1) individual visitor from the table may go to the vending area at a time. Offenders are not allowed in the vending area nor will they handle funds of any sort. Vending machine food/drink products are for consumption in the visiting room. Offenders will not carry any food, drink or any money from the visiting room. Attempts by offenders to remove unauthorized vending machine products or money from the visiting room will result in a conduct violation for contraband and possible loss of open area visiting privileges.
- d. Photographs & Artwork: The offender may return to the housing unit with three (3) photographs purchased in the visiting room by his visitor. The offender or adult will be allowed to hold infants for photographs. All other visitors and the offender will stand side by side (not behind each other) during photographs. These photographs will be stamped "Visiting Room." This applies to visits held only in the open visiting area and not visits held in the no-contact visiting area.
12. AN OFFENDER'S ATTENTION SHALL BE TOWARD HIS VISITORS, NOT OTHER OFFENDERS/VISITORS IN THE VISITING ROOM. The offender must stay at the table during visit except to:
- 1) Go to dress out for restroom/medication
 - 2) Go to the artwork display area
 - 3) To have pictures taken with visitor

- a. Visitors must register with visiting room staff if wishing a picture(s) to be taken. The offender will be notified when it is his turn. Offenders and visitors will remain seated until their turn.

Offenders are required to abide by the same dress code in the visiting room as required within the institutional perimeter (e.g. no sagging pants, etc.).

13. **CHILDREN MUST STAY IN THE IMMEDIATE AREA OF THE VISITOR OR IN THE DESIGNATED TELEVISION AREA AT ALL TIMES.** Sole responsibility for childcare rests with the adult visitors, not the offender. Children must be accompanied by an adult visitor in all areas of the visiting room. Children will not be allowed to play in the restrooms, around the tables of other visitors or in an unruly manner. Games, to include cards, are only allowed at the tables when used as part of the interaction between the child and family.
14. **ONE WARNING** will be given when children are not properly supervised. If a problem continues, a request for the visit to be terminated will be made.
15. **FEET ARE TO BE KEPT OFF CHAIRS AND TABLES.** When sitting at a table, offenders and visitors are to sit facing directly toward the table.
16. **PENCILS AND REGULAR PENS** will not be used in the visiting room by offenders or visitors. Security pens or children's crayons may be used when assisting with homework or playing/coloring with the children. Adults may use security pens for keeping scores while playing games. No hand written materials will leave the visiting room area.
17. **ADULTS WILL NOT SLEEP, REST THEIR HEADS OR UPPER BODY ON THE TABLES IN THE VISITING ROOM.**
18. Once a visitor enters the visiting room, they may leave and return only for prescribed medication or for sanitary napkins in the event none exists in the visiting room vending machine. Visitors and offenders will not move from their assigned visiting room to another visiting room.
19. The area directly in front of the Visiting Room door is "OUT OF BOUNDS" to all offenders, unless the offender is directed by staff to enter the area.
20. **PROPERTY REMOVAL:** With prior approval by the Property Room Supervisor, offenders may arrange to send excess personal property out of the institution, with a visitor, as provided in IS/SOP22-1.2 Offender Property Control Procedures.

ANY SPECIFIC VISIT MAY BE DENIED OR TERMINATED BY THE WARDEN/DESIGNEE ON THE BASIS OF, BUT NOT LIMITED TO:

- a. **Improper conduct**
- b. **Failure to follow visiting rules and regulations;**
- c. **Refusal to submit to a search or trace technology test;**

All of the above regulations are intended to help promote a pleasant and peaceful environment for family and friends to visit with offenders of this facility. If you have any questions or concerns, feel free to share them with the Visiting Room Sergeant or the Information Officer. Your cooperation is appreciated.

Signature on File
Jeff Norman, Warden

October 15, 2012
Date

JCCC FOOD VISIT GUIDELINES

1. Opportunities for food visits may be afforded three times per calendar year for those offenders meeting the following criteria:
 - Offenders must have been incarcerated within the Missouri Department of Corrections for a minimum of 180 consecutive days.
 - Offenders currently under visiting restrictions will not receive a food visit.
 - Any offender receiving a conduct violation within 180 days prior to their food visit date will not receive a food visit.
 - Any offender having received a conduct violation for a Rule #11 within twelve (12) months prior to their scheduled food visit will not be eligible.
 - Offenders in administrative segregation, disciplinary segregation, detention, temporary administrative segregation confinement and those on restriction will not receive a food visit.
 - Offenders must be released from administrative segregation for over 180 days prior to scheduled food visit.
 - Offenders will have to be assigned to JCCC for at least for 90 days prior to scheduled food visit.
 - Offenders must be assigned to a job or school assignment.
2. Food visits may be requested during any normal visiting session; however, only a maximum of 10 food visits will be approved per visiting session. Incentive visits may not be used as food visits.
3. Each offender will be responsible to notify their visitors of eligibility for food visits and submit a Request for Food Visit form completed with the appropriate information. The request must be submitted to Classification staff at least 21 calendar days prior to the requested date, but no more than 120 calendar days. Offenders will be informed of approval/disapproval of a request at least 5 working days prior to the requested date for the food visit, so arrangements may be made with the visitor(s).
4. Only one request may be submitted for approval at a time. An additional request may not be submitted until after completion of the date of the initial approved food visit. However, may only have a food visit once every four month block period.

FOOD VISIT BLOCK 1	FOOD VISIT BLOCK 2	FOOD VISIT BLOCK 3
January, February, March, April	May, June, July, August	September, October, November, December

5. Only approved visitors on the offender's visiting list will be allowed during food visits.
6. If an offender becomes ineligible for a food visit before the approved food visit date, the food visit will not be allowed, but will be counted as one of the offender's three opportunities for a food visit..
7. If an approved food visit does not take place for any reason (i.e., visitors do not show up on the approved date/session, etc.), this will still be counted as one of the offender's three opportunities for a food visit.
8. Visitors will only be permitted to bring food into the Visiting Room during their approved visiting session.

9. All general rules of the Visiting Room will apply during food visits.
10. Food may be vendor purchased or brought from home. No catered food will be permitted.
11. All eating utensils must be of plastic and plates must be of paper.
12. All drinks must be purchased in the visiting room.
13. Fruits, citrus, apples, peaches, pears, etc. and melons are allowed but must be cut up or made into fruit salad.
14. Whole birds are not allowed, i.e., chicken, turkey, etc. No shelled seafood items (e.g. Lobster/crab legs etc.).
15. All food must be in a single layer in a paper or plastic container only. No cardboard boxes or styrofoam containers. Containers must be no larger than 8x10, must be plastic, use no aluminum foil, and food must be wrapped in plastic wrap. No more than four (4) containers are allowed.
16. All meats, breads, cakes, pies, etc. must be sliced before entering the institution.
17. Condiments (limited to 3 types) may be brought in unopened, single serving packages.
18. A microwave oven for heating will be provided.
19. No coolers or picnic baskets.
20. Food may not be returned to the Housing Unit.
21. No birthday cakes or ice cream.
22. All food will be processed through the x-ray machine and will be inspected by staff prior to being admitted into the Visiting Room.
23. Food will be consumed by the offender and his visitor only and may not be given away to other visitors or offenders. Food not consumed by the end of the visit will be removed from the institution by the visitor or be disposed of in the trash. Offenders will not be allowed to take food out of the Visiting Room. Items purchased from the vending machines may not be taken out of the Visiting Room and must be consumed or disposed of in the trash.
24. At the end of each food visit, visitors and offenders are expected to dispose of all trash and leave their table area clean and neat.
25. Should the Visiting Room be at maximum capacity and visitors are waiting for a visit, a 2-hour time limit may be imposed. Those visitors allowed first in to visit will be the first required to end their visit. Visitors approved for a food visit are recommended to arrive within the first 2 hours of the visiting session to ensure they receive their food visit and must arrive no later than 1 hour before the closing of the session.
26. Failure to comply with food visit procedures may result in denial of food entering the institution, a termination of the visit and/or issuance of a conduct violation.
27. Food visits will not occur during the weeks of Easter, Thanksgiving, and Christmas.

*****Signature on File*****

March 16, 2012

Jeff Norman, Warden

Effective Date

Jefferson City Correctional Center
Mental Health Department
Available Groups

ACTIVITIES FOR CHALLENGED OFFENDERS
ADJUSTMENT TO INCARCERATION
AFTERCARE TRANSITION/LIFE AFTER RELEASE
ANGER MANAGEMENT
CHARTING A NEW COURSE
CHRONIC SUICIDAL THOUGHTS/SUICIDAL BEHAVIORS
COGNITIVE BEHAVIOR THERAPY (THINKING STRATEGIES)
DEALING WITH FEELINGS
DECISION MAKING
DEPRESSION
EFFECTIVE COMMUNICATION
GRIEF & LOSS
MEDICATION MANAGEMENT
RELAPSE PREVENTION
RESPONSIBLE PARENTING
SELF ESTEEM
SLEEP HYGIENE
STRESS MANAGEMENT
THINKING ERRORS (SELF DESTRUCTIVE THINKING)
TRAUMA
UNDERSTANDING HEALTH WITH SYMPTOM MANAGEMENT

**ATTN: R & O'S
MEDICAL EMERGENCY CONTACT
VISITING FORMS**

**IF YOUR MEDICAL/EMERGENCY
CONTACT NEEDS TO BE UPDATED,
DELETED OR IS NEW PLEASE WRITE A
LETTER TO YOUR CASEWORKER AND
PUT IT IN THE MAILBOX. YOUR
CASEWORKER CAN CALL YOU IN AND
THE FORM CAN BE COMPLETED.**

**WRITE A KITE AND REQUEST THE
NUMBER OF VISITING FORMS YOU
NEED AND THEY WILL BE SENT TO
YOU IN THE MAIL.**

**ANY OTHER CONCERNS PLEASE
ADDRESS WITH YOUR CASEWORKER.**

THANKS