

POTOSI CORRECTIONAL CENTER

RECEIVING AND ORIENTATION HANDBOOK



A NEW BEGINNING

A NEW DIRECTION

NOTICE: The contents herein are provided as a courtesy to all offenders received at Potosi Correctional Center. The information is based on policies, procedures, rules, regulations, etc., which are currently in effect. It is intended to provide you with basic information to make your adjustment to PCC as smooth as possible, and is in no way intended to be all inclusive. It is the responsibility of each offender to remain informed of any changes to rules as defined in IS19-1.1 (Conduct Rules and Sanctions).

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**INTRODUCTION
THE CHOICE IS YOURS**

The mission of the Missouri Department of Corrections is to supervise and provide rehabilitative services to adult offenders in correctional institutions and Missouri communities to enhance public safety. Our goal is to provide the tools necessary to offenders to aid them in becoming productive, tax-paying, law abiding citizens. And if your sentence structure is such that a return to the community is not in the foreseeable future, we make every effort to provide you with tools you can use to make your incarceration more productive and less stressful.

Whether you are new to the system or newly transferred to PCC, there will be some adjustment to your new environment. This handbook is intended to provide you with some basic information you'll need, as well as provide a directory of the programs and services available to you. Also included is a rough breakdown of staff responsibilities so that you'll be able to address any concerns you might have to the appropriate staff member.

The most important thing to remember is that you do have choices, no matter what your status. You are responsible for your behavior, and will be held accountable for the choices you make. Those offenders with the most appropriate behavior have the least restrictive living environments and maximum privileges. For those offenders who do not want to accept responsibility for their actions or continue to make inappropriate choices, there are more restrictive living environments which provide fewer privileges. It's up to you to decide which path you will pursue, and in which type of environment you will reside.

It is the hope of the PCC Administration that you will choose to take advantage of the programs available to you, whether it is the voluntary GED Program or participating in our hospice program, you will find plenty of opportunities to learn new skills. Positive choices lead to positive changes, which can lead to improved relationships, not only with those around you, but with your loved ones on the outside.

Please consider your options carefully, because ultimately **THE CHOICE IS YOURS..**

THE CLASSIFICATION SYSTEM

An Overview

As with all institutions with offender populations of more than 300, Potosi Correctional Center is divided into "Functional Units", a complex of offender housing units supervised by a Functional Unit Manager. Below you will find a quick rundown of staffing and the responsibilities of each job classification in each Functional Unit.

The Functional Unit Manager (FUM) is responsible for the direct supervision of his/her unit. This includes the job performance of Classification and Custody Staff. If you have concerns with any unit staff, it is recommended that you contact the Unit Manager to address those concerns.

Correctional Case Managers (CCM's) report directly to the FUM. Their job responsibilities include conducting disciplinary hearings, providing notary services, processing institutional transfers, maintaining classification files, responding to offender and family inquiries related to assigned offenders, implementing treatment programs, individual and group counseling,

Corrections Classification Assistants (CCA's) are also under the supervision of the FUM. Their job duties include offender job assignments and room moves, inspection of housing unit for cleanliness, maintenance, and safety and security issues, data entry of class files, notary services, ID cards, orientation as needed, providing Corrections Officer relief in emergency situations, and other duties as assigned by the FUM/supervisor.

Corrections Officers I, II, and III (CO's) maintain supervision of the offenders in the housing unit.

RE-CLASSIFICATION ANALYSIS (RCA'S)

Offenders are assigned to an institution based on their custody level to ensure appropriate supervision and consistent treatment.. There are three custody levels – Minimum, Medium, and Maximum. RCA's are conducted on a yearly basis to determine if any change has occurred in an offender's circumstances which might affect his custody level.

Reclassification follows four objectives:

1. Must provide a fair and just assignment of offenders by using standardized, unbiased instruments applied similarly throughout the institution.
2. Must identify individual offender assets and liabilities to effect a diagnosis for treatment and a predictor of institutional and community adjustment.
3. Must ensure the timely assignment of offenders to the least restrictive confinement based on public and institutional safety.
4. Must optimize the use of current facilities and programs.

HOUSING UNIT ASSIGNMENTS

There are five basic types of assignments at PCC:

1. **General Population** – Part of Housing Unit Three, Housing Unit Six and the Positive Action Community (PAC) in Housing Unit 5. The PAC is reserved for those offenders who have demonstrated positive behavior patterns, and as a result, are allowed the least restrictive environment and the most privileges.
2. **Protective Custody** – Currently in Housing Unit 4A. There are specific requirements which must be met before an offender can be assigned to the PC Unit, including a documented need for Protective Custody and the ability to double cell.
3. **Administrative Segregation** – Housing Units 1 and 2, and part of 3.
4. **Special Needs Unit** – a unit designed to assist developmentally disabled offenders adjust to the prison environment and/or prepare for a return to society.

5. **Minimum Security Unit** – Housing Unit 7, a work release program.

In accordance with policy, housing unit assignments are based on:

1. Security considerations (highest priority)
2. Adult internal classification system (AICS)
3. Special Programs or work assignments
4. physical/mental health/medical and ADA considerations
5. Missouri reentry process transition criteria and/or
6. Other considerations

Every attempt is made to ensure compatibility between cellmates. If you wish to be considered for a convenience room move, all parties involved must sign the cell move request form. Anyone requesting a convenience move must be at least 90 days conduct violation free, and at least 120 days must have passed since your last requested move. Please contact your casework staff for more information.

RULES AND REGULATIONS: Where to find more information

Conduct Rules and sanctions are included in the Department of Corrections Offender Handbook which has been provided to you. It is your responsibility to be aware of and abide by those rules.

The disciplinary hearing process is also explained in the Offender Rulebook. If you have not already done so, you should familiarize yourself with that process. If you should have any questions after reviewing the Offender Rulebook, please contact your housing unit or classification staff.

To assist you in your adjustment and avoid unnecessary conduct violations, listed below are some requirements that may vary from institution to institution. This will make you familiar with the requirements at PCC

OFFENDER ID CARDS:

1. Identification cards must be worn on the upper left chest quadrant of your outer garment any time you are out of your unit. The ID must be right side up with the picture facing out when you are outside of your housing unit. The only exception to this requirement is when you use your ID to check out recreational supplies.
2. Lost, stolen or misplaced ID's will be replaced at cost to the offender.
3. When an offender loses or damages his ID card, he should immediately report it to his CCA, who will arrange for a replacement.
4. The colored dot, which indicates your assigned housing unit, is not to be removed by the offender. Only staff can remove the stickers.
5. No stickers or pins are authorized to be placed on the ID cards.

COUNT PROCEDURES:

There are three (3) OFFICIAL COUNTS conducted each day at PCC. During OFFICIAL COUNTS offenders are not required to sit or stand, but the officer must be able to see flesh and be certain the offender is alive. During OFFICIAL COUNTS, the offender may be counted in his cell or at the location where he is authorized to be. Two (2) FLOATING COUNTS will be conducted each day at the Shift Supervisor's discretion. These FLOATING COUNTS will be conducted between 11:30 p.m. – 3:30 a.m. or 11:30 p.m. – 3:30 a.m. There are also three (3) CUSTODY COUNTS each day at 5:00 a.m., 11:00 a.m. and 5:00 p.m. During CUSTODY COUNTS the offender is required to stand in plain view inside his assigned cell or sit in plain view on the side of the bunk with the cell light on. Offenders WILL NOT BE COUNTED LYING DOWN DURING CUSTODY COUNTS. One (1) NAME AND NUMBER COUNT is conducted each day at 10:30 p.m. Offenders must have their ID cards ready and be at the cell door, with their cell light on, when the officer comes by to count.

You are expected to observe count times. And remember, it is your responsibility to adhere to all count procedures. Failure to do so can result in the issuance of a conduct violation.

A summation of the daily count schedule follows:

FLOATING – MUST SEE FLESH
FLOATING – MUST SEE FLESH
4:00 a.m. – MUST SEE FLESH
06:00 a.m. - SIT OR STAND
11:00 a.m. – SIT OR STAND
05:00 p.m. – SIT OR STAND
10:30 p.m. – NAME AND NUMBER (with cell light on)

TOBACCO USAGE LIMITATIONS: In accordance with Departmental Procedures, smoking is permitted outdoors provided tobacco products are disposed of in a receptacle designed for that purpose.

PROGRAMS

EDUCATIONAL OPPORTUNITIES: Volunteers at Potosi provide a non-mandatory GED preparation class for interested offenders. The success rate for this program is seen in the number of graduates from the program each year. Please see your casework staff if you are interested. In addition, you may apply for correspondence courses in accordance with IS/SOP18-3.11. Please keep in mind that the offender is responsible for any costs associated with correspondences courses.

EMPLOYMENT OPPORTUNITIES: Missouri Revised Statute 217.337 states: "All general population offenders shall be expected to adhere to a schedule of activities of work and rehabilitative programs as prescribed for the offender by the department. There

are a variety of job assignments available at PCC, ranging from Housing Unit Workers to workers in the Recreation and Chapel areas, as well as employment in the MVE Factory. Offenders may be assigned a job based on the needs of the institution. Please talk with your case management staff regarding eligibility requirements and application processes for the various positions..

There are a variety of programs at PCC. Some are designed to help you learn new skills. Others are designed to allow you to "give back" to the community, and some are required by policy as part of the Missouri Reentry Process. Your classification staff will advise you of programs which are required for you, and will assist you in signing up for programs for which you wish to volunteer. Such programs include:

4-H (LIFE): This program is dedicated to providing a positive environment for incarcerated fathers, grandfathers, and stepfathers and their children and families within the framework of the National 4-H Organization.

ALCOHOLICS ANONYMOUS: This is the same as the 12 step program that is used on the streets to aid and encourage alcohol abusers to refrain from using alcohol and understand the destructive nature of the disease. VIC's supervise this program.

NARCOTICS ANONYMOUS: Narcotics anonymous meetings are held the 2nd Friday of each month for offenders who have had substance abuse problems in the past. A staff VIC meets with the offenders to discuss the reasons for abuse and to confront and contain the urge to use again. Narcotics anonymous goals are similar to the 12-step AA program criteria, but center on the specific type of substance abuses and criminal activity facing offenders in their social environment, which may vary greatly from alcohol abuse problems.

INSIDE OUT DAD: The aim of the Inside Out Dad program is to connect offenders to their families and prepare them for reentry into society. Offenders that have close family ties are less likely to repeat criminal behavior when they are released from prison. The course consists of 12 core sessions that teach values and parenting skills for male offenders.

HOSPICE: The Hospice Program is a comprehensive program of palliative or comfort care for terminally ill offenders. The offenders in the Hospice Program are a group of dedicated volunteers who are specially trained in services for the terminally ill.

YOGA: This is the study of the ancient art of low impact exercises, breathing control and meditation. It focuses on stress reduction, inner peace and mind and body control.

COMPUTER COMPREHENSION CLASS: A comprehensive computer components, general operation and specific computer operating programs such as Word, Power Point, etc. Offenders learn general computer skills for everyday and work related use.

RESTORATIVE JUSTICE is a program that raises offender awareness to the needs of victims through fundraisers and projects that assist victims and victims' rights groups. The R.J. Group also designs and runs the institutional closed circuit television channel.

IMPACT OF CRIME ON VICTIMS CLASSES: This is an intensive two week program addressing the impact of all different types of crime on victims. The program includes a panel discussion between offenders who have successfully completed the class and a Victims' Panel.

CHANGING DIRECTIONS: The objective of this class is to promote the idea of change – real change – from a life dominated by bad choices and poor decision making to a life filled with hope and realistic expectations. Based on the concept of "Keeping it Real", we believe this objective can best be realized by getting the individual to focus on getting out of prison, staying out of prison, and by inspiring hope in those individuals who appear to have very little. By doing this, it invites a change in thinking, and therefore, a change in behavior.

ANGER MANAGEMENT CLASSES: Designed to teach offenders strategies to manage anger.

PATHWAYS TO CHANGE: A 12 week cognitive restructuring program designed to help offenders identify and redirect inappropriate thinking patterns.

SET FREE MINISTRIES is a Christian bible and religious program run by VIC's that corresponds with incarcerated offenders and offers religious instruction and Bible study courses.

TRANSITIONAL TRAINING CLASS: Offers offenders insight on psychological aspects of individual behavior modification of the traits that lead to negative or non-productive activities. The class is sponsored and led by the Chaplain at PCC

TRANSITION ACCOUNTABILITY PLAN (TAP) Your casework staff will help you develop and implement your TAP to assist you in identifying your strengths and weaknesses and planning a strategy to assist you in reaching your goals. Whether in preparation for a return to the community, or as a tool to assist you during incarceration, the TAP is a department-wide requirement for all offenders.

BREAKTHROUGH WITH TONY ROBBINS: Anthony Robbins has served as an advisor to leaders around the world. A recognized authority on the psychology of leadership, negotiations, organizational turnaround, and peak performance, he has been honored consistently for his strategic intellect and humanitarian endeavors. In the Breakthrough With Tony Robbins, we are presented with six episodes that focus on individual families that are on the brink of devastation and about that moment in time when the impossible becomes possible.

PUPPIES FOR PAROLE: Puppies for Parole is a unique program made possible through partnerships with animal shelters and animal advocate groups. Selected offenders have the opportunity to become trainers to rescue dogs in the program. Offenders work with the dogs, teaching them basic obedience skills and properly socializing the animals, making them more adoptable. The Puppies for Parole Program gives offenders the skills necessary to support successful rehabilitation, reentry, and ultimately improving public safety. At the same time, this is an opportunity for the offenders to re-pay Missouri communities, and repair some of the debts caused by their crimes. Once the dogs have successfully completed the program, they will be sent back to their original shelter to be placed up for adoption.

SERVICES

CANTEEN: A variety of items are available for sale in the offender canteen, ranging from pens and paper to hygiene items to appliances and food items.. Please keep in mind that anything which is available in the canteen cannot be purchased from an outside vendor.

Offenders assigned to General Population are allowed to make a canteen purchase one time per week, with a monthly spend limit of \$300, and a limit of 100 phone minutes per spend. Please contact your unit staff or tune in to the PRIME TV station for more details regarding canteen lists, spend schedules, or other questions you might have.

REMEMBER: WHEN YOU GO TO THE CANTEEN, YOU MUST HAVE YOUR OFFENDER I.D. NO I.D. – NO SPEND.

Offenders assigned to Administrative Segregation are limited to purchasing only legal supplies and hygiene products with a maximum spend of \$20 per month.. Your unit staff will advise you of items you are eligible to purchase and canteen spend schedules.

For more complete information on canteen purchases, please refer to Departmental and Standard Operating Procedure 3-5.8.

CLOTHING ISSUE: State issue offender clothing is exchanged on an as needed basis. Clothing must be worn out or the wrong size for exchange. Clothing is exchanged one-for-one at the clothing issue window. Missing state issue items are replaced when a missing laundry form, signed by the FUM, has been received in clothing issue. The offender must come to the clothing issue to have the item(s) replaced.

LIBRARY: PCC provides a full service library to help offenders build wisdom and understanding and be served in their intellectual, educational, and recreational needs for information. PCC library strives to provide the atmosphere and services closely resembling that in public libraries. We offer an array of general reference material, fiction and non-fiction books, books on tape, videos, and current issues of various magazines, newspapers and catalogs. Also available are institutional and divisional rules pertaining to offender activities. Offenders assigned to Administrative Segregation are

provided library and law library services in accordance with established policies and procedures.

LAW LIBRARY: Case law, legal opinions, court rules, etc. are available in the library along with law clerks that can assist you with your research.

MEDICAL: PCC offers a full line of health services on site. If you need to see a medical professional, you should submit an MSR so that an appointment can be made for you. In addition, Mental Health Services, Dental, and Optometry services are available on site and are accessible by submitting an MSR.

PROBATION AND PAROLE: You may contact the Institutional Parole Officer via in house mail with any questions or concerns you have regarding parole issues.

RECREATION: Our recreation department has a variety of recreational activities available, as well as structured programs available to offenders in General Population and Protective Custody. Offenders assigned to Administrative Segregation are provided out of cell recreation in accordance with established policies and procedures.

RELIGION: All faiths which are recognized by the Department are accommodated at PCC. The Chaplain, as well as volunteers of various faiths are available for counseling, and worship services are available for various faiths. Please contact the Chaplain or your unit staff for specific times and meeting places, etc.

LAUNDRY SERVICES: Available for state issue items. When sending your items to the laundry, remember to tie a knot in the string of the bag rather than the top of the bag. In order to ensure that the machines are operating at maximum efficiency, you should not "overload" the laundry bags. Any personal items sent to the laundry room are sent at your own risk, and we are not responsible for replacement of any lost or damaged items. Please contact your unit staff regarding the laundry schedule for your unit.

FINANCIAL: Offenders can receive money from outside sources, and must be deposited to their inmate account in Jefferson City. Money can be deposited through "J-Pay" or by sending a money order to the offender finance office. Deposit slips can be obtained from your casework staff to be sent out to those who wish to place money on your account.. The money may be used for the purchase of canteen items, outside vendor orders (for eligible offenders) or other purposes as approved by your casework staff. Notarized printouts of your account to be used in court proceedings can be obtained from the Offender Finance Office in Jefferson City. Submit your written request via institutional mail.

VISITING: The Department recognizes the importance of maintaining ties with family and friends on the outside. Our Visiting Room provides games and videos for children, and refreshments are available from vending machines. Listed below are some things you'll need to be aware of regarding visiting while at PCC;

1. Visiting hours are in accordance with IS Procedures. Visiting hours are scheduled on Friday, Saturday, and Sunday from 9:30 a.m. – 1:30 p.m. and 2:30 p.m. – 6:30 p.m. Segregation Offender Visits are limited to two hours in length and are no-contact.
2. Visitors must have an approved Visiting Application on file before they will be allowed to visit.
3. Special visits can be arranged on a one-time only basis under special circumstances (i.e. family member in the military, etc.) For more information regarding special visits, please contact your casework staff or refer to Offender Visitor Policy (IS/SOP 13-3.1).
4. Visiting Room rules are posted at the Visiting Reception Desk, and it is imperative that you make your visitors aware that they MUST follow all visiting room rules.
5. The number of visits per month and type of visits you receive (i.e. contact or non-contact) will depend upon your status.
6. Incentive visits are available for offenders who have exhibited appropriate adjustment. Specifics are available in the Offender Visitors Policy (IS/SOP 13-3.1). If you believe you may qualify for one or more incentives, please complete your name and DOC number on an Incentive Visit Application and submit the form to your case management staff, who will review your adjustment and determine which incentives you qualify for. Please keep in mind that when incentive visits are scheduled, they are the only visits allowed except for legal visits. Please ensure that your visitors know when incentive visits are scheduled so that they don't drive to PCC only to be turned away.
7. Inappropriate behavior on the part of your visitor can result in a conduct violation for you, and suspension and/or denial of future visiting privileges for your visitor.

RIGHTS AND PRIVILEGES

Please remember that there is a distinct difference between a “right” and a “privilege”. A “right” is something that is required to be provided to you. A “privilege” is something that is not guaranteed to you, and can be taken away.

DUE PROCESS: When you receive a conduct violation, there are certain due process rights which must be observed. These include certain time frames which must be observed. For instance, the hearing should be held within seven working days. Other rights require that you be allowed to present a statement, evidence, etc., at the hearing, and the sanctions must be within policy guidelines.

LEGAL CALLS: Confidential legal calls must be requested by your attorney in writing, and we must receive at least four hours lead time to ensure that the call will not be monitored. All legal calls are made from the wing phones.

LEGAL VISITS: Are conducted during normal visiting hours, and must be scheduled by your attorney through the PCC Litigations Office. You are not allowed to take any

items to the visiting room for a legal visit except those items normally authorized. In addition, your attorney cannot leave items with you during the legal visit.

LEGAL MATERIALS: Legal materials must fit into the tubs provided to you for property storage. Excess legal materials should be placed in accordion folders and labeled before being sent to the property room. Offenders assigned to Administrative Segregation are limited to having a stack of legal materials in their cell not to exceed 12 inches in height. Legal materials can be exchanged on an as-needed basis in accordance with the Property Policy (IS/SOP22-1.1 Property Control Procedures). In accordance with policy, if your excess legal materials are not sorted and labeled, you will not be allowed access to them until you sort/organize/label them.

MEALS: All offenders are provided with three meals per day. Menus are created by a registered dietitian to ensure balanced nutrition.

Alternate diets are available for those who qualify (i.e. medically ordered, religious diets). Please contact the medical department to discuss any medically necessary dietary needs, and your case management staff to address any religious diet restrictions you may have.

NOTARY SERVICES: Please contact your case management staff to arrange for notary services.

PRIVILEGED MAIL: In accordance with IS13-1.1, Offender Mail Procedures, Privileged (i.e. Legal) Mail is defined as "mail being sent to or received from consulates, judges, attorneys, courts, elected and appointed state officials, sheriffs, chief administrative officers, associates/assistants, and Central Office section heads". Keep in mind that even though incoming or outgoing mail might contain legal materials pertaining to your case, it is not considered "privileged" or "legal" mail unless it is coming from or being sent to one of the above noted sources.

REGULAR MAIL: PCC is within all policy guidelines regarding the processing of incoming and outgoing mail. The complete mail policy is available in the Offender Library (IS/SOP13-1.1). There is no limit on the number of correspondents you may have, but you will be limited to maintaining a "reasonable" amount of correspondence in your cell. PCC also adheres to all current censorship guidelines established by the Department. Mail is taken from the housing unit to the mailroom at the end of 1st Shift for processing and forwarding to the US Postal Service. Incoming mail is processed and sent to the housing unit with 3rd Shift Officers. Please remember that all incoming mail should contain your commitment name and register number with the following mailing address:

Potosi Correctional Center
11593 State Highway O
Mineral Point, MO 63660

PROPERTY: Property can be maintained in accordance with IS/SOP22-1.1, Property Control Procedures. Offenders may not loan, give, or exchange property with other offenders. As noted above, items which are available in the Canteen must be purchased from the Canteen. Other allowable property items can be purchased from outside vendors under the following conditions:

1. An offender must be conduct violation free for a minimum of 90 days to be eligible to purchase from an outside vendor.
2. Eligible offenders may make a purchase from an outside vendor once per quarter in March, June, September, and December.
3. Offenders assigned to Administrative Segregation will not be allowed to make purchases from outside vendors. The only exception is that Ad Seg offenders may RENEW magazine subscriptions. No new subscriptions are permitted while assigned to Ad Seg.
4. Offenders who purchased a "Brother" typewriter from an inmate canteen can purchase ribbons and correction tape whether or not they would qualify to order from an outside vendor. Orders of typewriter ribbons/correction tape do not count as one of the four allowable purchases per year.

TELEPHONE ACCESS: Offenders assigned to General Population may access the wing phones at any time during open wing movement. Calls can be made on a collect basis, or offenders can purchase "phone minutes" from the Offender Canteen. Personal calls are limited to 15 minutes per four hour time period to ensure all offenders have an opportunity to access the telephone during open wing times. Take care with your PIN number; if another offender has access to your PIN number, he has access to your phone minutes.

Offenders assigned to Administrative Segregation, and are violation free for the past 60 days are provided one personal call per month at the discretion of the unit manager, unless they are serving disciplinary segregation time.

GRIEVANCES: If you have an issue that cannot be resolved by your Unit Staff, the Offender Grievance procedure (a court mandated process) is available to you to address any aspects of institutional life. The exhaustion of the grievance procedure is a prerequisite for initiating any litigation regarding institutional issues. The process begins with an IRR (Informal Resolution Request). These forms can be obtained from your unit CCM. If you are not satisfied with the IRR response, you may appeal to the Grievance Stage. If your concerns are still not resolved at that point, you can then file a grievance appeal, which is sent to Central Office for review and final response. Complete details regarding the offender grievance procedure are available for review in Departmental and Standard Operating Procedure 5-3.2. Questions can also be directed to your Unit Staff or the Grievance Officer through institutional mail.

SAFETY AND SECURITY INFORMATION

FIRE/EMERGENCY PROCEDURES: Procedures and diagrams giving instructions to be followed and illustrating evacuation routes are posted in the units. Please take the time to review them in order to ensure your safety and that of others in case of fire. At no time are you to enter or re-enter an endangered area for any purpose. This institution is fully equipped with a 24 hour smoke detector and sprinkler system. This equipment is for your own safety. Do not tamper with or attempt to alter them. Should you decide to do so, you will receive a conduct violation and be held responsible for replacement costs.

In the event of a tornado or earthquake, you are to remain in your cell. Your cell is the SAFEST PLACE to be during such events. Should you be in another location during such an emergency, you are to follow the instructions of staff. There are periodic fire and tornado drills conducted by the fire and safety supervisor. You are required to fully cooperate during these drills.

Your cell will be checked periodically for potential health hazards and safety problems which could include but are not limited to frayed or spliced electrical cords. DO NOT attempt to fix or alter electrical appliances. See your unit staff or caseworker in order to have such items fixed or replaced according to policy.

Housing units are sprayed for insects on a regular schedule and rodent control systems are in place. DO NOT feed any rodents or insects. Contact a staff member if you see rodents or an insect infestation in your cell or wing. You can contribute to the overall well being of your unit by keeping your cell clean and organized, and ensuring that all canteen food items are properly stored.

PRISON RAPE ELIMINATION ACT: The Missouri Department of Corrections is committed to ensuring a safe and humane environment for all offenders. An important part of a safe and humane environment is freedom from sexual misconduct. All offenders within the Missouri Department of Corrections prior to June 2003 were given a copy of the "Offender's Guide to Sexual Misconduct". All offenders committed to the Department since June 2003 have received this guide during their formal orientation process at the Reception and Diagnostic Center. If you did not receive a copy of this guide or need a new copy, please contact your classification staff.

AWARENESS OF SUICIDE WARNING SIGNS: Due to the very nature of the prison environment, sometimes offenders experience feelings of loss and sadness. Listed below are some warning signs that could indicate an intention to harm oneself:

1. Experience the loss of someone (spouse, close friend, parent, sibling, etc.) or something (appeal, release date, custody level).
2. Persistent sad mood
3. Sudden changes in eating habits producing weight loss when the person is not dieting.
4. Sudden loss of interest in daily activities and personal interests
5. Isolates self, withdraws from normal level of interpersonal interactions
6. Discusses feelings of personal guilt, shame, or failure

7. Discusses thoughts of ending one's life or reports attempted suicide in the past.
8. Suddenly gives away prized possessions.
9. Obtains the means to harm self (saves medication or obtains a weapon)

If you notice such symptoms in someone else, please notify a staff member immediately. It could literally be the difference between life and death. And should you find yourself experiencing some of the above thought patterns or symptoms, please seek help immediately.

WHAT IS EXPECTED OF YOU

1. OBEY all Missouri Department of Corrections rules as written in the offender rulebook and Potosi Correctional Center institutional rules.
2. BE AWARE of the rules and abide by daily scheduling of meals, work, recreational activities and other programs.
3. MAINTAIN GOOD PERSONAL HYGIENE, dress appropriately, and conform your personal appearance to the guidelines established by the Department.
4. BE RESPONSIBLE for the contents of your personal living area, and behave appropriately in the general areas of the housing unit, the visiting room, the dining area, and during utilization of recreational, religious, and library facilities.
5. ACT CIVILIZED – behave with respect and dignity.
6. BE CAREFUL WHERE YOU PLACE YOUR TRUST. There is no way to sugar coat it – a maximum security institution can be a very dangerous environment, so you should be very careful when choosing your friends and acquaintances.
7. **REMEMBER:** You and only you are responsible for your behavior and the choices you make. **CHOOSE WISELY!!**

WHAT YOU SHOULD DO IF YOU NEED MORE INFORMATION

We hope this basic information is helpful to you. However, should you require further information or if you have questions regarding other topics, there are several resources available to you:

1. Contact your unit staff-always try to resolve your concerns at the lowest level possible.
2. Departmental, Institutional, and Standard Operating Procedures are available in the Offender Library. While some policies are restricted due to safety and security issues, policies are available addressing offender conduct, visiting, telephone privileges, the grievance procedure and much more.
3. The Department of Corrections Offender Handbook which has been issued to you has been created to assist you in adjusting to your incarceration.

4. PCC has an in-house television station that carries announcements and other information.
5. Each General Population housing unit has an Offender Council with two Council members from each wing. Issues which you would like to see addressed by the Offender Council should be addressed to the council members in your wing.

CONCLUSION

The reality is that the choices you've made thus far in your life have led you to a Custody Level 5 Institution. There are, however, still choices you can make that will make your incarceration more endurable and/or help you in preparing for return to the community. There are programs at this institution which can help you in both endeavors. But only you can make those choices. The opportunities are there, but ultimately **THE CHOICE IS YOURS.**