

Joint Committee on Corrections

Information for Legislative Institutional Visits

Facility Name: Chillicothe Correctional Center			
Custody Level	Minimum/Maximum	Warden	Steve Larkins
Total Acreage	140	Address	3151 Litton Road
Acreage w/in Perimeter	60		Chillicothe, MO 64601
Square Footage	450,000	Telephone:	660-646-4032
Year Opened	2008	Fax:	660-646-1217
Operational Capacity/Count (as of November 30, 2012)	1164 (*1240) Capacity 1103 Count		
General Population Beds (capacity and count as of November 30, 2012)	908 Capacity 860 Count	Deputy Warden	Steve Moore Deputy Warden of Offender Management
Segregation Beds (capacity and count as of November 30, 2012)	*76 Capacity 45 Count	Deputy Warden	Sherie Korneman Deputy Warden of Operations
Treatment Beds (capacity and count as of November 30, 2012)	256 Capacity 198 Count	Asst. Warden	David Barnett Assistant Warden
Work Cadre Beds (capacity and count as of November 30, 2012)	0/0 (Included in General Population Beds)	Asst. Warden	
Diagnostic Beds (capacity and count as of November 30, 2012)	200 Capacity 0 Count	Major	Courtney Schweder
Protective Custody Beds (capacity and count as of November 30, 2012)	0/0 (Included in Segregation Beds)		
*76 Ad Seg beds not currently in our operational capacity count			

1. Capital Improvement Needs:

- a. How would you rate the overall condition of the physical plant of the institution?
The overall condition of the facility is good.
- b. What capital improvement projects do you foresee at this facility over the next six years?
Convert perimeter and wall pack lighting over to LED lighting to conserve energy and reduce our environmental footprint. Concrete repair to the rear sally port and rear access road. Replacement of food service tile floor to an epoxy flooring. Install a waterless fire system in the main data security room.
- c. How critical do you believe those projects are to the long-term sustainability of this facility?
The only critical project that we foresee would be the waterless fire protection system for the main data security room, as it has a water system in place at this time. If this system is discharged it could destroy all of our critical electronic security and data system components for the entire facility. The other projects will be general capital improvements.

2. **Staffing:**

- a. Do you have any critical staff shortages?
No
- b. What is your average vacancy rate for all staff and for custody staff only?
 - **Average vacancy rate for all staff (January 1, 2012 through October 31, 2012):**
 Average total vacancies per month = 13.9
 Average number of positions vacated per month = 3.4
 - **Average vacancy rate for custody staff (January 1, 2012 through October 31, 2012):**
 Average total vacancies per month = 3.3
 Average number of positions vacated per month = 2.2
- c. Does staff accrual or usage of comp-time by staff effect your management of the institution?
There is no significant impact on management of the facility.
- d. What is the process for assigning overtime to staff?
Volunteers are solicited to cover overtime needs. If no volunteers are found, staff are mandated to cover necessary overtime.
- e. Approximately what percentage of the comp-time accrued at this institution does staff utilize as time off and what percentage is paid-off?
 - **Percentage of comp time taken off – 53%**
 - **Percentage of comp time paid off – 47%**
- f. Is staff able to utilize accrued comp-time when they choose?
Every effort is made for staff to take the time the same work week as it is earned if they want. In this way, those individuals particularly who earn time and a half if it carries over into the week, are only taking actual time worked.

3. **Education Services:**

- a. How many (and %) of inmate students at this institution are currently enrolled in school?

Gross E2-E5	Available & Eligible E2-E5	Enrollment in School	Seats Available	Enrollment as % of Available & Eligible	Enrollment as % of Seats Available
288	260	179	225	58%	80%

- b. How many (and %) of inmate students earn their GED each year in this institution?

Fiscal Year	Passed GED	Attempted GED	CCC Pass Rate
2009	69	86	80%
2010	104	124	84%
2011	98	116	85%
2012	87	97	90%
TOTAL	358	423	85%

- c. What are some of the problems faced by offenders who enroll in education programs?
Most adults who didn't graduate high school never learned good study habits, never felt motivated to learn, and never did well in a traditional classroom environment. The offender student does not escape this statistic.

4. **Substance Abuse Services:**

- a. What substance abuse treatment or education programs does this institution have?
Chillicothe Correctional Center began offering Substance Abuse Treatment services on October 1, 2009 contracted through Kansas City Community Center. On July 1, 2012 a new company was awarded the contract to provide Substance Abuse Treatment services – Gateway Foundation. CCC offers the following treatment services: Assessment Services, Short Term Treatment Program, Intermediate Treatment Program, Long Term Treatment Program, Partial Day Treatment Program, and Relapse Program.

The contractor provides on site assessments, as well as a gender responsive, evidence-based substance abuse treatment to those offenders referred by the Department/court system and designated eligible to receive services. Additionally, a small number of offenders are allowed to volunteer to participate within specific programs. The following is a summary of services:

- **Assessment services for offenders at CCC who have been screened for possible treatment needs or are court ordered for institutional substance abuse treatment.**
 - **Short Term Treatment Program (12 weeks) for offenders sentenced pursuant to Section 559.115 RSMo, Post Conviction Drug Treatment for offenders sentenced pursuant to Section 217.785 RSMo, and probation and parole violators stipulated for substance abuse treatment by the Board of Probation and Parole.**
 - **Intermediate Treatment Program (6 months) for offenders stipulated by the Board of Probation and Parole for substance abuse treatment.**
 - **Long Term Treatment Program (12 up to 24 months) for offenders ordered by the court pursuant to Section 217.362 RSMo, and/or ordered by the Court pursuant to Section 577.023 RSMo for substance abuse treatment.**
 - **Long Term Treatment Program (12 months) for offenders stipulated by the Board of Probation and Parole for substance abuse treatment.**
 - **Partial Day Treatment Program (10 weeks) for offenders referred by the Department for substance abuse treatment services. Offenders may also self refer to participate within the Partial Day Treatment Program upon meeting designated criteria.**
 - **Relapse Program (30 days) for eligible offenders who have previously completed treatment and are referred by the Department. Offenders may also self refer to participate within the Relapse Program upon meeting designated criteria.**
- b. How many beds are allocated to those programs?
- **A total of sixty-four (64) beds are contractually allocated for Short Term Treatment Program.**
 - **A total of sixty-four (64) beds are contractually allocated for the Intermediate Treatment Program.**
 - **A total of sixty-four (64) beds are contractually allocated for the Long Term Treatment Program.**
 - **A total of thirty-two (32) beds are contractually allocated for the Partial Day Treatment Program.**
 - **A total of thirty-two (32) beds are contractually allocated for the Relapse Program.**
 - **However, due to an agreement between the contractor and the Department, currently there are ninety-six (96) beds for the Intermediate Program and thirty-two (32) beds for the Long Term Program.**

c. How many offenders do those programs serve each year?

The programs have the capacity to serve the following number of offenders per year:

- **A total of two hundred fifty-six (256) offenders can complete the Short Term Program. There were two hundred forty-two (242) offenders that participated in the last fiscal year.**
- **A total of one hundred ninety-two (192) offenders can complete the Intermediate Treatment Program. There were one hundred ninety-five (195) offenders that participated in the last fiscal year.**
- **A total of thirty-two (32) offenders can complete the Long Term Treatment Program. There were thirty-eight (38) offenders that participated in the last fiscal year.**
- **A total of one hundred sixty (160) offenders can complete the Partial Day Treatment Program. However, there were only ninety-one (91) offenders that participated in the last fiscal year.**
- **A total of three hundred eighty-four (384) offenders can complete the Relapse Program. However, there were only eighteen (18) offenders that participated in the last fiscal year.**

d. What percent of offenders successfully complete those programs?

- **Short Term Treatment Program 90%**
- **Intermediate Treatment Program 85%**
- **Long Term Treatment Program 45%; 32% of the offenders withdrew from the program**
- **Partial Day Treatment Program 93%**
- **Relapse Program 100%**

e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting?

The women's population brings a separate set of concerns that the male offender population does not. Research indicates the need for gender responsive programming, which requires needs be met that are not addressed in traditional treatment programs. Some additional areas that must be addressed include poor health, risk of sexually transmitted diseases, psychological problems, a history of victimization/trauma, family responsibility, and lack of employment skills. There is the additional concern of the balance of security with the need to provide treatment. Correctional staff is trained primarily to ensure safety and security within our facilities, while treatment staff views incarceration as a time for rehabilitation. Continuous training and redirection is needed to balance these two philosophies. One final challenge in running a treatment program in a prison setting is finding adequately qualified staff in a rural location. This requires frequent advertising to discover potential employees.

5. Vocational Programs:

a. What types of vocational education programs are offered at this institution?

We currently have six vocational programs offered at CCC. They include Basic Electricity and Electronics, Business and Customer Service, Computer Repair and Refurbishing, Cosmetology, Culinary Arts, and Professional Gardening and Landscaping. There is currently a move to change the Computer Repair class to a Web Design class. This change should occur sometime at the beginning of 2013.

- b. How many offenders (and %) participate in these programs each year?
During FY12 CTE saw a total of 336 students enrolled in classes with 77% completion rate. For FY13 CTE currently is showing 159 students enrolled with a completion rate of 77%.
- c. Do the programs lead to the award of a certificate?
Each graduate from the programs receives a Department of Labor Certification which corresponds to the particular area of study. For example, an individual who graduates from Computer Repair and Refurbishing receives a DOL certificate for a Computer Operator. In addition, a certificate/letter from the Department of Offender Rehabilitation is also earned for all graduates. Lastly, in three of our current classes we have three Professional Certificates or licenses earned. In Cosmetology graduates can earn a license to practice Cosmetology in the State of Missouri if they pass a practical and a theorem exam. In Culinary Arts a professional ServSafe certificate can be earned through an exam proctored by our own staff member. In Business and Customer Service students can earn at least one Microsoft Office certification through testing. These certificates can be in any area of Microsoft Office and are recognized worldwide.
- d. Do you offer any training related to computer skills?
CTE does offer training related to computer skills. The classes which are based upon computer skills references are Computer Repair and Refurbishing, Business and Customer Service, and will also include the Web Design class which will utilize Adobe's Creative Suite software. This software is cutting edge software within the Graphic Design profession. All CTE classes have elements of computer usage throughout.

6. Missouri Vocational Enterprises:

- a. What products are manufactured at this institution?
Men's boxers, women's briefs, washcloths and towels.
- b. How many (and %) of offenders work for MVE at this site?
30 offenders (2.9%)
- c. Who are the customers for those products?
DAI is the primary customer; they issue these items to the offenders, and items are available for offenders to purchase through the offender canteen if they wish to have additional items.
- d. What skills are the offenders gaining to help them when released back to the community?
Offenders learn how to sew, work well with others and work as part of a team to accomplish quality products. Some offenders will also learn leadership, clerical and mechanical skills. Additionally, all offenders have the opportunity to learn some basic fork lifting skills and enroll in Public Broadcast System (PBS) classes "Work Place Essential Skills" and "Computer Literacy" and "Mavis Beacon Teaches Typing".

7. Medical Health Services:

- a. Is the facility accredited by the National Commission on Correctional Health Care?
Yes
- b. How many offenders are seen in chronic care clinics?
862
- c. What are some examples of common medical conditions seen in the medical unit?
Diabetes, Hypertension, Asthma, COPD, Seizures, Hepatitis C, HIV, Cardiovascular, Cancer.

- d. What are you doing to provide health education to offenders?
Annual Health Fair, written and verbal education during chronic care and sick call. Information posted to offender TV channel periodically.
- e. Have you had any cases of active Tuberculosis in this facility in the past year? If so, how did you respond?
No
- f. Is the aging of the population effecting health care in prisons as it is effecting health care every where else? If yes, please explain.
Yes, as aging occurs health naturally declines, especially for those with chronic conditions.

8. Mental Health Services:

- a. How do offenders go about obtaining mental health treatment services?
Most of the mental health services can be categorized into six main groups. They are Chronic Care, Individual Encounters, Groups, Administrative Segregation, Crisis intervention and Suicide intervention. As Chronic Care and Suicide intervention will be discussed in greater detail later in this document, these two items will be excluded in the response to this current question.

Offenders may request an Individual Encounter with Mental Health by submitting a Medical Services Request (MSR). After Mental Health receives an MSR from an offender, a response letter is generated to notify the offender that Mental Health has received their request. The appropriate mental health staff member will then schedule an appointment with the offender to address their concern. Staff referrals are an additional source that generates Individual Encounters. Staff referrals are handled in a manner similar to that of MSR.

Groups are advertised with sign-up sheets that are placed on bulletin boards within the General Population housing units. Offenders are able to request participation in mental health groups by signing their names on the sign-up sheets. The Mental Health department will also accept requests for groups by way of MSR submitted by the offender. The group facilitator will make use of the sign-up sheets, MSR, and staff referrals in order to fill the offered group.

A Qualified Mental Health Provider (QMHP) will attempt to make weekly contact with all offenders who are housed in the Administrative Segregation Unit. Currently mental health staff are working with Administrative Segregation staff to establish a transition process to help offenders who have difficulty adjusting to general population after being released from Administrative Segregation.

The Mental Health department will accept requests from any Department of Corrections staff member for crisis intervention. After receiving a request for crisis intervention a Qualified Mental Health Provider will meet with the offender as soon as possible.

- b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides?
There have been no successful suicides at Chillicothe Correctional Center in 2012. Offenders on suicide watch are monitored by custody staff at fifteen-minute intervals, as well as by cameras located in these cells.

A Crisis Treatment Plan is generated by mental health staff that details the goals and objectives that a client must meet to demonstrate improved stability and suitability for release from suicide watch. Mental health staff meet with these offenders on a daily basis to monitor for improved stability. Most offenders are released in under seventy-two hours; however, they may remain on this status for additional time if needed. Only the Institutional Chief of Mental Health Services, Staff Psychologist, or a Qualified Mental Health Professional who is operating as Acting ICMHS are authorized to remove an offender from suicide watch status.

All DOC staff members are trained to recognize verbal and behavioral cues that indicate potential suicide. This instruction is provided to the staff during initial training with DOC and every other year thereafter. Currently, the Institutional Chief of Mental Health Services is providing the biennial training for staff at the Chillicothe Correctional Center.

- c. Approximately how many (and %) of the offenders in this institution are taking psychotropic medications?

As of November 1, 2012 there were 377 offenders receiving psychotropic medications which was approximately 34.27% of Chillicothe's offender population at that time.

- d. How many offenders in this facility are chronically or seriously mentally ill and what is being done for them?

As of November 1, 2012 there were 412 offenders on camp who are considered to have a moderate level of mental health treatment needs and 5 who are considered to have serious functional impairment due to a Mental Disorder. Of the total 417 offenders, there are 3 who currently have an involuntary medication order in place. All 417 offenders meet with a qualified mental health professional at minimum once every month. Additional therapy sessions are scheduled in response to MSRs submitted by offenders and staff referrals.

Those who are receiving psychotropic medication meet with a psychiatrist at minimum every ninety days. Some psychiatric appointments are provided more frequently depending on the individual needs of the offender. In addition, those who are taking medications meet with a psychiatric nurse on a regular basis to monitor any effects that the medications could have on the offender. Those who receive involuntary medication meet with a psychiatrist every fourteen days.

Offenders who are dealing with chronic or serious mental illness are given priority for participation in mental health groups.

9. What is your greatest challenge in managing this institution?

Continuing to provide an atmosphere for staff which fosters professionalism, motivation and excellence.

10. What is your greatest asset to assist you in managing this institution?

Quality staff.

11. What is the condition of the facility's vehicle fleet? (mileage, old vehicles etc?)

Vehicle License	Year	Make	Model	Designation	Mileage	Condition
13-0006M	2009	Ford	Crown Victoria	Perimeter Vehicle	59,949	Fair
13-0520M	2009	Ford	Crown Victoria	Perimeter Vehicle	55,826	Fair
13-0964M	2009	Ford	Crown Victoria	Offender Transportation	76,209	Good
13-0965M	2009	Ford	Crown Victoria	Offender Transportation	53,934	Good
13-0966M	2009	Ford	Crown Victoria	Offender Transportation	50,389	Good
13-0967M	2009	Ford	Crown Victoria	Offender Transportation	46,301	Good
13-0968M	2009	Ford	Crown Victoria	Offender Transportation	49,830	Good
32-0282M	2008	Chevrolet	Uplander Mini Van	Offender Transportation	80,942	Good
32-0285M	2008	Chevrolet	Uplander Mini Van	Offender Transportation	66,223	Good
13-0138M	2009	Ford	Van/15 Passenger	Offender Transportation	37,987	Good
13-0969M	2009	Ford	Van/15 Passenger	Offender Transportation	46,269	Good
13-0970M	2009	Ford	Van/15 Passenger	Offender Transportation	47,288	Good
13-0971M	2009	Ford	Van/15 Passenger	Offender Transportation	37,700	Good
13-0972M	2009	Ford	Van/15 Passenger	Offender Transportation	36,799	Good
13-0973M	2009	Ford	Van/15 Passenger	Handicap Offender Transportation	20,461	Good
13-0174M	2009	Ford	Van/12 Passenger	Offender Transportation	31,937	Good
13-0363M	2009	Ford	Van/12 Passenger	Offender Transportation	35,066	Good
13-0419M	2009	Ford	Van/12 Passenger	Offender Transportation	27,663	Good
13-0139M	2009	Chevrolet	Impala	Pool Vehicle/On Loan to CRCC	51,123	Good
13-0297M	2009	Chevrolet	Impala	Pool Vehicle	53,961	Good
13-0974M	2009	Chevrolet	Equinox	Pool Vehicle	44,373	Excellent
13-0976M	2009	Chevrolet	Impala	Pool Vehicle	43,303	Good
13-0977M	2009	Chevrolet	Impala	Pool Vehicle/On Loan to CRCC	49,892	Good
13-0978M	2009	Chevrolet	Impala	Pool Vehicle	45,190	Good
13-0975M	2009	Ford	F-250	Maintenance	8,310	Excellent
13-0979M	2009	Chevrolet	1 Ton Truck Silverado 4x4	Maintenance	2,148	Excellent
13-0980M	2010	Ford	F-350/Box Truck	Maintenance/Custody	4,976	Excellent

12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. **(Please have the Major answer)**

Morale level of custody staff remains medium. There is satisfaction with the work environment, but with no significant pay raise for several years and numerous increases in healthcare costs, staff feel they are underpaid.

13. Caseworkers:

- a. How many caseworkers are assigned to this institution?
21 Corrections Case Managers and 3 Corrections Classification Assistants
- b. Do you currently have any caseworker vacancies?
No
- c. Do the caseworkers accumulate comp-time?
No
- d. Do the caseworkers at this institution work alternative schedules?
Yes
- e. How do inmates gain access to meet with caseworkers?
Caseworkers have open door hours from 8:30 a.m. to 4:30 p.m. Monday through Friday. Caseworker staff are available in units in the afternoon until 4:30 p.m.
- f. Average caseload size per caseworker?
Currently, the average caseload is 56 offenders per caseworker.
 - # of disciplinary hearings per month?
347 per month

- # of IRR's and grievances per month?

56 IRR's per month and 11 grievances per month

- # of transfers written per month?

10.6 transfers per month out of the institution

- # of re-classification analysis (RCA's) per month?

169.8 RCA's per month

- g. Are there any services that you believe caseworkers should be providing, but are not providing?

No

- h. If so, what are the barriers that prevent caseworkers from delivering these services?

N/A

- i. What type of inmate programs/classes are the caseworkers at this institution involved in?

- **Pathway to Change**
- **Anger Management**
- **Impact of Crime on Victims (ICVC)**
- **Second Chance in Action**
- **Catholic Charities**
- **Green Hills Empowerment**
- **Pre-Release Program**
- **Resource Library**

- j. What other duties are assigned to caseworkers at this institution?

Caseworkers are often called upon to provide assistance to other areas. They act as Visiting Room Liaison, assist with the Puppies for Parole Program, assist with Video Court and conduct video conferences for re-entry purposes.

14. Institutional Probation and Parole officers:

- a. How many parole officers are assigned to this institution?

Currently there is one District Administrator and six allotted Institutional Parole Officers; we are currently fully staffed.

- b. Do you currently have any staff shortages?

Not at this time.

- c. Do the parole officers accumulate comp-time?

Only if required to attend training or some type of program away from the institution. In the event comp time is accumulated, we work diligently to flex the time off the week it is earned.

- d. Do the parole officers at this institution flex their time, work alternative schedules?

The only event of flex time is when comp time is earned, as stated above. All Institutional Parole Officers work five, eight-hour days currently.

- e. How do inmates gain access to meet with parole officers?

Inmates gain access to the parole officers by written kites and/or attending open door.

- f. Average caseload size per parole officer?

Caseload size per officer ranges from 100-150, but can be all offenders on one housing unit, depending on the officer's assignment. Currently, two IPOs handle one housing unit each, on their own.

- # of pre-parole hearing reports per month?

55

- # of community placement reports per month?

15

- # of investigation requests per month?

84

- g. Are there any services that you believe parole officers should be providing, but are not providing?

No, other than Diagnostic Services; this cannot happen until the R&D Unit opens.

- h. If so, what are the barriers that prevent officers from delivering these services?

The Reception and Diagnostic Center has not yet opened.

- i. What type of inmate programs/classes are the parole officers at this institution involved in?

At this time the parole officers are involved in the orientation classes for new general population offenders to CCC, and new treatment offenders to CCC. At these orientations, the participating offenders are advised on general probation and parole questions, including but not limited to information regarding scheduling of parole hearings, meeting with institutional parole officers, jail time credit to their sentence, and the role of the Parole Board in the decision making process. In addition to the orientation group, the IPOs are involved in the pre-release group held each month. Specifics of the requirements of supervision on parole and conditional release are discussed in detail.

15. Please list any other issues you wish to discuss or bring to the attention of the members of the Joint Committee on Corrections.

None

16. Does your institution have saturation housing? If so, how many beds?

No

17. **Radio/Battery Needs:**

- a. What is the number of radios in working condition?

496

- b. Do you have an adequate supply of batteries with a good life expectancy?

Yes

- c. Are the conditioners/rechargers in good working order?

Yes