

## Joint Committee on Corrections

### Information for Legislative Institutional Visits

Facility Name: Tipton Correctional Center			
Custody Level	2 – Min.	Warden	Douglas J. Prudden
Total Acreage	160	Address	619 N. Osage Ave.
Acreage w/in Perimeter	40 acres		Tipton, MO 65081
Square Footage	320,000	Telephone:	660-433-2031 x 2222
Year Opened	1916 & 1996	Fax:	660-433-2613
Operational Capacity/Count (as of November 30, 2012)	1192 1150		
General Population Beds (capacity and count as of November 30, 2012)	1192 1150	Deputy Warden	Tim Burris, DWOM
Segregation Beds (capacity and count as of November 30, 2012)	96 83	Deputy Warden	Eileen Ramey, DWO
Treatment Beds (capacity and count as of November 30, 2012)	0	Asst. Warden	Cheryl Scherer
Work Cadre Beds (capacity and count as of November 30, 2012)	0	Asst. Warden	
Diagnostic Beds (capacity and count as of November 30, 2012)	0	Major	John Shipman
Protective Custody Beds (capacity and count as of November 30, 2012)	0		

1. **Capital Improvement Needs:**

a. How would you rate the overall condition of the physical plant of the institution?

The overall condition of the physical plant remains good.

b. What capital improvement projects do you foresee at this facility over the next six years?

1. Upgrade fire alarm system.
2. Overlay perimeter road with 2" of asphalt.
3. Perimeter fence security system (Del Norte) needs to be replaced.
4. New roofing on buildings on the old side of the institution.
5. Install floor drainage system in segregation unit.
6. Replace HVAC in numerous housing units to be more modern and energy efficient.

c. How critical do you believe those projects are to the long-term sustainability of this facility?

These projects remain critical to the continued operation of the institution.

Fire alarm and fence security are critical to protect our staff, offenders and the public.

Roof and perimeter road continue to be repaired regularly.

HVAC system installed in 1996, no longer operating efficiently.

2. **Staffing:**

a. Do you have any critical staff shortages?

TCC occasionally has staff vacancies which are not filled quickly. The allocated staffing in certain sections is marginal at best and creates daily challenges in maintaining sufficient supervision, safety, and security. For example, the Food Service section has a total of twelve staff to plan, coordinate, and supervise over forty offender workers preparing nearly four thousand meals per day. The allocation of Corrections Officers assigned to the facility necessitates having only one officer per shift to supervise an entire housing unit of over one hundred offenders.

With such a minimal staffing allocation, employee absences due to sickness, training, vacations, and other reasons create shortages requiring staff to work overtime on a regular basis. Consequently, supervisors must often deny requests for time off.

b. What is your average vacancy rate for all staff and for custody staff only?

Average vacancy rate for all staff is less than 1% and Custody staff is only 7.7%

c. Does staff accrual or usage of comp-time by staff effect your management of the institution?

Greatly affects management – staff often feel overworked and cannot get time off due to staff call ins.

d. What is the process for assigning overtime to staff?

Seek volunteers first and then use rotating schedule for determining who will work overtime. This is done by shift.

e. Approximately what percentage of the comp-time accrued at this institution does staff utilize as time off and what percentage is paid-off?

When comp requests are paid it is reported as used time, so there is no accounting between used and paid off. The same is for mandatory comp payouts. 53.8% of Comp accrued is used, however this included used and paid out.

f. Is staff able to utilize accrued comp-time when they choose?

Not always – depends on staffing needs in that section at that time.

3. **Education Services:**

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

237 offenders enrolled in school. This is 60% of eligible students.

We have 1 teacher vacancy at this time.

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

Last year 207 students earned their GED. This is 30% of the students in our school.

TCC currently has an 86% pass rate of students taking their GED.

c. What are some of the problems faced by offenders who enroll in education programs?

Lack of self-confidence

Learning disabilities

Reading problems

4. **Substance Abuse Services:**

a. What substance abuse treatment or education programs does this institution have?

TCC has Alcoholics Anonymous, Narcotics Anonymous, and Celebrate Recovery. These are educational programs.

b. How many beds are allocated to those programs?

None

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

Approximately 150 to 200 offenders.

d. What percent of offenders successfully complete those programs?

These are ongoing programs with no completion dates.

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

N/A. TCC does not have a treatment program.

5. **Vocational Programs:**

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

Computer Servicing

b. How many offenders (and %) participate in these programs each year?

Approximately 60 per year complete the class. This is approximately 5% of the inmate population.

c. Do the programs lead to the award of a certificate?

Yes-letter of completion

d. Do you offer any training related to computer skills?

Yes-computer servicing

6. **Missouri Vocational Enterprises:**

a. What products are manufactured at this institution?

Flags, Office Chairs and a Reupholstering Service.

b. How many (and %) of offenders work for MVE at this site?

Total is approximately 50 offenders.

c. Who are the customers for those products?

Multiple State, County, Municipal Agencies and Non-Profit Organizations, as well as individual state employees.

d. What skills are the offenders gaining to help them when released back to the community?

Sewing and Upholstering Skills, along with numerous others (using hand tools, clerical, inventory control, production scheduling and warehouse duties, etc.)

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? 711

7. **Medical Health Services (continued):**

c. What are some examples of common medical conditions seen in the medical unit?  
Cancer, diabetes, pain, skin conditions, hypertension, as well as vision and dental issues.

d. What are you doing to provide health education to offenders?

Yearly health fair, education by nursing staff during sick call or chronic care appointments, education by physician, dentist and eye doctor during appointments. We also target certain common health issues and post displays in display case outside of the medical department.

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, aging offenders often require care for chronic illnesses similar to the outside population. We have an increase in pain from arthritis or other degenerative bone and joint issues. We see an increase in dental needs and hepatitis due to years of the patient's neglecting their health care needs. More of our patients need eye care and many more of our population need assistance to ambulate using a cane or wheelchair. Along with the above medical complaints is the increased need for chronic medication, education and follow up care in the community after the offender is released.

8. **Mental Health Services:**

a. How do offenders go about obtaining mental health treatment services?

They may fill out an MSR (medical service request) and place it in the mental health box, they may come to medical on sick call with an MSR and medical will refer them to mental health. In the event of an emergency they may tell any staff member that they are having a mental health emergency and the staff member can contact mental health staff during business hours or the shift commander after hours.

b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides?

There were no completed suicides at this institution in the past year.

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

There are no assigned offenders on psychotropic medications at this facility.

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

There are no assigned offenders with a chronic mental illness at this facility.

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

The greatest challenge I have experienced so far in managing this facility is trying to maintain a safe, secure environment within the institution with a relatively small cadre of Corrections Officers. With such a limited security force, staff absences result in routinely holding staff beyond their shift to ensure adequate coverage of the most critical posts.

10. What is your greatest asset to assist you in managing this institution?  
I believe the greatest asset I have in managing the facility is the tremendous reservoir of experience possessed by the staff of Tipton Correctional Center. Most of the employees have been here for a number of years and are very competent in performing their duties. The overall morale of the staff is, in my opinion, slightly better here than at most facilities and may account for the lower staff turn over rate. Thus creating relatively high levels of experience among the staff.
11. What is the condition of the facilities' vehicle fleet? (mileage, old vehicles etc?)  
TCC's fleet consist of 21 vehicles, 15 of which are assigned to offender transportation/perimeter patrol; 1 pool vehicle, and 5 specific function vehicles (maintenance). Of the 21 fleet vehicles, two have in excess of 100,000 miles and eight vehicles have in excess of 60,000 miles. Our newest fleet vehicles are model year 2008's. I have attached the most recent vehicle report which is current through the end of October. With the exception of the vehicle assigned to perimeter patrol (13-0443M), I am not aware of any vehicles experiencing mechanical problems that may be detrimental to their continued operation.
12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. **(Please have the Major answer)**  
Morale seems to be medium to high. Gainful employment during difficult economic times, ability to take time off, and recent cost of living pay increase are significant factors.
13. **Case Managers:**
- A. How many case managers are assigned to this institution?  
We currently have 15 Corrections Case Manager II's, 3 Corrections Case Manager I's and 2 CCA's with one of the CCM II's assigned to the Grievance Office.
- B. Do you currently have any case manager vacancies? YES
- C. Do the case managers accumulate comp-time? NO
- D. Do the case managers at this institution work alternative schedules? YES  
Case manager staff flex their schedule to accommodate conducting groups and availability for work release.
- E. How do inmates gain access to meet with caseworkers?  
We have an open door policy. Offenders may also place a written request to schedule a meeting with case management staff.
- F. Average caseload size per case manager? 100
- # of disciplinary hearings per month? 32
  - # of IRR's and grievances per month?
- Each Housing Unit processes approximately 11 IRR's per month and the institution processes approximately 42 grievances/appeals per month.
- # of transfers written per month? 12
  - # of re-classification analysis (RCA's) per month? 35

13. **Case Managers (continued):**

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

No. The casework staff at Tipton Correctional Center work diligently every day to provide a multitude of programs and services to the offender population. The programming covers a wide range of subjects from anger management to cognitive restructuring to better parenting. In my view, the Classification (casework staff) provide more than enough opportunities and tools for an offender to make significant, positive changes in their lives and lifestyles.

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? Classification staff facilitate Impact of Crime on Victims Class, Pathways to Change, Inside/Out Dads, Anger Management, and attend Local MRP Steering Committees. Classification staff also assembles the work release crews and establishes community service project crews. One of two Restorative Justice projects is an in-house project of coloring books which involves issuing and tracking materials by the Classification staff.

J. What other duties are assigned to case managers at this institution?

We have one CCM II that oversees our work release program which includes site visits to ensure compliance, processing of files for review, training work crew supervisors, and setting up community project crews. We also have a CCA assigned to coordinate all bed moves within the institution and a CCA that coordinates all job assignments as well as data entry work for program tracking. That person assigns and then records when offenders complete a program. We have one CCM II that is assigned as a Grievance Officer, who prepares responses on offender grievances for the Warden as well as processes Grievance appeals. In addition, a training program for rescued dogs has begun, in which offenders provide obedience training to dogs from a local shelter.

14. **Institutional Probation and Parole Officers:**

A. How many parole officers are assigned to this institution? 4-POII's

B. Do you currently have any staff shortages? NO

C. Do the parole officers accumulate comp-time? NO

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

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

Open door (open office hours), letter to P.O.

F. Average caseload size per parole officer? 250

• # of pre-parole hearing reports per month? 15 per officer=60

• # of community placement reports per month? 3 per officer= 9 mo

• # of investigation requests per month? 80

G. Are there any services that you believe parole officers should be providing, but are not providing? NO

14. **Institutional Probation and Parole Officers (continued):**
- H. If so, what are the barriers that prevent officers from delivering these services? N/A
- I. What type of inmate programs/classes are the parole officers at this institution involved in?  
 PO facilitates Cycle of Change Program-150 hours consisting of: Beyond Anger, Criminal Thinking, Roots of Violence and Relationships.
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? YES  
 There are 104 saturation beds dispersed throughout the housing units.
17. **Radio/Battery Needs:**
- a. What is the number of radios in working condition? - New Radios 285
  - 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