

Joint Committee on Corrections

Information for Legislative Institutional Visits

Facility Name: Potosi Correctional Center			
Custody Level	C-5	Warden	Troy Steele
Total Acreage	128.77	Address	11593 State Highway O
Acreage w/in Perimeter	35		Mineral Point, MO 63660
Square Footage	314,663	Telephone:	573-438-6000
Year Opened	1989	Fax:	573-438-6006
Operational Capacity/Count (as of December 20, 2013)	903/894		
General Population Beds (capacity and count as of December 20, 2013)	584/584	Deputy Warden	Cindy Griffith, DWOM
Segregation Beds (capacity and count as of December 20, 2013)	182/182	Deputy Warden	Fred Johnson, DWO
Treatment Beds (capacity and count as of December 20, 2013)	46/46	Asst. Warden	Jamie Crump
Work Cadre Beds (capacity and count as of December 20, 2013)	90/83	Asst. Warden	N/A
Diagnostic Beds (capacity and count as of December 20, 2013)	N/A	Major	Greg Dunn
Protective Custody Beds (capacity and count as of December 20, 2013)	46/46		

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 is considered fair.**
- b. What capital improvement projects do you foresee at this facility over the next six years?
 - 1) **Renovate showers and restrooms and replace 3 each HVAC units at the Housing Unit 7 Minimum Security Unit. Shower and toilet facilities are antiquated and not adequate for the number of offenders housed in this building. The Heat/AC units are antiquated and in constant need of repair.**
 - 2) **Research cause of excess humidity and moisture in the Housing units during the heating system and make the required upgrades/changes to the system. The current system is not capable of removing the humidity from the buildings.**
 - 3) **Repair and install 2" asphalt overlay on parking lot. The parking lot is in critical condition.**
 - 4) **Replace Building Automation system which controls air conditioning and heating of the institution. The system was replaced in 2003/2004 but the control wiring was not. There are many communication issues with the system at this time.**
- c. How critical do you believe those projects are to the long-term sustainability of this facility? **All of the above listed projects are important to the operation of this facility.**

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? **All staff is 14% and Custody is 17%.**
- c. Does staff accrual or usage of comp-time by staff effect your management of the institution? **Due to budget issues, the Department has implemented a compensatory time control system to reduce, eliminate or keep compensatory time to a minimum. For example, we may adjust an employee's work schedule to accommodate for mandatory annual training.**
- d. What is the process for assigning overtime to staff? **First the shift commander will ask for volunteers to work overtime. If there are no volunteers, then they utilize a list with staff (in reverse seniority order) and mandate the next person to work overtime. If selected they are marked off the list and not made to work mandatory overtime until the list has been completed used. This list is rarely used since COI's and COII's are allowed to pay out their compensatory 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? **Compensatory time utilized is approximately 65% while approximately 35% is paid out.**
- f. Is staff able to utilize accrued comp-time when they choose? **Custody is generally allowed to utilize compensatory time when they choose as long as proper staffing of posts allows for absences. For non-custody staff, every effort is made to allow them to utilize their compensatory time.**

3. **Education Services:**

- a. How many (and %) of inmate students at this institution are currently enrolled in school? **We currently have 10 offenders (.08%) attending classes to earn their GED.**
- b. How many (and %) of inmate students earn their GED each year in this institution? **Approximately 9 offenders (.01%) earn their GEDs each year.**
- c. What are some of the problems faced by offenders who enroll in education programs? **Learning disabilities, age, no internet access, schoolwork interfering with extra curricular activities, limited space and movements.**

4. **Substance Abuse Services:**

- a. What substance abuse treatment or education programs does this institution have? **We offer N/A and A/A on a volunteer basis or as part of a program plan.**
- b. How many beds are allocated to those programs? **No beds are allocated for drug treatment offenders.**
- c. How many offenders do those programs serve each year? **30 to 60 (depends on participation).**
- d. What percent of offenders successfully complete those programs? **Approximately 88%**
- e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting? **Lack of qualified staff and volunteers to teach these programs.**

5. **Vocational Programs:**

- a. What types of vocational education programs are offered at this institution? **The only vocational program offered is by Missouri Vocational Enterprises (MVE), and they are on the job training hours.**
- b. How many offenders (and %) participate in these programs each year? **We currently have 31 offenders participating in on the job training.**

- c. Do the programs lead to the award of a certificate? **While offenders work they accumulate OJT hours. Once they have accumulated 2,000 OJT hours they receive a certificate.**
- d. Do you offer any training related to computer skills? MVE does not offer any training related to computer skills. However, computer training offered by VIC's and offender tutors is utilized in the MVE for lay-out, programming and operation of a precision plasma-arc metal cutting machine.

6. **Missouri Vocational Enterprises:**

- a. What products are manufactured at this institution? **MVE Tube Bending Factory manufactures various farm products, hunting products, which include deer stands, cattle panels/gates as well as miscellaneous steel fabricated products such as barbecue grills, chair frames and special projects on request, i.e., pull carts, ramps, bird feeders and plant hangers.**
- b. How many (and %) of offenders work for MVE at this site? **There are currently 31 offenders working at this site which is 3.01%.**
- c. Who are the customers for those products? **State agencies, non-profit organizations and individual state employees all purchase products from MVE Tube Bending Factory.**
- d. What skills are the offenders gaining to help them when released back to the community? **Offenders working at MVE Tube Bending Factory acquire various steel fabrication skills such as welding, steel tube bending, cutting, small machine set-up and operation and inspection. Offenders in clerical positions become proficient in accounting, planning and expediting of goods and services. Finally, all offender employees are required to take courses in computer literacy and workplace essentials (resume building, personal conduct in the workplace, time management, 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? **602**
- c. What are some examples of common medical conditions seen in the medical unit? **Athletes Foot, Occasional sports injuries; heartburn; headaches, excessive ear wax.**
- d. What are you doing to provide health education to offenders? **Education is performed as well as documented with every nursing/doctor's encounter. Inmate health fairs are performed annually where screenings and educational handouts are given to all offenders who attend.**
- 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? **Yes.** If yes, please explain: **We have several inmates who are housed in the infirmary because they cannot perform activities of daily living without assistance. PCC is very fortunate to have the Hospice Program which consists of inmate volunteers who provide assistance to these inmates who otherwise would not have it.**

8. **Mental Health Services:**

- a. How do offenders go about obtaining mental health treatment services? **Health Services Request (HSR); Referral from medical physician; referral from Qualified Mental Health Professional (QMHP); or if classified as a need by Diagnostic Reception Center when entering Department of Corrections.**
- b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides? **There were no successful suicides this past year. There were 3 SR-**

3's this year. We continue to take advantage of the installed cameras in Housing Unit One and Housing Unit Two. We also work with training department to offer suicide intervention classes for ALL staff.

- c. Approximately how many (and %) of the offenders in this institution are taking psychotropic medications? **220 offenders total are taking psychotropic medications which is approximately 24% of the offender population.**
- d. How many offenders in this facility are chronically or seriously mentally ill and what is being done for them? **As mentioned above, we currently have 220 offenders who are being prescribed psychotropic medications. Currently, we have approximately 251 offenders in the chronic care case load which reflects 31 offenders who are being monitored after medications have been discontinued or who are in our special Needs Unit (SNU) that do not take any medications. Of those that are not in SNU, they will be monitored for a period of time and discharged from chronic care clinic if they remain stable. Of the 251 we currently have 14 who are on involuntary medication status which is reviewed every six months. All offenders are seen by the Qualified Mental Health Professional (QMHP) every 30 days. MH-4's are seen by the psychiatrist every 30 days, and MH-3's are seen by the psychiatrist every 90 days. Those on involuntary medications are seen by the psychiatrist every 2 weeks and those in SNU are seen by the psychiatrist every 30 days. The Special Needs Unit (SNU) offers realistic and functional training to offenders diagnosed as mentally retarded/developmentally disabled in the least restrictive environment possible. The 46 bed single man cell Special Needs Unit also provides security while promoting optimal adjustment to the institutional life and/or transition back to society.**

9. What is your greatest challenge in managing this institution? **1) Accrual of compensatory time; 2) Deterioration of vehicle fleet; 3) Resources required for compliance with PREA.**

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

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

<u>LICENSE #</u>	<u>ASSIGNMENT</u>	<u>MILEAGE</u>	<u>STATUS</u>
13-0400	Pool	149,105	Operable,interior ragged & worn.
13-0405	Pool	121,483	Operable/short in steering column.
13-0408	Dump Truck	20,838	Old/operable/bad paint.
13-0409	Vehicle Perimeter	133,027	Bad Paint/front end is bad/ball Joints, etc.
13-0412	CTU Secure Car	62,269	OK
13-1024	Chevy Truck	8,227	OK
13-0417	Pickup	85,386	Operable/transmission slipping/ bad paint/old.
13-0051	Vehicle Perimeter	159,767	Operable/front end needs replaced.
13-0882	Jeep/Bed Weather	107,741	Extremely worn/seats broke down/motor misses.
13-0231	Van-Multi Purpose	127,354	bad shape/not trustworthy to leave institution.
32-0278	Mini Van/Pool	87,034	OK
13-0284	CTU Secure Car	159,055	Bad paint
13-0411	CTU Handicap Van	41,162	OK

13-0723	Pool	89,827	OK
13-0780	CTU Secure Car	153,562	Operable sometimes/ Sometimes won't run.
13-0786	CTU Secure Car	87,638	OK
13-0796	CTU Secure Car	117,192	Bad paint.
13-0810	CTU Secure Car	33,658	OK
32-0281	Mail Van	208,204	Operable/high mileage tire monitoring system does not work.
13-0898	Ford Box Truck	81,907	OK

We had four vehicles breakdown this year. These vehicles had to be towed due to high mileage and age of vehicles. We maintain normal preventive maintenance on our fleet of vehicles but considering that they have high mileage on them when handed down from other state agencies staff are not overly confident in them when leaving the facility.

12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. **The morale of custody officers is in the "higher side of the medium range." Over the past few years the staff of the Potosi Correctional Center worked through some very drastic changes. These changes included many new supervisory staff with different management styles, many new programming initiatives, changes to the employee benefits package (few of which were viewed as improvements), retirement of many experienced staff (largely due to the age of the institution), and a relatively high turnover rate within the entry level positions. However, there were fewer big changes during 2013 and I am confident that morale is greatly improved as compared to this time last year. I expect this improvement will continue during 2014.**

13. **Caseworkers:**

- A. How many caseworkers are assigned to this institution? **1 Case Manager III, 8 Case Manger II's, 2 Case Manager I's, 2 Classification Assistants.**
- B. Do you currently have any caseworker vacancies? **One current vacancy for CCMI/CCMII.**
- C. Do the caseworkers accumulate comp-time? **Case Managers are required to utilize flex time to avoid compensatory time.**
- D. Do the caseworkers at this institution work alternative schedules? **The Case Manager flexes their work schedules to meet the needs of their respective housing unit.**
- E. How do inmates gain access to meet with caseworkers? **Offenders in General Population access the caseworker through daily office hours. Administrative Segregation offenders access the caseworker during daily rounds by the Case Management staff.**
- E. Average caseload size per caseworker? **85**
 - # of disciplinary hearings per month? **212**
 - # of IRR's and grievances per month? **129**
 - # of transfers written per month? **21**
 - # of re-classification analysis (RCA's) per month? **100**
- F. Are there any services that you believe caseworkers should be providing, but are not providing? **All services sanctioned by the Department of Corrections are being offered by PCC Case Managers.**
- G. If so, what are the barriers that prevent caseworkers from delivering these services? **N/A**

- H. What type of inmate programs/classes are the caseworkers at this institution involved in? **Impact Crime Victims Class; Anger Management; Pathways to Change; Long Distance Dads, Transitional Training; ES/LS and Anthony Robbins.**
- I. What other duties are assigned to caseworkers at this institution? **Programs Coordinator, Grievance Officer, Puppies for Parole, Offender Photo and I.D. updates and assisting custody staff as needed.**

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

- A. How many parole officers are assigned to this institution? **One full time Parole Officer.**
- B. Do you currently have any staff shortages? **Currently full time parole officer position is open.**
- C. Do the parole officers accumulate comp-time? **At times of increased workload they may accumulate comp-time, but only under unique circumstances, certainly not on a regular basis.**
- D. Do the parole officers at this institution flex their time, work alternative schedules? **Yes, when it is necessary to provide better service to the offenders.**
- E. How do inmates gain access to meet with parole officers? **The parole officer is made available in the housing units and the offender can make a request using standard written form that is placed in the offender's daily mail.**
- F. Average caseload size per parole officer?
- # of pre-parole hearing reports per month? **Fifteen**
 - # of community placement reports per month? **Ten**
 - # of investigation requests per month? **Ten**
- G. Are there any services that you believe parole officers should be providing, but are not providing? **Not at this time.**
- 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? **Pre-release classes and Pathways to Change programming.**

15. Please list any other issues you wish to discuss or bring to the attention of the members of the Joint Committee on Corrections. **With the age of our institution we are beginning to have some maintenance issues with infrastructure. We are also losing staff due to inequitable pay compared to private sector. Many staff are seeing minimum wage increasing but not seeing any increase in their salaries proportionately.**

16. Does your institution have saturation housing? If so, how many beds? **Effective January 1, 2010 forty-one (41) offenders were added as saturation to our operating capacity increasing it to 903.**

17. **Radio/Battery Needs:**

- a. What is the number of radios in working condition? **254**
- 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**
- All new radio equipment was received during 2013. This included new base station equipment in the Central Control Center, new mobile radios in vehicles, and 254 new handheld radios. At this time, all of the 254 handheld radios are operational and in very good condition (as are all others), as are batteries, chargers and conditioners. The new radio system brought UHF technology (the old technology was VHF). This technology remedied the many and dangerous "dead spots" that were observed with the old radio system.**

Communications are vastly improved which has enhanced security and the safety of all that work and live here and by a very significant margin. There are currently unresolved issues in communicating with other entities that operate with VHF technologies. It is my understanding that there are plans in place to address those issues.