

## Joint Committee on Corrections

### Information for Legislative Institutional Visits

Facility Name: Tipton Correctional Center			
Custody Level	Minimum	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
Year Opened	1916 & 1996	Fax:	660-433-2613
Operational Capacity/Count (as of December 20, 2013)	1222 1210		
General Population Beds (capacity and count as of December 20, 2013)	1126 1062	Deputy Warden	Cybelles Webber, DWOM
Segregation Beds (capacity and count as of December 20, 2013)	96 64	Deputy Warden	Tim Burris, DWO
Treatment Beds (capacity and count as of December 20, 2013)	0	Asst. Warden	Cheryl Scherer
Work Cadre Beds (capacity and count as of December 20, 2013)	Work Release 112	Asst. Warden	
Diagnostic Beds (capacity and count as of December 20, 2013)	0	Major	John Shipman
Protective Custody Beds (capacity and count as of December 20, 2013)	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 of the institution is fair, meaning that all systems are working at this time, but because of age some systems are starting to cause problems and repair parts are getting harder, if not impossible, to find.

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

1. New fence alarm system needed, no parts available for the Del Norte system currently in use.
2. New roof, gutters and fascia on Building 1, 2, 3, 26 and 27, the old Administration Building.
3. New windows in Building 1, 2, 3, 26 and 27.
4. Sixteen (16) new air handlers for Housing Units 11 thru 18.
5. New Chiller.
6. Replace condensate and steam lines in old Seg and old laundry, Building 27.
7. Building Management System (BAS).

### **Capital Improvement Needs (continued):**

c. How critical do you believe those projects are to the long-term sustainability of this facility? I believe that all listed items are critical, but I have listed them in order of importance. The Del Norte system is up and working, but at any time could go down and, as witnessed by the last time it went down, parts are not available for repair. Building 1, 2, 3, 26 and 27 is currently getting an electrical upgrade, but with the condition of the roof, gutters, fascia and windows the building will deteriorate quickly. We are currently able to purchase repair parts for the sixteen air handlers on the South end of the facility, but they are getting increasingly harder to find and the units are well past their expected life span. It is the same for the McQuay Chiller. With age it requires more repairs and cost keep going up. We are constantly repairing condensate and steam lines in the North end. It has had no major upgrades since the '80's. We have recently upgraded the computer on the Building Management System, but the components are the originals and many do not work.

### **2. Staffing:**

a. Do you have any critical staff shortages?

The facility operates with minimal staffing at this time. However, we have no critical shortages at this time.

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

Rate for All Staff - Less than 1 %; Custody Staff – 8.3%

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

Yes. Accrual of comp time is a constant concern for management. It is frequently unavoidable to accrue comp time due to the facility having only minimal staffing.

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

Volunteers are sought first. If sufficient volunteers are not found, then staff are selected by means of a rotating roster.

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

Comp requests are processed as time used, so there is no accounting between used and paid comp time. The same is for mandatory comp pay outs. 88.4% of comp is used; which includes used and paid.

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

Yes. However, comp time must be scheduled in advance, like vacation time.

### **3. Education Services:**

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

220 enrolled out of 297 available E-2 through E-5 = 74%

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

For last year ending June 30, 2013, 118 GED's out of 699 students enrolled for the year = 17%

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

They were special education as children and young adults. Many still have learning problems and carry with them failures from past educational experiences.

#### 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 offenders do those programs serve each year?  
Approximately 150 to 200 offenders.

d. What percent of offenders successfully complete those programs?  
These are on-going programs with no completion dates.

e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting?  
TCC does not have a substance abuse treatment program.

#### 5. **Vocational Programs:**

a. What types of vocational education programs are offered at this institution?  
Computer Servicing is discontinued as of November 2013.  
Web Design – The official name according to our Central Office will be Graphic Arts and Computer Business Education, beginning in 2014.

b. How many offenders (and %) participate in these programs each year?  
87 offenders participated last year as of June 30, 2013.

c. Do the programs lead to the award of a certificate?  
They receive a completion certificate from DOC.

d. Do you offer any training related to computer skills?  
Both classes Computer Servicing and Web Design involve detailed computer skills.

#### 6. **Missouri Vocational Enterprises:**

a. What products are manufactured at this institution?  
We have three basic product lines produced by two factories.  
Chair Factory: Components and finished product for approximately 35 different models of office task seating.  
Shoe Factory: Shoes in standard width (E), wide width (EE), and extra wide width (EEE), ranging in sizes from 2 through 18. Flags include American flags, Missouri State flags, POW/MIA flags, Honor & Remember flags, DOC flags, MU Tiger flags, and indoor flag poles.

b. How many (and %) of offenders work for MVE at this site?  
Our levels fluctuate as offenders go home, transfer, etc. Our goal is to staff the Chair Factory at 28, we are currently at 27. Shoe factory goal is 5, we are currently at 6.

c. Who are the customers for those products?  
Our customer base is primarily tax supported agencies or not for profit organizations. An example of our customers include State Agencies, County Agencies, Municipal Agencies, State Employees, Schools, Churches, other States, etc.

## Missouri Vocational Enterprises (continued):

d. What skills are the offenders gaining to help them when released back to the community? The offenders that we employ learn skills that can be used when released, such as clerical, sewing, upholstery, assembly, and quality control. However, I feel the more important issue is that they learn the behaviors needed to work a job after release. These would include following safety instructions, being at work on time, taking breaks and returning on time, being paid for a work, following work instructions, producing a quality product, etc.

### 7. Medical Health Services:

a. Is the facility accredited by the National Commission on Correctional Health Care? Yes. The three-year on site survey was conducted in September and we are awaiting notice of continued Accreditation.

b. How many offenders are seen in chronic care clinics? There are currently 914 chronic care enrollments. Some offenders may be enrolled in more than one clinic.

c. What are some examples of common medical conditions seen in the medical unit? Chronic Care: Cardiac Disease, Diabetes, Hypertension, Pulmonary, Chronic Pain, Internal Medicine, Infectious Disease.

Acute/General Complaints: Back pain, colds/flu, acid reflux, constipation, skin rashes.

d. What are you doing to provide health education to offenders? Education is provided per Physician Pathways at each Chronic Care Visits. Offenders can request information during sick call and physician appointments. Medical information is available in the inmate library. A Health Fair is conducted yearly and offered to every inmate to participate where specific and general health information is available. BP checks are conducted as well as body fat analysis as just two examples of the services/information provided during the health fair.

e. Have you had any cases of active Tuberculosis in this facility in the past year? If so, how did you respond? There have been no active cases of Tuberculosis.

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, the aging population has a profound impact on the delivery and scope of healthcare within the Missouri DOC. More Chronic Diseases are being diagnosed which require more practitioner and nursing time to monitor. It is often difficult to manage patients in the general population setting that have medical or mental health issues. With a limited number of infirmary beds, it is a challenge to find adequate housing to fit the offender's needs. With several facilities now opening an Enhanced Care Unit (ECU), offenders with specific medical or mental health needs that cannot be managed in general population, but they are not ill enough for infirmary placement, have an alternative to living in an infirmary. These inmates are housed in a specific housing unit with trained custody staff and offender workers that are also trained and assigned to assist with "general" care of the offender. Nursing staff visit the unit every day for well-being checks. The custody staff and offender workers are able to identify any decline in the offender's condition and alert medical so that earlier intervention is possible. TCC is in the process of evaluating opportunities to open an Enhanced Care Unit.

## 8. Mental Health Services:

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

Offenders obtain mental health services by sending an MSR (Medical Service Request) or by Staff Referral. The MSR's/Referrals are responded to within 5 business days, unless it is urgent and the offender is provided services the day of the request.

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

No completed suicides have occurred at TCC. Suicide Intervention/Prevention Training is provided to custody & non-custody staff by the Mental Health Department. TCC staff place offenders on Suicide Watch with any concern for the offender's safety.

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

There is one offender on psychotropic medication currently, .08% of the population. This offender is awaiting transfer to an institution that is more conducive to a higher level of mental health care. There have been six offenders referred for psychotropic medication during 2013, in which five were prescribed medication and one refused.

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

There are currently five known offenders with severe mental illness, in which psychiatric and/or therapy services are being made available to them. They are typically placed in the segregation unit, if it is determined that they are unable to function in the general population setting or for the safety & security of the institution, until a higher level of care can be provided. Once an offender is identified as severely mentally ill, they will be provided additional counseling and on-going assessment, to most effectively meet their individual needs. Typically an offender with a severe mental illness will be transferred from TCC, following a psychiatric evaluation and an increase of their mental health score. Sometimes; however, an offender is resistant to mental health treatment, and unless they are an imminent risk to themselves or others, they cannot be forced to take medication. This particular offender will likely reside off & on in segregation, due to their problematic behavior. TCC staff are good at identifying offenders with greater mental health needs, as the majority of the population present as average offenders.

## 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 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?)

LICENSE #	YEAR	VEHICLE	MILEAGE
13-0434	'04	Tahoe	74,952
13-0435	'08	Ford Van	44,800
13-0436	'07	Crown Vic	113,064
13-0438	'96	Maint Vehicle	17,899
13-0439	'06	Ford Van	73,356
13-0442	'08	Ford Van	37,852
13-0443	'95	Back up Vehicle Patrol	151,574
13-0444	'95	Maint Vehicle	66,661
13-0445	'06	Crown Vic	108,242
13-0446	'07	Crown Vic	108,960
13-0455	'96	Maint Vehicle	51,708
13-0452	'07	Ford Van	41,770
13-0454	'07	Vehicle Patrol	109,684
13-449	'98	Handicap Van	91,851
13-0448	'97	Maint Vehicle	15,727
13-0907	'89	Trash Truck	41,193
13-0378	'97	Bus	239,046
32-0295	'08	Chevy Van	88,540
32-0224	'08	Impala	110,623
32-0262	'08	Chevy Van	68,056

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

The morale of custody staff appears to remain above average. Many staff members have worked here for a number of years. They appear very close to each other and make up a very cohesive work force.

13. **Caseworkers:**

- A. How many caseworkers are assigned to this institution? 19
- 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, to accommodate programming

- E. How do inmates gain access to meet with caseworkers?

Through scheduled and unscheduled meetings.

- F. Average caseload size per caseworker? 100 offenders per Case Manager
  - # of disciplinary hearings per month? 18 per Case Manager
  - # of IRR's and grievances per month? 6 per Case Manager
  - # of transfers written per month? 3 per Case Manager
  - # of re-classification analysis (RCA's) per month? 35 average

- 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

**Caseworkers (continued):**

I. What type of inmate programs/classes are the caseworkers at this institution involved in? Classification staff facilitates 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. TCC's Puppies for Parole Program is monitored by a Case Manager as well.

J. What other duties are assigned to caseworkers at this institution? Offender job and housing assignment, process grievances, offender disciplinary hearings, offender reclassification, general counseling, process institutional transfers, and offender release preparations.

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

- A. How many parole officers are assigned to this institution? 4
- B. Do you currently have any staff shortages? NO
- C. Do the parole officers accumulate comp-time?

Only minimal accumulation.

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

1 Parole Officer works an alternative schedule to accommodate late open door hours for work release offenders. The rest work traditional schedules.

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

All IPO's have set open door hours when offenders can ask questions.

- F. Average caseload size per parole officer? Approximately 300
  - # of pre-parole hearing reports per month? Approximately 50
  - # of community placement reports per month? Approximately 15
  - # of investigation requests per month? Approximately 60

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

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

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

The Parole office runs the Cycle of Change program.

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 – 96 beds.

**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