

# 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 today) 02-07-12	1192 1154		
General Population Beds (capacity and count) 02-07-12	1192 1154	Deputy Warden	Joseph “Jay” Cassady, DWOM
Segregation Beds (capacity and count) 02-07-12	96 84	Deputy Warden	Eileen Ramey, DWO
Treatment Beds (capacity and count) 02-07-12	0	Asst. Warden	Cheryl Scherer
Work Cadre Beds (capacity count)	0	Asst. Warden	
Diagnostic Beds (capacity and count) 02-07-12	0	Major	Tim Burris
Protective Custody Beds (capacity and count)	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 replaced.
4. New roof’s 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 welfare 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 seldom has staff vacancies which are not filled quickly. However, 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

2. **Staffing: (continued)**

thousand meals per day. The allocation of Corrections Officers assigned to the facility necessitates having only one officer 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 mandatory overtime on a regular basis. Consequently, supervisors must often deny requests to use comp time.

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 6.9%.

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

Greatly affects management in that some staff feel overworked and cannot get time off when they want it. Call-ins for custody and food service are increased because of this.

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

Seek volunteers first and then use rotating schedule for CO I's and CO II's. 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. We are at minimum custody staffing levels on all shifts.

3. **Education Services:**

a. How many (and %) of inmate students at this institution are currently enrolled in school?  
232 students are enrolled in school at the present time. This is 20% of the total offender population and 44% of the eligible students.

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

FY '11 – 191 passes out of 660 = 29%

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

Learning difficulties, short attention spans, lack of educational successes in the past, low self-esteem, and lack of motivation are problems with many of the students.

4. **Substance Abuse Services:** At TCC, KCCC's contract was terminated by the Department effective April 15, 2009.

a. What substance abuse treatment or education programs does this institution have?  
Alcoholic Anonymous, Narcotics Anonymous, and Celebrate Recovery-faith based, 12 step process that acknowledges once an addict always an addict; therefore, no completion.

b. How many beds are allocated to those programs?

None

4. **Substance Abuse Services:** (continued)
- c. How many offenders do those programs serve each year?  
For 2011 Celebrate Recovery had an average attendance of 41; Alcoholic Anonymous – 356; and Narcotics Anonymous – 206.
- d. What percent of offenders successfully complete those programs? N/A
- e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting?  
TCC does not have a treatment program at this time.
5. **Vocational Programs:**
- a. What types of vocational education programs are offered at this institution?  
Computer Servicing – 8 hours daily, 4 days a week for 12 weeks  
ES/LS (Life Skills) – 3 hours daily, 4 days a week for 6 weeks
- b. How many offenders (and %) participate in these programs each year?  
Computer Servicing 57.5%. This is 5% of the total offender population.  
ES/LS – 171. This is 14% of the population.
- c. Do the programs lead to the award of a certificate?  
Completion Letter.
- d. Do you offer any training related to computer skills?  
Yes – The computer class is 100% computer related. The ES/LS class offers keyboarding and basic computer skills. Each student has a computer.
- 6a. **Missouri Vocational Enterprises – Chair Factory**
- a. What products are manufactured at this institution?  
Fifty different styles of office and institutional chairs.
- b. How many (and %) of offenders work for MVE at this site?  
Average around 40 offenders (about 3% of TCC population).
- c. Who are the customers for those products?  
The majority of our customers are State and local government facilities and State employees and other non-profit organizations within the State.
- d. What skills are the offenders gaining to help them when released back to the community?  
The majority of the work force are learning upholstery skills. Others are learning mechanical and maintenance skills. The office clerks are learning computer knowledge, record keeping, and basic office skills.
- 6b. **Missouri Vocational Enterprises – Shoe Factory**
- a. What products are manufactured at this institution?  
We produce Offender work & Dress shoes, 8” boots that can be purchased by any State employee. Officer Duty belts and accessories. We also produce U.S. State & POW/MIA Flags.
- b. How many (and %) of offenders work for MVE at this site?  
20 offenders are employed here (approximately 1% of the offender population).

6b. **Missouri Vocational Enterprises – Shoe Factory (continued)**

c. Who are the customers for those products?

The offender boots are purchased by the Missouri Department of Corrections. The utility belts and accessories are sold to State employees and purchased by DOC. Flags can be purchased by Local and State government, schools, state employee's most no-profit organizations & Military organizations.

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

The offenders working in the shoe and utility belt factory learn to operate, maintain, and repair production equipment. They also learn to work in a team setting. Some learn to control inventories, schedule production, and document material usage. We also hope to teach them the importance of working as a part of a team and gaining good work ethics. We also offer some computer and Life Skills Training.

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? 750

c. What are some examples of common medical conditions seen in the medical unit?

Diabetes, back pain, shingles, hepatitis, sprains, lacerations, infected teeth, broken bones, broken jaw, MRSA & coronary artery disease.

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

We hold health fair and provide education in all chronic care clinics and at sick call nursing encounters as appropriate.

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 - The chronic care population continues to grow and with that comes increased treatment with medication and limits on ability with regard to mobility. The medication cost, and number of wheelchairs, are increasing.

8. **Mental Health Services:**

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

The individual offenders obtain and submit MSR's requesting treatment. Also, any staff member can refer an offender should concern arise.

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

TCC did not incur any successful suicides during this period. Staff training is conducted monthly during core training (this reaches all staff once annually). Every offender contact with MH is assessed for suicide/homicide risk. If assessed risk is positive after normal business hours, the offender is placed on suicide watch and then evaluated the next working day.

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

8. **Mental Health Services: (continued)**

TCC is a non-MH3 and above facility, therefore there are no offenders on psychotropic medications as indicated for psychiatric reasons. If a psychotropic medication is utilized at this site, it is prescribed through Medical for non-psychiatric indications.

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

TCC is a non-MH3 and above facility, therefore there are no offenders housed here that fit criteria for indicated treatment. If offenders at TCC become mentally ill they are referred to see psychiatrist and if medicated housed in administrative segregation until they can be transferred to mental health 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 currently has thirteen vehicles assigned to offender transportation. These include: four 15 passenger vans; four 7 passenger vans; four full size sedans; and, one bus. With the exception of the bus, none of the offender transportation vehicles have over 100,000. The bus currently has over 209,000 miles.

Note: TCC's offender transportation fleet was reduced by one 15 passenger van and one full size sedan in 2010. In addition to the two transportation vehicles, TCC's fleet was reduced by two trucks in 2010. Also, one 7 passenger van assigned to perimeter patrol is currently out of service. The van will not be cost effective to repair as it has over 176,000 miles.

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

At this time, I would rate the overall morale of TCC's Custody force as medium. Even though no pay raises were given this year and compensatory time is more closely controlled, I believe that staff feel fortunate to have a job given the state of the economy.

13. **Case Managers:**

A. How many case managers are assigned to this institution?

We currently have 12 Corrections Case Manager II's, 2 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

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

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. Case manager staff may also place a movement pass request to schedule a meeting with an offender for a specific time.

F. Average caseload size per case manager? 112

• # of disciplinary hearings per month? 32

• # of IRR's and grievances per month?

The Housing Unit staff processes approximately 11 IRR's per month and the Grievance Officer processes approximately 42 grievances/appeals per month.

• # of transfers written per month? 12

• # of re-classification analysis (RCA's) per month? 35

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. It should also be noted that in the near future TCC will also be utilized as an extended care facility which can be compared to an Assisted Living Program in the public sector. We will have an assigned unit that will house offenders with serious medical and physical disabilities that are not in need of infirmary care along with assigned care givers. This group of offenders will need more intensive supervision and guidance and we will have an increase in processing disability and Medicaid applications prior to the offender's release.

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 with 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.

13. **Case Managers: (continued)**  
 J. We have one CCM II that is assigned as a Grievance Officer in which he prepares responses on offender grievances for the Warden as well as processes Grievance appeals. In addition, a training program for rescued dogs is being initiated, in which offenders will 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  
 Currently have a vacancy, but it is being filled effective 2-12-12.
- 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
- 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? 222
  - 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