

**CROSSROADS CORRECTIONAL CENTER  
OFFENDER MAIL RULES**

1. All outgoing mail must have the offender's complete commitment and/or legal name, department number, housing unit assignment and the institution name and address in the upper left hand corner of the envelope.

*Example:           Offender Name / DOC #  
                      Housing Unit #  
                      Crossroads Correctional Center  
                      1115 E. Pence Rd.  
                      Cameron, MO. 64429*

The initials CRCC are not acceptable. The institution name must be written out completely. Mail without the complete return address will be returned to the offender. If the offender's name and department number are not indicated, the mail will be disposed of after 60 days.

2. Outgoing mail (except privileged mail) must be sent to the Mailroom unsealed to allow for inspection.
3. Only the sending address and return address will be permitted on the front of an envelope. Appropriate writings and/or drawings will be permitted on the back of an envelope.
4. Privileged mail is described as that being sent to or received from consulates, judges, attorneys, courts, elected and appointed state officials, sheriffs, chief administrative officers, associates/assistants and central office section heads. Mail received from privileged categories will be determined by the return address on the envelope. This does not include mail between offender counsel substitutes, offender library aides and offenders and their offender codefendants, candidates not elected as police chiefs and other law enforcement agency personnel.
5. Outgoing mail with insufficient postage will be returned to the sending offender with the required postage noted. If the outgoing mail is privileged mail and sealed, a notice of postage due will be sent to the offender. Sealed envelopes may be sent back to the housing unit, at the offender's request, where Classification staff should open in the presence of the offender.
6. Incoming mail with postage due will not be accepted. It will be returned to the sender.
7. Correspondence by audio or video tapes or computer media will not be permitted except as outlined in IS13-1.1 Offender Mail Procedures.
8. All incoming mail (except privileged mail) will be opened in the Mailroom and examined for unauthorized articles or substances.
9. Correspondence, either incoming or outgoing, which appears to be written in code will not be permitted.
10. Outgoing mail containing unauthorized articles or substances which may be body fluids, hair or other substances which may appear to create a health/sanitation hazard may be impounded and a conduct violation report for contraband may be issued.
11. Incoming mail should not contain unauthorized items. Refer to Institutional Services Procedure IS13-1.1 Offender Mail Procedures for disposition of incoming mail which is in violation of this rule.
12. Offenders will be notified in writing of the nondelivery of any incoming or outgoing mail, along with the reason for nondelivery and the disposition of the affected correspondence.
13. Offenders may correspond with offenders incarcerated in other institutions, either in-state or out-of-state. Offenders may not exchange envelopes, stamps, photographs or other personal property items through correspondence.
14. Offenders will not be permitted to correspond with other offenders within the same institution or offenders in administrative segregation at other institutions, except for immediate family as approved by the CAO.

15. Offenders shall not enter into credit agreements or any activity for which he would receive monies, installment purchase arrangements, contracts, form a corporation, perform any corporate work, represent any business firms or conduct any type of business operations by mail, with the exception of offenders in the transition phase, preparing for release. In such cases, offenders should be permitted to receive and process paperwork for benefits, housing, employment, training, education, etc., as approved by the Functional Unit Manager/designee.
16. Offenders shall not receive a supply of pass-out literature, whether religious, philosophical, political or other persuasive material. Supply must be limited to one (1) set of information per offender. If such supplies are needed for approved offender activities, they should be ordered through the staff person responsible for monitoring distribution.
17. Five (5) clippings/enclosures (up to 8 ½" x 11") will be allowed, along with the letter. Drawings and cartoons are considered clippings. Blank paper will not be permitted in incoming mail.
18. Magazines and newspapers must come directly from the publisher.
19. Calendars are permitted to be sent in at no cost from a vendor through the mail. Calendars must be no larger than 11" x 17" when open and cannot be bound with a metal spiral or some other apparatus that may constitute security issues.
20. Greeting cards must not exceed 8 ½" x 11" and must be signed. No mechanical card or cards which contain batteries will be allowed. Blank cards will not be permitted in incoming mail.
21. Offenders shall not send mail addressed to "occupant". Offenders shall not receive mailing lists (such as, pages from a telephone directory), blank personal checks, maps, lottery tickets, credit cards or credit information.
22. Two-ply photographs (such as, Polaroids) will not be permitted.
23. Nude photographs, as defined in IS13-1.1 Offender Mail Procedures and IS13-1.2 Censorship Procedures, are not permitted and will not be forwarded if sent in through the mail.
24. Offenders will be held responsible for the contents of letters and packages. Writing threatening or obscene letters, using the mail for extortion, obtaining money by other fraudulent means or soliciting may result in disciplinary action, as well as possible prosecution for violation of U.S. Postal Regulations.
25. Offenders shall not subscribe to nor receive publications or any other items which promote violence, disorder or the violation of state or federal law. Any publication which provides technical information on the design, construction or use of any instrument or device which could endanger institutional security or safety shall also be prohibited.
26. Pornographic material containing explicit sex acts, sadistic sex acts, bondage or sex acts in violation of state or federal law are prohibited. In addition, any publication which provides information on how to obtain any prohibited publication shall be prohibited.
27. The Censorship Committee shall determine the acceptability of all incoming mail and pictures of questionable content.
28. Offenders shall not receive packages, other than discharge clothing, from outside sources, such as, family or friends; these packages will be labeled 'DRESS OUT'. Personal packages from outside sources other than a bona fide vendor will be refused and returned unopened to the sender unless specifically authorized in writing by the CAO/Designee. The offender should be notified in writing of the refusal to accept the package. Offenders may order personal property from bona fide vendors if not available through the canteen and as outlined in institutional services procedures regarding offender property and control procedures. Correctly addressed incoming packages from vendors are searched by property staff in accordance with institutional services procedures and standard operating procedures regarding property control before taken to property.

29. Free reading material received will be searched by the mailroom staff, if contraband is found a rejection of mail form (931-3798) will be sent to the offender and it will be the offender's responsibility to ensure the correspondence/package is mailed out, sent out with a visitor or disposed of.
30. Appliances may be sent out to a vendor for repair. Offenders must complete a Request for Withdrawal of Offenders Personal Fund form to pay for the repair. An outside source, such as, family or friend, cannot pay for the repair. The Mailroom must have a copy of the Request for Withdrawal of Offenders Personal Fund form prior to accepting the appliance upon return to the offender.
31. Labels, stickers or stamps are not permitted inside envelopes.
32. Priority envelopes will be available, upon request, from the institutional Mailroom. The envelopes shall be forwarded to Classification staff, where the offender will take the letter and postage, place it in the priority envelope and forward in the outgoing mail.
33. Visiting inquiry forms may be obtained from Classification staff. The offender's name and register number should be printed on the top of the form in the appropriate blanks and then sent to family/friends for completion. Upon completion, the Visiting Inquiry should be sent to the Classification offices of the offender's housing unit for approval. The envelope should indicate that a visiting inquiry is enclosed.

*Example:            Classification Office Housing Unit #5  
                          Visiting Inquiry  
                          Crossroads Correctional Center  
                          1115 E. Pence Rd.  
                          Cameron, MO. 64429*

Personal letters or money orders, etc., should not be sent in the same envelope as the Visiting Inquiry.

34. All offenders have an account with the Department of Corrections in Jefferson City, Missouri. Deposit slips may be obtained from the Housing Unit Classification staff and forwarded to family and friends or visitors may obtain these forms in the Visiting Room after a visit. The form is then completed and sent, along with a money order or cashier's check made payable to the Missouri Department of Corrections, directly to the following address:

*Offender Finance Office  
Missouri Department of Corrections  
P.O. Box 1609  
Jefferson City, MO. 65102*

Personal letters, etc., should not be sent to the Offender Finance Office. Personal checks are not allowed. This information is included on the deposit slip.

Signature on File

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Larry Denney, Warden  
Crossroads Correctional Center

*Original Effective Date: March 25, 1999*  
*Revised Effective Date: April 24, 2000*  
*Revised Effective Date: October 11, 2000*  
*Revised Effective Date: October 16, 2002*  
*Revised Effective Date: August 24, 2005*  
*Revised Effective Date: November 9, 2012*  
*Revised Effective Date: February 26, 2014*

**AUTHORIZED PERSONAL PROPERTY LIST**

**Revised: 02/26/14 All items must be purchased from the offender canteen unless indicated otherwise with an asterisk (\*). Standard operating procedures (SOP) should establish limits for those items which are consumable and do not have a limit established herein.**

**CLOTHING:**

- Bathrobe.....1
- Bottoms.....6
- \*Bras (female only) .....7
- Footwear .....pair 3
- Gloves.....2 pair
- Handkerchief.....6
- Headgear.....3
- Jacket .....1
- Pajamas.....2
- Shower Shoes .....pair 1
- Socks.....7 pair

**\*\*\*SOP: To include state issued**

- Thermals (tops and bottoms) .....each 3
- Tops .....12

**\*\*\*SOP: Puppies for Parole T-Shirts (sent out to family).....no limit**

- Underwear .....7

**\*\*\*SOP: To include state issued**

**DENTAL CARE:**

- Toothbrush.....1
- Toothbrush Holder.....4

**ELECTRICAL APPLIANCES/ACCESSORIES:**

- Alarm Clock or Clock Radio .....1
- Cable Splitter .....1
- Calculator.....1
- \*Music CD and/or Cassette Tapes (prerecorded, audio only) .....20
- Electric Curling Iron (female only).....1
- Electric Razor, Razor/Beard Trimmer Combination or Beard Trimmer Only.....1

**\*\*\*SOP: 1 Beard Trimmer and 1 Electric Razor allowed at CRCC**

- Extension Cord .....1
- Fan .....1
- Hair Dryer (female only) .....1
- Headphones .....2
- Headphone Extension .....1

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**ELECTRICAL APPLIANCES/ACCESSORIES (cont.):**

Hot Pot.....1

Mono/Stereo Adapter.....1

Power Strip .....1

**\*\*\*SOP: At this institution, a power strip is unauthorized.**

Reading Lamp and Light Bulb.....1

Stinger.....1

Television .....1

TV Cable.....1

Typewriter .....1

\*Typewriter Correction Tape (only if type needed not sold in canteen) ..... 1 package

\*Typewriter Ribbons (only if type needed not sold in canteen).....1 package

Walkman (CD, Cassette, or AM/FM).....1

**JEWELRY:**

Watch.....1

\*Wedding Ring – Female (stones permitted, wedding & engagement ring considered 1) (value under \$100) (with proof of marriage) .....1

\*Wedding Ring - Male (band - no stones) (value under \$100) (with proof of marriage).....1

**FOOD CARE:**

Cup .....1

Ice Chest/Cooler (soft sided, six pack size) .....1

Pitcher or Tumbler.....1

Plastic Storage Container with Lid .....2

**FOOD ITEMS**

Canteen purchases only with quantities to be determined in standard operation procedures.

**HAIR CARE PRODUCTS:**

Claw Clips (assortment) (female only) .....5

Comb/Pick (no durable handles).....2

Hair Brushes .....2

**\*\*\*SOP: A hair brush with a handle is unauthorized.**

Ponytail Holders .....20

Rubber Bands .....1 package

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**MEDICAL AIDS (INCLUDING EYE CARE):**

Contact Lens, Case .....	1
*Contacts, Clear Lens (disposable daily wear).....	six month supply + 1 pair of personal or state issued glasses
*Contacts, Clear Lens (soft/hard continuous wear).....	+ 1 pair of personal or state issued glasses
Dentures (upper or lower).....	1 each
Eyeglass Strap.....	1
*Glasses Case (soft case - if provided with the glasses).....	same amount as pairs of glasses not to exceed 2
*Glasses, Clear Lens (includes personal and state issued) .....	pair 2
Hearing Aids.....	1 set

**MISCELLANEOUS:**

Address Book .....	1
Bath Towel .....	4

**\*\*\*SOP: To include 2 state issued**

Blanket.....	1
*Loose Pictures (8" X 10" maximum size) .....	25
Mesh Shave Bag .....	1
Photo Albums .....	1
Photo Frames .....	2
Rug .....	1

**\*\*\*SOP: Offenders may possess 1 rug, 18" X 30" maximum size and must be washable and fire retardant.**

Sewing Kit .....	1
Soap Holder .....	1
Sun Glasses.....	1
Washcloth .....	4

**\*\*\*SOP: To include 2 state issued**

**READING MATERIALS:**

*Books (including legal books, dictionary, course/education and religious) .....	6
*Magazines/Newspapers .....	6

**RECREATIONAL ITEMS:**

Board Games (i.e. chess, checkers) .....	set each 1
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**\*\*\*SOP: Offenders may possess board games, however; no role playing games or materials will be allowed.**

Dominoes.....	set 1
Playing Cards (poker & pinochle) .....	each 1
Racquet Ball .....	container of 3

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**RELIGIOUS ITEMS:**

*Beads (rosary, dikhr, etc., no gemstones).....	strand	1
*Dream Catcher (max. 12" in diameter) .....		1
*Feathers: Eagle/Non-Specific Feathers (12" or shorter, unadorned) .....		4
*Head Cover (Kippah/Hijab, not to cover face, no more than shoulder length) (female only) .....		1
*Head Cover (not to cover face, no more than shoulder length, includes fez, yarmulke, kufee, etc.) (male only) .....		1
*Medallions with Neck Chain (medallion: 2" maximum, cross, crucifix, star of David, pentagram etc.) (neck chain: 20" maximum, no stones) (total value of neck chain and medallion not to exceed \$40) (chain and medallion must always be kept together) .....		1
*Medicine Bag (leather, suspended by leather thong from neck/waist, 3"X6" maximum, unsealed, contents may consist of small animal bones, human or animal hair, plant material, tobacco, sage, cedar, sweet grass, small stones - 1" diameter or smaller, or earth).....		1
*Medicine Shield (max. 12" in diameter) .....		1
*Phylactery (4" x 4" box containing scriptures attached to a leather strap) .....		2
*Pipe (ceremonial, 12" maximum).....		1
*Pipe Bag (to accommodate ceremonial pipe) .....		1
*Pouch (12" x 12" maximum).....		1
*Prayer Shawl (4' x 6' maximum) .....		1
*Rakusu Instruction Booklet .....		1
*Rakusu Kit (includes 20 cloth pieces total {16-size 7" x 11" - 14 for Rakusu and 2 for the carrying bag} {2-size 15" x 24" for the neck strap} color options: dark gray, dark green or blue {2-size 7" x 11" - 1 for white backing material and 1 for white liner}) .....	set	1
*Religious Pins (2" maximum) (no gemstones).....		2
*Runes (2" X 2 1/2" max. blocks with symbols written on them) .....	set	1
*Sage, Cedar (4oz. or less combined) for crushing or bruising ONLY (not for burning or smoking) .....	oz	4
*Sweet Grass for crushing or bruising ONLY (not for burning or smoking).....	braids	2
*Tarot Cards (3" X 5" maximum, cards with pictures on them) .....	set	1
*Tobacco (4oz. or less) for smoking or bruising where smoking is allowed .....	oz	4
Worship Rug (in addition to other rug on list).....		1

**\*\*\*SOP: Offenders may possess 1 worship rug, 18" X 30" maximum size and must be washable and fire retardant.**



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**ROOM CARE:**

Fly Swatter.....1

Hanger .....12

Locks/Combination (NOT authorized at C-5 facilities).....1

Loop Hanger .....1

Mirror.....1

Waste Basket/Trash Can.....1

**SHOE CARE:**

Shoe Laces..... pair each 1

Shoe Shine Brush .....1

**TOBACCO SUPPLIES:**

Lighters.....2

Rolling Machine .....1

**GRANDFATHERED ITEMS:**

A/C Adaptor .....1

Belt (maximum width 1 1/2" with 1 1/2" maximum width buckle) (Eff. 8/13/12).....1

Crock Pot (Eff. 8/13/12) .....1

Denim Clothing (Eff. September 2003).....in accordance with clothing

Dresses/Slips (Eff. September 2003) .....4

Dual or Single Cassette Stereo (Eff. 8/13/12).....1

Earrings (clip-on, stud type, no stones) (female only) (Eff. 8/13/12) .....pair 5

Earrings (stud type, no stones) (male only) (Eff. 8/13/12).....2

Footwear (house shoes (female & male), boots and work shoes) (Eff. January 2003)..... these were REMOVED pair 5

Hair Rollers (assortment) (female only) (Eff. 8/13/12) .....20

Hand Towel (Eff. May 2004) .....each 4

Hooded Sweatshirts (Eff. May 2004) ..... must be within limits for "tops"

Hose – Knee High (female only) (Eff. 8/13/12) .....pair 3

Hose – Panty Hose (female only) (Eff. 8/13/12) .....3

Legal Material on Computer or Video Discs (Eff. 8/13/12) ..... per pre-approved legal request

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**GRANDFATHERED ITEMS (cont.):**

Neck Chain (no stones, 20 inch maximum) (non-religious) (Eff. 8/13/12) ..... strand 1

Personal Boots (Eff. September 2003).....1

Personal Coat (Eff. August 2003).....1

Pillow Cases (no black or white in color - female only) (Eff. 8/13/12) .....2

Rings (non-marriage) (Eff. 8/13/12) .....1

Scarves (female only) (Eff. 8/13/12) .....2

Sheets (twin, flat size, no black or white in color) (female only) (Eff. 8/13/12) .....2

Wallet (pocket size only) (Eff. 8/13/12) .....1

Weight Lifting Belt (Eff. September 2003) .....1