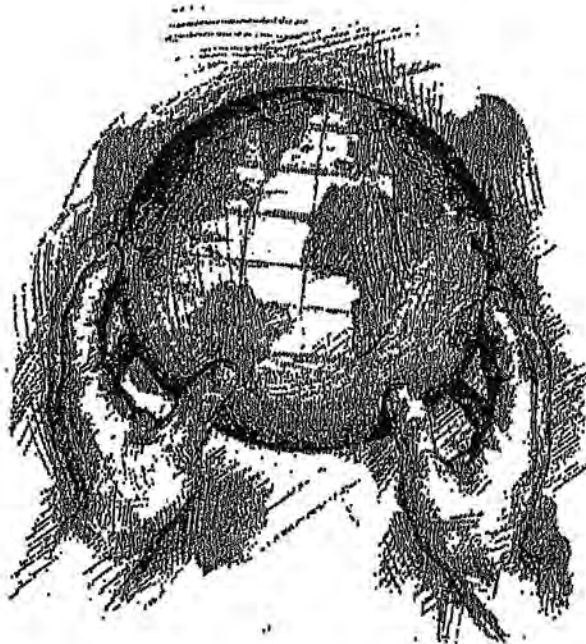


Tips for being successful while incarcerated:

1. Be involved in the development of your TAP. These are your goals for your life. If you are struggling with a goal, talk to your case manager about the support you need to reach the goal.
2. Obtain personal identification from home. Have your family send your social security card, driver's license and birth certificate to the Records office and notify your case manager. This will help with employment and eligibility for programming and services as you plan for your release.
3. Follow the rules of the institution. Bad conduct does make a difference and will negatively affect your program opportunities and may affect your release date.
4. Rebuild and/or maintain positive family relationships. Family can assist you with many aspects of incarceration and your future success including, a home plan, employment, transportation and overall stability.
5. Take care of pending cases, fines and court costs. You don't want warrants and fines hanging over your head.
6. If you have a substance abuse problem, DO SOMETHING ABOUT IT! Be honest with yourself and seek assistance. Talk to your case manager about available programs.
7. Learn how to work hard and do a good job. Make sure you are on time and at work every day.
8. If you need more education or a vocational skill, talk to your case manager about available opportunities.
9. Strive to complete any educational course you start while incarcerated. It is easier to attend classes and study while incarcerated than to juggle work and school in the community.
10. Strive to gain skills while incarcerated that may help you with employment after release. Take advantage of employment programs/classes and practice the skills that you learn at your institutional job assignment.
11. A positive attitude is key to success in life.

ARE YOU READY?



SUCCESS IS IN YOUR HANDS.

Transition

Accountability

Plan

*Your Roadmap to
Lifelong Success*



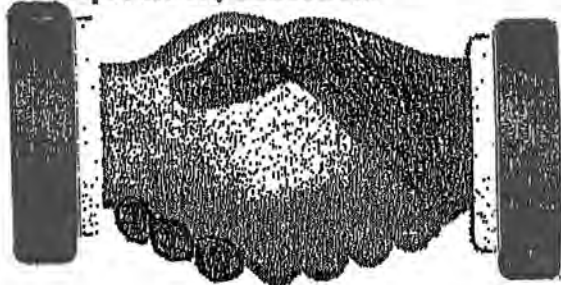
**Missouri Department of Corrections
Division of Adult Institutions**

TRANSITION ACCOUNTABILITY PLAN

The Transition Accountability Plan, also called the TAP, is a tool used for offender management and will provide a plan and direction for your success during and after incarceration.

Your case manager will assist you in developing an individualized plan, the TAP. The plan will require your involvement along with other members of your Case Management Team. The team may vary depending on your plan but will generally include your case manager, classification staff, parole officer, treatment staff, teachers, work supervisor, family, outside agencies, and your support system. You and your case management team will identify and outline your strengths and weaknesses (assets and liabilities) in the TAP. Together with your case manager, you will set goals and identify actions necessary for your success.

You will enter the Transitional Phase when you are within six months of release. This may include placement in a Transitional Housing Unit (THU). You and your case management team will make plans for your successful transition to the community. You will work with your case manager who will assist in linking you with community resources that will assist you in areas such as employment, housing, family, transportation, education.



PROGRAMS AND SERVICES

Anger Management – learn constructive ways to express and control anger

Parenting Programs – learn how to build stronger relationships with family

- * Building Strong Families
- * 4 – H Life
- * Inside/Outside Dads
- * Parents and their children (PATCH)
- * Storylink

Education/Vocational Training

- * Missouri Vocational Enterprises
- * Adult Basic Education
- * Career and Technical Education
- * Youthful Offender Program - college courses
- * General Education Development

Employment

- * Institutional Offender Jobs
- * Employability Skills/Life Skills - Learn how to be successful in Work and life
- * Division of Workforce Development presentation and career center referral
- * Great Hires Registration/Kiosks web based employment service

Restorative Justice – victim focused approach allowing you to reflect on the harm caused and to be involved in reparative activities.

Impact of Crime on Victims Class – class to help you develop sensitivity to victims and prevent further victimization.

Pathways to Change-cognitive thinking class

Substance Abuse Education/Recovery/Support

Religious/Spiritual Programs

Identification

- * Birth Certificate
- * Missouri Identification Card
- * Social Security Card

If eligible, the following services may be available:

Veteran Benefit & Service Presentation

Medical pre-release application
Social Security Income pre-release application

Written Driver's License exam

United Migrant Opportunity Service
employment services/training opportunity for those eligible who have worked in farm work in the past four years.

Your case manager can provide information about programs and services.

Partnering Agencies

Throughout your incarceration and community supervision, other private, faith-based and state agencies will be involved in providing necessary services. Your involvement with these agencies will be outlined in your TAP. These agencies are part of your case management team.

Discharge and Aftercare

Prior to your discharge from incarceration or supervision, you and your case manager will establish an aftercare plan as part of your last TAP, to assist you with continued success.

PROCEDURES GOVERNING THE GRANTING OF PAROLES
AND CONDITIONAL RELEASES



STATE OF MISSOURI
Department of Corrections
Board of Probation and Parole

APPENDICES A-Q

Parole Hearing Schedule
The Salient Factor Scale
Offense Classifications
C and D Drug— Males
C and D Drug— Females
A and B Drug— Males
A and B Drug— Females
Non-Violent C and D— Males
Non-Violent C and D— Females
Non-Violent A and B— Males
Non-Violent A and B - Females
DWI C and D
DWI B
Sex and Child Abuse C and D
Sex and Child Abuse A and B
Violent C and D
Violent A and B

April 2006

Appendix A

Parole Hearing Schedule

Sentence Length (Years)	Months of Incarceration (including jail time) to be Served Prior to Hearing		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
	C&D Enhanced	A&B Felonies	
	Non-Violent, Drugs, DWI	Non-Violent, Drugs, DWI	All Other Crimes
8	10	12	24
9	12	18	30
10	14	24	36
11-15	18	30	42
16-20	28	48	60
21-25	NA	66	78
26-30	NA	84	96
31-35	NA	102	114
36-40	NA	120	132
41-44	NA	132	144
45 and over	NA	144	156

Enhanced C&D felonies apply to offenders sentenced as a persistent offender (RSMo. 558.016).

Appendix B

The Salient Factor Scale

1. Other Convictions		8. Educational Attainment	
None	1	Score 1-2	1
One	0	Score 3-5	0
Two or More	-1		
2. Other Incarcerations		9. Vocational Readiness	
None	0	Score 1,2	1
One or More	-1	Score 3	0
		Score 4,5	-1
3. 5 years conviction or incarceration Free		10. Alcohol/Drug History	
Yes	1	No	1
No	0	Yes	0
4. Revocations of Probation or Parole		11. Successful Alcohol/Drug Treatment (If have drug history)	
No	0	Yes	1
Yes	-1	No/No Program	0
5. Current Offense is a Recidivist Related		12. Conduct Violations per Year During Confinement	
No	0	None	1
Yes	-1	More than 0, less than 4	0
		4 or more	-1
6. Current age		13. Major Conduct Violation During Commitment	
45 and over	2	No	0
35-44	1	Yes	-1
22-34	0		
18-21	-1	14. Prior Escape	
Under 18	-2	No	0
		Yes	-1
7. Institutional Risk Score			
Score 1	1		
Score 2	0		
Score 3	-1		

Salient Factor Score

Excellent	9 to 4
Above Average	3 to 2
Average	-1 to 1
Below Average	-2 to -3
Poor	-4 to -11

Note

The scoring of Successful Drug or Alcohol Treatment does not apply to offenders with no alcohol or drug history.

For offenders serving less than one year at the time of assessment Conduct Violations per Year will not be computed as four or more unless the offender has received four or more conduct violations.

Appendix C

Offense Classifications

Each of the following offense classifications has a corresponding matrix that incorporates the salient factor risk categories. Beneath each risk category is the minimum, guideline, and maximum percent of sentence associated with that category. Beneath each percent category is the number of months to be served based upon the sentence imposed by the court. For a more complete listing of offenses, refer to the Sentencing Advisory Commission's *Recommended Sentencing User Guide* available at <http://www.mosac.mo.gov/>.

Drug C and D felonies: MALES: Appendix D FEMALES: Appendix E
NCIC offenses of Dangerous Drugs, including Drug Possession

Drug A and B felonies: MALES: Appendix F FEMALES: Appendix G
NCIC offenses of Dangerous Drugs, including Drug Sales, Distribution and Manufacturing, Drug Trafficking 1st and 2nd degree.

Non-Violent C and D felonies: MALES: Appendix H FEMALES: Appendix I
NCIC offenses of Burglary (not 1st), Stealing, Arson (not 1st or 2nd causing death), Forgery, Fraud, Gambling, Damage Property, Stolen Property, Obscenity, Family Offenses (excluding those listed in Violent C and D felonies), Obstructing Judicial Process, Liquor Laws, Peace Disturbance, Election Laws, Health and Safety, Tax Revenue, Conservation, Motor Vehicles (other than DWI and BAC), Public Order Crimes, (with the listed exceptions in Violent C and D felonies) Weapons Offenses.

Non-Violent A and B felonies: MALES: Appendix J FEMALES: Appendix K
Including Burglary 1st

DWI C&D felonies: Appendix L
Vehicles: 47410-47470, watercraft 54307-54310, BAC and when sentenced as persistent or aggravated DWI offender

DWI A&B felonies: Appendix M
Vehicles: 47410-47470, watercraft 54307-54310, BAC and when sentenced as chronic DWI offender

Sex and Child Abuse C & D felonies: Appendix N
Including Statutory rape 2nd, Statutory sodomy 2nd, Child molestation 2nd, Sexual misconduct, Incest, Abandonment of child 2nd, Abuse of a child, Endangering the welfare of a child and Child enticement, Child in sexual performance, Trafficking in children

Sex and Child Abuse A, B felonies: Appendix O
Including Forcible rape, Forcible sodomy, Statutory rape 1st, Statutory sodomy 1st, Sexual assault, Child molestation 1st, Abandonment of child 1st and Sexual exploitation. Unclassified felonies are scored on the A&B matrix when the maximum authorized sentence for the offense is greater than 7 years.

Violent C and D felonies: Appendix P
Including Involuntary Manslaughter 1st and 2nd, Assault 2nd, Domestic Assault 2nd,

Assault 3rd with deadly weapon, Arson 2nd causing death, NCIC offenses of Kidnapping (felonious restraint), Flight/Escape with use of weapons or force in escape (28055, 28060), Civil disorder (34045), Riot (34047), and Harassment because of discrimination (34055), Terrorist threats (34072, 34074, 34078), Ethnic intimidation (34110, 341120) and Aggravated stalking 1st and 2nd (34210, 34220).

Violent A and B felonies (excluding NCIC sex assault): Appendix Q

Including Murder 2nd, Voluntary Manslaughter, Involuntary Manslaughter 1st with death of a passenger; Robbery 1st, Robbery 2nd, Assault 1st, Domestic Assault 1st, NCIC Kidnapping, Arson 1st, Armed Criminal Action and other A or B weapon offenses (31010, 31140, 31150, 31151, 31152, 31153, 31154, 31180, 31182, 31190, 31195, 31200), Treason, Elder Abuse 1st and 2nd (36322, 36324), Escape using violence or weapons (28020, 28050, 28100, 28130), Causing a catastrophe (34070), Bus jacking (15040).

The salient factor is not scored for Murder 1st or Capital Murder.

Guideline Matrices

Unless statute requires more time to be served, these guidelines indicate the customary range of time to be served before release. Mitigating or aggravating circumstances may warrant decisions outside the guidelines.

Appendix D - Drug C and D felony offenses: Males

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
2	4	4	4	4	4	4	4	4	4	5	6	7	8	10	11
3	5	5	5	5	5	5	5	5	5	6	7	8	9	11	12
4	7	7	8	7	7	8	7	8	8	10	12	14	17	19	22
5	9	9	10	9	9	10	9	10	10	12	15	18	21	24	27
6	11	11	12	11	11	12	11	12	12	14	18	22	25	29	32
7	13	13	14	13	13	14	13	14	14	17	21	25	29	34	38
8	14	14	16	14	14	16	14	16	16	19	24	29	34	38	43
9	16	16	18	16	16	18	16	18	18	21	27	32	38	43	49
10	18	18	20	18	18	20	18	20	20	24	30	36	42	48	54
11	20	20	22	20	20	22	20	22	22	26	33	40	46	53	60
12	22	22	24	22	22	24	22	24	24	29	36	43	50	58	65
13	23	23	25	23	23	25	23	25	25	31	39	47	55	62	70
14	25	25	27	25	25	27	25	27	27	34	42	50	59	67	76
15	27	27	29	27	27	29	27	29	29	36	45	54	63	72	81
16	29	29	31	29	29	31	29	31	31	38	48	58	67	77	86
17	31	31	33	31	31	33	31	33	33	41	51	61	71	82	92
18	32	32	34	32	32	34	32	34	34	43	54	65	76	86	97
19	33	33	35	33	33	35	33	35	35	44	56	68	80	91	103
20	36	36	41	36	36	41	36	41	41	48	60	72	84	96	108

Appendix E - Drug C and D felony offenses: Females

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
2	4	4	4	4	4	4	4	4	4	5	5	6	8	10	16
3	5	5	5	5	5	5	5	5	5	6	7	8	9	11	18
4	7	7	8	7	7	8	7	8	8	10	12	14	17	19	32
5	9	9	10	9	9	10	9	10	10	12	15	18	21	24	40
6	11	11	12	11	11	12	11	12	12	14	18	22	25	29	48
7	13	13	14	13	13	14	13	14	14	17	21	25	29	34	53
8	14	14	16	14	14	16	14	16	16	19	24	29	34	38	63
9	16	16	18	16	16	18	16	18	18	21	27	32	38	43	71
10	18	18	20	18	18	20	18	20	20	24	30	36	42	48	84
11	20	20	22	20	20	22	20	22	22	26	33	40	46	53	96
12	22	22	24	22	22	24	22	24	24	29	36	43	50	58	108
13	23	23	25	23	23	25	23	25	25	31	39	47	55	62	120
14	25	25	27	25	25	27	25	27	27	34	42	50	59	67	132
15	27	27	29	27	27	29	27	29	29	36	45	54	63	72	144
16	29	29	31	29	29	31	29	31	31	38	48	58	67	77	156
17	31	31	33	31	31	33	31	33	33	41	51	61	71	81	168
18	32	32	34	32	32	34	32	34	34	43	54	65	76	86	180
19	34	34	36	34	34	36	34	36	36	46	57	68	79	90	204
20	36	36	41	36	36	41	36	41	41	48	60	72	84	96	216

Appendix F - Drug A and B felony offenses: Males

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
	25%	25%	30%	25%	30%	35%	30%	35%	40%	35%	40%	50%	42%	50%	66%/CR
5	15	15	18	15	18	21	18	21	24	18	21	24	18	21	24
6	18	18	22	18	22	25	22	25	29	25	29	36	30	36	48
7	21	21	25	21	25	29	25	29	34	29	34	42	33	42	58
8	24	24	29	24	29	34	29	34	38	34	38	48	40	48	63
9	27	27	32	27	32	38	32	38	43	38	43	54	45	54	71
10	30	30	36	30	36	42	36	42	48	42	48	60	50	60	84
11	33	33	39	33	39	46	39	46	53	46	53	66	55	66	96
12	36	36	43	36	43	50	43	50	58	50	58	72	60	72	108
13	39	39	47	39	47	55	47	55	64	55	64	78	66	78	126
14	42	42	50	42	50	59	50	59	67	59	67	84	71	84	132
15	45	45	54	45	54	63	54	63	72	63	72	87	75	87	144
16	48	48	58	48	58	67	58	67	77	67	77	96	81	96	156
17	51	51	61	51	61	71	61	71	82	71	82	102	86	102	168
18	54	54	65	54	65	76	65	76	86	76	86	108	91	108	180
19	57	57	68	57	68	80	68	80	90	80	90	114	96	114	198
20	60	60	72	60	72	84	72	84	96	84	96	120	101	120	210
21	63	63	75	63	75	88	75	88	101	88	101	126	106	126	222
22	66	66	79	66	79	92	79	92	106	92	106	132	111	132	234
23	69	69	82	69	82	95	82	95	110	95	110	138	116	138	246
24	72	72	86	72	86	101	86	101	115	101	115	144	121	144	258
25	75	75	89	75	89	104	89	104	118	104	118	150	126	150	270
26	78	78	94	78	94	109	94	109	125	109	125	156	131	156	282
27	81	81	97	81	97	111	97	111	130	111	130	162	136	162	294
28	84	84	101	84	101	118	101	118	134	118	134	168	141	168	306
29	87	87	104	87	104	122	104	122	139	122	139	174	146	174	318
30	90	90	108	90	108	126	108	126	144	126	144	180	151	180	330

Appendix G -Drug A and B felony offenses: Females

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
	25%	25%	30%	25%	30%	35%	25%	30%	35%	30%	35%	45%	40%	45%	66%/CR
5	15	15	18	15	18	21	15	18	21	18	21	24	18	21	24
6	18	18	22	18	22	25	18	22	25	22	25	29	22	29	32
7	21	21	25	21	25	29	21	25	29	25	29	38	34	38	38
8	24	24	29	24	29	34	24	29	34	29	34	43	38	43	43
9	27	27	32	27	32	38	27	32	38	32	38	49	43	49	51
10	30	30	36	30	36	42	30	36	42	36	42	54	48	54	54
11	33	33	39	33	39	46	33	39	46	40	46	59	53	59	58
12	36	36	43	36	43	50	36	43	50	43	50	63	58	63	63
13	39	39	47	39	47	55	39	47	55	47	55	67	62	67	67
14	42	42	50	42	50	59	42	50	59	50	59	76	67	76	71
15	45	45	54	45	54	63	45	54	63	54	63	81	72	81	74
16	48	48	58	48	58	67	48	58	67	58	67	86	77	86	77
17	51	51	61	51	61	71	51	61	71	61	71	92	82	92	81
18	54	54	65	54	65	76	54	65	76	65	76	97	86	97	84
19	57	57	68	57	68	80	57	68	80	68	80	103	91	103	87
20	60	60	72	60	72	84	60	72	84	72	84	108	96	108	90
21	63	63	75	63	75	88	63	75	88	75	88	114	101	114	93
22	66	66	79	66	79	92	66	79	92	79	92	119	106	119	96
23	69	69	82	69	82	95	69	82	95	82	95	125	111	125	99
24	72	72	86	72	86	101	72	86	101	86	101	130	115	130	102
25	75	75	89	75	89	104	75	89	104	89	104	136	120	136	105
26	78	78	94	78	94	109	78	94	109	94	109	140	125	140	108
27	81	81	97	81	97	111	81	97	111	97	111	146	130	146	111
28	84	84	101	84	101	118	84	101	118	101	118	151	134	151	114
29	87	87	104	87	104	122	87	104	122	104	122	157	139	157	117
30	90	90	108	90	108	126	90	108	126	108	126	162	144	162	120

Appendix H- Non-Violent C and D Felony Offenses: Males

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
	15%	15%	20%	15%	17%	20%	15%	17%	20%	15%	20%	25%	15%	20%	25%
2	4	4	5	4	4	5	4	4	5	4	5	6	4	5	6
3	5	5	7	5	5	7	5	5	7	5	7	8	5	7	8
4	7	7	10	7	8	10	7	8	10	7	10	12	7	10	12
5	9	9	12	9	10	12	9	10	12	9	12	15	9	12	15
6	11	11	14	11	12	14	11	12	14	11	14	18	11	14	18
7	13	13	17	13	14	17	13	14	17	13	17	21	13	17	21
8	14	14	19	14	16	19	14	16	19	14	19	24	14	19	24
9	16	16	22	16	18	22	16	18	22	16	22	27	16	22	27
10	18	18	24	18	20	24	18	20	24	18	24	30	18	24	30
11	20	20	26	20	22	26	20	22	26	20	26	33	20	26	33
12	22	22	29	22	24	29	22	24	29	22	29	36	22	29	36
13	24	24	31	24	26	31	24	26	31	24	31	39	24	31	39
14	25	25	34	25	29	34	25	29	34	25	34	42	25	34	42
15	27	27	36	27	31	36	27	31	36	27	36	45	27	36	45
16	29	29	38	29	33	38	29	33	38	29	38	48	29	38	48
17	31	31	41	31	35	41	31	35	41	31	41	51	31	41	51
18	32	32	43	32	37	43	32	37	43	32	43	54	32	43	54
19	34	34	46	34	39	46	34	39	46	34	46	57	34	46	57
20	36	36	48	36	41	48	36	41	48	36	48	60	36	48	60

Appendix I - Non-Violent C and D Felony Offenses: Females

Sentence (yrs)	Excellent (9 to 4)				Above Average (3 to 2)				Average (1 to -1)				Below Average (-2 to -3)				Poor (-4 to -11)			
	Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.	
	15%	15%	17%		15%	15%	17%		15%	17%	22%		20%	27%	35%		40%	45%	66%/CR	
2	4	4	4		4	4	4		4	4	5		5	6	8		10	11	16	
3	5	5	6		5	5	6		5	6	8		7	10	13		15	16	28	
4	7	7	8		7	7	8		7	8	11		10	13	17		19	22	32	
5	9	9	10		9	9	10		9	10	13		12	16	21		22	25	40	
6	11	11	12		11	11	12		11	12	16		14	19	25		29	32	48	
7	13	13	14		13	13	14		13	14	18		15	21	28		33	36	58	
8	14	14	16		14	14	16		14	16	21		17	25	34		38	43	63	
9	16	16	18		16	16	18		16	18	24		20	29	40		42	47	71	
10	18	18	20		18	18	20		18	20	26		24	32	42		48	54	84	
11	20	20	22		20	20	22		20	22	29		26	36	46		52	60	96	
12	22	22	24		22	22	24		22	24	32		29	39	50		58	65	108	
13	24	24	26		24	24	26		24	26	34		31	42	55		63	70	120	
14	25	25	29		25	25	29		25	29	37		34	45	59		67	76	132	
15	27	27	31		27	27	31		27	31	40		36	48	63		72	81	144	
16	29	29	33		29	29	33		29	33	42		38	52	67		77	86	152	
17	31	31	35		31	31	35		31	35	45		41	55	71		82	92	168	
18	32	32	37		32	32	37		32	37	48		43	58	76		86	97	180	
19	34	34	39		34	34	39		34	39	50		46	62	80		91	103	196	
20	36	36	41		36	36	41		36	41	53		48	65	84		96	108	198	

Appendix J- Non-Violent A and B Felony Offenses: Males

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
	25%	31%	48%	30%	37%	45%	35%	42%	50%	40%	47%	55%	45%	52%	66%/CR
5	15	19	25	18	23	29	21	26	30	24	28	33	27	31	40
6	18	23	29	22	27	32	25	30	36	29	34	40	32	37	48
7	21	27	34	25	31	38	28	35	42	34	40	46	38	44	53
8	24	31	38	29	36	43	34	40	48	38	45	53	43	50	63
9	27	35	43	32	40	48	37	45	54	43	51	59	49	56	71
10	30	38	48	36	44	54	42	50	60	48	56	66	54	62	84
11	33	42	52	40	49	59	45	55	66	53	63	73	62	72	96
12	36	46	58	43	53	65	50	60	72	58	68	79	65	75	108
13	39	50	62	46	57	69	53	64	76	62	73	85	70	81	120
14	42	54	67	50	62	76	59	71	84	67	79	92	76	87	132
15	45	58	72	53	65	81	62	75	90	72	85	99	81	94	144
16	48	61	77	58	71	86	67	81	96	77	90	106	86	100	156
17	51	65	82	61	75	92	71	86	102	82	96	112	93	108	168
18	54	69	86	65	80	97	76	91	108	86	102	119	97	112	180
19	57	73	91	68	84	102	80	96	114	91	107	125	103	119	192
20	60	77	96	72	89	108	84	101	120	96	113	132	108	125	204
21	63	81	101	76	93	113	88	106	126	100	118	138	111	130	216
22	66	84	106	79	98	119	92	111	132	106	124	145	119	137	228
23	69	88	110	83	102	124	97	116	138	110	130	152	124	144	240
24	72	92	115	86	107	130	101	121	144	115	135	158	130	150	252
25	75	96	120	90	111	135	105	125	150	120	141	165	135	156	264
26	78	100	125	94	115	140	109	131	156	125	147	172	140	162	276
27	81	104	130	97	120	146	113	136	162	130	152	178	146	168	288
28	84	108	134	101	124	151	118	141	168	134	158	185	151	175	296
29	87	111	138	104	129	157	122	146	173	139	163	191	157	181	304
30	90	115	144	108	133	162	126	151	180	144	169	198	162	187	300

Appendix K- Non-Violent A and B Felony Offenses: Females

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
	25%	31%	35%	35%	42%	48%	40%	47%	55%	45%	52%	66%/CR	45%	50%	66%/CR
5	15	19	21	18	23	27	21	26	27	24	28	29	24	28	30
6	18	23	25	22	27	32	25	30	32	29	34	36	29	34	38
7	21	27	29	25	31	37	28	35	38	34	40	42	38	44	46
8	24	31	34	29	36	43	34	40	45	38	45	51	43	50	53
9	27	35	38	32	40	48	37	45	52	43	51	59	49	56	63
10	30	38	42	36	44	54	42	50	60	48	56	66	54	62	71
11	33	42	46	40	49	59	45	55	66	53	63	73	62	72	84
12	36	46	50	43	53	65	50	60	72	58	68	79	65	75	96
13	39	50	54	46	57	69	53	64	76	62	73	85	70	81	108
14	42	54	59	50	62	76	59	71	84	67	79	92	76	87	132
15	45	58	63	53	65	81	62	75	90	72	85	99	81	94	144
16	48	61	67	58	71	86	67	81	106	77	90	106	86	100	156
17	51	65	71	61	75	92	71	86	102	82	96	112	93	108	168
18	54	69	76	65	80	97	76	91	108	86	102	119	97	112	180
19	57	73	81	68	84	102	80	96	114	91	107	125	103	119	192
20	60	77	84	72	89	108	84	101	120	96	113	132	108	125	204
21	63	81	88	76	93	113	88	106	126	100	118	138	111	130	216
22	66	84	92	79	98	119	92	111	132	106	124	145	119	137	228
23	69	88	97	83	102	124	97	116	138	110	130	152	124	144	240
24	72	92	101	86	107	130	101	121	144	115	135	158	130	150	252
25	75	96	108	90	111	135	105	125	150	120	141	165	135	156	264
26	78	100	109	94	115	140	109	131	156	125	147	172	140	162	276
27	81	104	113	97	120	146	113	136	162	130	152	178	146	168	288
28	84	108	118	101	124	151	118	141	168	134	158	185	151	175	296
29	87	111	122	104	129	157	122	146	173	139	163	191	157	181	304
30	90	115	126	108	133	162	126	151	180	144	169	198	162	187	300

Appendix L- DWI C and D Felony Offenses

Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)			Average (1 to -1)			Below Average (-2 to -3)			Poor (-4 to -11)		
	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.	Min.	Guide	Max.
	15%	15%	20%	15%	20%	25%	25%	30%	35%	35%	40%	45%	45%	50%	66%/CR
2	4	4	5	4	5	6	6	7	8	8	10	11	11	12	16
3	5	5	7	5	7	9	9	11	13	13	14	16	16	18	20
4	7	7	10	7	10	12	12	14	17	17	19	22	22	24	32
5	9	9	12	9	12	15	15	18	21	21	24	27	27	30	40
6	11	11	14	11	14	18	18	22	25	25	29	32	32	36	48
7	13	13	17	13	17	21	21	25	29	29	34	38	38	42	56
8	14	14	19	14	19	24	24	29	34	34	38	43	43	48	63
9	15	16	22	16	22	27	27	32	38	38	43	49	49	54	71
10	18	18	24	18	24	30	30	36	42	42	48	54	54	60	84
11	20	20	26	20	26	33	33	40	46	46	53	59	59	66	96
12	22	22	29	22	29	36	36	43	50	50	58	65	65	72	108
13	23	23	31	23	31	39	39	47	55	55	62	70	70	78	120
14	25	25	34	25	34	42	42	50	59	59	67	76	76	84	132
15	27	27	36	27	36	45	45	54	63	63	72	81	81	90	144
16	29	29	38	29	38	48	48	58	67	67	77	86	86	96	156
17	31	31	41	31	41	51	51	61	71	71	82	92	92	102	168
18	32	32	43	32	43	54	54	65	76	76	86	97	97	108	180
19	34	34	46	34	46	57	57	68	79	79	90	101	101	112	192
20	36	36	48	36	48	60	60	72	84	84	96	108	108	120	204

Appendix M- DWI B Felony Offenses

Sentence (yrs)	Excellent (9 to 4)				Above Average (3 to 2)				Average (1 to -1)				Below Average (-2 to -3)				Poor (-4 to -11)			
	Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.	
	25%	30%	35%	35%	30%	35%	40%	40%	35%	40%	45%	45%	40%	45%	55%	55%	50%	55%	66%/CR	66%/CR
5	15	18	21	21	18	21	24	24	21	24	27	27	24	27	33	33	30	33	40	40
6	18	22	25	25	22	25	29	29	25	29	32	32	29	32	40	40	36	40	48	48
7	21	26	29	29	26	29	34	34	29	34	38	38	34	38	46	46	42	46	56	56
8	24	29	34	34	29	34	38	38	34	38	43	43	38	43	53	53	48	53	63	63
9	27	32	38	38	32	38	43	43	38	43	49	49	43	49	59	59	54	59	71	71
10	30	36	42	42	36	42	48	48	42	48	54	54	48	54	66	66	60	66	84	84
11	33	40	46	46	40	46	53	53	46	53	59	59	53	59	73	73	66	73	96	96
12	36	43	50	50	43	50	58	58	50	58	65	65	58	65	79	79	72	79	108	108
13	39	47	55	55	47	55	62	62	55	62	70	70	62	70	86	86	78	86	120	120
14	42	50	59	59	50	59	67	67	59	67	76	76	67	76	92	92	84	92	132	132
15	45	54	63	63	54	63	72	72	63	72	81	81	72	81	99	99	90	99	144	144
16	48	58	67	67	58	67	77	77	67	77	86	86	77	86	106	106	96	106	156	156
17	51	61	71	71	61	71	81	81	71	81	92	92	81	92	112	112	102	112	168	168
18	54	65	76	76	65	76	86	86	76	86	97	97	86	97	119	119	108	119	180	180
19	57	68	80	80	68	80	91	91	80	91	103	103	91	103	125	125	114	125	192	192
20	60	72	84	84	72	84	96	96	84	96	108	108	96	108	132	132	120	132	180	180
21	63	76	89	89	76	89	101	101	89	101	113	113	101	113	139	139	126	139	192	192
22	66	79	92	92	79	92	106	106	92	106	119	119	106	119	145	145	132	145	204	204
23	69	83	97	97	83	97	110	110	97	110	124	124	110	124	152	152	138	152	216	216
24	72	86	101	101	86	101	115	115	101	115	130	130	115	130	158	158	144	158	228	228
25	75	89	105	105	89	105	120	120	105	120	135	135	120	135	165	165	150	165	240	240
26	78	94	109	109	94	109	125	125	109	125	140	140	125	140	172	172	156	172	252	252
27	81	97	115	115	97	115	130	130	115	130	146	146	130	146	178	178	162	178	264	264
28	84	101	118	118	101	118	134	134	118	134	151	151	134	151	185	185	168	185	276	276
29	87	105	123	123	104	123	139	139	123	139	157	157	139	157	191	191	174	191	288	288
30	90	108	126	126	108	126	144	144	126	144	162	162	144	162	198	198	180	198	300	300

Appendix N - Sex and Child Abuse C and D Felony Offenses

Sentence (yrs)	Excellent (9 to 4)				Above Average (3 to 2)				Average (1 to -1)				Below Average (-2 to -3)				Poor (-4 to -11)			
	Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.	
	33%	40%	45%	50%	35%	40%	45%	50%	40%	45%	50%	55%	45%	50%	55%	60%	55%	60%	65%	66%/CR
2	8	8	10		8	10	11		10	11	12		11	12	13		12	13	14	
3	12	13	14		12	14	15		14	15	16		15	16	17		16	17	18	
4	16	17	19		17	19	22		19	21	24		22	24	26		24	26	28	
5	20	21	24		21	24	27		24	27	30		27	30	33		30	33	36	
6	24	25	29		25	29	32		29	32	36		32	36	40		36	40	44	
7	28	29	34		29	34	38		34	38	42		38	42	46		42	46	50	
8	32	34	38		34	38	43		38	43	48		43	48	53		48	53	58	
9	36	38	43		38	43	49		43	49	54		49	54	59		54	59	64	
10	40	42	48		42	48	54		48	54	60		54	60	66		60	66	72	
11	44	46	52		46	52	59		52	59	66		59	66	73		66	73	80	
12	48	50	58		50	58	65		58	65	72		65	72	79		72	79	86	
13	52	55	62		55	62	70		62	70	78		70	78	86		78	86	94	
14	56	59	67		59	67	76		67	76	84		76	84	92		84	92	100	
15	60	63	72		63	72	81		72	81	90		81	90	99		90	99	108	
16	64	67	77		67	77	86		77	86	96		86	96	106		96	106	116	
17	68	71	82		71	82	92		82	92	102		92	102	112		102	112	122	
18	72	76	86		76	86	97		86	97	108		97	108	119		108	119	130	
19	76	81	91		81	91	103		91	103	114		103	114	125		114	125	136	
20	79	84	96		84	96	108		96	108	120		108	120	132		120	132	144	

Appendix P - Violent C and D Felony Offenses

Sentence (yrs)	Excellent (9 to 4)				Above Average (3 to 2)				Average (1 to -1)				Below Average (-2 to -3)				Poor (-4 to -11)			
	Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.	
	33%	40%	45%	50%	35%	40%	45%	50%	40%	45%	50%	55%	45%	50%	55%	60%	55%	60%	65%	66%/CR
2	8	8	10		8	10	11		10	11	12		11	12	13		12	13	14	
3	12	13	14		12	14	15		14	15	16		15	16	17		16	17	18	
4	16	17	19		17	19	22		19	22	24		22	24	26		24	26	28	
5	20	21	24		21	24	27		24	27	30		27	30	33		30	33	36	
6	24	25	29		25	29	32		29	32	36		32	36	40		36	40	44	
7	28	29	34		29	34	38		34	38	42		38	42	46		42	46	50	
8	32	34	38		34	38	43		38	43	48		43	48	53		48	53	58	
9	36	38	43		38	43	49		43	49	54		49	54	59		54	59	64	
10	40	42	48		42	48	54		48	54	60		54	60	66		60	66	72	
11	44	46	52		46	52	59		52	59	66		59	66	73		66	73	80	
12	48	50	58		50	58	65		58	65	72		65	72	79		72	79	86	
13	52	55	62		55	62	70		62	70	78		70	78	86		78	86	94	
14	56	59	67		59	67	76		67	76	84		76	84	92		84	92	100	
15	60	63	72		63	72	81		72	81	90		81	90	99		90	99	108	
16	64	67	77		67	77	86		77	86	96		86	96	106		96	106	116	
17	68	71	82		71	82	92		82	92	102		92	102	112		102	112	122	
18	72	76	86		76	86	97		86	97	108		97	108	119		108	119	130	
19	76	81	91		81	91	103		91	103	114		103	114	125		114	125	136	
20	79	84	96		84	96	108		96	108	120		108	120	132		120	132	144	

Appendix O- Sex and Child Abuse A and B Felony Offenses

Sentence (yrs)	Excellent (9 to 4)				Above Average (3 to 2)				Average (1 to -1)				Below Average (-2 to -3)				Poor (-4 to -11)			
	Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.	
	33%	40%	45%	50%	40%	45%	50%	55%	45%	50%	55%	60%	55%	60%	65%	66%/CR	55%	60%	65%	66%/CR
5	20	24	30		24	30	36		30	36	42		36	42	48		42	48	54	
6	24	29	32		29	32	36		32	36	40		36	40	43		40	43	46	
7	28	34	38		34	38	42		38	42	46		42	46	50		46	50	54	
8	32	38	43		38	43	48		43	48	53		48	53	58		53	58	63	
9	36	43	49		43	49	54		49	54	59		54	59	64		59	64	69	
10	40	48	54		48	54	60		54	60	66		60	66	72		66	72	78	
11	44	52	59		52	59	66		59	66	73		66	73	79		73	79	85	
12	48	58	65		58	65	72		65	72	79		72	79	86		79	86	93	
13	52	62	70		62	70	78		70	78	86		78	86	94		86	94	102	
14	56	67	76		67	76	84		76	84	92		84	92	101		92	101	110	
15	60	72	81		72	81	90		81	90	99		90	99	108		99	108	117	
16	64	77	86		77	86	96		86	96	106		96	106	115		106	115	124	
17	68	82	92		82	92	102		92	102	112		102	112	122		112	122	132	
18	72	86	97		86	97	108		97	108	119		108	119	130		119	130	141	
19	76	91	103		91	103	114		103	114	125		114	125	136		125	136	147	
20	79	96	108		96	108	120		108	120	132		120	132	144		132	144	156	
21	83	102	113		102	113	124		113	124	135		124	135	146		135	146	157	
22	87	106	119		106	119	132		119	132	145		132	145	158		145	158	171	
23	91	110	124		110	124	138		124	138	152		138	152	166		152	166	180	
24	95	115	130		115	130	144		130	144	158		144	158	173		158	173	188	
25	99	120	135		120	135	150		135	150	165		150	165	180		165	180	195	
26	103	125	140		125	140	156		140	156	172		156	172	187		172	187	202	
27	107	130	146		130	146	162		146	162	178		162	178	194		178	194	210	
28	111	134	151		134	151	168		151	168	185		168	185	202		185	202	219	
29	115	139	157		139	157	174		157	174	191		174	191	209		191	209	226	
30	119	144	162		144	162	180		162	180	198		180	198	216		198	216	234	

Appendix Q - Violent A and B Felony Offenses

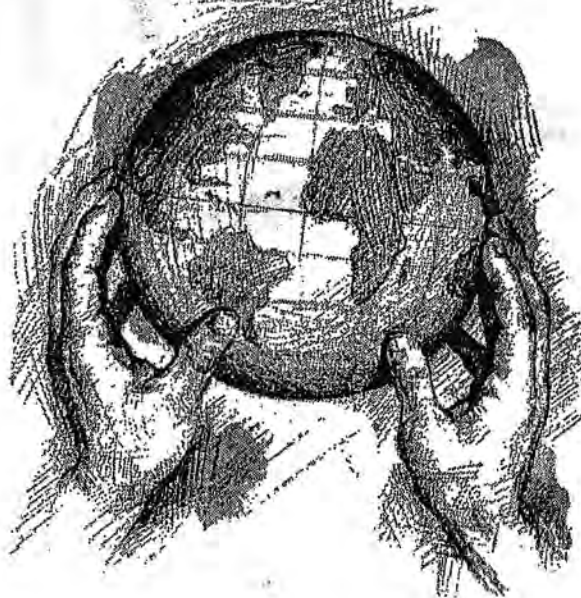
Sentence (yrs)	Excellent (9 to 4)			Above Average (3 to 2)				Average (1 to -1)				Below Average (-2 to -3)				Poor (-4 to -11)			
	Min.	Guide	Max.	Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.		Min.	Guide	Max.	
	33%	40%	45%	40%	45%	50%	50%	45%	50%	55%	55%	50%	55%	60%	60%	55%	60%	66%/CR	
5	21	24	27	24	27	30		27	30	33		30	33	36		33	36	40	
6	24	29	32	29	32	36		32	36	40		36	40	43		40	43	48	
7	28	34	38	34	38	42		38	42	46		42	46	50		46	50	54	
8	32	38	43	38	43	48		43	48	53		48	53	58		53	58	63	
9	36	43	49	43	49	54		49	54	59		54	59	64		59	64	69	
10	40	48	54	48	54	60		54	60	66		60	66	72		66	72	84	
11	44	52	59	52	59	66		59	66	73		66	73	79		73	79	96	
12	48	58	65	58	65	72		65	72	79		72	79	86		79	86	108	
13	51	62	70	62	70	78		70	78	86		78	86	94		86	94	120	
14	55	67	76	67	76	84		76	84	92		84	92	101		92	101	132	
15	59	72	81	72	81	90		81	90	99		90	99	108		99	108	144	
16	63	77	86	77	86	96		86	96	106		96	106	115		106	115	152	
17	67	82	92	82	92	102		92	102	112		102	112	122		112	122	168	
18	71	86	97	86	97	108		97	108	119		108	119	130		119	130	156	
19	75	91	104	91	102	114		102	114	125		114	125	137		125	137	168	
20	79	96	108	96	108	120		108	120	132		120	132	144		132	144	180	
21	83	101	113	101	113	126		113	126	139		126	139	151		139	151	192	
22	87	106	119	106	119	132		119	132	145		132	145	158		145	158	204	
23	91	110	124	110	124	138		124	138	152		138	152	166		152	166	216	
24	95	115	130	115	130	144		130	144	158		144	158	173		158	173	228	
25	99	120	135	120	135	150		135	150	165		150	165	180		165	180	240	
26	103	125	140	125	140	156		140	156	172		156	172	187		172	187	252	
27	107	130	146	130	146	162		146	162	178		162	178	194		178	194	264	
28	111	134	151	134	151	168		151	168	185		168	185	202		185	202	276	
29	115	139	157	139	157	174		157	174	191		174	191	209		191	209	288	
30	119	144	162	144	162	180		162	180	198		180	198	216		198	216	300	

This booklet reflects current policies and procedures of the Board of Probation and Parole relating to the parole hearing schedule, the salient factor score and the guideline matrices. The previous booklet of a similar nature issued in August 2005 is obsolete.

Tips for being successful while incarcerated:

1. Be involved in the development of your TAP. These are your goals for your life. If you are struggling with a goal, talk to your case manager about the support you need to reach the goal.
2. Obtain personal identification from home. Have your family send your social security card, driver's license and birth certificate to the Records office and notify your case manager. This will help with employment and eligibility for programming and services as you plan for your release.
3. Follow the rules of the institution. Bad conduct does make a difference and will negatively affect your program opportunities and may affect your release date.
4. Rebuild and/or maintain positive family relationships. Family can assist you with many aspects of incarceration and your future success including, a home plan, employment, transportation and overall stability.
5. Take care of pending cases, fines and court costs. You don't want warrants and fines hanging over your head.
6. If you have a substance abuse problem, DO SOMETHING ABOUT IT! Be honest with yourself and seek assistance. Talk to your case manager about available programs.
7. Learn how to work hard and do a good job. Make sure you are on time and at work every day.
8. If you need more education or a vocational skill, talk to your case manager about available opportunities.
9. Strive to complete any educational course you start while incarcerated. It is easier to attend classes and study while incarcerated than to juggle work and school in the community.
10. Strive to gain skills while incarcerated that may help you with employment after release. Take advantage of employment programs/classes and practice the skills that you learn at your institutional job assignment.
11. A positive attitude is key to success in life.

ARE YOU READY?



SUCCESS IS IN YOUR HANDS.

Transition

Accountability

Plan

*Your Roadmap to
Lifelong Success*



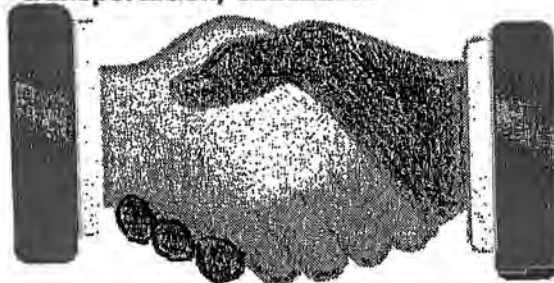
**Missouri Department of Corrections
Division of Adult Institutions**

TRANSITION ACCOUNTABILITY PLAN

The Transition Accountability Plan, also called the TAP, is a tool used for offender management and will provide a plan and direction for your success during and after incarceration.

Your case manager will assist you in developing an individualized plan, the TAP. The plan will require your involvement along with other members of your Case Management Team. The team may vary depending on your plan but will generally include your case manager, classification staff, parole officer, treatment staff, teachers, work supervisor, family, outside agencies, and your support system. You and your case management team will identify and outline your strengths and weaknesses (assets and liabilities) in the TAP. Together with your case manager, you will set goals and identify actions necessary for your success.

You will enter the Transitional Phase when you are within six months of release. This may include placement in a Transitional Housing Unit (THU). You and your case management team will make plans for your successful transition to the community. You will work with your case manager who will assist in linking you with community resources that will assist you in areas such as employment, housing, family, transportation, education.



PROGRAMS AND SERVICES

Anger Management – learn constructive ways to express and control anger

Parenting Programs – learn how to build Stronger relationships with family

- * Building Strong Families
- * 4 – H Life
- * Inside/Outside Dads
- * Parents and their children (PATCH)
- * Storylink

Education/Vocational Training

- * Missouri Vocational Enterprises
- * Adult Basic Education
- * Career and Technical Education
- * Youthful Offender Program - college courses
- * General Education Development

Employment

- * Institutional Offender Jobs
- * Employability Skills/Life Skills - Learn how to be successful in Work and life
- * Division of Workforce Development presentation and career center referral
- * Great Hires Registration/Kiosks web based employment service

Restorative Justice – victim focused approach allowing you to reflect on the harm caused and to be involved in reparative activities.

Impact of Crime on Victims Class - class to help you develop sensitivity to victims and prevent further victimization.

Pathways to Change-cognitive thinking class

Substance Abuse Education/Recovery/Support

Religious/Spiritual Programs

Identification

- * Birth Certificate
- * Missouri Identification Card
- * Social Security Card

If eligible, the following services may be available:

Veteran Benefit & Service Presentation

Medicaid pre-release application
Social Security Income pre-release application

Written Driver's License exam

United Migrant Opportunity Service employment services/training opportunity for those eligible who have worked in farm work in the past four years.

Your case manager can provide information about programs and services.

Partnering Agencies

Throughout your incarceration and community supervision, other private, faith-based and state agencies will be involved in providing necessary services. Your involvement with these agencies will be outlined in your TAP. These agencies are part of your case management team.

Discharge and Aftercare

Prior to your discharge from incarceration or supervision, you and your case manager will establish an aftercare plan as part of your last TAP, to assist you with continued success.



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
DEPOSIT SLIP

OFFENDER'S NUMBER



93117091

Print capital letters and numbers block style inside square without touching sides as shown in example below.

1 5 8 9 A B C D

1. Plainly print all information.
2. All money orders must be made payable to:
Missouri Department of Corrections.
3. Money order must be mailed to:
Missouri Department of Corrections
PO Box 1609, Jefferson City, MO 65102
4. Do not fold or staple.

OFFENDER'S LAST NAME

OFFENDER'S FIRST NAME

MI

DOLLARS

CENTS

MONEY ORDER NUMBER

\$

SENDER'S LAST NAME

SENDER'S FIRST NAME

SENDER'S ADDRESS

STREET

CITY

STATE

ZIP CODE

MO 931-1709 (1-11)



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
DEPOSIT SLIP

OFFENDER'S NUMBER



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SENDER'S LAST NAME

SENDER'S FIRST NAME

SENDER'S ADDRESS

STREET

CITY

STATE

ZIP CODE

MO 931-1709 (1-11)

CONSEQUENCES

For the
Offender That
Sexually Abuses,
Assaults or Harasses
Other Inmates...

An investigation will be made into each allegation of sexual abuse and harassment. It is important to remember that sexual abuse does not have to be a violent act. If the victim feels they would be physically harmed if they refuse, that is sexual abuse. If you are found guilty of sexual abuse, you will be issued a disciplinary report and the sanctions will be harsh. The Department of Corrections will also seek prosecution for perpetrators of sexual abuse. In addition to facing additional time to serve, you will also face life-long reporting requirements as a sexual offender in accordance with Missouri law.

If you have trouble controlling your actions seek help from mental health staff. Consider participating in programs designed to control anger or reduce stress.

It is also important that offenders do not make false, misleading or unfounded reports in bad faith. There may be serious disciplinary consequences for doing so.

**The Missouri
Department of Corrections
has zero tolerance for
sexual abuse or harassment.**

DEFINITIONS OF SEXUAL ABUSE & HARASSMENT

Sexually abusive or sexually harassing acts can be committed by another offender, staff, contracted employee or volunteer. The Missouri Department of Corrections has zero tolerance for any type of sexual abuse or harassment.

Sexual Abuse is defined as any type of unwanted physical sexual contact. This includes contact or penetration of the anus or vulva with the penis, finger, mouth or other object.

Sexual Abuse includes unwanted sexual touching of the genitals, breasts, inner thigh or buttocks, groin or anus, either directly or through clothing.

Sexual Abuse occurs when the victim does not consent, is coerced into a sexual act by overt or implied threats of violence, or when the victim is unable to consent or refuse.

Staff Sexual Abuse also includes any instances of voyeurism, when it is proven there is intent to abuse, arouse or gratify sexual desire, or if an employee displays uncovered genitalia, buttocks or breasts in the presence of an offender.

Staff Sexual Harassment includes repeated and unwelcomed sexual advances, requests for sexual favors or verbal comments, or any gestures or actions of a derogatory or offensive sexual nature. It is also considered sexual harassment if staff make demeaning references to gender, make sexually suggestive or derogatory comments about an offender's body or clothing, or make obscene comments or gestures.

Missouri
Department of Corrections

OFFENDER SEXUAL ABUSE & HARASSMENT



This publication is sponsored by the
Missouri Department of Corrections

You can take steps to avoid sexual abuse by following these safety tips:

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Walk and stand with confidence. Many abusers choose victims who look like they won't stand up for themselves. Don't be afraid to say "NO!" or "STOP IT NOW!"

Do not accept canteen items or favors from anyone. Placing yourself in debt to another offender can lead to the belief or expectation that you will repay the debt with sexual favors.

Do not accept an offer from another offender for protection.

Avoid casual nudity and talking about sex. These things may cause another offender to believe you are interested in a sexual relationship.

Avoid secluded areas. Position yourself in plain view of staff members.

Do not trust others too easily. Make wise choices when associating with others. Making friends with the wrong group of people can make you a target automatically.

Most importantly, if you are being pressured for sex, report it to a staff member immediately.

Finally, if you notice another individual being pressured for sex, or involved in a sexual relationship with another offender or staff, report it immediately.

REPORTING SEXUAL ABUSE

If you have been sexually abused:

Get to a safe place and report the abuse to a staff member immediately. The longer you wait to report the abuse, the more difficult it is to obtain evidence for investigation. You have a personal responsibility to report abuse of others too, even if you do so anonymously.

Do not shower, brush your teeth, use the restroom or change your clothes. Doing so may destroy valuable evidence to prosecute the perpetrator.

There are several ways in which to report abuse:

- ① Report the abuse to any staff member either verbally or in writing as soon as possible, whether the alleged incident involved you or not.
- ② Call the department's confidential PREA hotline. You can do so at any offender phone by listening to the prompts and pressing '8' or dialing (573) 526-PREA (7732).
- ③ Write to the Missouri Department of Public Safety, Crime Victims Services Unit, P.O. Box 749, Jefferson City, MO 65012.
- ④ If you are assigned to a community release center or community supervision center, you may report sexual abuse using the above guidelines or calling the PREA hotline at (855) 773-6391.

As a victim of sexual abuse, you have certain rights, including the right to be free from retaliation and harassment.

You will be separated from the alleged abuser immediately.

When necessary, medical personnel will be notified and you will receive a physical exam. You will be assessed for injuries or exposure to sexually transmitted diseases. Any evidence collected will be sent to a crime lab.

You will be referred to a mental health professional for assessment and ongoing treatment, as necessary.

If requested, a victim advocate will be provided for you or you may contact an advocacy organization. The contact information is available in the institutional library.

Your allegation of sexual abuse will be investigated and if possible, the abuser will be disciplined and referred for prosecution. It is important you work with the investigator.

Later on, you may wish to seek the support of a trusted friend, family member or staff member, such as the chaplain or mental health staff. The days ahead can be traumatic and it helps to have support.

You have the right to know the outcome of the investigation.

You have the right to be notified of court proceedings and to provide an impact statement for the court and parole hearings, in the event of conviction.



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS

PROTECTIVE CUSTODY NEEDS ASSESSMENT/WAIVER

NAME OF INSTITUTION

INMATE NAME

REGISTER NUMBER

HOUSING UNIT

DATE

I have been interviewed this date to determine my protective custody needs. The following statement which I have checked and initialed clearly indicates my need or lack of need for protective custody.

CHECK ✓	INITIALS	STATEMENT
		I do not feel that I need protective custody. I am not aware of any enemies among the inmate population, and do not believe I am in any danger.
		Because of enemies in the general population I am requesting protective custody for the present time. See attached Enemy Listing (MO 931-3511).
		The circumstances or persons which caused me to request protective custody are no longer present in this institution. I therefore request to be released from protective custody back to general population. I assume full responsibility for my safety.
		I request release from protective custody status upon my transfer to _____ To my knowledge I have no enemies in the population at the above named institution and I will be able to live in its general population.

INMATE SIGNATURE

REGISTER NUMBER

DATE

STAFF WITNESS SIGNATURE

TITLE

DATE

STAFF WITNESS SIGNATURE

TITLE

DATE

I HAVE REVIEWED THE ABOVE REQUEST AND IT IS ☐ APPROVED ☐ DENIED

SIGNATURE OF INSTITUTIONAL HEAD

DATE



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
RECEIPT

INMATE NAME		DOC NUMBER	LOCATION
I HAVE RECEIVED A COPY OF <u>Orientation packet; Offender Rule Book; Probation and Parole Book;</u> <u>2 sheets of paper; 1 pencil; 4 Deposit Slips; 2 Envelopes</u> <u>(postage paid upon mailing); and information papers.</u> DATED _____ ☒ I HAVE RECEIVED THE ABOVE INFORMATION ☒ I HAVE READ AND UNDERSTAND THIS MATERIAL. ☐ I HAVE HAD THIS MATERIAL READ AND EXPLAINED TO ME BY _____			
INMATE SIGNATURE			DATE
STAFF SIGNATURE <i>Jiffing A. Greco</i> <i>CCMI</i>			DATE <i>3-2-</i>

MO 931-3730 (11-84)

ORIENTATION CLASS:

- | | |
|------------------------------|--|
| 1. Canteen services | 17. Notary services |
| 2. Classification | 18. Packages and property |
| 3. Rehabilitation programs | 19. Probation and parole |
| 4. Counts | 20. Protective custody needs |
| 5. Educational opportunities | 21. Recreational activities |
| 6. Fire and safety issues | 22. Religious activities |
| 7. Grievance procedures | 23. State clothing issue |
| 8. Grooming | 24. Suicide warning signs |
| 9. Housing unit assignments | 25. Tobacco restrictions |
| 10. Offender finances | 26. Telephone access |
| 11. Institutional rules | 27. Visiting |
| 12. Job assignments | 28. Restorative Justice Program/Activities |
| 13. Library services | 29. Customer Service Program |
| 14. Mail services | |
| 15. Meals | |
| 16. Medical services | |



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS

OFFENDER SEXUAL ABUSE AND HARASSMENT ACKNOWLEDGEMENT

OFFENDER NAME (PLEASE PRINT)

JOC NUMBER

I acknowledge that I have received the **Offender Sexual Abuse & Harassment** brochure and/or attended an orientation that included information about the Prison Rape Elimination Act. I understand I have the right to be free from sexual abuse and harassment, and to be free from retaliation for reporting such incidents. I understand there are several ways to report offender sexual abuse and that medical and mental health services are available.

OFFENDER SIGNATURE

DATE

WITNESS NAME (PLEASE PRINT)

DATE

WITNESS SIGNATURE

Attachment A
Notification and Acceptance of the
Presence of Canines (Dogs) in Housing Unit 2, B-Wing

This is to certify that I, _____ DOC # _____

HAVE BEEN ADVISED AND AM AWARE OF THE FOLLOWING CONDITIONS:

- The Missouri Department of Corrections/Women's Eastern Reception, Diagnostic and Correctional Center has entered into an agreement with Canine Helpers Allow More Possibilities, Inc. (CHAMP) in developing a dog's availability for adoption to aide special needs individuals.
- Housing Unit 2, B-Wing has been designated as the location and residence of CHAMP.
- Certain offenders have been designated as "Handlers/Trainers" and will have residing in their respective cell, a dog which may or may not be a juvenile or full grown.
- Inherent to the age of these dogs, barking, whining, odor, noise, etc. will, at times, be noticeable; although every attempt will be made to contain them.
- Only designated Handlers/Trainers and staff are authorized to control and train these animals.
- As a resident of Housing Unit 2, I may be exposed to the animal with the Handler/Trainer either on B-wing, in the Classification Office or Rotunda.
- I am not afraid of or allergic to dogs. (Initial) _____
- I am afraid of or allergic to dogs. (Initial) _____

**IN UNDERSTANDING THE ABOVE AND AFFIXING MY SIGNATURE BELOW, I FULLY
AGREE TO THE POSSIBILITY OF RESIDING IN HOUSING UNIT 2 AND, IF SO, TO ABIDE
BY THE HOUSING UNIT RULES IN EFFECT FOR THIS PROGRAM.**

Offender Signature:

MoDOC Number:

Date:

Witness Signature:

Title/Position

Date:

Name & Number _____

QUESTIONNAIRE

Were you employed at the time of arrest? _____

Do you have any substance abuse issues and what is your drug of choice? _____

How long have you been drug and alcohol free? _____

How often do you use drugs or alcohol?(circle one)

Daily Weekly Monthly Weekends Binging

Have you completed a Substance Abuse program?(circle all appropriate)

Long Term (6mo. or more)	Short term (6 mo. or less)	In Patient	Out Patient
-----------------------------	-------------------------------	------------	-------------

Chairman and Compact Administrator
Ellis McSwain Jr.

Board Members

Chuck R. Pryor
Brian C. Jamison
Jim Wells
Martin Rucker
Kenneth C. Jones



Chief State Supervisor
Tom Hodges

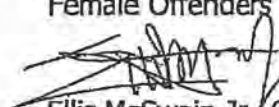
Assistant Division Director
Julie Kempker

State Of Missouri
DEPARTMENT OF CORRECTIONS
Board of Probation and Parole
3400 Knipp Drive • Jefferson City, MO • 65109
Phone 573-751-8488 • Fax 573-751-8501

MEMORANDUM

DATE: November 28, 2012

TO: Female Offenders

FROM: 
Ellis McSwain Jr., Chairman

SUBJECT: Substance Abuse Assessment Board Controlled Offenders

Effective October 15, 2012, the Department of Corrections began a new process for referring female offenders to institutional substance abuse services. Treatment needs for Board supervised offenders are now based on a clinical assessment provided by qualified substance abuse staff. The results of this individual assessment will determine if you are referred to institutional treatment and which program is most suitable for your needs. Your assistance with the assessment process, program placement and program completion should impact your release as well as your recovery.

For newly arriving offenders, the screening for the assessment process, in most cases, will be initiated after the diagnostic process has been completed. Offenders who were incarcerated before this process was implemented will be screened during the pre-hearing interview process. In both instances, your Institutional Parole Officer will conduct a screening and refer eligible offenders to qualified substance abuse professionals for an assessment at your assigned location.

One of the benefits of this process is you will be matched with the level of treatment that will best serve your needs and give you an opportunity for success. Additionally, you will have the opportunity to participate, and in some cases, be close to program completion at the time of your parole hearings. It is possible some offenders will be released earlier than they might have in the past. Offenders enrolled in treatment at the time of their parole hearing will have an opportunity to explain the positive progress they are making in recovery.

Offenders who chose not to participate will find this could impact subsequent release decisions. Offenders who refuse, withdraw from, or are negatively terminated from any type of institutional substance abuse treatment will be required to wait a minimum of one year before being re-considered for enrollment into an institutional treatment program.

This new process has been put in place to enhance the opportunity for eligible female offenders to successfully complete the level of treatment suited to their substance abuse needs. It is important to remember however, to achieve success in recovery and reentry to the community each woman with substance abuse problems will have to continuously use the tools she learns in treatment. She will have to commit herself to an on-going and structured plan which should include abstinence, peer support groups such as 12 step groups and participation in community care services.

You are encouraged to fully participate in the treatment program to which you are referred. The Parole Board looks forward to hearing of your progress.

BEAUTY for ASHES

MINISTRY



BEAUTY FOR ASHES REENTRY

APPLICATION FOR ADMISSION

Name: _____ MDOC# _____

Current Correctional Center: _____

Current Living (Housing) Unit: _____

I'd like more information about the BFA ReEntry Program. I realize that the BFA ReEntry program teaches Universally-Accepted Values taught from a Biblical perspective. It is located at WERDCC. It is my understanding that this application is only for communicating my interest in participating in the BFA ReEntry program to the BFA Staff.

I understand that to be eligible for the BFA ReEntry program, I must:

- Have 12 – 36 months left to serve before my Presumptive Parole Date (PPD) or, if I do not have a PPD, before my CR or Max Date; _____
- Have no incomplete Sex Offender Treatment stipulations; _____
- Have no incomplete Parole Board referred Substance Abuse Treatment stipulations; _____
- Have no unresolved enemies listed at Vandalia; _____
- Have no Protective Custody needs; _____
- Have a Custody Level of 1 – 3; _____
- Have an Institutional Level of 1 – 2 (not more than two violations within the last three months); _____
- Have a Medical Level of 1 – 3; _____
- Any Education Level (If required will be assigned academic education); _____
- Have no Special Education needs; _____
- Be willing to meet all program expectations. _____

Note: Please return this completed form to Lana Black, BFA ReEntry, Housing Unit 8C, WERDCC

Applicant Signature _____ Date: _____

Screened by: _____ Date: _____

Interviewed by: _____ Date: _____

Disposition: _____ Date: _____

My signature below verifies that I have been interviewed by the BFA Staff, and subject to clearance from MDOC Classification,
I am ready to be moved to Housing Unit #8 WERDCC

Applicant Signature
(Rev.9/20/2011)

Date

BEAUTY for ASHES

MINISTRY

BEAUTY FOR ASHES REENTRY



Are you tired of coming to prison? Do you want to do all that you can to prevent your return once you get out? Do you want to deal with the negative traits inside you that frustrate your attempts to be successful at life, work, marriage, parenting, finances, and freedom from prison? Would you like to do this from a spiritual, Christ-centered approach?

Beauty for Ashes ReEntry (BFA ReEntry) is an intensive, voluntary, 18-month, values-based, Christ-centered program that promotes inner change and a life transformation. We teach change from a bible-based counseling point of view. We are a division of Beauty for Ashes Ministry (BFAM), which was founded Gina Hanna, a former inmate of WERDCC. After completing the 120 drug treatment program, Gina continued to struggle with her addictions for eight years. She knew she was called into prison ministry but was trapped by the stronghold of her addiction. Once she discovered how to apply Christ centered principals to her life and to her past, she found freedom from her addiction and experienced a true life transformation. Since that time, she has been on a mission to bring these principals to prisons everywhere. Neither BFA ReEntry nor DOC receives any money for your involvement in the program. We operate totally on donations from people who support our cause.

What is inner change? A process that focuses on replacing thoughts & behaviors that lead to issues like addiction, anger, lust, impulsiveness, shame, guilt, greed, pride, rebelliousness, and lack of self-control with positive, bible-based ways of thinking and living. In short, our aim is help you change the negative traits inside you that lead to life problems.

BFA ReEntry Classes: (18 months long)

- First 12 months= About 20 hours a week, Monday-Friday & work a part-time DOC job (if available).
- Next 6 months= About 12 hours a week plus a full time DOC job.

Class focus is on applying bible-based principles towards inner transformation & plus computer skills.

Community Life:

In addition to classes, BFA ReEntry is also about community life. All BFA ReEntry members live in Housing Unit 8C together, and work towards creating a community culture based on BFA ReEntry values instead of prison or street values. In this community, BFA ReEntry members share in one another's struggles, they pray for one another, they praise and encourage one another, and they also hold each other accountable to the values of the community. BFA ReEntry life helps its members establish discipline and structure in their lives – traits we all need to succeed in our responsibilities as productive women, employees, citizens – including healthy relationships. BFA ReEntry members are women just like you. They aren't perfect or holy, just people trying to better themselves.

(The following resources are only available as a benefit to BFA ReEntry members who have completed at least 12 months of the program:)

Re-Entry/Home Plan Assistance: We also work with you to help establish some plans and support for life after release. These include:

- ☐ A Mentor: BFA ReEntry will try to set up a mentor for you in the area you are going home to. A mentor is an BFA REENTRY volunteer that lives in your hometown and might even attend your home church. She will act as a coach and a guide supporting you in living a changed life during the first year after your release.
- ☐ Ideas and guidance for your home plan, including Christian-based Transitional Housing, and direction on locating a home church prior to release. We cannot get you approved anywhere, but we can make you aware of available options that you are not unaware of.

Who are we looking for?

- Minimum of 14 months left of incarceration.
- Women committed to change, and ready to work on bettering themselves.
- Don't need to be a Christian, or become one, as long as you're accepting that is where our focus is at
- Willing to put your TV in storage for 18 months to focus on homework and study.

If you are interested in learning more about BFA ReEntry, and to see if the program is a good fit with your goals, please contact (in writing) Lana Black, Assistant Program Manager, BFA ReEntry, HU #8C.

Salt River Career & Technical Education

IS TAKING APPLICATIONS FOR THE FOLLOWING CLASSES:

BUILDING TRADES

- Must be an E-1 (or E-2-actively seeking your GED)
- "I" Score of 3 or below
- Classes meet Monday-Friday – all day
- Open to long-term offenders
- 360 hours

BUSINESS TECHNOLOGY

- Must be an E-1 (or E-2-actively seeking your GED)
- "I" Score of 3 or below
- Classes meet Monday-Friday – all day
- Release date must be within 5 yrs
- 360 hours

C.N.A. (Certified Nurses Assistant)

- Must be an E-1 (or E-2-actively seeking your GED)
- "I" Score of 3 or below
- Must not be on EDL (Employee Disqualification list)
- C & D Felonies or no violent A & B Felonies
- Release date must be within 1 year*
- Classes meet on Monday & Friday only – all day
- 75 hours (approximately 10 weeks)
- *You will need additional hours on the streets to obtain an actual C.N.A. Certification.

COSMETOLOGY

- Must be an E-1 (or E-2-actively seeking your GED)
- "I" Score of 3 or below
- Classes meet Monday-Friday – all day
- Release date must be within 5 yrs
- 1,220 hours (required by State Board)

PROFESSIONAL GARDENING

- Must be an E-1 (or E-2-actively seeking your GED)
- "I" Score of 3 or below
- Classes meet Monday-Friday – all day
- Open to long-term offenders
- 360 hours

ASK YOUR CASEWORKER FOR A
"CAREER & TECHNICAL EDUCATION PROGRAM APPLICATION"

If you have questions regarding any of these classes, sent a note to:
Wanda Lucas, Career & Tech. Supervisor

WERDCC Vocational Class Information

There are 5 vocational classes offered here at WERDCC:

- 1. PROFESSIONAL GARDENING**
From starting plants in the greenhouse & gardening to landscaping
- 2. BUILDING TRADES**
Learn basic building skills (such as building walls, wiring, insulation & dry wall)
Safe use of power tools
- 3. BUSINESS TECHNOLOGY**
Working with Microsoft Office programs (Word, Excel, Power Point, & Access)
Other office/computer skills
- 4. COSMETOLOGY**
This is a State Licensed Cosmetology School – just like a cosmetology school on the streets
- 5. C.N.A. (Certified Nurse Assistant)**
You can earn the first 75 hours required for CNA Certification

You must meet these requirements for ANY vocational class:

- 1. Must be an E-1 or E-2 (actively seeking your GED)**
NOTE: Must have GED or High School Diploma for Cosmetology Class
- 2. Must have an INSTITUTIONAL SCORE of 3 or below**
(That is determined by your behavior while incarcerated)

Additional requirements for Professional Gardening & Building Trades:

- 1. Both Classes are open to short term and long term offenders**
- 2. Class is 360 hours long-all day-Monday – Friday – lasts about 3 ½ months**

Additional requirements for Business Technology:

- 1. Must be within 5 years of release date to take this class**
- 2. Class is 360 hours long – all day – Monday – Friday – lasts about 3 ½ months**

Additional requirements for Cosmetology:

1. Must be within 5 years of release date to take this class
2. A \$25 STUDENT LICENSE FEE is required (it is reimbursed when ALL hours have been completed)
3. 1,220 hours are required (takes about 12-14 months to complete)
4. If you finish ALL hours and you qualify for an out-count, you will be taken out to take your state board exams (which the canteen fund will pay for)
5. Prior hours earned on the street or any hours earned in the class are good for 5 years. All hours are verified through the Missouri State Board of Cosmetology

Additional requirements for C.N.A.:

1. C & D felonies only (no violent B felonies)
2. Must not be on Employee Disqualification List (EDL)
3. Must be within one year of release date. (You have 6 months from the time you finish the first 75 hours to START a job on the street and continue to do the 100 hours on-the-job training hours required for certification)
4. This class meets on Monday & Friday only
5. 75 hours are required – (class lasts about 10 weeks)

THE C.N.A. CLASS IS THE ONLY CLASS THAT IS AVAILABLE FOR LONG TERM TREATMENT OFFENDERS – THAT ARE IN PHASE 3 OF YOUR TREATMENT PROGRAM. YOU MUST HAVE THE APPROVAL OF YOUR GATEWAY COUNSELOR AND YOUR CASEWORKER. NO OTHER TREATMENT OFFENDERS CAN TAKE VOCATIONAL CLASSES – (LIKE SHORT TERM OR 120 DAY)

If you are here for 120-days and are assigned to GENERAL POPULATION you can apply for any of the classes except Cosmetology – if you meet the requirements. If we have an available seat, we will get you started as soon as possible.

QUESTION: How do I sign up for a class?

Once you are assigned to GENERAL POPULATION – go see your caseworker if you are interested in any of these classes and request a VOCATIONAL EDUCATION PROGRAM APPLICATION.

You fill out the top portion, the caseworker fills out the middle and then they send it to the Vocational Office. The Vocational Supervisor will determine if the application is approved or denied. You and your caseworker will be notified of the decision. If approved – your name is placed on a waiting list according to your release date.

If you are interested in taking one of these classes – go see your caseworker as soon as you are eligible. Do not wait until you are about to go home – we may not have an available seat at that time.

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THIS INFORMATION – JUST WRITE TO THE VO-TECH OFFICE AND YOUR QUESTIONS WILL BE ANSWERED.

CCC – Vocational Class Information

If you are transferred to Chillicothe–you can apply for any of the following classes:

- 1. Basic Electronics and Electricity**
- 2. Business & Customer Service**
- 3. Computer Refurbishing and Repair**
- 4. Cosmetology**
- 5. Culinary Arts**
- 6. Professional Gardening**

Their requirements are the same as ours:

- 1. Must be an E-1 (they currently do not take E-2's in their classes due to the schedule of the education classes.**
- 2. Must have an Institutional score of 3 or below**
- 3. Must be within 5 years of release date**
- 4. These are ALL day classes – Monday through Friday**

R&O ORIENTATION

CLASSIFICATION:

- Once you are classified, you will be assigned to a specific housing unit.

TREATMENT:

- If you have 120 or one (1) year treatment, you will be assigned to Housing Unit 1 and will have a different orientation on Housing Unit 1.

VISITING ROOM RULES:

- Visitors 13 years or older, must have a state ID or driver's license with them.
- Visitors under 13, MUST have a birth certificate and social security card OR a state ID with them.
- It's your job to inform visitors when they can or cannot come up here. Also, be aware of food visits. You cannot have a visit on another housing units scheduled food visit.
- While in R&O NO ONE under the age of eighteen (18) can visit.

EDUCATION:

- If you don't have your GED or high school diploma, you will be placed in GED classes.
- If you have a GED or high school diploma, there are several vo-tech classes you might be able to attend. Find out from your caseworker if you are eligible or not.

SELF-HELP CLASSES:

- From AA to NA and Parents as Teachers, there are numerous classes you can participate in or sign up for. To sign up, drop a note in the IAC lobby to IAC.
- Several classes are available for parenting.

PROPERTY:

- Find out on your housing unit which months you are allowed to order from vendors. Also, what items are allowed.
- MVE makes most items. You purchase MVE items at Canteen.

GROOMING SERVICES:

- For any chemical service, you must be 90 days violation free.
- Cosmo/Barbershop...for cuts, drop a slip to the caseworker.
Each housing unit goes once a month.

RECREATION:

- BLAST: aerobics or anyone; weights; you name it; a schedule is posted on the housing units.
- Tournaments for everything (i.e. cards, pool, athletics)

RELIGIOUS ACTIVITIES:

- There is a service for almost every religion.
- Chapel/Choir

LAW LIBRARY/GRIEVANCES:

- Law clerks will guide you for any legal matter.

THU – HOUSING UNIT #4:

- Transitional housing unit for 6 months or less – after you've seen the parole board. Offers all types of classes and assistance for society.

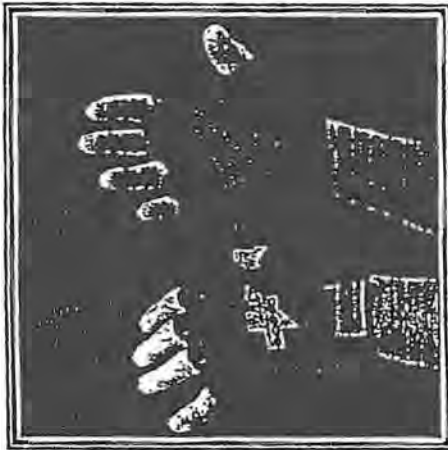
PREVENTION TIPS

Keep Skin Healthy

Staph is less likely to cause infections if skin is free of cuts, scratches, or abrasions.

Help keep your skin healthy by:

- wearing gardening gloves when working in the yard or sports gloves when using gym equipment.



- using a towel or clothing to act as a barrier between exercise equipment and bare skin when visiting gyms or health clubs.
- wearing clothing with long sleeves and long pants to protect skin during activities likely to cause skin damage.
- covering cuts and open sores with bandages.
- moisturizing routinely with lotions or other moisturizers to keep skin from cracking.

PREVENTION TIPS (con't)

Keep Hands and Skin Clean

Wash your hands often.

Use alcohol hand sanitizer as an easy way to wash hands when soap and water are not available.

Do not visit gyms or health clubs if skin lesions cannot be covered or wound drainage cannot be contained.

Shower as soon as possible after exercise or athletic activities.

Do not share items such as razors, towels, or clothing.

Clean surfaces of exercise and sports equipment before and after use. Ask your gym to provide cleaning supplies near equipment for easy use.

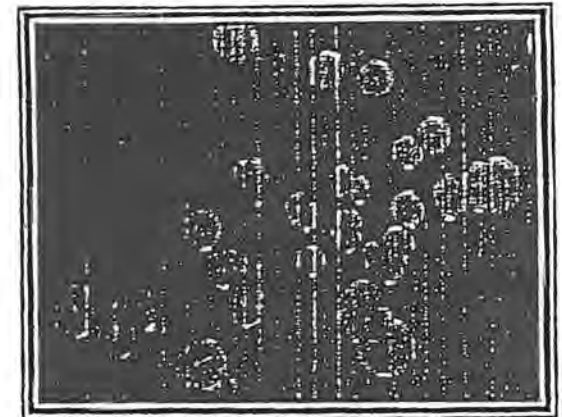
Wash clothing and linens in hot water and detergent and dry in a hot dryer before they are used by others.

Community Associated

Methicillin Resistant
Staphylococcus aureus
(CA-MRSA)

Patient Information

Prevention Tips



Division of Public Health
Bureau of Communicable
Diseases and Preparedness
PPH 42170 (09/06)

WARN
WISCONSIN ANTIBIOTIC RESISTANCE NETWORK

What is Staph?

Staph is the common word used for *Staphylococcus aureus*, a bacterium found on the skin or in the nose. Most people carry "staph" on their skin without signs or symptoms of infection, but if it gets into cuts or abrasions of the skin, it may cause skin or soft tissue infections. Staph occasionally causes more serious infections that require hospitalization.

MRSA (methicillin resistant *Staphylococcus aureus*) is a type of staph that is resistant to many antibiotics. People in hospitals and nursing homes are at the highest risk of infection with MRSA, however a new form of MRSA called community-associated MRSA (CA-MRSA) is becoming common in the general population. Anyone can get this infection, but factors that appear to increase the chances include close skin-to-skin contact, cuts or abrasions of the skin, and contact with shared exercise equipment. Examples of persons at highest risk are football players, wrestlers, users of health clubs, military recruits, and children under age two.

CA-MRSA skin infections usually appear as pimples, boils, or abscesses and may be mistaken for "spider bites." Most of these infections can be cured without the need for antibiotics. More serious infections may need antibiotic treatment. Your doctor is able to decide the best treatment for you.

If you have a CA-MRSA infection...

Follow instructions from your doctor.

Contact your doctor if your symptoms become worse or do not get better within a few days.

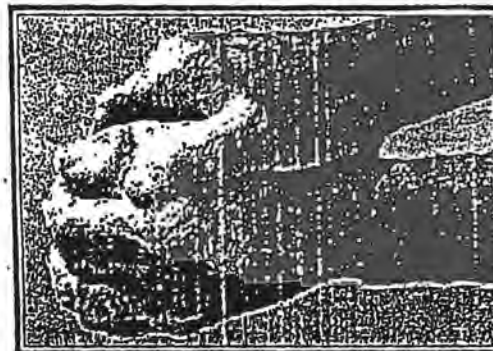
Help prevent the spread of infection to others

Wash hands often with soap and water, rubbing for at least 15 seconds before rinsing. Wash before close contact with others or after touching infected areas, used bandages, or infected body fluids. Alcohol hand sanitizers may be used if hands are not visibly dirty.

Tell others to wash their hands after close contact with you, after cleaning wounds, or after contact with used bandages or infected body fluids.

Persons caring for you should consider wearing clean, disposable gloves while cleaning wounds. Wash hands after throwing away the gloves.

Wash Hands Often



Cover wounds with clean dry dressings or bandages. If drainage cannot be contained with dressings, use disposable or cloth pads to keep nearby items and surfaces clean.

Seal heavily soiled bandages and dressings in a plastic bag before throwing into the regular trash.

Clean and disinfect contaminated surfaces with a household disinfectant such as Lysol® or bleach solution (1-cup bleach plus 9-cups water). Examples are kitchen and bathroom countertops, toilets doorknobs, or other areas touched by an infected person's hands or skin.



Keep Wounds Covered

Persons with skin infections or wounds with drainage that cannot be contained by bandages or dressings should stay home from work, school, or daycare until the drainage can be contained. If you have questions, contact your local health department before going to work or sending children to school or daycare.

ATTENTION

**BRAS GO IN YOUR
PILLOWCASE THEN TIE IT
IN A KNOT – PUT
PILLOWCASE (WITH BRA
INSIDE) INTO MESH BAG
ALONG WITH OTHER
PERSONAL ITEMS.
SOCKS, UNDERWEAR,
WASHCLOTH**

**DO NOT BELONG IN MESH
BAGS:**

**TOWELS, GRAYS, TANS,
SHEETS, OR CONTAMINATED
CLOTHING**

LAUNDRY PROCEDURES

R&O assigned laundry days are Mondays and Thursdays.

Schedules are posted on blue carts including blanket days, Holiday revisions, and procedures for mesh bags.

Personal mesh bags may only contain bras (inside of pillowcase) pillow cases, socks, underwear and wash cloths.

All other state issued clothing is to be placed in the blue laundry carts. IE: towels, sheets, state pants, state shirts, jumpsuits, shorts and gowns. Blankets are done a schedule on blanket day; all blankets will be sent to laundry to be cleaned on their scheduled day.

If anything becomes contaminated (contaminated is any body fluids, blood, feces, vomit, and urine). Any items contaminated should be placed in a water soluble bag (get one from the officer), then place in a clear plastic trash bag with IOC stating your name, number and what house you live on a long with what it is contaminated with. Then place in blue laundry cart.

If your mesh bag or water soluble bags are not done correctly they will be sent back to be done right. They will not be laundered until you next laundry day.

You will be given a warning for the first time, the second time a Conduct Violation will be issued to you.

This is for all of our benefit to help control the spread of contaminates and disease.

CONTAMINATED LAUNDRY

The Following is steps on, how to: properly handle
CONTAMINATE LAUNDRY with BODY FLUIDS.

If possible the Offender, that the contaminated laundry belongs to, should put the items into a **WATER SOLUBLE BAG** (get from rotunda) then place in a clear trash bag. Have a I.O.C. Attached to the outside of the clear trash bag, listing the items inside the water soluble bag, the owner of these items and where the items came from. After this has been done then the bag can be sent to Laundry.

It is very important that these steps are followed to prevent Staff as well as other Offenders coming into contact with these items. Laundry will not re-bag these items but will send them back to you to be done correctly. It is time consuming as well as UNSAFE. Take time to insure this procedure is done right the first time

Thank you very much for your cooperation with this very important matter.

Larry E. Fielder
Safety Manager



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
INTER-OFFICE COMMUNICATION

TO LAUNDRY	FROM R&O
SUBJECT	DATE

CONTAMINATED LAUNDRY

04/01/08

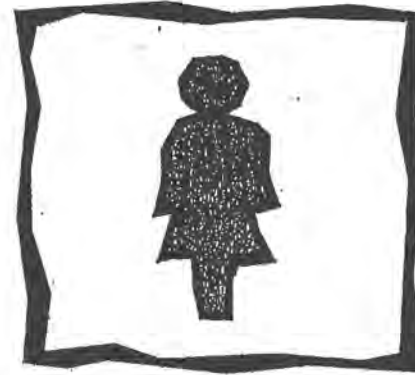
Susie Smith #123456
R&O A-side Room 140 Bed 1

Contaminated with blood (or what the item is contaminated with)

MOCK IOC
R+O Orientation

Facts Related to Sexual Assault

- * Anyone, male or female can be sexually assaulted.
- * A rapist can be a male or female.
- * Age or physical attractiveness is not a factor.

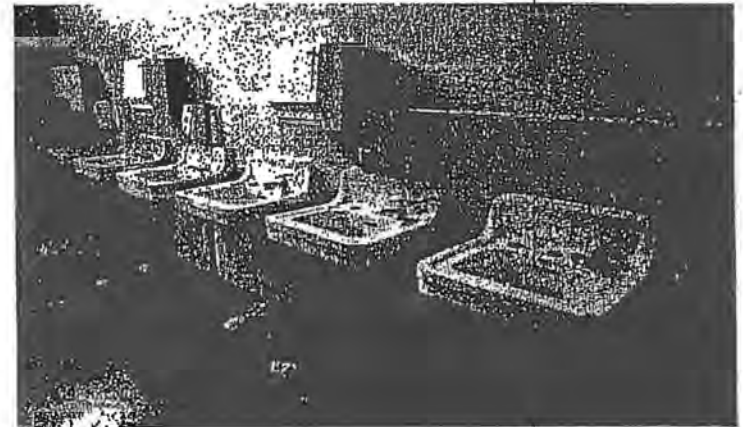


Things to Remember!

- * The victim of an assault is a "Victim" and is not at fault.
- * Sexual assault is a crime of violence and has nothing whatsoever to do with lust or passion.
- * In 2002 there were 247,730 victims of rape.
- * Seven out of every eight rape victims were females.
- * In 2001 only 39% of rapes and sexual assaults were reported to law enforcement officials. This represents only 1/3 of the actual cases that were reported.

Avoiding Sexual Assault

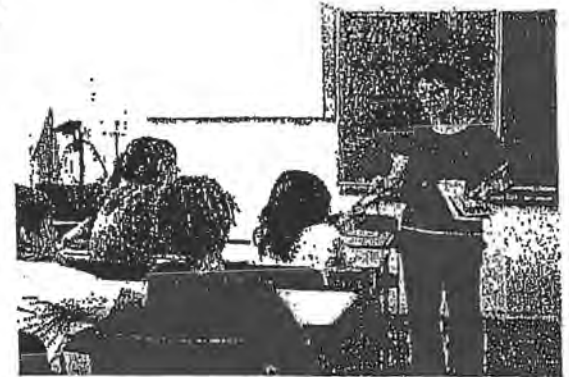
- * Avoid isolated areas such as closets, stairwells, isolated and unoccupied restrooms, etc.
- * Stay within eyesight of correctional staff whenever possible.
- * Be aware of your body language.



Female Inmates Can and Do Sexually Assault One Another!

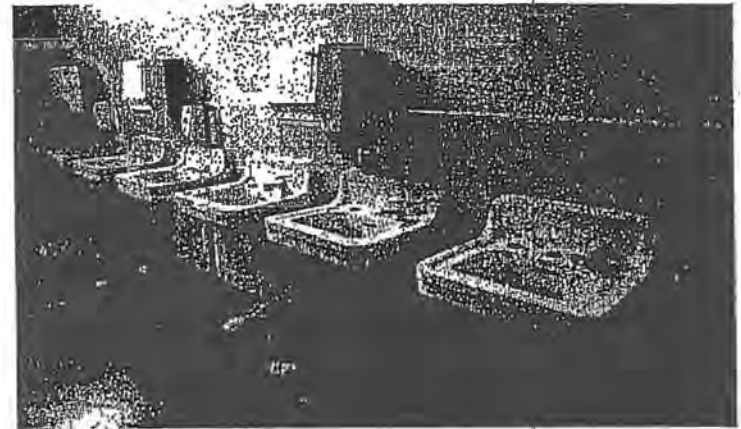
* That is the very reason for this training.

Female inmates have reported that physical force may be used, but more often the assaulter uses intimidation and emotional abuse to coerce another inmate into a sexual relationship.



Avoiding Sexual Assault

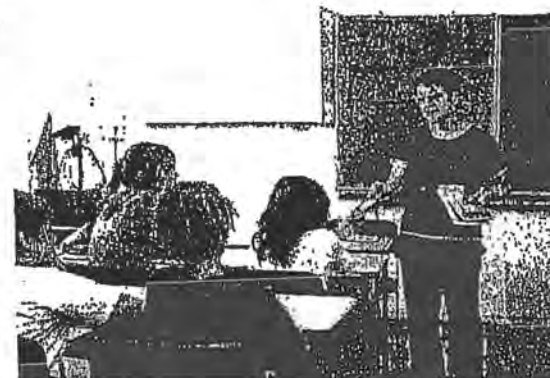
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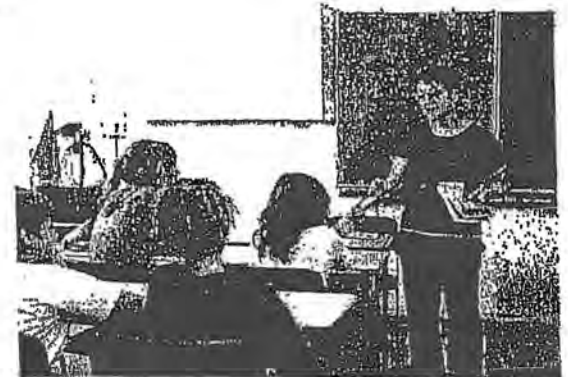
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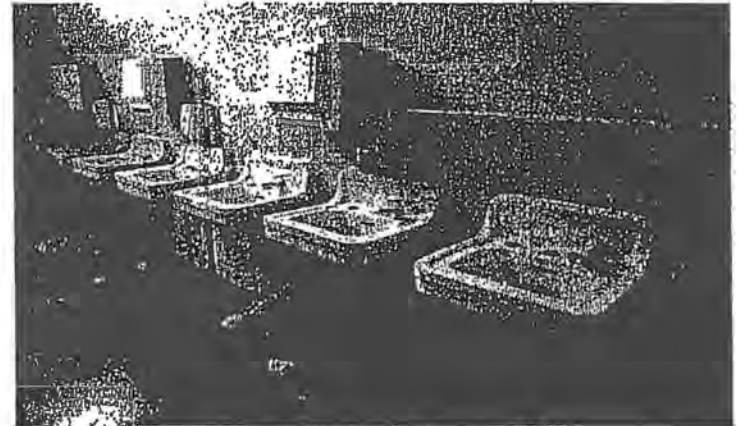
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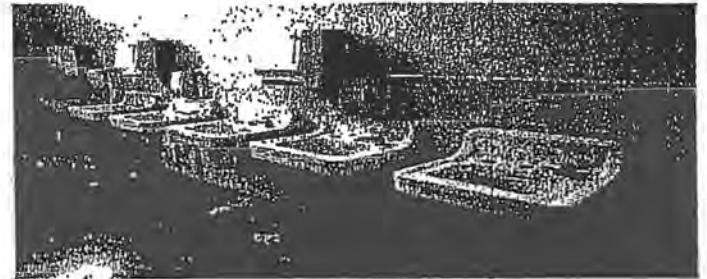
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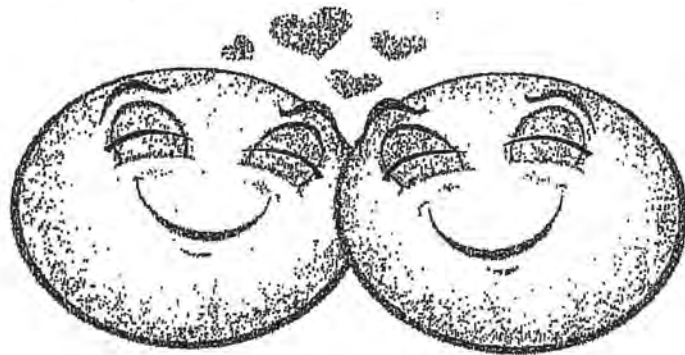
Danger Zones!

- * Be sure that you do not hang out in secluded areas such as stairwells, restrooms, closets, etc. You are inviting unwanted sexual advances by doing so.



Inappropriate Relationships

Be able to recognize and avoid:



Sexual advances from other inmates. Avoid conversations with other inmates about your sexual experiences, your financial status, and your emotions. Such conversations may be misinterpreted by another inmate to mean that you have an interest in developing a sexual relationship with them.

Beware of Paying for Protection!



Beware of inmates that offer say they will protect you. Do not give out information about your family, friends or especially your financial support system. Do not purchase large amounts of commissary or give the impression of having money available to you.

Report to any Staff Member



Every staff member is required to report any and all alleged sexual assaults to the proper authorities. Go to the staff member that you feel most comfortable reporting this to.

Risk of Contracting STD

- * Know that any sexual contact significantly increases your risk of contracting a sexually transmitted disease, ranging from genital herpes to HIV and AIDS.
- * Remember that your actions will have severe consequences.

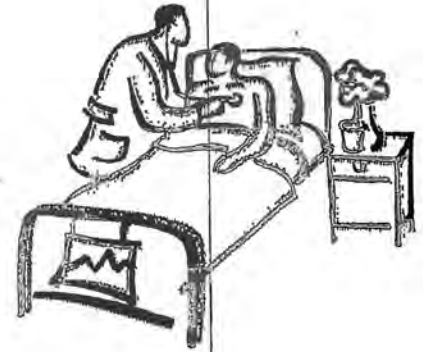
Sexual Assault is a Crime

- * All reported sexual assaults will be reported to the MDOC. Each case will also be investigated by your institution's administrative staff to ensure that the person is punished for the crime committed against you.



When you report the assault

- * You will be medically checked.
- * If the assault has occurred recently, you will be transported to a hospital.
- * You will be examined for injuries and evidence may be collected.



All questions on the attached Visiting Application MUST be completed in order for you to be considered for approval to visit.

Also, if you are currently under parole or probation supervision, you should contact your P&P Officer and ask for a letter giving permission for you to visit. Only immediate family members may visit if they are on probation or parole (significant others may NOT visit). The letter should be written on official letterhead and mailed directly to WERDCC by the P&P officer. Their Visiting Application will be DENIED without this letter.



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
VISITING APPLICATION

FACILITY **Women's Eastern Reception, Diagnostic
and Correctional Center**
1101 East Highway 54
Vandalia MO 63382

Offender _____, DOC # _____, HU# _____
has submitted your name for consideration as a visitor. If you wish to be considered for visits with this offender, please complete this form and return it to the address listed above. The offender will be notified and will be responsible for notifying you of your visiting status. Do not visit until final approval is received. If you have any questions about completing this application, please contact the institution listed above. **ALL QUESTIONS MUST BE ANSWERED IN ORDER TO BE CONSIDERED FOR APPROVAL TO VISIT.**

NAME (LAST)	(SUFFIX-Ex. Jr, Sr, II, III) (FIRST)	(MI)	(MAIDEN)	HOME TELEPHONE NUMBER ()	WORK TELEPHONE NUMBER ()
ADDRESS			CITY	STATE	ZIP CODE
DATE OF BIRTH (MONTH/DAY/YEAR)	GENDER ☐ MALE ☐ FEMALE	DRIVER'S LICENSE NUMBER		STATE	SOCIAL SECURITY NUMBER

RELATIONSHIP TO OFFENDER

☐ SPOUSE	☐ FATHER	☐ MOTHER	☐ SON	☐ DAUGHTER	☐ BROTHER	☐ SISTER	☐ GRANDFATHER	☐ GRANDMOTHER	☐ GRANDSON	☐ GRANDDAUGHTER	
☐ STEP	☐ FOSTER	☐ IN-LAW (Please indicate if your relationship above is STEP, FOSTER or IN-LAW)					☐ OFFENDER'S LEGAL GUARDIAN				
☐ UNCLE	☐ AUNT	☐ COUSIN	☐ NEPHEW	☐ NIECE			☐ ATTORNEY	☐ LAW ENFORCEMENT	☐ PARALEGAL	☐ SOCIAL WORKER	☐ MEDIA
☐ CLERGY/SPIRITUAL ADVISOR				☐ FRIEND		☐ VOLUNTEER	☐ OTHER _____				
☐ CUSTODIAN/LEGAL GUARDIAN OF OFFENDER'S CHILD/CHILDREN											

HAVE YOU EVER BEEN FOUND GUILTY, OR PLED GUILTY, TO A CRIME?	☐ YES ☐ NO (If yes, please explain below)
Most Recent Conviction Date: _____	Arrest Date: _____
County AND State of Conviction: _____	Sentence: _____

DO YOU HAVE ANY CHARGES PENDING?	☐ YES ☐ NO (If yes, please explain below)
County AND State: _____	Arrest Date: _____
	Offense: _____

ARE YOU CURRENTLY UNDER PAROLE SUPERVISION?	☐ YES ☐ NO
---	--

ARE YOU CURRENTLY UNDER PROBATION SUPERVISION?	☐ YES ☐ NO TYPE: ☐ SIS ☐ SES
--	--

HAVE YOU PREVIOUSLY BEEN UNDER PROBATION SUPERVISION?	☐ YES ☐ NO TYPE: ☐ SIS ☐ SES
---	--

HAVE YOU SERVED TIME IN A STATE OR FEDERAL CORRECTIONAL INSTITUTION?	☐ YES ☐ NO (If yes, please explain below)
Location: _____	Start Date: _____
Type of Release: _____	End Date: _____

HAVE YOU EVER BEEN EMPLOYED WITH THE DEPARTMENT OF CORRECTIONS?	☐ YES ☐ NO (If yes, please explain below)
Where: _____	Job Title: _____
	Employment Begin Date: _____
	End Date: _____

HAVE YOU EVER WORKED AS A VOLUNTEER IN CORRECTIONS?	☐ YES ☐ NO (If yes, please explain below)
Where: _____	Job Title: _____
	Employment Begin Date: _____
	End Date: _____

HAVE YOU WORKED AS A STUDENT INTERN IN CORRECTIONS?	☐ YES ☐ NO (If yes, please explain below)
Where: _____	Job Title: _____
	Employment Begin Date: _____
	End Date: _____

HAVE YOU WORKED AS A CONTRACT EMPLOYEE FOR CORRECTIONS?	☐ YES ☐ NO (If yes, please explain below)
Where: _____	Job Title: _____
	Employment Begin Date: _____
	End Date: _____

ARE YOU NOW ON AN OFFENDER'S VISITING LIST?	☐ YES ☐ NO (If yes, please explain below)
Other Offender's Name: _____	Other Offender's DOC ID#: _____
Your Relationship to Other Offender: _____	Other Offender's Location: _____

HAVE YOU EVER BEEN ON ANOTHER OFFENDER'S VISITING LIST?	☐ YES ☐ NO (If yes, please explain below)
Other Offender's Name: _____	Other Offender's DOC ID#: _____
Your Relationship to Other Offender: _____	Other Offender's Location: _____

I AGREE TO COMPLY WITH ALL VISITING REGULATIONS, INCLUDING SEARCH. ☐ YES ☐ NO

By my signature, I declare that the above information is true. I understand that any misrepresentation or failure to answer these questions may automatically result in the removal of my name from the offender's visiting list or delay approval to visit.

SIGNATURE	DATE
-----------	------

NOTE ☐ Parent or guardian must sign below if the proposed visitor is under 18 years of age. Any visitor under 18 years of age must be accompanied by an adult who is on the approved visiting list.

SIGNATURE	DATE
-----------	------

FOR OFFICE USE ONLY

☐ APPROVED ☐ DISAPPROVED	NAME AND TITLE	DATE
--	----------------	------

COMMENTS

FOR OFFICE USE ONLY

REQUESTER

DATE

MULES

NCIC

BACKGROUND CHECK RESULTS

MULES

NCIC

OTHER

CHOICES

- | | | | |
|------------------------------------|---|-------------------------------------|----------------------------------|
| ☐ ACTIVE | Active Warrant Exists | ☐ PAROLE | Parole |
| ☐ CLEAR | No Criminal History located - no wants/warrants | ☐ PEND CHGS | Pending Charges |
| ☐ DRUG CONV | Drug Conviction | ☐ PROBATION | Probation |
| ☐ FELONY | Felony Conviction | ☐ PROTECTION | Order of Protection |
| ☐ INV CHILD | Offense Involving Child | ☐ SEX OFF | Sex Offender |
| ☐ MISD | Misdemeanor Conviction only | ☐ SIS | Suspended Imposition of Sentence |
| ☐ MULTIPLE | Multiple Convictions | | |

**IF INFORMATION DIFFERS FROM THE FRONT OF THIS APPLICATION, PLEASE COMPLETE THE FOLLOWING
(SELECT ONE CHOICE FOR EACH)**

CONVICTED OF A CRIME?

☐ YES ☐ NO ☐ PENDING

CHARGES PENDING?

☐ YES ☐ NO

PAROLE/PROBATION?

☐ PAROLE ☐ PROBATION ☐ NEITHER ☐ BOTH

MULTIPLE CONVICTIONS?

☐ YES ☐ NO

MOST RECENT CONVICTION DATE

ARREST DATE

COUNTY

OFFENSE

SENTENCE

TIME IN CORRECTIONAL INSTITUTION?

☐ YES ☐ NO (If yes, please explain below)

WHERE

START DATE

END DATE

TYPE OF RELEASE

- | | | |
|-------------------------------------|---|------------------------------|
| ☐ PAROLE | - | RELEASED ON PAROLE STATUS |
| ☐ PROBATION | - | RELEASED ON SHOCK PROBATION |
| ☐ DISCHARGED | - | DISCHARGED - SERVED SENTENCE |

IF DOC EMPLOYEE/VOLUNTEER/INTERN/CONTRACT EMPLOYEE = YES

WHAT IS THE VISIT ELIGIBILITY DATE?

PROCESSED BY (OPERATOR)

DATE

All questions on the attached Visiting Application MUST be completed in order for you to be considered for approval to visit.

Also, if you are currently under parole or probation supervision, you should contact your P&P Officer and ask for a letter giving permission for you to visit. Only immediate family members may visit if they are on probation or parole (significant others may NOT visit). The letter should be written on official letterhead and mailed directly to WERDCC by the P&P officer. Their Visiting Application will be DENIED without this letter.



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NAME (LAST) _____ (SUFFIX-Ex. Jr, Sr, II, III) (FIRST) _____ (MI) _____ (MAIDEN) _____ HOME TELEPHONE NUMBER _____ WORK TELEPHONE NUMBER _____
() ()

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

DATE OF BIRTH (MONTH/DAY/YEAR) _____ GENDER ☐ MALE ☐ FEMALE DRIVER'S LICENSE NUMBER _____ STATE _____ SOCIAL SECURITY NUMBER _____

RELATIONSHIP TO OFFENDER
☐ SPOUSE ☐ FATHER ☐ MOTHER ☐ SON ☐ DAUGHTER ☐ BROTHER ☐ SISTER ☐ GRANDFATHER ☐ GRANDMOTHER ☐ GRANDSON ☐ GRANDDAUGHTER
☐ STEP ☐ FOSTER ☐ IN-LAW (Please indicate if your relationship above is STEP, FOSTER or IN-LAW) ☐ OFFENDER'S LEGAL GUARDIAN
☐ UNCLE ☐ AUNT ☐ COUSIN ☐ NEPHEW ☐ NIECE
☐ CLERGY/SPIRITUAL ADVISOR ☐ ATTORNEY ☐ LAW ENFORCEMENT ☐ PARALEGAL ☐ SOCIAL WORKER ☐ MEDIA
☐ CUSTODIAN/LEGAL GUARDIAN OF OFFENDER'S CHILD/CHILDREN ☐ FRIEND ☐ VOLUNTEER ☐ OTHER _____

HAVE YOU EVER BEEN FOUND GUILTY, OR PLED GUILTY, TO A CRIME? ☐ YES ☐ NO (If yes, please explain below)
Most Recent Conviction Date: _____ Arrest Date: _____ Offense: _____
County AND State of Conviction: _____ Sentence: _____

DO YOU HAVE ANY CHARGES PENDING? ☐ YES ☐ NO (If yes, please explain below)
County AND State: _____ Arrest Date: _____ Offense: _____

ARE YOU CURRENTLY UNDER PAROLE SUPERVISION? ☐ YES ☐ NO

ARE YOU CURRENTLY UNDER PROBATION SUPERVISION? ☐ YES ☐ NO TYPE: ☐ SIS ☐ SES

HAVE YOU PREVIOUSLY BEEN UNDER PROBATION SUPERVISION? ☐ YES ☐ NO TYPE: ☐ SIS ☐ SES

HAVE YOU SERVED TIME IN A STATE OR FEDERAL CORRECTIONAL INSTITUTION? ☐ YES ☐ NO (If yes, please explain below)
Location: _____ Start Date: _____ End Date: _____
Type of Release: _____

HAVE YOU EVER BEEN EMPLOYED WITH THE DEPARTMENT OF CORRECTIONS? ☐ YES ☐ NO (If yes, please explain below)
Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

HAVE YOU EVER WORKED AS A VOLUNTEER IN CORRECTIONS? ☐ YES ☐ NO (If yes, please explain below)
Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

HAVE YOU WORKED AS A STUDENT INTERN IN CORRECTIONS? ☐ YES ☐ NO (If yes, please explain below)
Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

HAVE YOU WORKED AS A CONTRACT EMPLOYEE FOR CORRECTIONS? ☐ YES ☐ NO (If yes, please explain below)
Where: _____ Job Title: _____ Employment Begin Date: _____ End Date: _____

ARE YOU NOW ON AN OFFENDER'S VISITING LIST? ☐ YES ☐ NO (If yes, please explain below)
Other Offender's Name: _____ Other Offender's DOC ID#: _____ Other Offender's Location: _____
Your Relationship to Other Offender: _____

HAVE YOU EVER BEEN ON ANOTHER OFFENDER'S VISITING LIST? ☐ YES ☐ NO (If yes, please explain below)
Other Offender's Name: _____ Other Offender's DOC ID#: _____ Other Offender's Location: _____
Your Relationship to Other Offender: _____

I AGREE TO COMPLY WITH ALL VISITING REGULATIONS, INCLUDING SEARCH. ☐ YES ☐ NO

By my signature, I declare that the above information is true. I understand that any misrepresentation or failure to answer these questions may automatically result in the removal of my name from the offender's visiting list or delay approval to visit.

SIGNATURE _____ DATE _____

NOTE ☐ Parent or guardian must sign below if the proposed visitor is under 18 years of age. Any visitor under 18 years of age must be accompanied by an adult who is on the approved visiting list.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

☐ APPROVED ☐ DISAPPROVED NAME AND TITLE _____ DATE _____

COMMENTS _____

FOR OFFICE USE ONLY

REQUESTER	DATE
-----------	------

MULES

NCIC

BACKGROUND CHECK RESULTS

MULES	NCIC	OTHER
-------	------	-------

CHOICES			
☐ ACTIVE	Active Warrant Exists	☐ PAROLE	Parole
☐ CLEAR	No Criminal History located - no wants/warrants	☐ PEND CHGS	Pending Charges
☐ DRUG CONV	Drug Conviction	☐ PROBATION	Probation
☐ FELONY	Felony Conviction	☐ PROTECTION	Order of Protection
☐ INV CHILD	Offense Involving Child	☐ SEX OFF	Sex Offender
☐ MISD	Misdemeanor Conviction only	☐ SIS	Suspended Imposition of Sentence
☐ MULTIPLE	Multiple Convictions		

**IF INFORMATION DIFFERS FROM THE FRONT OF THIS APPLICATION, PLEASE COMPLETE THE FOLLOWING
(SELECT ONE CHOICE FOR EACH)**

CONVICTED OF A CRIME?
☐ YES ☐ NO ☐ PENDING

CHARGES PENDING?
☐ YES ☐ NO

PAROLE/PROBATION?
☐ PAROLE ☐ PROBATION ☐ NEITHER ☐ BOTH

MULTIPLE CONVICTIONS?
☐ YES ☐ NO

MOST RECENT CONVICTION DATE

ARREST DATE

COUNTY

OFFENSE

SENTENCE

TIME IN CORRECTIONAL INSTITUTION?
☐ YES ☐ NO (If yes, please explain below)

WHERE	START DATE	END DATE
-------	------------	----------

TYPE OF RELEASE

☐ PAROLE	-	RELEASED ON PAROLE STATUS
☐ PROBATION	-	RELEASED ON SHOCK PROBATION
☐ DISCHARGED	-	DISCHARGED - SERVED SENTENCE

IF DOC EMPLOYEE/VOLUNTEER/INTERM/CONTRACT EMPLOYEE = YES

WHAT IS THE VISIT ELIGIBILITY DATE?

PROCESSED BY (OPERATOR)	DATE
-------------------------	------



STATE OF MISSOURI
DEPARTMENT OF CORRECTIONS
WOMEN'S EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER
1101 East Highway 54, Vandalia, MO 63382

FIRST LETTER HOME

OFFENDER NAME:

DOC NUMBER:

WELCOME

Incarceration is often a difficult time for offenders, their families and friends. There are usually many questions about the rules and regulations governing the operation of the Department of Corrections that relatives and friends want answered. This brief correspondence will provide you with general information about the policies, procedures and practices at **WOMEN'S EASTERN RECEPTION, DIAGNOSTIC AND CORRECTIONAL CENTER, (WERDCC)**; however, there are other resources also available to you as well.

It is recommended that family members and friends become familiar with the Department of Corrections website at www.doc.mo.gov, which will provide you with information about the department's administration, facilities, and guidelines. You can also view the *For Family and Friends* handbook and view and subscribe to the *Inside Out Newsletter* at that site. These resources will provide many answers to your questions.

DIAGNOSTIC PROCESSING

During the initial admission process at the department's diagnostic centers, much information is gathered to ensure proper classification and accuracy of file materials.

When an offender arrives at the facility, personal property is inventoried and the offender may either mail unauthorized items home at their expense, send it out with a visitor, or may opt to donate the items to charity. No changes can be made regarding the offender's decision of property disposal and all property must be disposed of within 30 days.

The offender is processed and provided initial hygiene supplies, clothing and bedding. Information regarding personal description, emergency notification, religious affiliation, identification of potential enemies within the Department, medical and mental health history and immediate health care concerns are identified and documented. Each offender attends an orientation program that explains the facility's rules and expectations. During this program, they also receive a rulebook, deposit slips, paper, envelopes, a pencil, and guidelines about situations to avoid during incarceration. Offenders are encouraged to share this information with family. Medical staff also meets with each offender to perform a physical examination, test for various diseases, administer a tetanus shot, take a DNA sample as required by law, and to obtain a medical history to ensure medical and prescription needs are addressed. Educational, Mental Health, IQ and vocational testing occurs over a period of several days. Dependent upon the particular status of the offender, she may remain in the Receiving and Orientation Unit from 30 to 45 days, until she is assigned to the appropriate institution.

TELEPHONE ACCESS

Offenders may not receive phone calls, however, once a personal PIN number has been activated, offenders are allowed to make phone calls. Phone calls are limited to 15 minutes per call, with access between the hours of 6:00 a.m. to 10:30 p.m. daily. Calls can be made via collect call, through debit minutes purchased by the offender in the canteen, or through prepaid time purchased by the family through Securus Technologies, Inc., the telephone vendor. Offender families who wish to purchase prepaid phone time, or discuss billing or phone problems may call Securus Technologies, Inc. at (800-844-6591), as well as their local service provider.

MAIL ACCESS

One of the most important things you, as a family member or friend can do is to write regularly. While offenders may not receive food, clothing, cash, stamps, stationery or other items through the mail, letters are encouraged. You may write as often as you wish, and with each letter, you may send up to five 8 1/2 x 11 enclosures, clippings or photographs (no Polaroids), but they may not contain nudity (to include children), any pictures of other offenders, or other inappropriate content. Mail is subject to inspection. For more specific information about mail restrictions, you may visit the department's website and read about it in the *For Family and Friends* handbook. The following address should be used for all incoming mail:

Women's Eastern Reception, Diagnostic & Correctional Center
(Offender Name and DOC Number)
1101 East Highway 54
Vandalia, Missouri 63382

VISITING

During assignment to the diagnostic unit, offenders are allowed one 4-hour visit from 2:30 p.m. to 6:30 p.m. on the second Saturday of each month. The visiting room is open Saturday, 2:30 p.m. to 6:30 p.m. Visitors must arrive prior to 5:15 p.m.. Offenders arriving at the institution within 2 weeks prior to the visiting date may receive a special visit. Once the offender has been informed of the approval or denial of requested visitors, it will be her responsibility to notify prospective visitors of visitation status. No more than 3 visitors may visit an offender at the same time. No visitors under the age of 18 will be allowed to visit the offender while she is in the diagnostic unit. All visitors will be required to present a valid State Department of Revenue picture identification prior to being allowed entry into the institution. It should be noted that visitors are subject to search for contraband, and all visitors are expected to conduct themselves appropriately. Language, dress, and behavior are expected to be orderly and proper and use or possession of alcohol, drugs, weapons, a camera or any contraband is strictly prohibited. Refusal to comply with these orders may result in denial of visiting privileges, arrest, and/or prosecution. No food, liquids or cigarettes will be permitted to be brought into the visiting room by visitors. Vending machines are available for visitor use. No more than \$50.00 in \$5.00 bills or less, per person, will be permitted in the visiting room and the money must be carried in a clear plastic bag or container. Under no circumstances can offenders have money in their possession. Small lockers are available to store keys, purses and wallets during visits; however, it is recommended that when possible, items be secured in the vehicle. Medications or medical equipment needed to maintain life such as nitroglycerin, insulin and insulin supplies and oxygen or asthma inhalers may be taken into the facility in their original container and only in the necessary dosage for the visiting period. You should notify staff upon your arrival of the need for medication during visitation. If you have special medical equipment, such as a walker, wheelchair or surgically implanted metal hardware, you should provide a physician's statement. Visitors with special needs due to a medical or physical limitation will be permitted to retain those items if deemed necessary by the shift supervisor.

OFFENDER DEPOSITS

Offenders will have a personal account, and money may be deposited to that account in several ways. The fastest way to deposit money to an offenders account is to use electronic transfer by an approved on-line or local money transfer vendor. Using this wire service will ensure overnight transmittal for next business day's deposit. It will still take 24 to 48 hours to show up on the account if received by the vendor's cut off time. The offender will receive notice of deposit or may check their balance on a kiosk located inside the facility. If you wish, you can also mail a money order or cashier's check to the Offender Finance Office, Missouri Department of Corrections, P.O. Box 1609, Jefferson City, MO 65102. When doing so, the check must be made payable to the Missouri Department of Corrections and accompanied by a Department of Corrections deposit slip. Each offender has access to deposit forms and can send the slips to you at any time. If you have questions, you may call the Offender Finance Office at (573) 526-6445 or visit our website. It should be noted that if fines or fees are mandated by the courts for reimbursement of court costs, filing fees, child support, intervention fees or payment to a victim compensation fund the department is obligated by law to remove all or part of incoming deposits until the judgment is met in full.

DIRECTIONS TO WERDCC

If you are coming from St. Louis, take Highway 61 North to Bowling Green, MO and exit on to Highway 54 West. If you are coming from Kansas City or Columbia, take I-70 East to Kingdom City, then take the Highway 54 East exit, #148, Turn left toward Auxvasse/Mexico. Stay on Highway 54 East to Vandalia. WERDCC is on the eastern city limits of Vandalia.

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Most of the time your questions can be resolved by visiting the department's website at www.doc.mo.gov and reviewing the **For Family and Friends** link. It is recommended that you call the caseworker to relay any concerns you may have about an offender should your questions not be answered via the website. WERDCC'S phone number is (573) 594-6686.

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- **PAPERWORK:** You will receive a copy of your Sentence and Judgment papers and your face sheet when you are classified. This includes new offenders and any return offender with a new sentence. DO NOT request any of this paperwork from the Records Department.
- **JAIL TIME CREDIT:** If you dispute your jail time credit on a sentence, it is your responsibility to write to the sheriff's office in the county where you were held and request they check your time. The county must send a corrected endorsement to the Records office here at WERDCC. The Records office will not accept this information from you or your family.
- **OFFENDER ACCOUNT & VICTIM'S COMPENSATION:** Offenders must have their Canteen order in by no later than 11:00 a.m. on Fridays. Offenders will receive Canteen on Monday morning. (This schedule could be subject to change in the event Canteen schedules HU6 spend day other than Mondays). All money brought in by offenders is sent to Jefferson City. You may have money wired to you. See your bulletin board on your wing for this information. It may take anywhere from 2 days to 2 weeks for money to be deposited on your account. Victim's compensation fees will post on the Kiosk machine.
- **PREGNANT OFFENDERS:** If you are pregnant or are notified by medical that you are pregnant, please notify Ms. Hurley. You will need to complete a form for release of your child to a temporary guardian if the baby is born while you are still incarcerated.
- **PHONE BLOCKS:** If you are having problems making collect calls or your family have phone blocks, have them contact the following number: 1-800-844-6591.
- **TELEPHONE AND MAIL:** Telephones are provided on the housing unit. All calls must be either collect or by calling card and should be limited to 15 minutes per call as a courtesy to other offenders. Again, you will need your own activated phone pin number in order to make calls. Three-way calls are NOT allowed per DOC policy and can subject you to a CDV. There are no restrictions on the number of letters you may write. The only letters that may be sealed are those which are considered legal mail (items going to court, judge, or attorney). You may deposit letters and any other mail going out of HU6 in the black mailbox in the airlock. All mail going to HU6 staff (FUM, Caseworkers, and IPO's) may be placed in the brown kite box, also located in the airlock. Any letters sent out of the institution must include all of the following for the return address:
 (Incarcerated name, DOC number and HU)
 WERDCC
 1101 East Highway 54
 Vandalia, MO 63382
 Friends and family may also write you at the above address.

- **MSR FORMS:** (Medical Services Request) are forms that you fill out to request medical services. MSR's are obtained in the rotunda and must be filled out prior to reporting to Medical. If you wish to see a dentist, eye doctor, mental health or OB, and it is not urgent, you may drop the MSR in the box in the Dining Hall.
- **MEAL SCHEDULE:** All R&O Offenders are required to go to all meals. Meals are scheduled at the approximate times:

Breakfast 5:20 am, Lunch 10:45 am, Supper 3:45 pm

- **LAW LIBRARY:** R&O Offenders will go to the Law Library every Wednesday evening from 6:00 pm to 8:00 pm. CCM's will put out a sign up sheet Wednesday morning for offenders wanting to go to the Law Library and take care of legal issues. You cannot file for divorce or 180 day writ until you are classified and out of R&O. Offenders may have papers notarized at the Law Library or during open door by the CCM.
- **SMOKING:** R&O is a Non-Smoking unit. **THERE WILL BE NO TOBACCO PRODUCTS IN R&O.** Offenders will not be allowed to purchase cigarettes or tobacco products. If you are caught with cigarettes and/or smoking, you will be subject to a CDV.

GUIDELINES FOR ADJUSTMENT TO INCARCERATION

Missouri Department of Corrections is committed to the custody and supervision of all inmates; however, circumstances may occur which may place you in a vulnerable, insecure predicament. Be aware of and avoid conditions which may put you in these situations. Some examples of these circumstances are as follows:

- 1. Avoid Getting in Debt:**
 - a) Gambling
 - b) Borrowing
 - c) Lending
 - d) Inmate "Scams": be aware of inmate protection groups which attempt to provide you safety in exchange for money, or canteen items.
- 2. Substance Abuse -- Drugs and Alcohol:**
 - a) Prescribed medications should be taken according to an authorized doctor's orders only.
 - b) Drugs or alcohol will not be permitted. Be aware that possession of unauthorized drugs or alcohol is against rules. Possession will result in appropriate sanctions. Also, the possession/use of controlled substance is against Missouri statutes which may result in prosecution.
- 3. Unauthorized Organizations will seek you membership:**
 - a) It is your responsibility to choose your friends wisely as these individuals might not have your best interest in mind.
- 4. Verbal and physical harassment may occur:**
 - a) Attempt to avoid situations which may put you at risk, such as:
(Refer to 5 (a).
 - b) Strong arming.
 - c) In the event such harassment should occur and you think you need assistance in handling this problem, contact a staff member for help.
- 5. Sexual Assault:**
 - a) Avoid situations which may place you at risk.
 1. Choose your company carefully
 2. Avoid being alone
 3. Avoid any type of indebtedness
 4. Do not borrow anything

b) If you are assaulted, follow these steps:

- 1. Contact a staff member immediately.**
- 2. If sexually assaulted, to assist in possible prosecution, do not remove physical evidence either by washing or using the toilet.**
- 3. Cooperate with the investigator.**
- 4. Provide all information regarding the identity of the aggressor (s).**

The following are some ways to help you avoid the situations listed above:

a) Mind your own business. Don't discuss your personal business with other inmates, such as:

- 1. Money**
- 2. Sentence/Offense**
- 3. Family**
- 4. Career**
- 5. Criminal history**

b) Keep your possessions while incarcerated to a minimum. The more you have, the more you become a target.

c) Avoid idle time:

- 1. Get involved in self-improvement activities such as education, vocational training, recreation, jobs and religion.**

d) If stress levels become too much, seek staff help.

If you think you need protection, you must notify a staff member as soon as possible. You will be locked in temporary Ad Seg until a hearing is held. At the hearing, you must provide completed information regarding the threat and identity of all enemies. You may be placed on protective custody or you may be released from protective custody status.

The Department is committed to the ideal of a safe and secure environment for all. Each inmate is responsible for cooperation with staff and for complying with all department rules.

AUDRAIN COUNTY

101 North Jefferson Street, Room 304

Mexico, MO 65265

Phone (573) 581-3231

Fax (573) 581-2766

RECEIVING AND ORIENTATION

-WERDCC-

"HOW TO BECOME INVOLVED WITH 4-H LIFE"

We realize there are many new rules and mountains of information to learn at this facility. As a member of the staff at University of Missouri-Extension, my purpose for this letter is to guide you in the proper directions for our specific programs.

1. OUR TARGET AUDIENCE:

Mothers, Grandmothers, Aunts, Sisters who had a close relationship with the young people within their home, prior to incarceration – AND – who expect these young people to visit them while incarcerated.

2. 4-H LIFE: (formerly known as Building Strong Families/4H)

As a part of my service to you, I facilitate a weekly class – "4-H Life". This class is aimed towards discussion of parenting/grand-parenting/role-modeling of children in the age category of eight + years. (Remember the Target Audience listed above). Topics include "How to Budget your Money", "Stress", "Anger", "Communication", "How to Play", etc. Included within this class time is preparation for the next role in deciding what topic to present, what game(s) to play, and perhaps a special project for community service. Let's work and play together to help our children!! This is a GREAT class, with LOTS of fun...LEARNING does not have to be completely serious!!

One additional note: You will learn that your local Extension Office (one in every County in the State of Missouri) has a multitude of resources for you; for instance – living arrangements, healthcare, dealing with crisis, employment for ex-offenders, etc. During "4-H LIFE" classes, we attempt to cover some of your personal needs via resources available to Extension Staff.

3. 4-H LIFE ENHANCED VISITATION (Club Meeting):

This excellent opportunity is sponsored monthly by University of MO-Extension and WERDCC. It is currently in the planning stage, and more information will be available to you soon. REMEMBER...Enhanced Visitation is the opportunity for your children to become a member of a State-recognized 4-H Club of Missouri.

THANK YOU & SEE YOU SOON!!

Prison Release Initiative: Springfield/Greene County



Currently, 34% of offenders released from incarceration in the state of Missouri come back to prison on a new case. PRI Springfield doesn't want YOU to be one of them! We intend to work with you while you are incarcerated and as you prepare to leave prison, then to continue providing services and support until you have successfully reintegrated back into your community.

If you are selected to participate in PRI-Greene County, you will be assigned an individualized case management team approximately six months prior to your release. This team may include a case manager, IPO and other institutional staff., based on your personal needs and risk of recidivism.

Prior to your release, you will begin working on some of the goals you set for yourself, such as working on your GED, taking classes, and completing substance abuse treatment.

Through video-conferencing, you and your institutional case management team will be able to meet several times with your field case management team. This field team may include your probation/parole officer, community providers, and members of your support network.

You will work with your team to identify programs and services that will meet the goals that you have set for yourself in your Transition Accountability Plan. By the time you leave prison, you will have a plan in place to help you succeed in the community! You will have the opportunity to ask questions, give input, and get to know the people on the outside before you are ever released.

**Ask yourself:
"Am I ready to to succeed?"**

**Look into -
PRI Springfield/Greene County**

Programs & Services:

Education/Vocational Training

- Adult Basic Education (GED)
- Career & Technical Education
- Work Readiness Skills

Housing Placement

- Oxford Houses
- Victory Mission
- Low-cost residential housing

Job Training & Placement

- Ready-to-work Program
- Job Training
- Employment

Substance Abuse Services

- Assessments
- Individual & Group Treatment

Mental Health

- Medications
- Counseling Services

Transportation

- Bus Passes

Mentoring Program

- Community-Based Mentoring

WERDCC
MO DEPT OF CORRECTIONS
INTEROFFICE MEMORANDUM

To: Whom it May Concern

From: Jennifer Raspberry, CCMII

Subject: SSI—Supplemental Security Income

Please read ALL information before contacting my office:

As a part of the Missouri Re-Entry Process (MRP) initiated by the Missouri Department of Corrections, WERDCC has asked me to be the facility liaison between our offender population and the Social Security Administration's local office. Our purpose is to assist you in getting your SSI Benefits reinstated and lessen the wait time for getting your SSI checks upon your release. If you were receiving SSI Benefits and your benefits were stopped due to your incarceration, follow these steps:

90 days prior to your established release date, contact me, Jennifer Raspberry, CCMII on housing unit 4 and let me know that you would like assistance in getting your SSI benefits reinstated.

Be prepared to sign a release of information for Medical and Mental Health, they will call you over once I have your information.

Once the Social Security office has your information and medical and mental health records, you will be asked to come to my office for a phone interview with the Social Security SSI contact in the Columbia, MO office. This will require approximately 30 minutes to an hour of your time.

Once a determination of your eligibility has been made, you will be notified by their office. If it is determined that you are eligible to receive SSI, you may contact your local office upon your release to begin receiving benefits.

(NOTE: If you have been incarcerated less than one year, your SSI benefits will automatically be reinstated upon your release. Contact your local office upon release.)

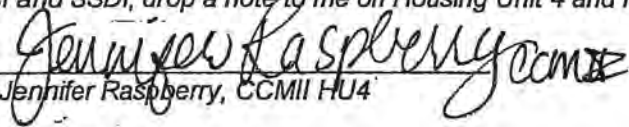
If you applied for SSI prior to being incarcerated, but were denied, you may NOT apply again while incarcerated. Contact your local office upon release. If your case is in the appeal process (SSI or SSDI), contact your lawyer to proceed. You may need to continue your case once you are released. Or if an appeal hearing date has already been established, Social Security may contact your caseworker to set up a disability hearing by phone. This is YOUR responsibility, not your caseworkers.

If you received SSI in the past, but had been determined no longer eligible before you were incarcerated and you want to re-apply, contact your office upon release.

If you have never received SSI in the past, but have developed a debilitating condition (one which would make it impossible for you to maintain employment) while incarcerated, contact Jennifer Raspberry on HU 4.

Please Note: If you were receiving both SSI and SSDI (Social Security Disability Income) benefits prior to your incarceration and your SSI record is suspended, you must show proof that you have been released from prison in order to have your benefits reinstated. Once you have done so and your SSDI has been reinstated, your SSI benefits will then be reinstated as well. In this case, you must contact your local office upon release to begin receiving benefits again.

To receive a copy of the Supplemental Security Income booklet or the Social Security Disability Income booklet from the Social Security Administration, which explains what SSI and SSDI are, and the rules for getting SSI and SSDI, drop a note to me on Housing Unit 4 and I will be happy to get you a copy.

Sincerely, 
Jennifer Raspberry, CCMII HU4

CC: Angela Mesmer, Warden
Tori Dunn,, Deputy Warden
Todd Francis, Deputy Warden
Deborah J. Miller, Assistant Warden
Matt Jones, FUM
Lisa Barnes, FUM

What Prisoners Should Know About Social Security



Social Security and Supplemental Security Income (SSI) payments ~~are~~ are not payable for months that you are confined to a jail, prison or certain other public institutions for commission of a crime. And, you are not eligible for Social Security or SSI payments automatically when you are released.

Who can get Social Security benefits?

Social Security disability benefits can be paid to people who have recently worked and paid Social Security taxes and are unable to work because of a serious medical condition that is expected to last at least a year or result in death. The fact that a person is a recent parolee or is unemployed does not qualify as a disability. No benefits are payable for months you are in a jail, prison or other correctional facility or certain other public institutions.

Social Security retirement benefits can be paid to people who are 62 or older. Generally, you must have worked and paid Social Security taxes for 10 years to be eligible. Benefits are not paid for the months you have been sentenced to a jail, prison or correctional facility or confined to certain public institutions for committing a crime.

Although you cannot receive monthly Social Security benefit payments while you are confined, your spouse or children can be paid benefits on your record if they are eligible.

And if you have worked and paid Social Security taxes, survivors benefits also may be paid to certain family members in the event of your death.

Who can get SSI payments?

SSI payments can be paid to people who are 65 or older, or who are blind or disabled and whose income and resources are below certain limits. No benefits are payable for any month throughout which you ~~reside in a jail, prison or certain other~~ public institutions.

When you are ready to be released, contact Social Security to apply for SSI so that an SSI payment can be made right after your release if you meet all the requirements.

If you think you qualify for benefits

In all cases, if you think you may qualify for Social Security or SSI payments, you should contact Social Security to apply for benefits.

Contacting Social Security

For more information, visit our website at www.socialsecurity.gov or call toll-free 1-800-772-1213 (for the deaf or hard of hearing, call our TTY number, 1-800-325-0778). We can answer specific questions and provide information by automated phone service 24 hours a day.

We treat all calls confidentially. We also want to make sure you receive accurate and courteous service. That is why we have a second Social Security representative monitor some telephone calls.



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What Prisoners Should Know About Social Security

Jeremiah W. (Jay) Nixon
Governor



George A. Lombardi
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State of Missouri
DEPARTMENT OF CORRECTIONS
Ad Excelleum Conamur - "We Strive Towards Excellence"

Memorandum

Date: 6-20-12
To: HU 6

From: Paula James SKII

Subject: Canteen spend

Offenders Canteen Spend

R&O offenders are to spend by 11:00 am the Friday before their spend day. If you are in R&O on that Friday and want to spend for the following week, you must spend with R&O. The orders will be pulled on Monday and if you are released on Friday or Monday from R&O, then you will pick up your canteen on Monday at 2:30. If you choose to not submit or cancel you order before you get out of R&O you will forfeit your spend until the following week, even if you were notified that you were being released

If you order anything on the Kiosk that is not on this list, you will receive a CDV or
forfeit your spend-15 item limit

Product Hair Care Products

1335	VO5 shampoo (1)	\$1.65
1340	Suave 2 in 1 shampoo/conditioner	\$2.38
1339	Head & Shoulder Dandruff 2 in 1 (1)	\$5.69
1314	7 " Comb (1)	\$0.42
1327	Royal Crown Hair Dressing	\$1.81

Hygiene & Skin Care

1379	Dial soap (1)	\$1.03
1375	Ivory (1)	\$0.67
1381	Irish Spring (1)	\$1.05
1356	Soap dish (1)	\$0.57
1303	Ladies Speed Stick Powder (1)	\$1.59
1305	Fresh scent roll on (1)	\$0.50
1307	Maxi Pads Medium (2)	\$5.59
1309	Regular Tampons (2)	\$5.71
1306	Panty Liners (2)	\$1.08
1310	Super tampons (2)	\$5.71

Eye Care products

1283	Contact Solution Soft Lens (1)	\$6.06
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Dental Care Products

1297	Colgate Clear gel (1)	\$1.88
1293	Efferdent Denture Cleanser (1)	\$5.04
1294	Efferdent Denture Adhesive (1)	\$3.60
1300	Security Toothbrush (1)	\$0.52
1301	Tooth brush caps (1 pkg of 4)	\$1.12

Product Legal Items

1448	#2 Lead Pencil (2)	\$0.12
1451	Ink Pens (Black Only) (2)	\$0.17
1407	Copy Card (1)	\$2.00
1454	\$.46 Postage Stamp (1 roll)	\$0.49
1702	.02 Postage Stamp	\$0.02
1745	.20 Postage Stamp	\$0.20
1434	Address Book (1)	\$1.56
1443	Notebook paper (1)	\$1.85
1445	Yellow Legal Pad 8.5 x 11 (1)	\$0.80
1439	10 x 13 Envelope (2)	\$0.13
1438	Envelope (50)	\$0.03

Miscellaneous

1374	Canteen Mesh Bag 15x12 (1)	\$3.25
1430	Cup with lid (1)	\$0.32
1421	Master Lock (1)	\$5.23

If you are in HU 6 on Friday morning, then you must spend with HU 6.

Orders under \$1.00 will be canceled unless there are hygiene or legal items.

03/19/14

****Prices and items subject to change without notice****

Jeremiah W. (Jay) Nixon
Governor



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George A. Lombardi
Director

State of Missouri
DEPARTMENT OF CORRECTIONS
Ad Excelleum Conamur – "We Strive Towards Excellence"

Date: November 8, 2012
To: All Concerned
From: Connie Dooley, Records Officer III
Subject: Offender Notes to Records

This issue has been addressed several times over the past few years. The Records Office will NOT respond to notes regarding the following issues:

GOOD TIME CREDIT

1. If an offender is eligible for a time credit date, a Time Credit Eligibility Form will be submitted automatically to the Warden's office for recommendation three (3) months prior to the Time Credit Date.
2. Once a Warden has made a recommendation, it is sent to the Parole Board.
3. If a denial is recommended, the Parole Board will notify the offender of the denial. If there is a recommendation for approval, the Board will notify the offender with a hearing or release date.

WARRANTS

1. If an offender knows she has active warrants, she will need to contact those counties and request action be taken.
2. The Records Office runs warrant checks as offenders are received and prior to release. Any counties showing an active warrant are notified at that time.
3. It is the responsibility of the offender and the county where the warrant is issued to take any necessary action regarding those warrants.

DETAINERS

1. Once a warrant and letter of request has been received from a county, a detainer will be placed in favor of that county.
2. The offender will be notified of the detainer.
3. If the offender is eligible for a Request for Disposition, they will be given an opportunity to file that request. *NOTE: this is the same as a 180 WRIT.
4. The Records office can not file a Request for Disposition (180 day WRIT) unless an official detainer has been received.

LETTERS OF INCARCERATION

1. The offender may write a letter with the dates they have been incarcerated, have it notarized and mail to the agency needing the information.
2. If an agency needs verification of incarceration, that agency must request the information through the Records Office.
3. The Records Office WILL write a letter of Incarceration to the City of St. Louis ONLY. You will need to supply a self addressed stamped envelope to the Records Office with your request.
4. When you are released, you're Parole or Probation orders can be used to prove incarceration.

MONEY AND OFFENDER ACCOUNTS

1. The Records Office does NOT handle money or offender account questions or requests. Send your note to the Business Office.

FACE SHEETS

1. Offenders are given a copy of their face sheet while in R&O.
2. Any time a change is made to a face sheet, for any reason, the offender will receive a copy of the corrected face sheet.
3. If a request for a face sheet is received, it will only be honored if it has been 2 years or more since a face sheet was updated.

120 CREDITS

1. If you served time on a PCT, ITC, or LTC and return as a Probation Revocation on those charges, you will automatically receive this credit.

PAROLE QUESTIONS

1. Any questions about seeing the board or release dates changing should be directed to your IPO, not Records.

If these procedures are adhered to, it will free up the time of the Records staff to answer notes relating to more specific questions.

CJD/pjb