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.
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.
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
### Parole Hearing Schedule

<table>
<thead>
<tr>
<th>Sentence Length (Years)</th>
<th>Months of Incarceration (including jail time) to be Served Prior to Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C&amp;D Enhanced Felonies</th>
<th>A&amp;B Felonies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Violent, Drugs, DWI</td>
<td>Non-Violent, Drugs, DWI</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>10</td>
<td>14</td>
</tr>
<tr>
<td>11-15</td>
<td>18</td>
</tr>
<tr>
<td>16-20</td>
<td>28</td>
</tr>
<tr>
<td>21-25</td>
<td>NA</td>
</tr>
<tr>
<td>26-30</td>
<td>NA</td>
</tr>
<tr>
<td>31-35</td>
<td>NA</td>
</tr>
<tr>
<td>36-40</td>
<td>NA</td>
</tr>
<tr>
<td>41-44</td>
<td>NA</td>
</tr>
<tr>
<td>45 and over</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

### The Salient Factor Scale

1. Other Convictions
   - None: 1
   - One: 0
   - Two or More: -1

2. Other Incarcerations
   - None: 0
   - One or More: -1

3. 5 years conviction or incarceration Free
   - Yes: 1
   - No: 0

4. Revocations of Probation or Parole
   - No: 0
   - Yes: -1

5. Current Offense is a Recidivist Related
   - No: 0
   - Yes: -1

6. Current age
   - 45 and over: 2
   - 35-44: 1
   - 22-34: 0
   - 18-21: -1
   - Under 18: -2

7. Institutional Risk Score
   - Score 1: 1
   - Score 2: 0
   - Score 3: -1

8. Educational Attainment
   - Score 1-2: 1
   - Score 3-5: 0

9. Vocational Readiness
   - Score 1, 2: 1
   - Score 3: 0
   - Score 4, 5: -1

10. Alcohol/Drug History
    - No: 0
    - Yes: 1

11. Successful Alcohol/Drug Treatment (If have drug history)
    - Yes: 1
    - No/No Program: 0

12. Conduct Violations per Year During Confinement
    - None: 1
    - More than 0, less than 4: 0
    - 4 or more: -1

13. Major Conduct Violation During Commitment
    - No: 0
    - Yes: -1

14. Prior Escape
    - No: 0
    - Yes: 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&B felonies:   Appendix L
Vehicles: 47410-47470, watercraft 54307-54310, BAC and when sentenced as persistent or aggravating 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, Child molestation 1st, Statutory sodomy 2nd, Sexual assault, Child molestation 1st, and Sexual exploitation.

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

Appendix E - Drug C and D felony offenses: Females
## Appendix F - Drug A and B Felony Offenses: Males

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent (3 to 4)</th>
<th>Above Average (3 to 2)</th>
<th>Average (1 to 0)</th>
<th>Below Average (2 to 3)</th>
<th>Poor (1 to 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>15</td>
<td>17</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>16</td>
<td>18</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>18</td>
<td>20</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>20</td>
<td>22</td>
<td>17</td>
<td>19</td>
</tr>
</tbody>
</table>

## Appendix G - Drug A and B Felony Offenses: Females

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent (3 to 4)</th>
<th>Above Average (3 to 2)</th>
<th>Average (1 to 0)</th>
<th>Below Average (2 to 3)</th>
<th>Poor (1 to 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>15</td>
<td>17</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>16</td>
<td>18</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>18</td>
<td>20</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>20</td>
<td>22</td>
<td>17</td>
<td>19</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent (3 to 4)</th>
<th>Above Average (3 to 2)</th>
<th>Average (1 to 0)</th>
<th>Below Average (2 to 3)</th>
<th>Poor (1 to 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>15</td>
<td>17</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>16</td>
<td>18</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>18</td>
<td>20</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>20</td>
<td>22</td>
<td>17</td>
<td>19</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent (3 to 4)</th>
<th>Above Average (3 to 2)</th>
<th>Average (1 to 0)</th>
<th>Below Average (2 to 3)</th>
<th>Poor (1 to 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
<td>15</td>
<td>17</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>16</td>
<td>18</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>16</td>
<td>18</td>
<td>20</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>6</td>
<td>18</td>
<td>20</td>
<td>22</td>
<td>17</td>
<td>19</td>
</tr>
</tbody>
</table>
### Appendix J - Non-Violent A and B Felony Offenses: Males

|----------|-----------------|-----------------|------------------------|---------------|----------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|

### Appendix L - DWI C and D Felony Offenses

|----------|-----------------|-----------------|------------------------|---------------|----------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|

### Appendix M - DWI B Felony Offenses

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

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor (3 to 4)</th>
<th>Poor (4 to 5)</th>
<th>Poor (5 to 6)</th>
<th>Poor (6 to 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>32%</td>
<td>23%</td>
<td>14%</td>
<td>5%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>24%</td>
<td>18%</td>
<td>10%</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>16%</td>
<td>12%</td>
<td>5%</td>
<td>2%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>8%</td>
<td>6%</td>
<td>3%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor (3 to 4)</th>
<th>Poor (4 to 5)</th>
<th>Poor (5 to 6)</th>
<th>Poor (6 to 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>32%</td>
<td>23%</td>
<td>14%</td>
<td>5%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>24%</td>
<td>18%</td>
<td>10%</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>16%</td>
<td>12%</td>
<td>5%</td>
<td>2%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>8%</td>
<td>6%</td>
<td>3%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Appendix P - Violent C and D Felony Offenses

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor (3 to 4)</th>
<th>Poor (4 to 5)</th>
<th>Poor (5 to 6)</th>
<th>Poor (6 to 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>32%</td>
<td>23%</td>
<td>14%</td>
<td>5%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>24%</td>
<td>18%</td>
<td>10%</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>16%</td>
<td>12%</td>
<td>5%</td>
<td>2%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>8%</td>
<td>6%</td>
<td>3%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Appendix Q - Violent A and B Felony Offenses

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor (3 to 4)</th>
<th>Poor (4 to 5)</th>
<th>Poor (5 to 6)</th>
<th>Poor (6 to 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>32%</td>
<td>23%</td>
<td>14%</td>
<td>5%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>24%</td>
<td>18%</td>
<td>10%</td>
<td>4%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3</td>
<td>16%</td>
<td>12%</td>
<td>5%</td>
<td>2%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4</td>
<td>8%</td>
<td>6%</td>
<td>3%</td>
<td>1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Note: For all guideline matrices, the maximum guideline term for offenders with a poor risk (66%/ICR) is 66% of sentence for sentences of less than 10 years and the conditional release date for sentences of 10 years.
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.
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.
<table>
<thead>
<tr>
<th>Offender's Last Name</th>
<th>Offender's First Name</th>
<th>Money Order Number</th>
<th>Dollars</th>
<th>Cents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instructions

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.

### Additional Information

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

### Address Format

- SENDER'S ADDRESS
- STREET
- CITY
- STATE
- ZIP CODE
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.
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.

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.

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.
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.

<table>
<thead>
<tr>
<th>CHECK ✓</th>
<th>INITIALS</th>
<th>STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Because of enemies in the general population I am requesting protective custody for the present time. See attached Enemy Listing (MO 931-3511).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I request release from protective custody status upon my transfer to ____________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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
**ORIENTATION CLASS:**

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

<table>
<thead>
<tr>
<th>OFFENDER SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITNESS NAME (PLEASE PRINT)</td>
<td>DATE</td>
</tr>
<tr>
<td>WITNESS SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

ID 831-4505 (9-12) DISTRIBUTION: ORIGINAL - OFFENDER CLASSIFICATION FILE
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:
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 Short term In Patient Out Patient
(6mo. or more) (6 mo. or less)
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.
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 ______________________ Date: ________________

(Rev 9/20/2011)
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.)

<table>
<thead>
<tr>
<th>Re-Entry/Home Plan Assistance: We also work with you to help establish some plans and support for life after release. These include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 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.</td>
</tr>
<tr>
<td>□ 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.</td>
</tr>
</tbody>
</table>

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 CNA 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, send 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 (0996)
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: CONTAMINATED LAUNDRY

DATE: 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

* 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.
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

* 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.
* 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.
### VISITING APPLICATION

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

**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) (FIRST) (M) (MAIDEN)

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DATE OF BIRTH (MONTH/DAY/YEAR)

<table>
<thead>
<tr>
<th>GENDER</th>
<th>DRIVER'S LICENSE NUMBER</th>
<th>STATE</th>
<th>SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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
- [ ] NIECE
- [ ] Nephew
- [ ] NEPHEW
- [ ] CLERGY/SPIRITUAL ADVISOR
- [ ] ATTORNEY
- [ ] LAW ENFORCEMENT
- [ ] PARALEGAL
- [ ] SOCIAL WORKER
- [ ] MEDIA
- [ ] CUSTODIAN/LEGAL GUARDIAN OF OFFENDER'S CHILDREN
- [ ] FRIEND
- [ ] VOLUNTEER
- [ ] OTHER

### HAVE YOU EVER BEEN FOUND GUILTY, OR PLED GUILTY, TO A CRIME?

- [ ] YES
- [ ] NO

#### Most Recent Conviction Date:

<table>
<thead>
<tr>
<th>County AND State of Conviction:</th>
<th>Offense:</th>
<th>Sentence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### DO YOU HAVE ANY CHARGES PENDING?

- [ ] YES
- [ ] NO

#### Location:

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAVE YOU EVER BEEN EMPLOYED WITH THE DEPARTMENT OF CORRECTIONS?

- [ ] YES
- [ ] NO

#### Job Title:

<table>
<thead>
<tr>
<th>Employment Begin Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAVE YOU EVER WORKED AS A VOLUNTEER IN CORRECTIONS?

- [ ] YES
- [ ] NO

#### Job Title:

<table>
<thead>
<tr>
<th>Employment Begin Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAVE YOU EVER WORKED AS A STUDENT INTERN IN CORRECTIONS?

- [ ] YES
- [ ] NO

#### Job Title:

<table>
<thead>
<tr>
<th>Employment Begin Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAVE YOU EVER WORKED AS A CONTRACT EMPLOYEE FOR CORRECTIONS?

- [ ] YES
- [ ] NO

#### Job Title:

<table>
<thead>
<tr>
<th>Employment Begin Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ARE YOU NOW ON AN OFFENDER'S VISITING LIST?

- [ ] YES
- [ ] NO

#### Other Offender's Name:

<table>
<thead>
<tr>
<th>Other Offender's DOC ID#:</th>
<th>Other Offender's Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAVE YOU EVER BEEN ON ANOTHER OFFENDER'S VISITING LIST?

- [ ] YES
- [ ] NO

#### Other Offender's Name:

<table>
<thead>
<tr>
<th>Other Offender's DOC ID#:</th>
<th>Other Offender's Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>DISAPPROVED</th>
<th>NAME AND TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS

MO 931-0260 (4-08)
## BACKGROUND CHECK RESULTS

### MULES NCIC

<table>
<thead>
<tr>
<th>CHOICES</th>
<th>NCIC</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVE</td>
<td></td>
<td>Parole</td>
</tr>
<tr>
<td>CLEAR</td>
<td></td>
<td>Pending Charges</td>
</tr>
<tr>
<td>DRUG CONV</td>
<td></td>
<td>Probation</td>
</tr>
<tr>
<td>FELONY</td>
<td></td>
<td>Order of Protection</td>
</tr>
<tr>
<td>INV CHILD</td>
<td></td>
<td>Sex Offender</td>
</tr>
<tr>
<td>MISD</td>
<td></td>
<td>Suspended Imposition of Sentence</td>
</tr>
<tr>
<td>MULTIPLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Convened 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.
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.**

<table>
<thead>
<tr>
<th>NAME (LAST)</th>
<th>(SURNAME-EX. JR, SR, II, III)</th>
<th>(FIRST)</th>
<th>(M)</th>
<th>(MAIDEN)</th>
<th>HOME TELEPHONE NUMBER</th>
<th>WORK TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE OF BIRTH (MONTH/DAY/YEAR)</td>
<td>GENDER</td>
<td>DRIVER'S LICENSE NUMBER</td>
<td>STATE</td>
<td>SOCIAL SECURITY NUMBER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**HAVE YOU EVER BEEN FOUND GUILTY, OR PLEDG GUILTY, TO A CRIME?**
- D YES
- D NO
  (If yes, please explain below)

**Most Recent Conviction Date:**

**County AND State of Conviction:**

**Sentence:**

**DO YOU HAVE ANY CHARGES PENDING?**
- D YES
- D NO
  (If yes, please explain below)

**County AND State:**

**Offense:**

**ARE YOU CURRENTLY UNDER PAROLE SUPERVISION?**
- D YES
- D NO

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

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

**HAVE YOU SERVED TIME IN A STATE OR FEDERAL CORRECTIONAL INSTITUTION?**
- D YES
- D NO
  (If yes, please explain below)

**Location:**

**Start Date:**

**End Date:**

**Type of Release:**

**HAVE YOU EVER BEEN EMPLOYED WITH THE DEPARTMENT OF CORRECTIONS?**
- D YES
- D NO
  (If yes, please explain below)

**Job Title:**

**Employment Begin Date:**

**End Date:**

**HAVE YOU EVER WORKED AS A VOLUNTEER IN CORRECTIONS?**
- D YES
- D NO
  (If yes, please explain below)

**Job Title:**

**Employment Begin Date:**

**End Date:**

**HAVE YOU WORKED AS A STUDENT INTERN IN CORRECTIONS?**
- D YES
- D NO
  (If yes, please explain below)

**Job Title:**

**Employment Begin Date:**

**End Date:**

**HAVE YOU WORKED AS A CONTRACT EMPLOYEE FOR CORRECTIONS?**
- D YES
- D NO
  (If yes, please explain below)

**Job Title:**

**Employment Begin Date:**

**End Date:**

**ARE YOU NOW ON AN OFFENDER'S VISITING LIST?**
- D YES
- D 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?**
- D YES
- D 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.**
- D YES
- D 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**
- D 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**

<table>
<thead>
<tr>
<th>NAME AND TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPROVED</strong></td>
<td><strong>DISAPPROVED</strong></td>
</tr>
<tr>
<td><strong>COMMENTS</strong></td>
<td></td>
</tr>
</tbody>
</table>
### MULES NCIC BACKGROUND CHECK RESULTS

<table>
<thead>
<tr>
<th>MULES</th>
<th>NCIC</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ACTIVE</td>
<td>Active Warrant Exists</td>
<td>□ PAROLE</td>
</tr>
<tr>
<td>□ CLEAR</td>
<td>No Criminal History located - no wants/warrants</td>
<td>□ PEND CHGS</td>
</tr>
<tr>
<td>□ DRUG CONV</td>
<td>Drug Conviction</td>
<td>□ PROBATION</td>
</tr>
<tr>
<td>□ FELONY</td>
<td>Felony Conviction</td>
<td>□ PROTECTION</td>
</tr>
<tr>
<td>□ INV CHILD</td>
<td>Offense Involving Child</td>
<td>□ SEX OFF</td>
</tr>
<tr>
<td>□ Misd</td>
<td>Misdemeanor Conviction only</td>
<td>□ SIS</td>
</tr>
<tr>
<td>□ MULTIPLE</td>
<td>Multiple Convictions</td>
<td></td>
</tr>
</tbody>
</table>

**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
- □ PROBATION
- □ DISCHARGED

**RELEASED ON PAROLE STATUS**

**RELEASED ON SHOCK PROBATION**

**DISCHARGED - SERVED SENTENCE**

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

**WHAT IS THE VISIT ELIGIBILITY DATE?**

**PROCESSED BY (OPERATOR)**

**DATE**
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
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.

It should be noted that this correspondence is for informational purposes only and information contained herein is subject to change. WERDCC officials will make the final determination on all issues or questions raised regarding institutional matters.
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 ½ 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 & Correcotional 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.

QUESTIONS
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.

It should be noted that this correspondence is for informational purposes only and information contained herein is subject to change. WERDCC officials will make the final determination on all issues or questions raised regarding institutional matters.
- **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.
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
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 HU 4

CC: Angela Mesmer, Warden
    Tom 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 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.

Social Security Administration
SSA Publication No. 05-10133
October 2003 (Recycle prior editions)

www.socialsecurity.gov
Printed on recycled paper
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 your 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.

<table>
<thead>
<tr>
<th>Product</th>
<th>Hair Care Products</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1335</td>
<td>VO5 shampoo (1)</td>
<td>$1.65</td>
</tr>
<tr>
<td>1340</td>
<td>Suave 2 in 1 shampoo/conditioner</td>
<td>$2.38</td>
</tr>
<tr>
<td>1339</td>
<td>Head &amp; Shoulder Dandruff 2 in 1 (1)</td>
<td>$5.69</td>
</tr>
<tr>
<td>1314</td>
<td>&quot;Comb (1)</td>
<td>$0.42</td>
</tr>
<tr>
<td>1327</td>
<td>Royal Crown Hair Dressing</td>
<td>$1.81</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Hygiene &amp; Skin Care</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1379</td>
<td>Dial soap (1)</td>
<td>$1.03</td>
</tr>
<tr>
<td>1375</td>
<td>Ivory (1)</td>
<td>$0.67</td>
</tr>
<tr>
<td>1381</td>
<td>Irish Spring (1)</td>
<td>$1.05</td>
</tr>
<tr>
<td>1356</td>
<td>Soap dish (1)</td>
<td>$0.57</td>
</tr>
<tr>
<td>1303</td>
<td>Ladies Speed Stick Powder (1)</td>
<td>$1.59</td>
</tr>
<tr>
<td>1305</td>
<td>Fresh scent roll on (1)</td>
<td>$0.50</td>
</tr>
<tr>
<td>1307</td>
<td>Maxi Pads Medium (2)</td>
<td>$5.59</td>
</tr>
<tr>
<td>1309</td>
<td>Regular Tampons (2)</td>
<td>$5.71</td>
</tr>
<tr>
<td>1306</td>
<td>Panty Liners (2)</td>
<td>$1.08</td>
</tr>
<tr>
<td>1310</td>
<td>Super tampons (2)</td>
<td>$5.71</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Product</th>
<th>Miscellaneous</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1374</td>
<td>Canteen Mesh Bag 15x12 (1)</td>
<td>$3.25</td>
</tr>
<tr>
<td>1430</td>
<td>Cup with lid (1)</td>
<td>$0.32</td>
</tr>
<tr>
<td>1421</td>
<td>Master Lock (1)</td>
<td>$5.23</td>
</tr>
</tbody>
</table>

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**
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