

SOME QUESTIONS AND ANSWERS
ABOUT THE
MISSOURI DIVISION
OF
CORRECTIONS



29720

Edward E. Haynes
Director

The Mission of the Missouri Division of Corrections is to improve public safety by returning prior offenders to society as successful and productive citizens. In order to make this mission a reality, it will take a coordinated effort between you and the staff. There are various educational and treatment programs available to you in the Division, and you are encouraged to take advantage of them. You will eventually be released from the Division of Corrections and whether you leave better equipped to return to your home as a productive citizen depends a great deal upon you.

The Division of Corrections has established objectives and programs within each institution and you should begin now to set some positive goals for yourself. By doing so, you can establish a realistic self-improvement program which can help prepare you for your eventual release to your home community.

There are seven institutions within the Missouri Division of Corrections. They are:

1. Mo. State Penitentiary-Jefferson City
2. Mo. Intermediate Reformatory-Jefferson City
3. Mo. Training Center for Men-Moberly
4. Renz Farm-Jefferson City
5. Church Farm-Jefferson City

6. Fordland Honor Camp-Fordland

7. State Correctional Center for Women-Tipton

The Missouri State Penitentiary is a close security institution and is usually used for inmates with long sentences and for those whose behavior does not permit them to complete their sentences in less secure facilities.

The Missouri Intermediate Reformatory (Algoa) provides services to those who are no more than 25 years of age, who are serving their first adult felony sentence and have less than five years to serve.

The Missouri Training Center for Men (MTCM) is primarily a vocational and educational institution. It is classified as a medium security institution and does not ordinarily receive individuals with long sentences until they have made measurable progress at the Penitentiary.

The farms and the honor camp are considered minimum security units and ordinarily do not receive inmates until they are nearing the end of their sentences.

The State Correctional Center for Women provides services for adult women or young women certified as adults and is the only adult women's institution in Missouri.

This pamphlet is designed to help you answer the questions most often asked by inmates. By

respecting other inmates and staff, you will insure that you are respected and that your stay will be most productive.

Edward E. Haynes
Director

SOME QUESTIONS AND ANSWERS

1. Will I be sent to another institution?

You have been committed to the Division of Corrections by the Courts. You will remain in the Reception-Diagnostic Center for thirty to forty days and then will be assigned to an Institution. During your stay in the Center, you will be given a physical examination, take various tests, and talk to the staff prior to your assignment to one of our Institutions.

2. How soon may I write?

You may write to your parents or legal wife immediately upon arrival at the Reception Center. You may write as many letters to them as you wish. At the institutions, you will be allowed to correspond with additional persons.

3. Who may write to me?

You may also receive letters from your parents and wife immediately upon arrival at the Reception Center. There is no limit on the number of pages other than that the letters must be written on one side only.

4. May I write or have a visit with my lawyer?
Yes. Your letters to your lawyer must be marked "Special Purpose" on the front lower left hand corner of the envelope. Visits should be during normal working hours.

5. When will I be permitted to have visits and from whom?

During your stay in the Reception-Diagnostic Center you will be permitted to have visits on Tuesdays, Saturdays and Sundays from 9:00 a.m. to 3:00 p.m. Your mother, father, legal wife and your children, or step-children, will be permitted to visit you. After you are assigned to one of the institutions, you will submit a list of those persons you wish to have visit you while you are in the institution.

6. May my family send me presents?

Ordinarily, no. At certain times of the year, the Warden/Superintendent may issue special instructions to let you know what type of presents your family may send to you. At other times during the year, special authorization is required for such things as books, musical instruments and similar items.

7. **May I send money home?**

Yes, with approval of Institutional authorities.

8. **Is there a place in the Institution where I may buy cigarettes, candy, cookies, shaving equipment, toothpaste, etc.?**

Yes. This is known as the Inmate Canteen where many items of this nature are sold. It should be pointed out that you are not allowed cash. Purchases are made by using Commissary Coupon Books in all of the Institutions except the Missouri State Penitentiary where purchases are deducted from your ledger card.

9. **Is there a limit on my spending?**

Yes. The use of the canteen is a privilege rather than a right and the keeping of this privilege depends on your continued good behavior. The limit may vary according to the type of institution to which you are assigned. Special purchases are permitted above this limit.

10. **May I receive money from outside sources and from whom?**

You may ordinarily receive funds from those on your approved mailing and visiting list plus from such other sources as income-tax refunds, Veteran's benefits, checks, etc.. The Institu-

tions may limit the amount of money each mo.

11. **What will happen to me when I arrive at the institution?**

You will be given an orientation by the institutional staff. The length of the orientation depends on the institution to which you are assigned. Following orientation, you will be interviewed by your classification/treatment team. They will discuss with you the various programs and make decisions affecting custody, housing assignment, employment, vocational/educational training, etc.

12. **What kind of treatment may I expect from prison personnel?**

The personnel will treat you as a person entitled to a full measure of human dignity. Upon arrival in an Institution, you will be assigned a caseworker. See your caseworker as problems arise whether the problem be one from the outside or within the Institution. There are many opportunities for self-improvement and caseworkers, as well as other personnel, will be glad to help you.

13. **What will be expected of me at the Institution?**

You will be expected to keep your person clean and neat and your living quarters at a high standard of housekeeping. You will be

expected to get along with your fellow inmates and to respond willingly and courteously to any directions that may be given you by staff members. You will also be expected to conduct yourself at all times as a person who sincerely wishes to take his place in the free community as a morally responsible person.

The customs and procedures of the Institutions will be explained to you during your stay in the Reception-Diagnostic Center and you are expected to abide by those guides which are so necessary when a large group of men must live together under relatively restricted circumstances. You should also be reminded that you are expected to honor all trust that may be placed in you, to observe the regulations regarding contraband, and to make no effort to escape from custody. There is a statutory penalty of two to five years confinement for escape or attempted escape from custody and control of the Missouri Department of Corrections or officers thereof. There is also a statutory penalty not to exceed ten years for introducing or conspiring to introduce contraband into or upon the premises of any Missouri Department of Corrections Institution.

14. Will I have a job in the Institution? If so, what kind?

Every able-bodied inmate is given a job assignment. The nature of his assignment will depend upon the inmate's qualifications, interests and need for on-the-job training, and to some degree will depend on the Institution's requirements for some services. Assignments may range from almost any type of trade to farm labor, hospital work, clerical occupations, truck driving and others. The monthly wage will depend upon your job assignment.

15. What vocational training is offered?

Although training is available in a variety of trades, your assignment to vocational training will depend upon your aptitude and desire for that training, the extent to which you need training, and the availability of the training. For example, the machine shop may have its full quota of trainees and further assignments there will depend on future vacancies. The extent to which you take advantage of them may have a considerable bearing upon the date ultimately fixed for your release, either through parole or through the earning of merit time.

16. May I attend school? If so, what are my educational opportunities?

Yes, classes are available on the elementary and high school levels. In addition, you may earn a Junior College AA Degree and various Vocational Training Certificates. A wide range of correspondence courses are available at the inmate's expense. You should know that academic achievement, along with Vocational Training attainment, plus GOOD WORK HABITS are among the most important areas of self-improvement. They will not only help you to earn your way back into society, but may result in an earlier release. Meanwhile, you will not be serving time, but will be making time serve you. A prison sentence can be an asset to you, now, and in the future. The opportunities are here — the rest is up to you.

17. Are there opportunities for recreation?

All of our Institutions have extensive recreational programs which include a variety of sports— basketball, softball, boxing, wrestling, weightlifting, etc.. Music classes are available at several of the institutions, occasionally outside music groups entertain, and there are other activities that are intended to appeal to a variety of recreational interests.

18. Is Dental care provided?

All institutions have access to dental services, such as dentures, fillings and extractions.

19. Will an operation be performed if I need it?

Yes. Operations may be performed at the Penitentiary in Jefferson City. Operations and medical care for the more serious conditions may require transfer to the University of Missouri Medical Center at Columbia.

20. May I make a telephone call from the institution?

Yes. You may request permission to make a phone call while you are in H-Hall. This request will be in writing to your caseworker. Emergency phone calls, such as death, serious illness in the family, will have priority. Non-emergency telephone calls will be made in the evenings.

21. May I subscribe to newspapers & magazines?

Yes, you may subscribe to newspapers and magazines as authorized by the rules and regulations of the Institution to which you are assigned. Many of the books and magazines are already in the library.

22. What arrangements are made for haircuts?

The institution will provide sufficient barber services so you will be able to have a haircut as often as necessary. The wearing of sideburns and mustaches will be permitted with the following limitations - sideburns will not extend lower than the bottom of the ear and mustaches will be no wider than the mouth. Hair will be neatly groomed and may be cut in keeping with current styles. Hair length will not be longer than the base of the rear of the shirt collar. This means that extremely long hair is not authorized. Afro hair styles are approved and as with other hair styles will be moderate in height and breadth. Inmates will not be permitted to grow beards.

23. Will I receive merit time for good behavior or will I have to serve all of my sentence if I do not make parole?

Missouri Statutes provide that any person serving his sentence in an orderly and peaceful manner may be discharged after serving $\frac{3}{4}$'s of his time. In addition to this statutory provision, an inmate may further reduce his time

by earning institutional merit time because of good conduct, work record and the completion of training programs. The amount of merit time per month will be in accordance with the policy of the institution to which you are assigned.

24. How do I get my jail time?

You are credited with jail time that is certified by the Sheriff. You must write to the Sheriff if you believe that the amount of jail time is incorrect and ask him to check the amount of jail time certified in your case.

25. Will I be furnished money and clothing when I am released?

Missouri Statutes provide that a person discharged shall be furnished appropriate civilian clothing and up to \$100 in money, depending upon his need. This does not mean that all dischargees will receive \$100, but the actual amount will depend upon the availability of funds, the extent of your actual need, and similar considerations.

26. When I am released, how will I be returned home?

The Institution will provide you with a sufficient sum to transport you to the county from which you were sentenced and return your money and property which has been under our custody and control. If you choose, you may arrange to have someone on your approved visiting and mailing list to pick you up at the Institution.

27. How can I learn if a detainer is filed against me?

If a detainer is placed against you by a Sheriff or Prosecuting Attorney from any county within the State of Missouri, or if you receive a detainer from officials from another state, you will be notified by a staff member. It will also be explained to you the various types of dispositions which can be made concerning the detainer.

28. What type of clothing do inmates wear?

The wearing apparel of each institution varies. Also, seasonal clothing, such as jackets in winter and walking shorts in summer are provided.

29. Is corporal punishment ever administered for disciplinary reasons?

No. Each Institution has a Committee or Board to administer discipline. The action taken may be a reprimand and warning, a change of housing or assignment, restriction of privileges, segregation, or the forfeiture of earned merit time. When the misconduct involves a violation of the law, referral may be made to the local Prosecuting Attorney for prosecution.

30. Who will help me to place my wife and children on Welfare?

While there are no specific provisions for placing families of state prisoners on welfare rolls, your caseworker may write local authorities in an effort to obtain needed assistance that may be forthcoming for your family.

31. How soon will I have a parole hearing?

You will have a parole hearing in whichever is the shorter period of time, one-third of your sentence or one year. When you are assigned to an institution your institutional parole officer will be a member of your classification/treatment team and will explain parole procedures to you.

32. How will my family know where I am assigned?

You may write to them as soon as you arrive at the Institution to which you are assigned. It will be up to you to inform your family.

END