



A GUIDE TO UNDERSTANDING SUPERVISION FOR FAMILY



"Assisting both defendants/offenders and their families reduces recidivism, lowers costs to taxpayers and creates a better future for us all."

U.S. PROBATION OFFICE FOR THE EASTERN DISTRICT OF MISSOURI

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**U. S. PROBATION OFFICE -EASTERN DISTRICT OF MISSOURI
MISSION STATEMENT**

The Probation Office for the Eastern District of Missouri will complete thorough investigations, provide accurate and timely reports, and provide meaningful supervision services designed to protect the community and promote the rehabilitation of ex-offenders.

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I. Introduction

This document is designed to assist the family, as well as friends of ex-offenders to understand the supervision process within the Eastern District of Missouri and to understand the requirements of probation and supervised release. Our hope is for all ex-offenders to successfully complete their period of supervision with guidance from their family, friends, employers, and supervision officers.

Family and friends play a very significant role in the supervision process. We encourage you to read this document carefully to understand the conditions of probation and supervised release and the expectations of individuals on supervision. It is important to note that the information contained herein is distributed for general informational purposes only. Specific questions and concerns should be forwarded to the ex-offender's assigned officer. Please be aware that information relating to an ex-offender's supervision is governed by office policy on confidentiality and state laws.

Additional information regarding the Eastern District of Missouri is available on the website at <http://www.moep.usCourts.gov/>. The Family and Friends document is on this website under the link to the Family Support and Community Connections Program.



II. Probation and Supervised Release Services

A. Overview

Probation Officers

In the 94 federal judicial districts nationwide, U.S. probation officers play an integral role in the administration of justice. Probation officers serve as the community corrections arm of the federal Court system. They provide the Court two important services: investigation and supervision. U.S. probation officers make an important contribution to the federal criminal justice process. Their mission is to investigate and supervise ex-offenders whom the Courts have conditionally released to the community on probation, parole, or supervised release.

By serving as the Court's fact-finder, controlling the risk ex-offenders may pose to public safety, and providing ex-offenders with correctional treatment, officers assist in ensuring that persons previously convicted of a crime obey the law rather than commit further crimes. Officers' responsibilities require them to work not only with federal judges and other Court professionals, but with U.S. attorneys, defense attorneys, Bureau of Prisons and U.S. Parole Commission officials, state and local law enforcement agents, treatment providers, and community leaders. Officers deliver services that benefit the Court, the community, and the ex-offender.

B. Role of the Officers in the Investigation Process

Investigation

Officers investigate defendants and ex-offenders for the Court by gathering and verifying information about them. Presentence officers investigate defendants who are convicted of crimes and awaiting sentencing. Supervision officers investigate ex-offenders who are serving a term of supervision after release from prison or following a sentence of probation in the event that the ex-offender has violated a condition of their supervision.

Report Preparation

Officers prepare several reports that the Court relies on in making decisions. Prior to sentencing, the Court generally orders that a presentence investigation be completed on a defendant. The preparation for the report is conducted over a period of time prior to sentencing. The officer prepares a presentence report that contains information about the offense, the ex-offender, the impact of the offense on the victim, and sentencing options under the federal sentencing guidelines. It also includes information about the ex-offender's ability to pay fines and restitution. The primary purpose of the report is to provide information that enables the Court to impose a fair sentence that satisfies the punishment, deterrence, and corrective goals of sentencing. The officer considers applicable statutes and the sentencing guidelines, applies them to the facts of the case, and comes up with a recommended sentence and a justification for it. An initial report is disclosed to the parties prior to sentencing, and the final report is disclosed to the sentencing Judge shortly thereafter, with a non-binding recommendation by the officer to the Court. Officers also prepare other reports for the Court, including reports that address individuals' adjustment to supervision and their compliance with conditions of release.

C. Role of the Officers in the Supervision Process

Supervision

Officers supervise, or monitor, all ex-offenders released or placed on probation by the federal Courts, the U.S. Parole Commission, and military authorities. Community supervision gives officers the means to carry out the Court's sentence and to address public safety and ex-offender rehabilitation goals.

Supervision begins with assessing the ex-offender, identifying potential supervision problems, and making a supervision plan. The officer assesses the potential risk the ex-offender poses, which affects the amount of personal contact the officer has with the ex-offender. The supervision plan addresses the ex-offender's problems and how to resolve them.

Problems are any circumstances that limit the ex-offender's ability or desire to complete supervision successfully. In supervising ex-offenders, officers hold weighty public safety responsibilities. They use risk control techniques designed to detect and deter criminal behavior. Such techniques include verifying ex-offenders' employment and income sources, monitoring their associates, restricting their travel, and requiring them to undergo correctional treatment.

Officers periodically evaluate ex-offenders' responses to supervision and revise supervision plans as necessary. Officers keep the Court informed of the conduct and condition of ex-offenders throughout supervision; help them improve, consistent with the Court's order; and keep records of supervision activities. If necessary, officers ask the Court to modify the conditions to provide for home confinement, financial disclosure, or other conditions to reduce risk. Ex-offenders who do not comply with supervision conditions face sanctions ranging from reprimand to revocation proceedings. The most serious violations include violations for new criminal conduct, violations that compromise public safety, and absconding from supervision.

Benefits of Supervision

In the federal Courts, supervision is a way to monitor the actions and behavior of defendants and ex-offenders released to the community. These persons are either awaiting trial, on probation, or on parole or supervised release after serving time in prison. U.S. Probation Officers provide supervision by carrying out duties to help ensure that persons under supervision obey the law and comply with the conditions set for their release. These duties include visiting defendants and ex-offenders at home and at work, checking on their attendance at Court-ordered drug or mental health treatment, and much more. Supervision yields benefits for the community, for the Courts, and for the ex-offenders who come before the Courts. The following is a list of some of the benefits of supervision.

1. A significant benefit is that supervision provides a cost-saving alternative to jail or prison. Supervision also potentially makes the community safer and the lives of defendants and ex-offenders better.
2. Supervision protects the public by reducing the risk that persons under supervision will commit future crimes.

3. Supervision gives officers the means to enforce conditions ordered by the Court, such as those requiring persons to perform community service or pay fines and restitution.
4. Supervision may provide substance abuse treatment to enable defendants and ex-offenders to cope without relying on drugs or alcohol.
5. As an alternative to incarceration, supervision allows individuals to live with their families, hold jobs and be productive members of society.
6. Supervision may provide mental health treatment to enable defendants and ex-offenders to function better in the community.
7. Supervision may provide educational or vocational training that boosts defendants' and ex-offenders' capacity to earn a living.

D. Role of Family and Friends in the Supervision Process

The Eastern District of Missouri strongly encourages the involvement of the ex-offender's family, friends and significant others during the supervision process. Family and friends play a major role of support for the ex-offender to positively develop as an individual who can make better choices and live as a productive and law-abiding citizen within a community setting. We hope the ex-offender's family and friends will become familiar with the conditions and expectations of probation, parole or supervised release as set forth by the Court. Any time there are questions or concerns, the assigned investigation or supervision officer should be contacted. We encourage family and friends to openly communicate with the U.S. Probation Officer as their input, support and involvement are extremely important to the supervision process and contribute to the ex-offender's successful completion of their period of supervision. It is important that the family and friends of individuals on supervision understand that the U.S. Probation Office is responsible for protecting the confidentiality of files, records, and related information. Access to disclosure of ex-offender records and other information is restricted by statute and office policy and procedure. Therefore, when family, friends, employers, and others speak with the U.S. Probation Office, certain information cannot be shared.



III. Conditions of Release

The officer recommends conditions of release in the presentence report. These are the conditions under which the Court releases the ex-offender to the community. Conditions address many areas of the ex-offender's life—including personal, financial, and health issues—and help structure the ex-offender's movement and behavior. The Court imposes two kinds of conditions: mandatory and discretionary. Mandatory conditions apply to all ex-offenders. For example, they forbid the ex-offender to commit another federal, state, or local crime; require the ex-offender to report as directed to the probation officer; and prohibit the ex-offender's use of alcohol or drugs. Discretionary conditions give the officer the authority to administer additional sanctions and provide correctional treatment to address specific risks the ex-offender may present to himself or herself, others, and the community in general.

For example, the Court may require the ex-offender to serve a period of home confinement, undergo drug testing or treatment, or disclose financial information. When supervision begins, the officer assigned to supervise the ex-offender fully explains the conditions of release and the consequences of not complying with them. The ex-offender receives a copy of his/her Judgment in a Criminal Case (J &C), which sets forth the conditions of supervision. Below you will find a listing of the standard conditions and common special conditions.

A. Standard Conditions of Supervision:

1. The defendant shall not leave the judicial district without permission of the Court or probation officer.
2. The defendant shall report to the probation officer and shall submit a truthful and complete written report within the first five days of each month.
3. The defendant shall answer truthfully all inquiries by the probation officer and follow the instructions of the probation officer.
4. The defendant shall support his or her dependents and meet other family responsibilities.
5. The defendant shall work regularly at a lawful occupation unless excused by the probation officer for schooling, training or other acceptable reasons.
6. The defendant shall notify the probation officer at least ten days prior to any change of residence or employment.
7. The defendant shall refrain from excessive use of alcohol and shall not purchase, possess, use, distribute, or administer any controlled substance or any paraphernalia related to any controlled substance, except as prescribed by a physician.
8. The defendant shall not frequent places where controlled substances are illegally sold, used, distributed, or administered.
9. The defendant shall not associate with any persons engaged in criminal activity, and shall not associate with any person convicted of a felony unless granted permission to do so by the probation officer.
10. The defendant shall permit a probation officer to visit him or her at any time at home or elsewhere and shall permit confiscation of any contraband observed in plain view by the probation officer.
11. The defendant shall notify the probation officer within seventy-two hours of being arrested or questioned by a law enforcement officer.

12. The defendant shall not enter into any agreement to act as an informer or special agent of a law enforcement agency without the permission of the Court.
13. As directed by the probation officer, the defendant shall notify third parties of risks that may be occasioned by the defendant's criminal record or personal history or characteristics, and shall permit the probation officer to make such notifications and to confirm the defendant's compliance with such notification requirement.

B. Common Special Conditions of Supervision:

1. The defendant shall participate in the Home Confinement Program for a period of ___ *months (number of days if applicable)*. During this time, you will remain at your place of residence except for employment and other activities approved in advance by the United States Probation Office. As instructed by the United States Probation Office, you may be required to maintain a telephone at your place of residence without 'call to forwarding', modem, 'caller I.D.', 'call waiting', portable cordless telephones, answering machines/service, or any other feature or service which would interfere with the operation of electrical monitoring equipment for the above period. You may be required to wear an electronic monitoring device, which may include Global Positioning System and/or Random Tracking, and follow electronic monitoring procedures specified by the United States Probation Office. The defendant shall pay for all of the daily costs (or \$_____ a day toward the costs) of the electronic monitoring.
3. defendant shall participate in a drug or alcohol abuse treatment program approved by the United States Probation Office, which may include substance abuse testing, counseling, residence in a Community Corrections Center, residence in a Comprehensive Sanctions Center, Residential Re-Entry Center, or inpatient treatment in a treatment center or hospital. The defendant shall pay for the costs associated with substance abuse services based on a co-payment fee established by the United States Probation Office. Co-payments shall never exceed the total cost of services provided.
4. The defendant shall submit his/her (pick one) person, residence, office, computer, or vehicle to a search, conducted by a United States Probation Officer at a reasonable time and in a reasonable manner, based upon reasonable suspicion of contraband or evidence of a violation of a condition of release. The defendant shall warn any other residents that the premises may be subject to searches pursuant to this condition.
5. The defendant shall provide the probation officer and the Financial Litigation Unit (FLU) of the U.S. Attorney's Office with access to any requested financial information. The defendant is advised that the probation office may share financial information with FLU.
6. The defendant shall apply all monies received from income tax refunds, lottery winnings, judgments, and/or other anticipated or unexpected financial gains to the outstanding Court-ordered financial obligation. The defendant shall immediately notify the probation officer of the receipt of any indicated monies.
7. The defendant shall be prohibited from incurring new credit charges or opening additional lines of credit without the approval of the United States Probation Office so long as there is a balance on the Court-imposed financial obligation.
8. The defendant shall participate in GED classes as approved by the United States Probation Office.

IV. Transfers

Transfer of Supervision

A. Following Sentencing

If the ex-offender is granted probation and has legal residence in another district, supervision will be directly opened to the district in which the ex-offender has residency. Following sentencing, the presentence officer will notify the other district and request reporting instructions for the ex-offender. The presentence officer shall provide written permission for the ex-offender to travel to the district of residence, as well as reporting instructions. Unless the other district assumes jurisdiction over the case, the sentencing district will continue to maintain jurisdiction of the case.

B. Active Supervision

Individuals who are currently active under supervision may request to move/reside in another state. The ex-offender will need to provide their supervising officer with the address, telephone number, prospective employment, and information on persons residing in the proposed residence. A request will be made to the other district to investigate the proposed home plan. The home plan investigation is conducted by the other district and is based on an assessment of the plan.

C. Bureau of Prisons

Individuals who may be interested in relocating to another district upon their release from the Bureau of Prisons may develop a release plan through the cooperative efforts of the inmate's case manager. The U.S. Probation Officer in the district of the proposed release will investigate and/or verify the appropriateness of the release arrangements. The inmate will need to provide the case manager with the address, telephone number, prospective employment, and information on persons residing in the proposed residence. Unless the other district assumes jurisdiction over the case, the sentencing district will continue to maintain jurisdiction of the case.

V. Supervision Strategies/Programming

The Eastern District of Missouri has developed a continuum of supervision strategies. We are committed to preparing ex-offenders to live civil, sober, and productive lives. Our goal is to ensure positive personal progress within the least restrictive environment. Supervision strategies and programs are utilized for ex-offenders transitioning from incarceration to supervision and those under probation supervision in the community to assist them in being successful in the community as well as to enhance public safety.

The following programs are available through the U.S. Probation Office to assist the ex-offender in improving their current situation and providing them with the resources to be successful beyond supervision. You may locate additional information regarding these programs by visiting the website at <http://www.moep.usCourts.gov/>.

Employment Program: If you are unemployed and are having difficulty finding employment, this program can assist you with job readiness skills, career exploration, and referral to potential employers or other resources. If you are underemployed and would like to pursue better employment, more pay, and health insurance and other benefits; this program can assist you with career exploration and referral to potential educational resources or potential employers.

Career and Vocational Development Program: If you have a strong desire and motivation to further your training or education, this program will guide you through the college or vocational program admissions process. Funding sources for this may be available.

Family Support and Community Connections Program (FSCCP): The FSCCP program assists the ex-offenders and their families by providing information and referrals to the various community based, family-centered services within the St. Louis, Missouri area. This process is conducted in three phases in an attempt to provide wrap around services for defendants and their families. During the first phase, an orientation is presented approximately four times per year to provide information to the defendants and their families prior to sentencing. The second phase consists of providing information and referrals to families, establishing services for families with community partners, conduct orientations at institutional facilities, and assisting the families with their various needs. During the last phase, assistance will be provided to ex-offenders and their families to aid ex-offenders in their re-entry into the community.

GED Program: If you do not have your GED and need assistance in working towards this goal, this program can assist you.

Home Again Program: If your current living situation is not stable, this program will assist you in exploring the options available to you to find more suitable housing.

Money Smart: The Money Smart Program is designed to assist adults outside the financial mainstream enhance their money skills and create positive banking relationships and to help people avoid predatory lenders.

Project Home: If you are currently employed full-time and are in compliance with all supervision conditions, home ownership may be an option for you. This step-by-step program will guide you through the home buying process even if you have credit issues. In many cases there is also funding assistance available to help with the buying process.



Project Earn: This program is designed to be a voluntary intensive recovery program for individuals on probation or supervised release that suffers substance abuse/dependence issues. All participants must be able and willing to abide by all the rules and phases of the program, which include regularly scheduled Court sessions in order to report on participant progress. Upon completion of the program, the ex-offender can receive up to one year off their term of supervision.

Veterans Program: If you are a veteran and need assistance with linking to the resources that are available, this program can assist you.

Makin' It Work: A cognitive skills program designed to assist ex-offenders in becoming successful by discussing more effective ways of coping with everyday situations in the community. The program will help participants understand negative "thinking traps" that make it easy to act impulsively or illegally, recognize and manage strong emotions before they get out of control, solve problems logically instead of impulsively, and ways to give and take criticism in a professional manner. The program runs for approximately six weeks, and meets twice per week. The group is held at the U.S. Probation Office and the Dismas House Residential Re-Entry Center.

Young Offender Program: The Youthful Offender Program (YOP) strives to address the needs of ex-offenders under the age of twenty-five by utilizing the services and controls already placed on ex-offenders in the federal probation system, and by collaborating with community organizations to assist the target population in receiving an education, vocational training, life skills, and greater competency in obtaining and retaining "living-wage" employment.

Child Support Modification Program: The Child Support Modification program allows for defendants/ex-offenders to take control of their child support obligations. Even when entering prison, child support obligations are not lowered unless the custodial or non-custodial party requests a modification. Many of the orders that have been modified for individuals who are incarcerated, unemployed or underemployed have been significantly reduced if they meet child support's modification guidelines. Therefore, the potential benefits to our defendants/ex-offenders include a reduced child support debt while incarcerated and a newly established smaller current obligation once the offender is released back into the community.

VI. Missouri State Laws

A. Driving Privileges: State law requires motorists to have a valid Driver's License and Proof of Insurance in order to operate a motor vehicle. Documentation of compliance including Vehicle Registration, Insurance, and Driver's License should be made available to the Probation Officer when requested.

B. Voting Rights: An ex-offender is not entitled to vote while confined in prison, while on probation, or supervised release, after a felony conviction, or after a conviction of a felony or misdemeanor connected with voting rights. Upon being discharged from supervision, most ex-offenders are eligible to have their right to vote restored. Registration must be done in person at the office of the local election authority, the Driver's License office, or by mail at a participating state agency. Official documentation of discharge from supervision is required. Questions, regarding an ex-offender's right to vote, or where to register can be addressed by the local county clerk's office, the local Board of Election Commissioner's, or the Secretary of State's Office.

C. DNA Testing: Missouri and federal law requires that every individual who pleads guilty to or is found guilty of any felony offense or a misdemeanor sex offense to be DNA tested before release from a county jail or detention facility, or being placed under the jurisdiction of the Bureau of Prisons or the Court, to include those that are incarcerated and those that are on probation or supervised release.

D. Jury Duty: While on probation or supervised release, ex-offenders are not eligible to serve on a jury. A person convicted of a felony is forever disqualified from serving as a juror.

VII. Supervision of Sex Offenders

A. Supervision Requirements: Missouri law mandates sex offenders to participate in and successfully complete a program of treatment, education, and rehabilitation designed for perpetrators of sexual offenses. While on supervision, there will be additional special conditions which may prohibit having contact with victims, attending certain functions, and visiting/ongoing to certain places. In addition, the special conditions will outline requirements regarding a mandated sex offender treatment program, including the use of polygraphs.

B. Sex Offender Registration: Both Missouri and federal law requires sex offenders to notify the law enforcement agency that is assigned jurisdiction over their residence to register within three business days of conviction, release from incarceration, or placement upon probation. For initial registration purposes only, a sex offender shall also register in the jurisdiction in which convicted if such jurisdiction is different from the jurisdiction of residence. Further, the law requires a sex offender to register in the jurisdiction where the sex offender is an employee, and/or where the sex offender is a student. When reporting a change of address, the sex offender must notify the chief law enforcement officer of the jurisdiction they are moving to and also advise the jurisdiction they have moved from of the change. A change of name, residence, employment, or student status must also be reported in person within three business days after the change occurs. Sex offenders must also register all online identifiers, such as email addresses, instant message addresses, or other designation used for self identification or routing in internet communication or postings. The probation officer will advise you if you are required to register. Failure to comply with the registration requirements is a felony.

VIII. COMMONLY ASKED QUESTIONS

PROBATION

1. Who will my probation officer be?

You can find out who your probation officer is by either contacting the probation office or during orientation at the halfway house.

2. When do I make contact with my probation officer?

You must make contact with your probation officer within 72 hours of your release. If you do not know the name of your supervision officer, report to the duty officer of the day at the probation office.

3. What are the requirements of my supervision?

The requirements of your supervision can be found in the booklet, "Orientation to Supervision," which will be distributed to you during your orientation to supervision.

FEDERAL BUREAU OF PRISONS:

1. How do they determine what facility I will be assigned to?

- Inmates are designated/re-designated to institutions based on:
- The level of security and staff supervision the inmate requires
- The level of security and staff supervision the institution provides
- The medical classification care level of the inmate and the care level of the institution
- The inmate's program needs (e.g., substance abuse treatment, educational/vocational
- Training, individual and/or group counseling, medical/mental health treatment)
- Various administrative factors (e.g., institution bed space capacity; the inmate's release
- Residence; judicial recommendations; separation needs; security measures needed to ensure protection of victims, witnesses and the general public).

2. How can people come visit me?

Each federal prison has set up certain days and times for visiting and this may vary from prison to prison. All institutions have visiting hours on Saturdays, Sundays and holidays. Call or use the online web address at <http://www.bop.gov> to find the visiting hours for the prison. The Warden can decide to restrict the length of visits or the number of people who can visit at once to avoid overcrowding in the visiting room. Institutions may restrict visitation based on security concerns. Inmates are permitted face-to-face visits with approved family and friends and confidential visits with attorneys.

3. What can I bring to the prison with me?

For security, safety and sanitation reasons, the Bureau limits the amount of property (jewelry, photographs, books, magazines, etc.) inmates may have and the types of publications inmates can receive. The institution issues clothing, hygiene items, and bedding, and provides laundry services. Inmates may purchase other personal care items, shoes, some recreational clothing and some food items through the commissary. Release clothing packages may only be received with prior approval by the inmate's unit team or authorized staff member within the last 30 days of confinement. Contact the facility as rules governing each facility may be different.

4. How do I put money on the books for myself?

Funds may be sent to Federal inmates via the United States Postal Service or via the Western Union Quick Collect Program. The inmate must be physically housed at a Federal BOP facility before funds can be received. Through the U.S. Postal Service, the deposit must be in the form of a money order made out to the inmate's full committed name and complete 8 digit register number. Personal checks and cash cannot be accepted for deposit.

Send to: Federal Bureau of Prisons
Insert Valid Committed Inmate Name
Insert Inmate 8 Digit Register Number
Post Office Box 474701
Des Moines, IA 50947-0001

Through Western Union Quick Collect Program: Pay cash at an agent location (Call 1-800-325-6000 to find the nearest agent), by phone using a credit/debit card or on-line using a credit/debit card. The following information must be provided for each transaction:

- Must complete a **Quick Collect Form**
- Valid inmate 8 digit register number (entered with no spaces or dashes and immediately followed by inmate's last name)
- Committed inmate full name entered on optional line
- Code City: FBOP
- State code: DC

5. What kind of training programs do they have?

All institutions offer literacy classes (inmates required to take at least 240 hours or until GED is obtained if does not have H.S. diploma), English as a Second Language (inmates required to take if does not speak English), parenting classes, wellness education, adult continuing education, library services and instruction in leisure-time activities.

Occupation and vocational training programs are based on the needs of the inmates, general labor market conditions and institution labor force needs. An important component is on-the-job training which inmates receive through institution job assignments and work in Federal Prison Industries. These training programs are essential as they provide the opportunity to obtain skills in high growth occupations, as well as higher wages than other occupations offered at the prison facilities. For additional information you can visit the Bureau of Prisons web address at <http://www.bop.gov>. In addition, college courses are available at inmate's expense.

6. Can they treat my illness?

The Bureau of Prisons (BOP) provides essential medical, dental, and mental health (psychiatric) services by professional staff in a manner consistent with acceptable community standards for a correctional environment. For inmates with chronic or acute medical conditions, the Bureau operates several medical referral centers providing advanced care.

7. Can I receive telephone calls?

The BOP extends telephone privileges to inmates to help them maintain ties with their families and community contacts. Ordinarily, the inmate pays for the calls; but in some cases the receiving party pays.

8. What are the rules regarding receiving mail and publications?

Inmate correspondence is classified as either “general” or “special” mail. General correspondence is opened and inspected by staff for both contraband and content that might threaten the security or good order of the institution. Special mail is opened only in the presence of the inmate and is inspected for physical contraband and the qualification of any enclosures as special mail. Inmates may also receive certain commercial publications from the community. The BOP permits an inmate to subscribe to or receive publications without prior approval as long as the incoming publication is not detrimental to the security, discipline, or good order of the institution, or facilitate criminal activity.

IX. General Office Information

OFFICE HOURS: 7:30 AM to 5:00 PM

Monday through Friday

Check with your assigned U.S. Probation Officer for their exact work hours.

The District has two offices. Below please find the addresses and phone numbers.

**United States Probation Office
Thomas F. Eagleton U.S. Court House
111 South 10th Street, Suite 2.325
St. Louis, MO 63102
Telephone: 314-244-6700
Fax: 314-244-6735**

**Rush Hudson Limbaugh, Sr. U.S. Courthouse
555 Independence, Suite 1100
Cape Girardeau, MO 63701
Telephone: 573-331-8980
Or 800-373-6807 (Toll Free)
Fax: 573-331-8986**

X. STATE- FEDERAL AND NATIONAL RESOURCES

Alcohol/Drug Abuse Hotline	800-784-6776
Alcoholics Anonymous	800-784-6776
American Red Cross	800-540-2000
Bureau of Alcohol, Tobacco & Firearms (ATF)	573-331-7300
Child Abuse & Neglect	800-392-3738
Children Services Division	573-522-8024
Division of Child Support Enforcement	800-859-7999
Division of Workforce Development	573-751-3999
Domestic Violence Hotline	800-799-7233
Elderly Abuse Hotline	800-392-0210
Family Support Division	573-751-3221
Federal Emergency Disaster Assistance	800-525-0321
Medicaid Helpline (Public Welfare)	800-692-7462
Medicaid Recipient Services	573-751-6527
Mental Health Info-Source	800-447-4474
Missouri Dept. of Economic Development	573-751-4962
Missouri Dept. of Health & Senior Services	573-669-8819
Missouri Dept. of Mental Health	800-364-9687
Missouri Dept. of Revenue	573-751-1291
Missouri Dept. of Social Services	800-751-4815
Missouri Highway Patrol	800-525-5555
Missouri Parental Stress Helpline	800-367-2543
Missouri Victim Assistance	800-347-6881
MO Poison Control Center Emergency	800-222-1222
Narcotics Anonymous	800-945-4673
Sexual Violence Resource Center	877-739-3895
Social Security Administration	800-772-1213

Suicide & Crisis Hotline	800-273-8255
United States Pretrial Services (Eastern MO)	314-244-7000
United States Probation Office (Eastern MO)	314-244-6700
United Way Information & Referral Center	Dial 211
Wounded Warrior Resource Center	800-342-9647

XI. Definitions

Abscond: To evade the legal process of the Court by hiding within or secretly leaving its jurisdiction without the permission of the Court and U.S. Probation Office.

Defendant: In a civil case, the person or organization against whom the plaintiff brings suit; in a criminal case, the person accused of the crime.

Deterrence: Actions taken by the Court, serving to deter or prevent future criminal behavior.

Federal Sentencing Guidelines: A set of rules and principles established by the United States Sentencing Commission that trial judges use to determine the sentence for a convicted defendant.

Fine: Money paid usually to a superior authority, usually governmental authority, as punishment for a crime or other offense.

Jurisdiction: The legal authority of a Court to hear and decide a case, i.e. the geographic area over which the Court has authority to decide cases.

Mandate: To make mandatory or required.

Offender: A person that has committed an offense.

Presentence Report: A report prepared by a Court's probation officer, after a person has been convicted of an offense, summarizing for the Court the background information needed to determine the appropriate sentence.

Probation: A sentencing alternative to imprisonment in which the Court releases convicted defendants under supervision of a probation officer, who makes certain that the defendant follows certain rules (e.g., gets a job, gets drug counseling, etc.); A department of the Court that prepares a presentence report.

Probation Officer: Officers of the probation office of a Court. Probation officer duties include conducting presentence investigations, preparing presentence reports on convicted defendants, and supervising released defendants.

Revocation: Revocation refers to an ex-offender on supervision losing the privilege of remaining in the community and, as a result, being placed in prison or jail, because the ex-offender has seriously violated the rules and conditions of supervision.

Sanction: A punitive or coercive measure or action that results from failure to comply with a law, rule, or order.

Statute: A law passed by a legislature.

Restitution: Money payable to a victim (s) which is collected by the Clerk of the Court. This money is used to compensate the victim for the loss or damages suffered as the result of the crime.

Notes

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