



STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
FULTON RECEPTION & DIAGNOSTIC CENTER  
P.O. BOX 190,  
FULTON, MO 65251

FIRST LETTER HOME

OFFENDER NAME

DOC NUMBER

#### WELCOME

Incarceration is often a difficult time for offenders, their families and friends. There are usually many questions about the rules and regulations governing the operation of the Department of Corrections that relatives and friends want answered. This brief correspondence will provide you with general information about the policies, procedures and practices at Fulton Reception & Diagnostic Center, (FRDC); 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](http://www.doc.mo.gov) which will provide you with information about the department's administration, facilities and guidelines. From that site, individuals can also view the *For Family and Friends* handbook, view and subscribe to the *Inside Out Newsletter*, and read more about the *Family Orientation Meetings* hosted at the diagnostic facilities. All of 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. The following is a brief summary of the diagnostic and intake process.

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, take a DNA sample as required by law, 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, 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. Once this is completed, the offender is then assigned to temporary housing pending review and assessment and to determine their permanent assignment within the department. Overall, the offender can anticipate the entire diagnostic process to take, on average, about 60 to 90 days, with transfer occurring after completion. This may vary, depending upon available bed space in other facilities.

#### TELEPHONE ACCESS

Offenders may not receive phone calls, however, once a personal PIN number has been activated, offenders are allowed to make phone calls. Offenders in the diagnostic centers have access to a telephone during recreation periods at 9:00 a.m., 1:00 p.m. and 7:00 p.m. daily. Phone calls are limited to 15 minutes per call. 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 at (800) 844-6591, as well as their local service provider. The Securus web address is [www.securustec.net](http://www.securustec.net).

#### 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 4 X 6 enclosures, clippings or photographs (no Polaroids), but they may not contain nudity (to include children), any pictures of 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:

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## QUESTIONS

Most of the time, your questions can be resolved by visiting the department's website at [www.doc.mo.gov](http://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 that cannot be answered via the website. FRDC's phone number is (573) 592-4040.

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## FULTON RECEPTION AND DIAGNOSTIC CENTER FAMILY ORIENTATION MEETING

We understand the incarceration of a loved one is difficult for family and friends. With sentencing often comes a number of questions about the Department's operations and the diagnostic process at the Fulton Reception and Diagnostic Center. To provide you with information about our agency, we cordially extend an invitation to attend a Family Orientation meeting at this facility.

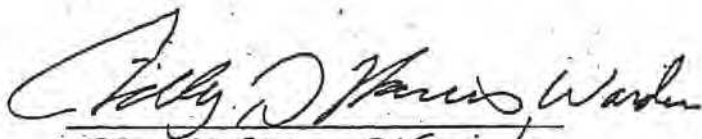
Each orientation meeting will be conducted on the third Thursday of each month at 2:30 p.m. Please try to arrive by 1:30 p.m. and no later than 2:00 p.m. for processing prior to the orientation. Please be aware that we have a strict dress code that is strictly enforced. Children will not be permitted to attend this meeting or the following visit as we wish to ensure the program is productive and comfortable for all. In addition, personal issues regarding a specific offender will not be addressed in this forum.

After the program, those who attend will be granted a special visit with their loved one, provided they are on the offender's visiting list. This visit will not count towards your one allotted monthly visit. A maximum of three visitors, per offender, none of which may be children, may begin the visit following the family orientation. However, visits may be limited dependent upon available visiting room space. You may receive only one special orientation visit, even if you choose to attend another meeting at a later date. If you plan to attend a meeting and visit afterwards, we encourage you to contact this facility (573/592-4040) to ensure that your loved one remains onsite and has not been transferred to another facility.

Directions to the facility: From Highway 70 take Highway 54 West to Fulton Business 54, to Route O, turn left and the facility is located two miles on the left (just past the Callaway County Sheriff's Department).

We hope that you accept this invitation to attend a meeting to learn about the Department of Corrections and the Fulton Reception and Diagnostic Center. We realize the importance of family and friends to offenders. We also understand that their successful reentry into society depends in a large part on a strong support system. We hope that this meeting will help to develop a partnership with you to address issues necessary to help them with their successful reentry efforts. My staff and I look forward to meeting you.

Sincerely,



*Billy D. Harris, Warden*

Fulton Reception & Diagnostic Center.



THIS IS PROVIDED FOR YOUR INFORMATION by FRL MAILROOM  
OFFENDER NAME AND DOC # MUST APPEAR ON ALL MAIL.

Contraband/Unauthorized Items are not limited to the partial list of items below:

Sexually explicit writing and photos containing nudity, including bare chested children and adult females will be sent to the censorship committee.

Stamps, any type of monies/funds, (i.e. money orders, cash, checks).

Any photos of offenders. Polaroid photos, even if the backing is removed. Photos may not exceed 4 x 6 in size. Cards, newspaper clippings, handmade crafts/colorings (even artistic items from children), etc. can't exceed 8 1/4" x 11".

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Blank stationary/paper, blank or self-addressed envelopes (except those directly from vendors), unsigned greeting and post cards.

Clippings/enclosures that exceed five (5) pages in addition to the letter or photos, which includes internet pages, crossword puzzles, drawings, cartoons, newspaper articles. Labels and stickers are not allowed to be enclosed inside any mailing.

Residents of HU 17 & 18, ONLY, are allowed newspapers, magazines and catalogs; they must be received directly from the vendor.

Religious publications must be received directly from the vendor. All residents are allowed to receive these.

Writings (example: codes, gang material), drawings, internet printouts, photos and magazine pages that do not meet censorship guidelines will be rejected.

Greeting cards must not exceed 8 1/4" x 11". Mechanical/musical greeting cards or card, which contain batteries or metal pieces, will not be permitted. Homemade cards which have layers that are taped or glued will be returned. NO UNSIGNED CARDS, PLEASE.

Bubble and padded envelopes are not acceptable and will be returned to sender.

Calendar guidelines: Calendars must be purchased in accordance with offender's funds or sent in at no cost from a vendor. The calendar must be no larger than 11" x 17" when open. The calendar must not contain a metal spiral or other security concerns.

**Instructions for mailing monies/funds are as follows:**

Money orders, personal checks and cash won't be accepted at the institution and will be returned as contraband. Money orders must be made payable to the MO Department of Corrections and mailed to:

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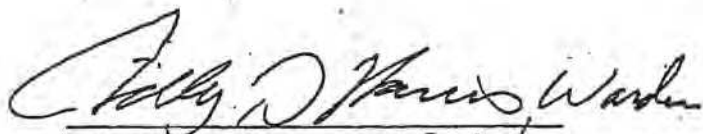
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**State of Missouri**  
**DEPARTMENT OF CORRECTIONS**  
*Ad Excelleum Conamur – "We Strive Towards Excellence"*

Date: March 12, 2014

To: Friends and Family

From: Twyman, Shawn; Assistant Warden FRDC

Subject: Visiting

As of April 1, 2014 visitation at FRDC will change. All incoming offenders will be allowed two visitors on their visiting list (1 immediate family member and 1 non-immediate family member/significant other, or 2 immediate family members). Only one visit is allowed during their first 30 days (if both plan on attending, they must attend the visit at the same time).

During the first 30 days, offenders will be expected to mail home the Visiting Application MO 931-0260. It may be copied for any visitor they wish to have after the 30 day period expires, up to 4 visitors. Of the four visitors allowed, only one of the four people may be a non-immediate family member/significant other.

If you have any further questions feel free to contact your Housing Unit Case-Manager.





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STATE OF MISSOURI  
DEPARTMENT OF CORRECTIONS  
**VISITING LIST - CHANGES/REMOVALS**

INSTITUTION <b>FRDC</b>	HOUSING UNIT	ROOM NUMBER
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OFFENDER NAME (PRINT)	OFFENDER SIGNATURE	DOC NUMBER	DATE
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**NOTE** → LIST THE NAMES OF RELATIVES AND FRIENDS WITH WHOM YOU WISH TO UPDATE INFORMATION / HAVE REMOVED

CHANGE/REMOVE		RELATION	NAME	COMPLETE ADDRESS (CITY, STATE, ZIP CODE)	DATE OF BIRTH	STAFF APPROVAL	
C	R					YES	NO

STAFF SIGNATURE	DATE
-----------------	------

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**Immediate Family:** immediate family is defined as the offender's:

- spouse,
- parents/step parents, mother-in-law, father-in-law, and their spouses,
- siblings/step and half siblings and their spouses,
- grandparents/step grandparents and their spouses, great-grandparents/step great-grandparents and their spouses,
- children/stepchildren and their spouses,
- grandchildren/step grandchildren and their spouses, and great-grandchildren/step great-grandchildren and their spouses.

**Non-Immediate:** non-immediate family is defined as the offender's:

- Aunt/Uncle,
- Niece/Nephew,
- Cousin,
- Ex-Wife
- Fiancé/Girlfriend,
- Friend,
- Boss.

If you have any further questions feel free to contact your Housing Unit Case- Manager.







