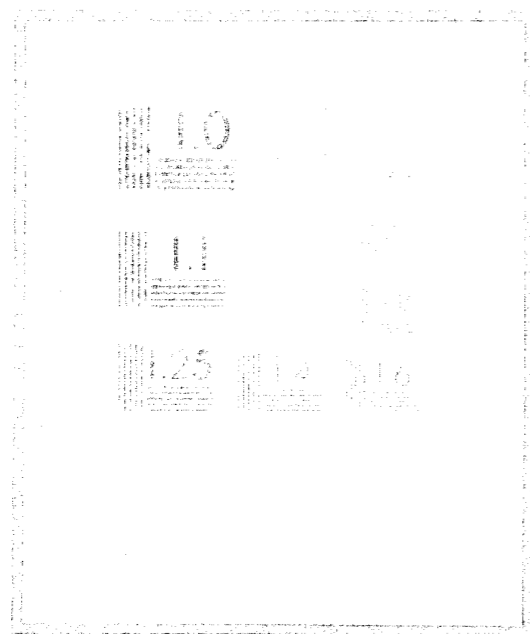


# NCJRS

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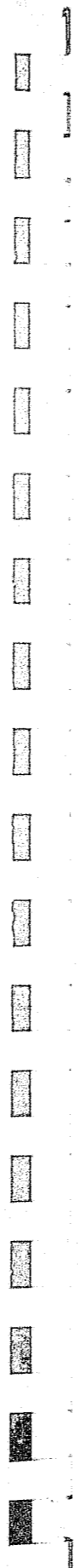


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**U.S. DEPARTMENT OF JUSTICE  
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION  
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE  
WASHINGTON, D.C. 20531**

1/7/77  
101-11.005



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**MODEL  
CLASSIFICATION AND TRACKING SYSTEM  
MAINE STATE PRISON**

Discretionary Grant 76-ED-01-0002  
Revision February, 1977

MODEL CLASSIFICATION AND TREATMENT SYSTEM

Maine State Prison -  
Brunswick, Maine

This model system was prepared under discretionary  
Grant 76-EO-01-0002 of the Law Enforcement Assistance  
Administration, United States Department of Justice.

Earlier editions were reviewed by all major elements  
of the Maine Bureau of Corrections. This edition has the  
approval of the Director of that Bureau.

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SECTION I

I. Introduction

A. General -- 1. The Maine State Prison has been involved in the classification of inmates for many years. The system has worked moderately well, but the reasons it has done so are not clear. There has apparently been no master plan, no statement of ends and means. It has grown by responding to new requirements, but by accretion rather than by reasoned reorganization. This project formalizes the classification procedure, retaining what is good, eliminating elements for which need no longer exists, eliminating duplication, identifying reasons why things are done, and adding what the changing of times requires.

2. This is, as the grant requires, more than a classification system. It goes beyond merely sorting out inmates for various purposes. It is concerned, in addition, with identification of treatment needs, determining which needs can be met, framing of treatment programs, supervision of treatment programs, evaluation of individual progress through tracking the person treated both inside the institution and outside, and finally, evaluation of the effectiveness of treatment modules and the system as a whole. Needless to say, these latter concerns cannot be addressed during the allotted life of the project.

3. Other correctional institutions in Maine also have classification systems. Because until recent years, there was no Bureau of Corrections, institutions were autonomous. For this reason and because of the differences in their clientele, their classification systems developed differently. The differences may be greater



than the differences in clients require. Now, with the existence of the Bureau, the opportunities for transfer between some institutions to take advantage of program availability permitted by new legislation, and the availability of community program support to all institutions alike, there is a need for a Bureau-wide classification system. The differences between them must be limited to those flowing from client differences. To that end, this Maine State Prison system is a pilot for a Bureau of Corrections system. This system is a model, not a pattern. To the extent that other institutions or agencies have different types of clients or different missions or are constrained by legislation which does not apply to prison clients, those institutions and agencies must alter or amend this model to make it responsive to their needs.

4. Corrections in the future will rely heavily on corrections in the community, both as an alternative to incarceration initially and as a sequel to it. The sentenced person from now on will move more quickly and more often from confinement to community correctional programs, or may avoid the confinement phase entirely.\* The pilot project for the community corrections concept is the ongoing Kennebec County Community Justice Project, which can receive clients released from all Maine institutions for treatment and support. Accordingly, the Maine State Prison classification system should be compatible with that of the Community Justice Project. This requirement for compatibility extends beyond mere categorization of persons into approaches to treatment and techniques of tracking.

B. Hypothesis -- The project hypothesizes that, with proper input of significant information on them, problems which contribute to the deviance of offenders can be identified, that programs which can

\* State of Maine, Report of Maine Task Force on Corrections, Sept. 30, 1976.

contribute to the solution of these problems can be devised, and that change for the better in some clients' socialization, both in the institution and in the community, can result.

### C. Project Goals

1. To devise for use at the Maine State Prison initially a classification and tracking system which answers the following questions about the incarcerated offender:

- a. Who is he?
- b. Why is he in prison?
- c. What are his problems?
- d. Has he potential for change?
- e. How can we help him help himself?
- f. Where can he best help himself?
- g. At what rate can he be expected to progress?
- h. How is he doing?

(This continuum should allow us to determine what treatment modes are effective in helping which clients to change, allowing modification of treatment modes and proper allocation of limited resources.)

2. To devise collection procedures, data management techniques, treatment modules, criteria, checklists and individual progress evaluation formulas to answer the questions in a., above.

3. To revise the present Maine State Prison prisoner personnel folders so that only material which does help answer the questions in 1, above, in each individual case is included.

4. To make a system compatible with the community service agencies and acceptable to other correctional institutions in Maine.

5. To devise a method for evaluating the project as a whole.

6. To ensure that the project is compatible in method with other ongoing projects, such as the Department of Mental Health and Corrections management information system, so all can reinforce each other.

7. To ensure that the project supports the following stated goals of the Bureau of Corrections:

- a. Corrections in the community.
- b. Individual treatment of the offender.
- c. Use of the least restrictive alternative.
- d. Coordination and cooperation with other human service agencies.

8. To address the following stated goals of the Maine State Prison:

- a. Assess the needs of residents.
- b. Track program development.
- c. Track delivery of services.
- d. Provide data for treatment decisions.
- e. Provide data for management decisions.
- f. Allow effective and efficient use of resources.
- g. Adjust classification to the new criminal code.
- h. Identify problems of individuals in terms which suggest specific methods of intervention.

D. Assumptions and Limitations -- The integrating element in

a comprehensive classification and tracking system such as the one envisioned by the project in this effort.

From the entry of the subject into the system of our interest in him some years after his first term of correctional supervision at the other end, a great variety of persons, activities, social institutions and agencies of various kinds converge on him.

Each of these elements is associated with an underlying set of assumptions and a philosophy which determine how he is dealt with and what his experience is likely to be in any way.

The varieties of interaction between the offender and the complex of variables he encounters can be endlessly complicated. An attempt in a programmatic project like this one, which is limited in time and resources, to deal with all variables would be self-defeating. Accordingly some boundaries must be set on the project in the outset. The most obvious way to do so is in the form of stated assumptions. In addition, early on the same time both a philosophy and limitations.

**Assumption 1:** The classification process can produce useful guidance not only for sentencing and risk assessment decisions, but for some treatment decisions as well.

**Assumption 2:** The case plan construction systems are a total failure and our project is good as all cannot yet be accepted.

**Comment on Assumption 1:** The solution to the problems of crime and corrections proposed by the American Friends Service Committee in Struggle for Justice and adopted in Incarceration<sup>2</sup> is the total restructuring of society, which restructuring into equal

1. American Friends Service Committee, 1971

2. National Advisory Committee on Criminal Justice Standards and Goals, 1973.

access to resources and wealth by all would solve all problems. The attractiveness and desirability of such an ideal notwithstanding, it is not likely to come to pass in our time. This project, as a result, must make an effort to be productive in the milieu in which we find ourselves. The revamping of society can be worked at concurrently with our effort to do something for the offender in the world as it is. We cannot wait for the millennium.

Assumption C: Problems of confidentiality of information will not prevent accumulation of data or progression of treatment from one element of the corrections continuum to another.

Assumption D: Only volunteer clients will participate in the classification for treatment and treatment phases of the system,\* though they will be classified for management and risk assessment whether they volunteer or not. There will be no penalties imposed by the institution for non-participation in treatment programs.

Comment on Assumption D: The only way to keep a treatment sequence from being cluttered with crypto-non-volunteers who believe that opting for program participation will speed their release is to make it possible for the non-volunteer to gain release as soon as the treatment volunteer.<sup>3</sup> Since it is unlikely, under the new Maine criminal code, that program participation will be given no weight by the court in deciding on resentencing petitions, the insincere program volunteer will still be with us. The malign effect of such clients in program can be minimized, however, if achievement, rather than mere participation, is the criterion for resentencing judgments. It may even be that some who come initially as non-volunteers will become sincerely involved.

\* Clients at Maine Youth Center must, because of statutory requirements, participate in program whether they volunteer or not.

3. Cf. Corrections, p. 199.

The distorting effect of the present situation posing as witnesses can be reduced by giving more weight to objective options of the candid non-sponsors. This can be done in several ways:

By presenting the names of individuals who have exemplary conduct and good work as evidence in themselves for justifying reentering of those who need such help. Such criteria should be more demanding than criteria for normal good life records.

By not limiting program activities to a provision for movement to less restrictive circumstances of confinement, e.g., from prison to minimum security unit, to unsecured center, to halfway house.

By considering the needs of the volunteers as value-added rather than program needs, providing them with services to that end, and giving them the opportunity to earn money.

Assumption 1: This is an action program and not a research program.

Comment on Assumption 1: This project is designed to be used as soon as possible. It is hoped that what the project produces will be useful for a number of years, but that is not an immediate concern.

Assumption 2: Evaluation criteria will be completely on the basis of objective criteria.

Comment on Assumption 2: Objective criteria for evaluation of both individual processes and system effectiveness will be used to the extent they are appropriate. It is believed, however, that there are areas in which subjective judgment is not an inferior mode of evaluation. Such judgments are productive when made by perceptive and experienced people. Guidelines will, however, be prepared to assist in making judgments.

Assumption G: Resources for the implementation of the system will be available.

Comment on Assumption G: It is hoped that a new classification and tracking system can be managed by the same number of people who manage the old one. If an improved system requires more people and other resources, it is assumed they will be made available.

Assumption H: Variations in the approaches to assessing causes of clients' deviance and in modes of treatment to be used, as between Maine State Prison and community treatment agencies will not result in incompatible programs for clients.

Comment of Assumption H: Maine State Prison uses a functional analysis of behavior to evaluate clients and to identify treatment modules. The Kennebec County Community Justice Project, for example, uses a human needs model, which emphasizes client learning.<sup>4</sup> Nonetheless, a client moving from the Maine State Prison into an agency such as a community justice project will be able to adjust to the transition without harm. (See Section IV). Those working with the client after he is transferred will be able to use the information and evaluations forwarded for treatment purposes.

E. Criminal Justice Standards and Goals -- There is apparently a conflict between this project and Standard 6.1 in the volume Corrections of the Criminal Justice Standards and Goals. Standard 6.1 indicates that classification should be limited to classification for management purposes. Yet, this discretionary grant project was funded even though the project narrative indicated plainly that it would pursue classification for beyond that needed for management decisions

4. Gaylin & Blatte, "Behavior Modification in Prisons," The American Criminal Law Review, Summer, 1975, Vol. 13, No. 1.

only. That seems appropriate, as the National Advisory Commission on Criminal Justice Standards and Goals seems overly pessimistic. If the widely-held view that there is no hope of any gains in that area, as in the so-called<sup>5</sup> "justice model", has any basis (as it surely has), this project will not achieve all it hopes for. But if it does achieve anything substantive, it may point a direction in which to go. If it does not, it may have the benefit of identifying a route not to be taken again.

F. Evaluation of the Project -- 1. Evaluation of individual performance in a program is feasible in the short range; project evaluation is another matter.

2. Evaluation of results of the management-effectiveness of people-sorting can be more easily done than can evaluating effectiveness of treatment programs on the correctional client. The criterion for measuring management effectiveness is simple: the institution runs more smoothly. The tracking process is shorter; the tracking stops when the client leaves the institution.

3. Evaluating the results of people-sorting for their own good (and society's) becomes more difficult. This kind of classification must ask questions about causes or support of deviance, and must thereafter lead to strategies for change, and finally into the development of criteria for evaluation which are in no way simple. Further, a tracking system which is to say anything significant must lead some substantial distance into the post-release career of the client tracked.

4. For evaluation procedures, see Section XVIII.

5. Levi, Criminal Justice Newsletter, Vol. 7, No. 4, February 16, 1976.



III. Information Collection

A. Identifying Information

1. The collection of information about a client collected in the course of information that would be collected by a personnel office about an employee, whether a person with whom he has no contact or contact. Such information first identifies him as a unique person, so that he will not be confused with other persons. The person's name is, of course, the primary identifier. In an emergency it may be enough. Other information relating to factors of time (age), place (address), career (employment) (family), community status (marriage; employment), and personal history (police record; military service; education) are needed and used in many personnel systems to particularize the unique identity of one person. All these are needed to identify the occupational offender.

2. Information gathered by interview with the client cannot be relied upon alone. In the course of conversation the use of aliases, emphasizing or downplaying his activities, reference to one's self-interest, omission of important information, or fabrication of personal histories out of the whole cloth may not be more frequent than in other walks, but the consequences of such omissions may be more significant. So that occupational activities of employees or others will not be misled, and so that the offender may benefit from the occupational experience, certain other steps in identification must be taken.

Information from the occupational client should not always be taken at face value, but should be verified, when it seems necessary, by sending inquiries to the community, to family as well as to persons

or official capacity. Such information from family and friends may be included to favor of the officer, and information may be further verified to the extent that resources allow.

3. There are documents available to corrections across and across of information and usually available to other personnel information collection, and available to the. There are also information on case and related history, such as from related agencies, and data available from the history of the individual in possible areas source of information, such as official records, and be used as follows:

4. As the use of all the above sources of information in the community, officials and individuals, are used repeatedly, it will be possible to make judgments as to the reliability and accuracy of the sources used. There is no report on the character of information received, as reflected by experience, if such judgments are to be made.

5. If the source of information is collecting and recording basic information about the officer, it is not necessary to exercise discretion. It must be considered and further judgments as to the character and quality of the officer's work as to how he is to be managed and treated, and based on the nature of the information collected.

### 6. Plans for the future

1. If a new definition of the use of experience in providing basic personal data on information, he will be assigned as a minimum security inmate.

2. A new definition will be defined that information are to be made of his quality and the accuracy, and of the purposes for which the information collected will be used.

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continuously through the working process. Subjects made on the basis of inadequate or erroneous information may result in damage to community programs if able to do them harm, or an injustice to citizens who are not subjected to community programs and should be.

5. Some Principles, Concepts and Methods.

1. The data collection plan (Section VII) is quite extensive. It is extensive not because every item of data indicated needs to be collected in every case, but because the nature of the collecting information should be considered in the first place to be needed for particular cases.

2. Multiple items of information will be required for every new admission, to note that the assignment of a person and to allow prison management to discharge legal and other obligations to the inmate. Beyond that, the information needed for identification of the inmate's problem and factors which contribute to his responsible behavior need be sought. This process may include a social history in search of distinctive areas of concern, knowledge of incidents to be unnecessary and under what circumstances. It is necessary to identify or explain unusual previous or recurring cases in treatment records. This approach will require a change in the current and former procedure of collecting the entire set of information which might conceivably be needed in any possible set of circumstances. The effect of this approach will be that the collection process will be extended over a larger portion of the case history, as particular pieces of information will not be sought by the Classification Information officer until they are necessary to inmate's treatment process.

6. G.S. Shah, Volmer A., "Basic Principles and Concepts," Correctional Classification and Treatment, p. 141.

Each individual in the program will be provided with a copy of the collection plan for a period which will indicate what type of information are required, essentially, and the source of information for this collection on a regular basis. No steps will be taken to collect or report on the source of information unless it is requested in a particular case. The source for information not collected routinely will be provided to the Classification Office, which will seek it, ensuring that facilities request for the most information are not lost.

Individuals, companies and other groups which make decisions about their own affairs should not be hindered or delayed by lack of information. They have no obligation to provide information to the government unless it is needed for the decisions to be made.

SECTION III

III. Uses of a Classification System

There are several reasons why an inmate classification is necessary.

A. Personnel Accounting -- The same information and records used for other purposes provide the basis for inmate personnel accounting, an obligation of good management. Care must be taken that this does not become the most important function of classification. If such a thing happens, the Classification Office becomes a personnel office only.

B. Management -- Classification and the information it accumulates support several management functions.

1. Individual Inmate -- Work and housing assignment of individuals in institutions is made on a rational basis. This will be considered in detail in Sections II and XI.

2. Institution Plans -- Institution needs can be better forecast for budgetary, staffing, treatment and construction purposes.

3. Departmental Plans -- Classification input into the departmental management information bank provides a basis for policy projection and long range plans for budgetary and construction purposes.

C. Risk -- Classification provides the bases for risk assessment judgments affecting both management and treatment decisions. To the extent that the Maine criminal code allows less restrictive sentencing alternatives and the information is available to them through computerized technology transfer, risk assessments can assist prosecutors and judges in making sentencing decisions on other than first offenders. Risk assessment is developed in Section IX.

4. Essential Job Functions - It is an important function of classification to be subject of most of the pages of this plan.

5. Balance Authority - The balance of restrictiveness of confinement in individual cases which is made by classification officials, the Bureau of Classification, the Public Board, the Courts and the Governor are based on the results of classification.

6. Justice to Prisoners - A consistently applied classification procedure, operating from uniform and technical guidelines, assures that each prisoner is judged by the same standards, that the vagaries of subjective judgment are minimized, and that such decisions as lower classification can be achieved.

7. Justice to Society - The same classification procedures ensure that the public is not exposed to undue risk, that its investment in treatment resources is spent in productive directions, and that offenders do not remain public charges for longer than necessary.

8. Research - The information generated by a classification and tracking system provides a base upon which research in the future.

10. Problem Identification

A. General - In some instances the identification process several  
months ago was simplified to identify (ID) the treatment package  
in the most important. The philosophy of this change can be explained  
to the officer is to identify the individual's identification  
of what needs to change is essential. The process must be identified  
as necessary whether:

1. Treatment is needed
2. Treatment is available
3. Treatment is needed
4. Treatment is available
5. Treatment should be made available

B. Specific - The use of the identification -- It has long  
been asserted that identification is essential in their process,  
or according to the nature of their cases, need needs in a limited  
number of issues categories or "types" an appropriate mode of  
treatment could then be applied to each "type" and these might range  
to one degree or another. This is a typical typology and conforming  
hypothesis. However, this classification scheme could not settle on  
a large typology to name the needs. As a result of the use of  
social proven effective for a slightly different purpose. This  
system suggests, nonetheless, that problems will be related to treat-  
ment needs so that the goals of a "treatment relevant typology" will  
be met. These are the Environmental Description Table (EDT) and the  
Maladaptive Behavior Record (MBR). Their purposes and use are



described in Section 2. The purpose of this section is to identify  
basic problem areas and to provide a framework for the identification provided  
by the following section. The purpose of this section is to narrow the  
direction to which the program and future research will seek problem  
identification.

### C. Coordination With Community Justice Agencies

1. Community Justice Agency Problem Identification -- The  
Kennebec County Community Justice Project, for example, which is  
expected to be a forerunner for similar agencies throughout Maine,  
receives Kennebec County residents from Maine State Prison as the  
correctional institution moves them into the community. That Project  
uses for problem identification a "human needs model", which differs  
from what is used at Maine State Prison. That model hypothesizes that  
all humans have the same needs (survival needs, sensory needs and  
effectance needs) which must or ought to be satisfied. It further  
hypothesizes that criminal persons satisfy those needs in ways which  
society has labeled criminal. Problem identification consists of  
identifying which needs are being met by the criminal action involved.  
Treatment consist of educating the criminal to satisfy those needs in  
a legal way.

2. Medical Research at Maine State Prison -- A functional  
analysis of behavior is similar to the one used to identify how to treat  
and intervene with people in hospital to reduce those areas of depressive  
order which are known to correlate highly with antisocial, unad-  
aptive (accidents) behavior. The behavioral framework used  
at the Prison for locus problem analysis differs from the in-  
psychic model used by the Community Justice Project; however, the  
kinds of intervention strategies which evolve from these two approaches  
to problem identification are not incompatible. So we will proceed

on the assumption that a client moving from the Maine State Prison into any community service agency will be referred with accompanying programs and evaluations.

3. Intake Classification -- The concept of an integrated system of classification for the State of Maine has it that persons convicted in areas (such as Kennebec County) which have community justice projects may be classified in the community before being sent to the State Prison. This is an important step in the process of rehabilitation and in the process of reintegration into the community. It is a step which is being taken by the State of Maine in order to reduce the number of persons who are sent to the State Prison and to reduce the number of persons who are sent to the State Prison who are not suitable for the State Prison.

4. Intake Classification -- This is a problem which should be solved by the State of Maine. The State of Maine should be able to handle the problem of intake classification in a way which is suitable for the State of Maine. The State of Maine should be able to handle the problem of intake classification in a way which is suitable for the State of Maine.

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d. Self-Directed Search (SDS) -- A self-administered, self-scored, and self-interpreted inventory indicating vocational strengths and weaknesses.

3. Tests Used by Academic Educators

a. Test of Adult Basic Education (TABE) -- Measures adult achievement in the basic skills of reading, arithmetic, and language.

b. The READ Test -- Identifies reading problems.

U.S. DEPARTMENT OF JUSTICE

On this 10th day of January 1940 the Grand Jury of the Southern District of New York was organized by a group of judges. The members of the grand jury are as follows: [List of names and positions]

The grand jury has the honor to advise that it has returned a true bill against [Name] for the crime of [Crime description]

The grand jury further advises that it has returned a true bill against [Name] for the crime of [Crime description]



to read to indicate the ordering organization of fire treatment committee and a "Post Release/Turn Board".

D. Primary of Processing -- The Classification sequence is as follows:

1. Interview by admission officer and guard room information officer.
2. Interview by Classification Information Officer.  
Consent to testing  
Consent to staff inquiries or request consent
3. Administration of IUS and MBR.
4. First Classification Committee interview:
  - a. Determination of inmate's desire to participate.
  - b. Extensive identification of problem areas.
  - c. Program proposal and proposed time schedule.
  - d. Evaluation of the prospective program participant in relation to program proposals.
    - e. Referral to professional and other staff for refinement of tentative program evaluation and program proposal, including further appropriate testing.
    - f. Collection of additional needed information in response to staff requests.
    - g. Assignment of inmate's security classification, interim living situation, and interim job.
5. Second Classification Committee meeting:
  - a. Evaluation of added information and staff input.
  - b. Identification of inmate's problem areas.
  - c. Determination whether treatment resources are available.

\* The Chairman of the Classification Committee may assign any of these functions to any member of the committee.

d. Discussion of problem and treatment, if any, with inmate.

e. Agreement with inmate on treatment program (incl. work).

Signing of agreement with time-phased goals.

f. Matching of inmate capabilities with prison needs.

6. Subsequent meetings:

a. Evaluation of inmate progress.

b. Program modification, as needed.

c. Program evaluation.

E. Summary of Responsibilities -- At Maine State Prison the Classification Committee, with the assistance of treatment committees, is responsible for:

1. Intake procedure,
2. Problem identification,
3. Treatment program planning,
4. Security-level classification,
5. Work assignments,
6. Housing assignments,
7. Tracking of progress,
8. Evaluation of inmate progress,
9. Evaluation of program effectiveness,
10. Changes in inmate status.

F. Detailed Itinerary -- Details of the classification sequence follow. Terms used are appended to the Collection Plan (Section VII).



1. Admission -- The prison guard from information officer and admission officer process newly arrived inmate, collecting some basic information, which is recorded on the appropriate forms.

2. Classification Office -- Prior to interview by a Classification Interviewer, the inmate is requested to grant permission

to have his personal effects searched and to have his clothing inspected. The inmate is also informed that his personal effects will be stored in his cell and that his clothing will be stored in the laundry room. The inmate is also informed that his personal effects will be stored in his cell and that his clothing will be stored in the laundry room.

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inmate by one who would avail himself of an opportunity to escape if he were to become available, but who does not plan or work to that end. A minimum security inmate is one who would not take advantage of an opportunity to escape if he had it. Risk assessment will be determined by the use of the procedure described in Section IX.

3. Security Classification Hearings -- When material is available from treatment and other staff to whom the inmate has been referred, a hearing will be held. The following determination will be made with participation of the inmate, on the basis of relevant information:

- a. Verification of change of inmate management decisions previously made, including security classification.
- b. Verification of identification of inmate problem areas, in order of importance.
- c. Decision as to whether or not any treatment program is necessary.
- d. Decision as to whether any programs at all would have any effect on his problem(s).
- e. Determination as to whether needed treatment resources are available in the institution, or can reasonably be made available there.
- f. Determination as to whether needed resources for change are reasonably available in community facilities for those who have a risk classification of minimum.
- g. Formulation of an individualized treatment program, which includes agreed upon goals, time-based interim objectives, and the method to be used to determine whether individual goals and objectives have been achieved. See Enclosure A to Section XIV for

treatment program format.

h. Coordination of treatment program requirements with management requirements, such as work, to ensure that there are no conflicts which would prevent program accomplishment.

i. Preparation of a written understanding for inmate signature, which ensures that he understands program objectives and scheduled phases of accomplishment. A format for such a written understanding is provided in Section XIV.

j. Decisions on how to accommodate within the inmate program any factors included by the sentencing court, such as mandated restitution.

6. Subsequent Classification and Treatment Committee Meetings -- The Treatment Committees, under the guidance of the Classification Committee, perform the tracking function by which the inmate's progress in his individualized program is monitored. To this end, the cognizant treatment committee will meet with the inmate each time he is scheduled to fulfill one of his interim program objectives. It will judge, on the basis of input from program element providers, whether he has met his interim objectives. Guided by the recommendations of treatment committees, the Classification Committee will adjust the inmate's program on the basis of progress he has or has not made. Ultimately the Classification Committee will evaluate program effectiveness both for individuals and for program in general. These procedures will be described in more detail in Section XV.

1. The Federal Bureau of Investigation

The Bureau maintains a great variety of essential records directly related to its administrative functions and the day-to-day operations. Some are confidential in nature and classification. In fact they are the backbone of the administration process for administrative operations and of interest to a wide range of persons. Other records are legal records.

2. Administrative Functions - The following functions of this office have a direct relationship to classification, records and archiving. For these reasons the office deals directly with the following:

- 1. Collection and classification of legal documents as to contents.
- 2. Supervision of records retention related to criminal activities.
- 3. The origin, maintenance, operational changes, audits and transfers:

  - a. Criminal records of various agencies.
  - b. Bank of America procedures.
  - c. Financial reporting, parole eligibility data.
  - d. Attorney work product for State courts.
  - e. Reporting of cases to the State as to the contents of official criminal records.
  - f. Assisting in preparation of cases by district attorneys.

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2. Inventory case histories, on which petitions for pardon or commutation of sentence are partially based.
3. Interstate or Federal transfer case histories or classification summaries, when such are required by prospective receiving institutions.

4. A copy of the report on the findings, to be submitted to the Director of the Bureau of the Census, shall be prepared in accordance with the provisions of the act and the regulations thereunder, and shall be submitted to the Director of the Bureau of the Census, not later than 90 days after the date of the report.

5. The Director of the Bureau of the Census, upon receiving the report, shall cause a copy of the report to be placed in the files of the Bureau, and shall cause a copy of the report to be placed in the files of the Bureau of the Census, and shall cause a copy of the report to be placed in the files of the Bureau of the Census.

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9. The Director of the Bureau of the Census, upon receiving the report, shall cause a copy of the report to be placed in the files of the Bureau, and shall cause a copy of the report to be placed in the files of the Bureau of the Census, and shall cause a copy of the report to be placed in the files of the Bureau of the Census.

classification is based on the information provided by the individual being classified and on the information obtained from other sources. The classification is based on the information provided by the individual being classified and on the information obtained from other sources. The classification is based on the information provided by the individual being classified and on the information obtained from other sources. The classification is based on the information provided by the individual being classified and on the information obtained from other sources.

2. Classification Officer - The classification officer is responsible for the classification of the individual being classified. The classification officer is responsible for the classification of the individual being classified. The classification officer is responsible for the classification of the individual being classified. The classification officer is responsible for the classification of the individual being classified.

3. Classification Staff - The classification staff consists of the classification officer and the classification assistant. The classification staff consists of the classification officer and the classification assistant. The classification staff consists of the classification officer and the classification assistant. The classification staff consists of the classification officer and the classification assistant.

The classification officer is responsible for the classification of the individual being classified. The classification officer is responsible for the classification of the individual being classified. The classification officer is responsible for the classification of the individual being classified. The classification officer is responsible for the classification of the individual being classified.

7. Advising Institution Staff - By virtue of their constant contact with inmate records, and their personal insight into the personalities of persons who have been in the institution previously, officers of the Classification Office are especially



with respect to the classification, treatment, and management of mental health patients. It is an essential part of the mental health program and is an integral part of the mental health program.

Classification and Treatment of Mental Health Patients -- In addition to the classification and treatment of mental health patients, the Classification Office is also responsible for the classification of mental health patients.

The Classification Office is also responsible for the classification of mental health patients. It is an essential part of the mental health program and is an integral part of the mental health program.

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The Classification Office is also responsible for the classification of mental health patients. It is an essential part of the mental health program and is an integral part of the mental health program.

Mental Health Management Information Bank -- This office routinely provides information requested by the Department of Mental Health and Community Management Information Bank. In the long run, this bank will contribute data essential to the evaluation of the system of classification and treatment.

The Classification Office is also responsible for the classification of mental health patients. It is an essential part of the mental health program and is an integral part of the mental health program.

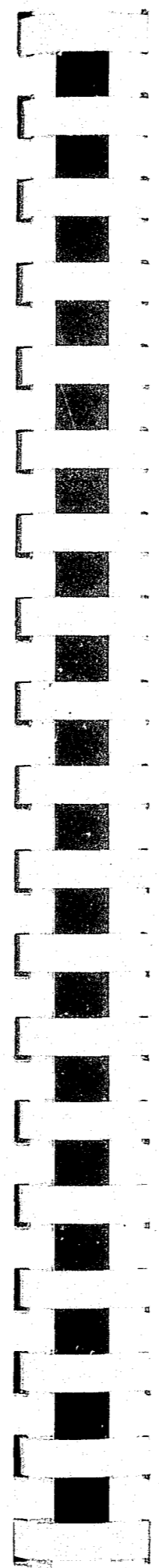
The Classification Office is also responsible for the classification of mental health patients. It is an essential part of the mental health program and is an integral part of the mental health program.

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1. The purpose of this document is to provide information regarding the proposed changes to the current policy. The changes are intended to improve the efficiency of the process and to ensure that all parties involved are kept informed of any developments.

2. The proposed changes include the following: (a) the introduction of a new reporting structure, (b) the revision of the current guidelines, and (c) the implementation of a new communication protocol. These changes are expected to be implemented by the end of the year.

3. It is requested that all relevant parties provide their input and feedback on the proposed changes by the specified deadline. This will ensure that the final policy reflects the needs and concerns of all stakeholders. Your cooperation and support in this matter are greatly appreciated.

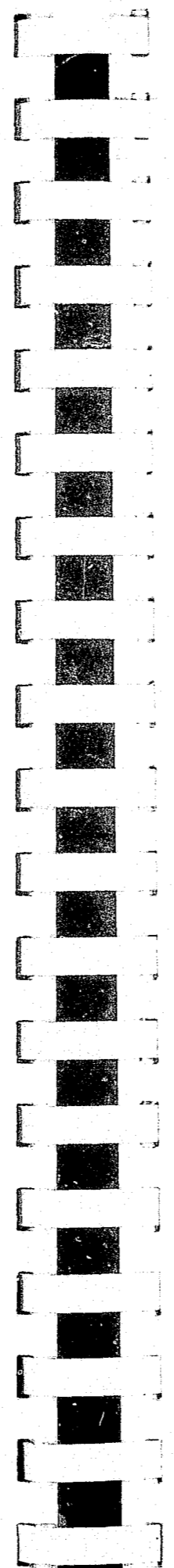
4. The proposed changes will be subject to a final review and approval by the governing body. Once approved, the changes will be implemented immediately. Any questions or concerns should be directed to the appropriate department.

D. [Signature/Name] [Title]

is largely made up of...  
 information...  
 A...

Information	Source	Notes	Form
Name	...	...	Encl. A
Aliases	...	...	...
R.I.D.	...	...	...
Address	...	...	...
Residence	...	...	...
Employment	...	...	Encl. B
Marital Status	...	...	Encl. C
Height of ...	...	...	Encl. D
Address of ...	...	...	...
Spouse & children	...	...	...
Defendant Record	...	...	...
English & ...	...	...	Encl. E
Treatment needs	...	...	...
Orders by ...	...	...	...
Orders in other jurisdictions	...	...	...
Work skills	...	...	Encl. F
Pending charges	...	...	Encl. G
	...	...	Encl. H
	NCIC	...	...





Topic	Chapter	Page
Introduction	Chapter 1	1-10
Mathematical notation	Chapter 2	11-20
Set theory	Chapter 3	21-30
Logic and proofs	Chapter 4	31-40
Mathematical induction	Chapter 5	41-50
Cardinal numbers	Chapter 6	51-60
Ordinal numbers	Chapter 7	61-70
Group theory	Chapter 8	71-80
Ring theory	Chapter 9	81-90
Field theory	Chapter 10	91-100
Module theory	Chapter 11	101-110
Vector spaces	Chapter 12	111-120
Linear transformations	Chapter 13	121-130
Polynomial rings	Chapter 14	131-140
Factorization	Chapter 15	141-150

4. Information to be collected for Departmental  
 Management Indicators (M.I.)

Information	Sources	Methods	Form
Race	Records	Interview	R
Religion	Records	Interview	
Marital status	Records	Interview	
Source of income	Records	Interview	
Associating Agency	Records	Interview	

MAINE STATE PRISON, THOMASTON, MAINE

Fill out in Duplicate: Original to front office; copies distributed as indicated.

Date: \_\_\_\_\_

INMATE: \_\_\_\_\_ Number \_\_\_\_\_ Quarantine Cell \_\_\_\_\_

Legal papers to Deputy's Office \_\_\_\_\_ Time Received \_\_\_\_\_ Date \_\_\_\_\_

'Presently on Parole?' Yes  No  Reformatory for Men \_\_\_\_\_ M.S.P. or Other \_\_\_\_\_  
PAROLE OR DISCHARGE DATE PAROLE OR DISCHARGE DATE

Transporting Officer's Comments: \_\_\_\_\_

Officer's Name \_\_\_\_\_ County \_\_\_\_\_

Conduct in Jail \_\_\_\_\_ Attitude \_\_\_\_\_

Escape Risk, etc.: \_\_\_\_\_

Occupation \_\_\_\_\_

Information Officer \_\_\_\_\_

Hair Cut \_\_\_\_\_ Fingerprints \_\_\_\_\_ Photograph \_\_\_\_\_ Skin Shake \_\_\_\_\_ Dentures \_\_\_\_\_ Shower \_\_\_\_\_

Weight \_\_\_\_\_ Height \_\_\_\_\_ Date of Birth \_\_\_\_\_ Scars, Marks, Tattoos \_\_\_\_\_

(Copy to Deputy's Office, then Classification) \_\_\_\_\_ Officer \_\_\_\_\_

Date \_\_\_\_\_

INMATE: \_\_\_\_\_ Number \_\_\_\_\_

Property (on arrival) \_\_\_\_\_ Money \_\_\_\_\_ Jewelry \_\_\_\_\_

Hat \_\_\_\_\_ Coat \_\_\_\_\_ Shirt \_\_\_\_\_ Pants \_\_\_\_\_ Socks \_\_\_\_\_ Underwear \_\_\_\_\_ Belt \_\_\_\_\_ Tie \_\_\_\_\_

Other \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Shipped to: \_\_\_\_\_ Address \_\_\_\_\_

D -- Donated R -- Retained by Inmate M -- Mailed S -- Storage

(Copy put in with clothing) \_\_\_\_\_ Officer \_\_\_\_\_



Date: \_\_\_\_\_

INMATE: \_\_\_\_\_ Number \_\_\_\_\_ Quarantine Cell \_\_\_\_\_

Legal papers to Deputy's Office \_\_\_\_\_ Time Received \_\_\_\_\_ Date \_\_\_\_\_

Presently on Parole? Yes  No  Reformatory for Men \_\_\_\_\_ M. S. P. or Other \_\_\_\_\_  
PAROLE OR DISCHARGE DATE PAROLE OR DISCHARGE DATE

Transporting Officer's Comments: \_\_\_\_\_

Officer's Name \_\_\_\_\_ County \_\_\_\_\_

Conduct in Jail \_\_\_\_\_ Attitude \_\_\_\_\_

Escape Risk, etc.: \_\_\_\_\_

Occupation \_\_\_\_\_

Information Officer \_\_\_\_\_

Hair Cut \_\_\_\_\_ Fingerprints \_\_\_\_\_ Photograph \_\_\_\_\_ Skin Shake \_\_\_\_\_ Dentures \_\_\_\_\_ Shower \_\_\_\_\_

Weight \_\_\_\_\_ Height \_\_\_\_\_ Date of Birth \_\_\_\_\_ Scars, Marks, Tattoos \_\_\_\_\_

Officer \_\_\_\_\_

(Copy to Deputy's Office, then Classification)

Date \_\_\_\_\_

INMATE: \_\_\_\_\_ Number \_\_\_\_\_

Property (on arrival) \_\_\_\_\_ Money \_\_\_\_\_ Jewelry \_\_\_\_\_

Hat \_\_\_\_\_ Coat \_\_\_\_\_ Shirt \_\_\_\_\_ Pants \_\_\_\_\_ Socks \_\_\_\_\_ Underwear \_\_\_\_\_ Belt \_\_\_\_\_ Tie \_\_\_\_\_

Other \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Shipped to: \_\_\_\_\_ Address \_\_\_\_\_

D -- Donated R -- Retained by Inmate M -- Mailed S -- Storage

(Copy put in with clothing) Officer \_\_\_\_\_

**PRISON ISSUE**

Date \_\_\_\_\_

INMATE: \_\_\_\_\_ Number \_\_\_\_\_

Article Size Toilet Kit - consisting of:

1 Undershorts \_\_\_\_\_ 1 Razor & Blades \_\_\_\_\_ Shaving Brush & Scap \_\_\_\_\_

1 Shirt \_\_\_\_\_ 1 Mirror \_\_\_\_\_ Towel \_\_\_\_\_

1 Pair Pants \_\_\_\_\_ 1 Comb \_\_\_\_\_ 1 pkg. Tobacco, Matches & Papers \_\_\_\_\_

1 Belt \_\_\_\_\_ Toothpaste & Brush \_\_\_\_\_ Handkerchief \_\_\_\_\_

1 Pair Shoes \_\_\_\_\_

1 Pair Socks \_\_\_\_\_

Other or Exceptions: \_\_\_\_\_

I have received the above and know that I am responsible for all articles issued to me. I hereby agree to surrender these articles, plus any issued in the future, when being released or have the appropriate amount deducted from my account.

Above articles issued: \_\_\_\_\_ Inmate \_\_\_\_\_

(Copy to Commissary) Officer \_\_\_\_\_

**HOSPITAL**

Date \_\_\_\_\_

INMATE: \_\_\_\_\_ Number \_\_\_\_\_

Are you presently being treated for any ailment(s)? Yes  No  If so, list \_\_\_\_\_

Name of Physician \_\_\_\_\_ Address \_\_\_\_\_

Do you have any Disability (Diabetes, Heart Condition, Amputation)? Yes  No  If so, list \_\_\_\_\_

Medication brought in: \_\_\_\_\_ Type & Amount \_\_\_\_\_

Medication sent to Prison Hospital \_\_\_\_\_

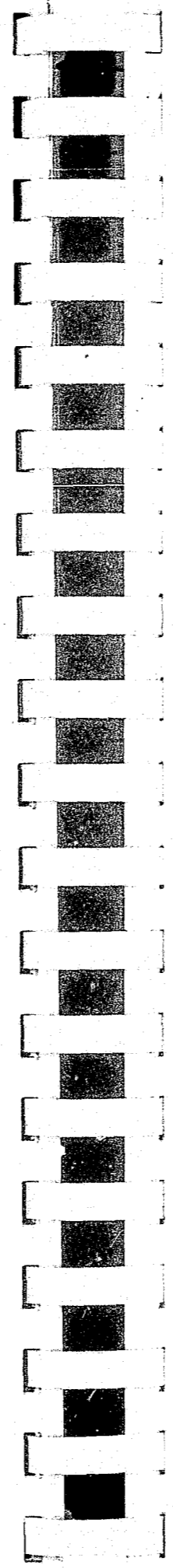
Next of Kin - Name & Address \_\_\_\_\_

Copy to Hospital \_\_\_\_\_ Officer \_\_\_\_\_

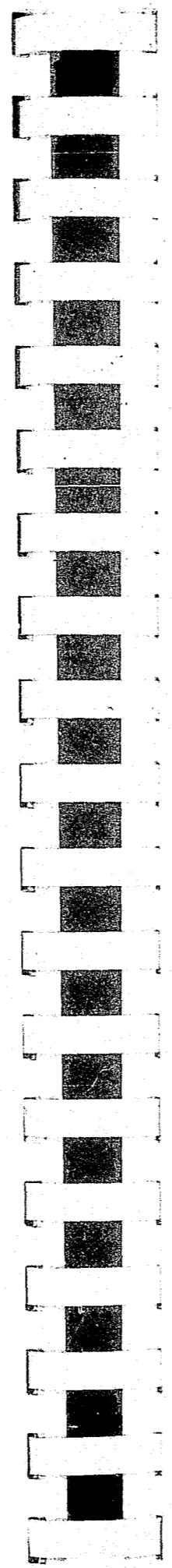
QUESTIONNAIRE FOR NEW ORLEANS

NAME \_\_\_\_\_ RACE \_\_\_\_\_  
 NAT. ORIGIN \_\_\_\_\_ RESIDENCE \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_  
 HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAIR \_\_\_\_\_ EYES \_\_\_\_\_ SKIN \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ EDUCATION \_\_\_\_\_  
 POLITICAL STATEMENT \_\_\_\_\_ CHARACTER \_\_\_\_\_  
 SEX \_\_\_\_\_ SERVICE # \_\_\_\_\_ DISTRICT \_\_\_\_\_  
 PROTESTANT \_\_\_\_\_ PROPERTY \_\_\_\_\_  
 MOTHER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 FATHER'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 BIRTHPLACE \_\_\_\_\_  
 OFFICIAL STATE OF BIRTH: \_\_\_\_\_  
 PREVIOUS SERVICE \_\_\_\_\_  
 CITIZENSHIP \_\_\_\_\_ DOMICILE \_\_\_\_\_ STATE \_\_\_\_\_  
 YEARS \_\_\_\_\_ IN U.S. \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ DATE OF LEAVE \_\_\_\_\_  
 PLACE OF BIRTH \_\_\_\_\_ REPORTING AGENCY \_\_\_\_\_  
 RACE \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_  
 ALIAS \_\_\_\_\_  
 MARITAL STATUS \_\_\_\_\_ DEPENDANTS \_\_\_\_\_  
 INTERVIEWING OFFICER'S SIGNATURE \_\_\_\_\_

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DATE

TOPIC

*[Faint, illegible handwriting on the right page, likely bleed-through from the reverse side.]*

**CONTINUED**

**1 OF 3**

VS-202-1962

STATE OF MAINE  
APPLICATION FOR VERIFICATION OF MARRIAGE  
(Confidential)

DEPARTMENT OF HEALTH AND WELFARE  
OFFICE OF VITAL STATISTICS  
STATE HOUSE  
AUGUSTA, MAINE



This form should be  
sent to this address

Date: \_\_\_\_\_

Agency: Use this form for one name only. Print or type your data in the  
column indicated. Differences, if any, will be entered in column  
for Office of Vital Statistics use.

THIS COLUMN FOR AGENCY USE		FOR OFFICE OF VITAL STATISTICS USE
1. Full name of groom		
2. Age	3. No. of marriage	
4. Residence of groom		
5. Full name of bride		
6. Age	7. No. of marriage	
8. Residence of bride		
9. Date of marriage		
10. Place of marriage		

Date of Filing	State file No.	Verified by	Date
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Print or type name and  
address of agency to  
which this verification  
is to be sent

Letter pertaining to a "Charge Pending"

STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

254-2535

5/20/75

CLERK OF COURTS  
Penobscot County Courthouse  
Bangor, Maine

Re: Dennis Clark, #14154  
DOB: 4/5/54  
In: Bangor, Maine

Dear Sir:

The above subject was received at this institution on 5/7/75, to serve a sentence of 1½ to 3 years for the crime of SALE OF CANNABIS, from the Penobscot County Court.

We understand that there is a Robbery charge pending on this man, if so, would you send us a copy or same?

Thank you for your cooperation in this matter.

Very truly yours,

GARRELL S. MULLANEY, WARDEN

By: Harlan L. Sylvester  
Classification Officer

HLS:cn

F



STATE OF MAINE  
**Maine State Prison**  
 THOMASTON, MAINE 04861  
 354-2535

Re: [REDACTED]

The subject listed below has recently been admitted to this institution. We wish to verify the following data from our records.

Address:	DOB:	POB:
Father:	POB:	POB:
Mother:	POB:	POB:
Wife:	POB:	POB:
Date of Marriage:		
Date of Divorce:		
Children:	POB:	POB:

If any of the above is in error, please provide the correct information.

Thank you for your help in this matter.

Very truly yours,  
 THOMAS W. CLAYTON, Warden

THOMAS W. CLAYTON  
 Warden  
 Maine State Prison



Dear

As you no doubt know, your \_\_\_\_\_ has been committed to this institution with a sentence of \_\_\_\_\_ for the crime of \_\_\_\_\_. He will be eligible for Parole on \_\_\_\_\_ and Discharge on \_\_\_\_\_.

We want to assure you that \_\_\_\_\_ will receive proper food, clothing and medical attention. We will do everything possible to assist him to adjust himself to his present situation. You can be of great help to us in this by writing us an informal letter about him. Such a letter will assist us in preparing a satisfactory release plan for the consideration of the State Board of Parole. We are particularly interested in the topics contained in the attached sheet.

Of course, your reply to this letter will be treated as confidential. If there is any further information which you feel might be of assistance to him, please feel free to send it to us. A self-addressed, stamped envelope is enclosed with this letter for your convenience.

\_\_\_\_\_ will complete his penitence period on \_\_\_\_\_.

He may receive visits after that date. A booklet concerning Regulations governing correspondence, visits, gifts and packages is enclosed with this letter for your convenience.

Very truly yours,

RICHARD W. CHAVEN, WARDEN

By: \_\_\_\_\_  
Martin A. Sylvester  
Classification Officer

HLS:en

Enc: 3

Please answer the following questions about you  
to the best of your knowledge.

(His) parents: Name, age, dates of birth - present addresses)

Are parents currently divorced or separated?

Brothers and Sisters: (Name, age, date of birth - addresses)

(His) date and place of birth

(His) early childhood health

(His) occupations

(His) residences

(His) schooling

(His) Marital Status

Wife's Name (Name and maiden name)

Date of Marriage

Has your son/daughter ever been separated or divorced?

If so, when? Is a reunion planned?

Wife's present address:

Children (names, ages, addresses)

The above named are main topics only. If you wish to add additional in-formation, please feel free to write an informal letter.

VS-203-1962

STATE OF MAINE  
APPLICATION FOR VERIFICATION OF DIVORCE  
(Confidential)

DEPARTMENT OF HEALTH AND WELFARE  
OFFICE OF VITAL STATISTICS  
STATE HOUSE  
AUGUSTA, MAINE



This form should be sent to this address

Date: \_\_\_\_\_

Agency: Use this form for one name only. Print or type your data in the column indicated. Differences, if any, will be entered in column for Office of Vital Statistics use.

THIS COLUMN FOR AGENCY USE		FOR OFFICE OF VITAL STATISTICS USE	
1. Libelant	2. Sex		
3. Residence of libelant			
4. Libelee			
5. Residence of libelee			
6. Date of marriage			
7. Date of divorce	8. County		
9. No. minor children	10. Custody to		

Verified by	Date
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Print or type name and address of agency to which this verification is to be sent



STATE OF MAINE  
**Maine State Prison**  
THOMASTON, MAINE 04861  
354-2535

DATE:  
Subj:  
Born:  
In:  
MSP#:

Dear

The subject was recently committed to this institution.

We are trying to complete a social case history on him to be used in assigning him to work while he is here and also to prepare a satisfactory release program for the consideration of the State Board of Pardon.

Your comments on this man's employment record while he was in your employ are respectfully requested to aid us in the necessary investigation. Your reply to this letter will be treated as confidential.

He states he was in your employ

For your convenience and guidance, we have listed the more pertinent topics of interest to us in the accompanying sheet.

Your cooperation in this matter will be greatly appreciated.

Very truly yours,

R. H. OLIVER, WARDEN

By: MARION D. SYLVESTER  
Classification Officer

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF POLITICAL SCIENCE  
CHICAGO, ILLINOIS 60607

Dear Mr. [Name]:  
Thank you for your letter of [Date].  
I am sorry that I cannot  
be a good employer.  
I will try to [Action].  
Sincerely,  
[Name]

**REQUEST PERTAINING TO MILITARY RECORDS**

Please read instructions on reverse. If more space needed, attach additional sheets.

DATE OF REQUEST

**SECTION I—INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much information as possible)**

1. NAME USED DURING SERVICE  
2. SOCIAL SECURITY NO.  
3. DATE OF BIRTH  
4. PLACE OF BIRTH

For an effective records search, it is important that ALL periods of service be shown below.

**ACTIVE SERVICE—PAST AND PRESENT**

5. BRANCH OF SERVICE <i>(Show the last organization first)</i>	6. DATES OF ACTIVE DUTY		7. Check One		8. SERVICE NUMBER DURING THIS PERIOD
	Date Entered	Date Released	Officer	Enlisted	

**RESERVE SERVICE—PAST AND PRESENT IF NONE, CHECK  NONE**

9. BRANCH OF SERVICE	10. DATES OF MEMBERSHIP		11. Check One		12. SERVICE NUMBER DURING THIS PERIOD
	Beginning Date	Ending Date	Officer	Enlisted	

**NATIONAL GUARD MEMBERSHIP IF NONE, CHECK  NONE**

13. ARMY	14. AIR	17. DATES OF MEMBERSHIP		18. Check One		19. SERVICE NUMBER DURING THIS PERIOD
15. STATE	16. ORGANIZATION	Beginning Date	Ending Date	Officer	Enlisted	

20. IS SERVICE PERSON DECEASED?  
 NO  YES (If "YES" enter date)

21. IS (Was) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST?  
 NO  YES

**SECTION II—REQUEST**

1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED OR CHECK ITEMS 2 OR 3 BELOW

2.  CHECK THIS BOX IF YOU NEED A STATEMENT OF SERVICE ONLY

3. LOST SEPARATION DOCUMENT REPLACEMENT REPORT OF SEPARATION (DD Form 1300) REQUESTED (Check One)  
 YES (4 or equivalent) ISSUED IN \_\_\_\_\_ (Yr.) (This contains information normally needed to determine eligibility for benefits. It may be furnished only to the veteran, his surviving next of kin, or to his representative with veteran's signed authorization—item 6.)

DISCHARGE CERTIFICATE ISSUED \_\_\_\_\_ (Yr.) (This shows only date and character of discharge and is of little use in determining eligibility for benefits. It may be issued only to veterans discharged honorably or under honorable conditions, or, if deceased, to his surviving spouse.)

3A. HOW WAS SEPARATION DOCUMENT LOST

4. PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED (Explain)

5. REQUESTER IS (Check proper box)  
 PERSON IDENTIFIED IN PART I  
 SURVIVING SPOUSE

NEXT OF KIN (Show relationship)  
OTHER (Specify)

5A. SIGNATURE OF REQUESTER

6. RELEASE AUTHORIZATION IS REQUIRED (Read instruction 3 on reverse)

7. REQUESTER (Please type or print complete return address. Include ZIP code)

I hereby authorize release of the requested information/documents to the addressee shown at right.

6A. SIGNATURE OF VETERAN (Assigned by addressee) (Signature of veteran, complete EB)

6B. RELATIONSHIP TO VETERAN



STATE OF MAINE  
**Maine State Prison**  
 THOMASTON, MAINE 04861  
 354-2535

Date:

The enclosed are monthly bills submitted to the institution.  
 If you have any questions concerning the bills, please call the  
 Inmate Rehabilitation Center at 354-2535.

We advise that the bills are:

1. Monthly telephone bills for inmate quarters.

2. Monthly utility bills for inmate quarters.  
 3. Monthly maintenance bills for inmate quarters.  
 4. Monthly janitorial bills for inmate quarters.  
 5. Monthly pest control bills for inmate quarters.

Very truly yours,

WALTER H. BROWN, JR.

Director of Corrections  
 State of Maine  
 100 State House Building  
 Augusta, Maine 04333

L



STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

354-2535

Subject:  
DOB:  
JOB:  
Officer:  
Sentence:

Dear Sir:

The subject, who has reportedly been in the past confined to your institution, was recently received here.

We would appreciate your filling in the history data requested on the enclosed form. If we may have a copy of your case history of subject, it would be appreciated. We thank you for your cooperation in this matter.

An extra copy of this form is enclosed for your records.

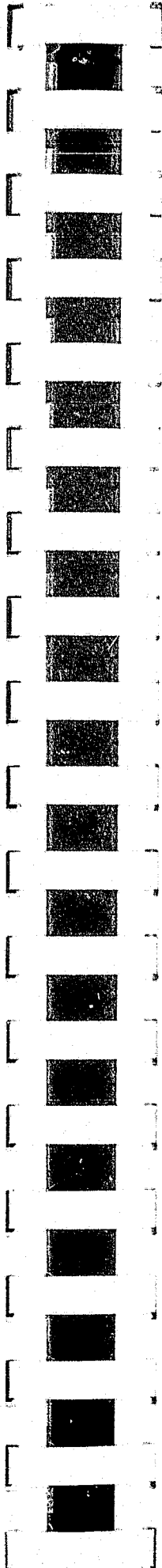
Very truly yours,

RICHARD E. OLIVER, WARDEN

cc:           
William H. Blodgett  
Classification Officer

M





THE UNIVERSITY OF CHICAGO

LIBRARY

1961

PHYSICS DEPARTMENT

1117

1117

PHYSICS DEPARTMENT

PHYSICS DEPARTMENT, UNIVERSITY OF CHICAGO, CHICAGO, ILLINOIS 60637

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PHYSICS DEPARTMENT, UNIVERSITY OF CHICAGO, CHICAGO, ILLINOIS 60637



STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

354-2535

TO:

FROM:

RE:

BY:

Dear \_\_\_\_\_

We understand that the subject is a former resident of your community. He has been committed to this institution for a period of \_\_\_\_\_ years for the crime of \_\_\_\_\_.

Information is needed to compile a complete social and criminal history of this man. We are therefore interested in his conduct while in your community, his educational record, family relationships, associates and any other information which you feel might give us an insight into his character and possible future behavior.

We would greatly appreciate receiving your comments on this matter. Your reply will be treated as confidential.

Very truly yours,

ROBERT M. COOPER, Warden

cc: \_\_\_\_\_  
\_\_\_\_\_ Director  
\_\_\_\_\_ Chief Clerk



STATE OF MAINE  
**Maine State Prison**  
 THOMASTON, MAINE 04861  
 354-2535

TO:  
 FROM:  
 SUBJECT:

From

The subject has previously been confined to this institution by the Court's order and served a sentence of years for the crime of

We have been advised that your office is dealing with this case.

We are trying to establish complete work history on him to be used in sentencing him when he is here, and for use by the State Board of Pardon.

We would appreciate receiving your comments on this and regarding his background. Any other pertinent information that you may care to add to this letter will be treated as confidential.

In the event you are unable to provide an abstract, will you please send the original or a photostatic copy? We will then promptly make a copy and return the original to you in the same manner.

Thank you for your cooperation in this matter.

Very truly yours,

WALTER W. GARDNER, Warden

Classification Officer

(pertaining to a letter to the Royal Canadian Mounted Police)



STATE OF MAINE  
Maine State Prison  
THOMASTON, MAINE 04861  
384-2535

Date

Royal Canadian Mounted Police  
Bureau of Identification  
Ottawa, Ontario, Canada

Re:  
DOB:  
In:

Gentlemen:

The above named individual, a citizen of Canada, was recently committed to this institution with a sentence of \_\_\_\_\_ years for the crime of \_\_\_\_\_.

We are attempting to work out a program for this man and would appreciate any assistance that you could give us in compiling a complete Social and Criminal Case History on him.

Very truly yours,  
GARRELL S. MULLANEY, WARDEN

By: \_\_\_\_\_  
Classification Officer

Mother:

Father:

Appendix 13



ANNEX VIII

VIII. Communication of Information - The system which relies so heavily on information as this one does to achieve its ends can succeed unless information needed is communicated to those who need it. It is not enough to follow an established routine or to respond to specific requests. Each person must be aware of the functions and demands of other staff members or recognize information which might be needed by others, even though it has not been requested. Such information should be conveyed without delay. Below is a table of foreseeable communication of most requirements.

Table for Communication

From	To	Purpose
Ambulance officers	Police	Location
	Medical/ambulance	Immediate care and safety
Police	Medical/ambulance	Location
	Police	Location
Police	Police	Location
	Police	Location
Medical/ambulance	Police	Location
	Police	Location

Name	Location	Purpose
Custody staff	Classification office	Jackets
[REDACTED]	Medical staff	Emergency care
[REDACTED]	Classification office	Evaluation input
Classification Office	Community (requests)	Bill gaps
[REDACTED]	[REDACTED]	Verification of information
[REDACTED]	[REDACTED]	Clubs, team requests
[REDACTED]	Treatment staff requests	Treatment staff requests
[REDACTED]	[REDACTED]	Evaluation input
[REDACTED]	[REDACTED]	Care instructions on sentence
[REDACTED]	[REDACTED]	Applies to requests
[REDACTED]	[REDACTED]	Applies to requests
[REDACTED]	[REDACTED]	Applies to requests
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Community (unity, police, schools, employers, institutions)	Classification office	Response to requests
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

IX. Escape Risk Assessment

A. General - The level which states what are considered to be critical areas are based by the efficiency and they are assigned for their protection. These areas are based upon the period of the convicted the penalty is imposed and also to date the period remaining such area, but also to cover other the right event similar area. In order for the assessment to be effective it is essential that a man who is sentenced to prison should have for the time specified

1. Supervision - The first, though not the most important, function of an institution is to comply with the order of courts to keep the offender confined. This order, which generally is the only order the courts place the institution, must be heeded to before anything else is done. There are several reasons why classification as to risk is needed for management purposes.

a. Most institutions are not equipped to confine all inmates in the most restrictive circumstances all the time.

b. Funds require that an inmate not be subjected to more restrictive circumstances than is needed.

c. Inmate behavior is a function of the environment, and it is essential to provide a suitable environment.

2. Treatment - The design of individual treatment programs is influenced by the extent a security classification. In spite of his treatment needs, an inmate can be provided with the needed treatment if it is not available in a situation or level as secure as his security classification. This may require his treatment program to address needs



[REDACTED]

which are not his primary needs. Such a difficulty may continue until the required treatment articles are made available in his appropriate security setting, or until he is reclassified to a level which permits him to go where the needed article is available. However, no inmate's security classification will be reduced solely so he can have access to a particular treatment modality.

This, an initial security classification, differentiates offenders according to eligibility for the least security facility deemed necessary. This designation, then, provides the staff and the offender, with the basis for options in consideration of programs and services available either inside the prison or at a more minimum security unit in the community.

B. Rating Scale -- A mathematical rating scale to assess escape risk potential involves twelve categories believed to have success in predicting this. This scale, in its developmental stage, has been influenced by scales used in California, in Minneapolis and in Maine which propose to predict success or parole. It has been influenced, too, by the ERS and PPS scales used at Maine State Prison for initial problem identification for treatment purposes. It is also in debt to a scale used at Maine State Prison to predict success or furlough. The scale was designed so that a lifer could be classified as minimum security, whereas a man serving a one-year sentence could be classified as a maximum security risk. The categories that make up the scale counter-balance each other so that an extreme score in one category can be offset by low scores in the others. Conversely, a series of low scores can have the cumulative effect of totaling a maximum security risk status. Under each major heading, the interviewer will check the highest rating that applies. These are the twelve categories, each of which is explained in subsequent paragraphs:

1. Escape plan
2. Nature and circumstances of crime
3. Acceptance of responsibility for the crime
4. Length of sentence
5. Pattern of prior convictions
6. Escape record; mental, social, family problems
7. Level of family support
8. Ties to the community
9. Social involvement
10. Work/educational involvements
11. Dependency problems
12. Financial resources

1. Escape plan -- The crime for which a resident is sentenced is probably the single most important factor to know about him, at least, as far as his criminality is concerned. The statistics obtained from the census in which this scale is based indicate that the crimes listed are those which have been found to correlate with escape.

2. Nature and circumstances of the crime -- The dynamics surrounding the crime are helpful in determining a resident's escape potential. Such factors as premeditation, alcohol and resisting arrest are taken into consideration.

3. Responsibility for the crime -- It follows logically that residents who take the stand that they are responsible for their crimes will be more likely to live up to the responsibility of accepting the punishment for their crimes and, therefore, be less likely to escape. There are those who maintain their innocence for the crime convicted for, in such instances, this category is scored on the basis of

whether or not this man accepts the court action and the reality of serving out his sentence. For the purposes of escape risk assessment, included under "accepts no responsibility" are the "political prisoners", who blame their crimes on an unjust society!

4. Length of sentence -- Generally speaking, the more time a man is sentenced to serve in prison, the more worth the risk of escape. In constructing this scale the decision was made that it is more desirable to err in the direction of being overly cautious. However, the lifer who has committed a crime of passion can, if he does not receive points in most of the other categories, be classified as a minimum security risk. In this category, as is true in using the scale generally, the highest appropriate score in a category is used in the overall rating - in this instance, where sentences are consecutive the time would be added; when two or more sentences are concurrent the longest sentence would determine the rating assigned.

5. Pattern of Prior Convictions -- The pattern of prior convictions is the pattern which the resident is likely to follow during his present sentence. A life-long offender can be rather easily identified as opposed to one who only occasionally gets involved with the Criminal Justice system.

6. Escape Record -- Probably the best predictor of escape is a history of escapes. So, too, a pattern of running away from problem situations manifested by such things as truancy and AWOL can be more subtle predictors of more formalized escape attempts from prison, or from community programs. There will be those instances when this category discriminates against a resident who has, indeed, undergone an attitude change.

7. Brady, S.A., "The Political Prisoner Syndrome", Crime & Delinquency, Vol. 20, No. 2, April, 1974. 1X-4

7. Large Family Support -- A resident who has strong family support is less likely to escape which would mean leaving his family behind. Conversely, one who has little or no family support does not have that implication to consider.

8. Roots in the community -- This category is not totally different from 7. The difference here is simply that a resident who has a job, home, and affiliation in the community is less likely to escape. He has more supports in the community to turn to, and would not give these up by escaping. Conversely, residents who have no community ties do not risk losing these.

9. Social involvement -- Generally speaking, residents who are involved with people here as inpatients and are less likely to give that up. Social involvement can be manifested informally through friends or formally through organizations and programs. The crucial factor here is the degree of emotional involvement and commitment.

10. Work/school involvement -- Residents who show a history of work and/or school involvement have demonstrated motivation and investment which can be a good predictor of involvement and investment in the future.

11. Substance problems -- Residents who are dependent on alcohol or drugs are more susceptible to the whims of others or daily stresses and are, therefore, more likely to run away from problem situations.

12. Financial resources -- Residents who have financial investments are less likely to give them up while, on the other hand, residents who have nothing have little to lose by running away.

C. Basic Criteria Weights -- Following are the weights to be given each of the criteria listed, and the various degrees within those criteria. Descriptions in parentheses are of crimes under the revised criminal code:

1. Present Crime

- a. Murder (Criminal homicide in the 1st, 2nd, or 3rd degree) 6
- Kidnapping; criminal restraint 4
- b. Manslaughter (criminal homicide in the 4th degree) 4
- c. Manslaughter (criminal homicide in the 5th or 6th degree) 3
- d. Rape (Sex offenses, Ch. 17, 17-A, MRS) 4
- e. Assault, Aggravated assault, Criminal Threatening, Terrorizing 4
- f. Armed Robbery (Robbery) 4
- g. Kidnapping 4
- h. Entering and Remaining (Unauthorized; criminal trespass) 1
- i. Other 0

(If politically motivated crime, double score. If the present crime is not listed, the evaluator will relate the present crime to one of those listed.)

2. Nature and Circumstances of Crime

- a. Evidence of complete disregard for well-being of victim 5
- b. No evidence of mitigating circumstances 3
- c. Well-being of others not jeopardized 0

3. Responsibility toward Crime

- a. Accepts no responsibility 0
- b. Accepts partial responsibility 3
- c. Accepts full responsibility 6

- 4. Length of Sentence
  - a. 10 years or more 1
  - b. 7 - 9 years 2
  - c. 4 - 6 years 3
  - d. 1 - 3 years 4
- 5. Pattern of Prior Convictions
  - a. Convicted for previous crime against a person 10
  - b. None or one prior felony 1
  - c. Four or more prior convictions of parole 4
- 6. Escape Record
  - a. Escape from maximum security prison 3
  - b. Escape from any other commercial facility 4
  - c. Escape from State Hospital (double if related to present crime) 1
  - d. Unauthorized absence from parole (AWOL) 4
  - e. History of running away from home 2
  - f. Truancy in school 1
  - g. Dropout in school (discounted if GED or high school diploma obtained) 1
- 7. Level of Family Support
  - a. No family support 3
  - b. Questionably family support 4
  - c. Strong family support and involvement 0
- 8. Reside in the Community
  - a. Out of State and no family contact 6
  - b. In State and no family contact 5
  - c. Out of State with family contact 3
  - d. In State with family contact 0

9. Social Connections

- a. Has no friends 3
- b. Does not participate in organizations or programs 4
- c. Minimal social contact (relatives, organizations, etc.) 2
- d. Actively participates and involved with friends and/or organizations 0

10. Work/School Attendance

- a. Less than one week missing or at school 0
- b. One week or a part missing or at school 2
- c. More than a part with some job or school 0

11. Recreational Activities

- a. Fishing, golf, etc. 3
- b. None 4
- c. Minimal 4
- d. Minimal leisure activity 2

12. Financial Situation

- a. Less than \$100.00 in assets or personal funds 6
- b. Some assets, minimal resources in community 4
- c. Minimal financial statement or income 1
- d. None known 0

D. Social Security Status

4. (Original) If the Social Security status resulting from the use of this scale is only noted on the Classification Committee in arriving at a security classification the Committee should rely heavily on it at the outset, especially if the income was not previously known to them or to the Classification Office. In addition,

these are the... (the text is extremely faint and largely illegible due to the quality of the scan and the presence of a vertical strip of blacked-out content on the left side of the page). The text appears to be a formal report or document discussing technical or organizational details.

There are... (This section continues the faint text from the previous paragraph, discussing specific details or findings related to the document's subject matter.)

3. [Illegible]... (This section contains a numbered point, possibly a recommendation or finding, which is difficult to read due to the low contrast of the scan.)

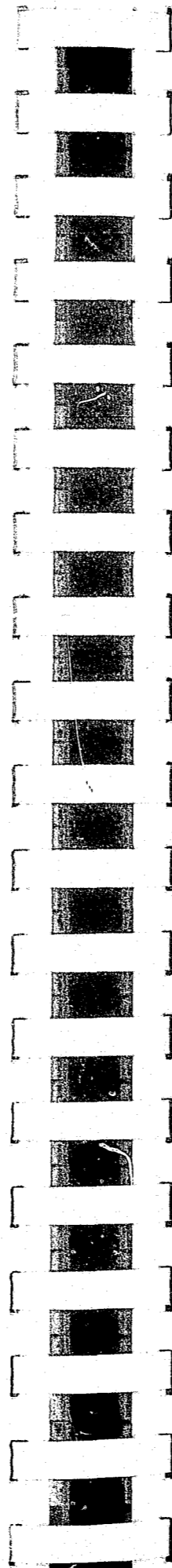
4. [Illegible]... (This section contains another numbered point, continuing the list of items or findings.)

5. [Illegible]... (This section contains a final numbered point, concluding the list of items.)



F. Application of the program... within the initial classification, the... will be... increase... when... these may include... security... will... the... of... progress... the... of... the... has generally... to a... security...

F. Initial... has been... if needed...



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8. [Illegible text]

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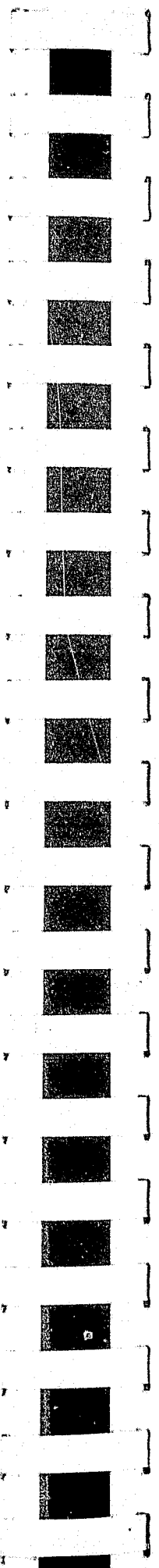
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general situation of the country and the results of the

work done during the last year. It should be noted that the

work done during the last year has been very satisfactory and

the results are very good. It is hoped that the work done

during the last year will be a good example for the future.

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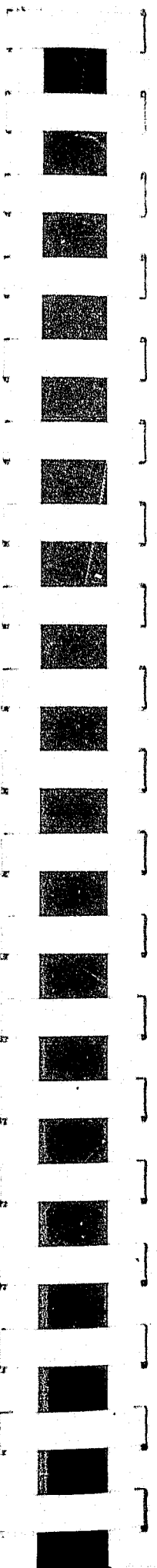
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It is hoped that the work done during the last year will

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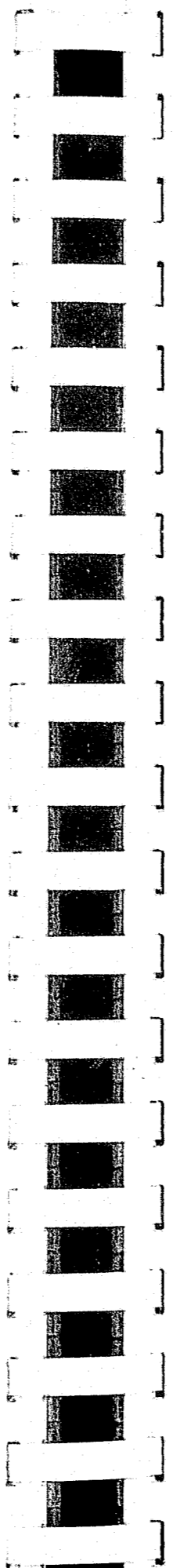


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... whether he is willing to work, and that he is not a deserter.

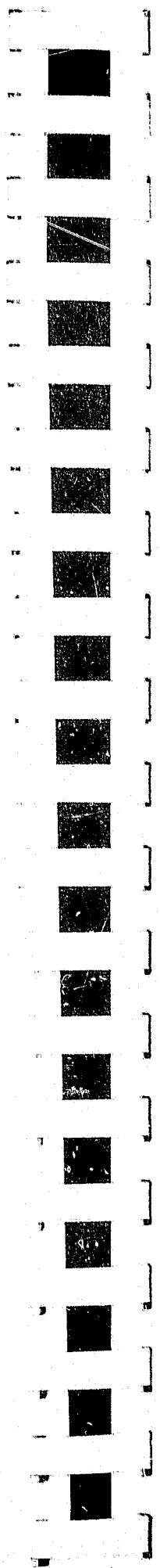
... military establishments will allow an inmate to work outside the camp as a job to make an effort.

... treatment in a major measure of the military establishment. The classification process usually involves a study of the inmate's military record but not his personality. The classification of individuals should be not only on the basis of military record but also on the basis of their personality and their ability to be adjusted to that kind of work. It is suggested that the military establishment should be prepared to accept a larger number of inmates.

... military establishment should be prepared to accept a larger number of inmates. The military establishment should be prepared to accept a larger number of inmates. The military establishment should be prepared to accept a larger number of inmates.

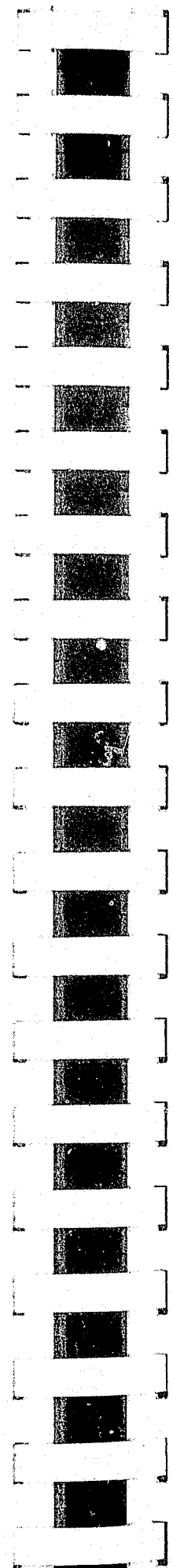
... military establishment should be prepared to accept a larger number of inmates. The military establishment should be prepared to accept a larger number of inmates. The military establishment should be prepared to accept a larger number of inmates.

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The first part of the report is devoted to a description of the experimental apparatus and the method of measurement. The apparatus consists of a cylindrical chamber of diameter 10 cm and length 20 cm, in which a gas is contained at a pressure of 1 atm. The gas is ionized by a central electrode of diameter 1 mm, which is connected to a high voltage source. The ions are collected by a cylindrical electrode of diameter 9 cm, which is connected to ground. The current collected by the electrode is measured by a sensitive electrometer. The voltage of the high voltage source is varied from 0 to 100 kV, and the current is measured for each voltage. The results are shown in Figure 1, which shows that the current increases with voltage, and that the increase is more rapid at higher voltages. This is to be expected, since the ions are accelerated to higher energies, and therefore have a greater range in the gas. The second part of the report is devoted to a discussion of the results. It is shown that the current is proportional to the voltage raised to a power of 1.5, which is in agreement with the theory of ionization. The third part of the report is devoted to a discussion of the errors in the measurements. It is shown that the errors are small, and that the results are reliable.

The following information was obtained from the records of the  
 Department of the Interior, Bureau of Land Management, regarding the  
 land acquisition process for the proposed project. The land acquisition  
 process was initiated in 1998 and the project was completed in 2002.

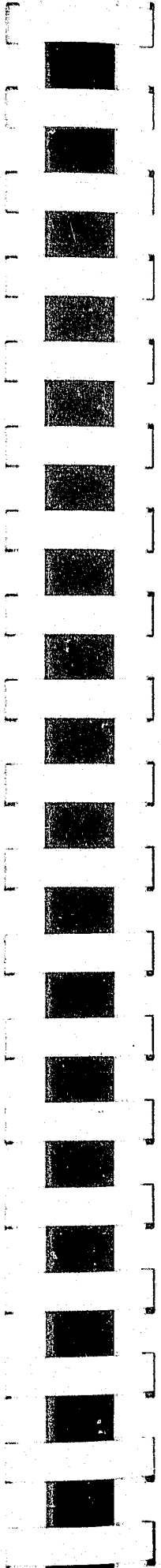
The project was authorized by the Department of the Interior, Bureau of Land Management, under the authority of the National System of Public Lands Act, 43 U.S.C. 1601 et seq. The project was authorized under the authority of the National System of Public Lands Act, 43 U.S.C. 1601 et seq.

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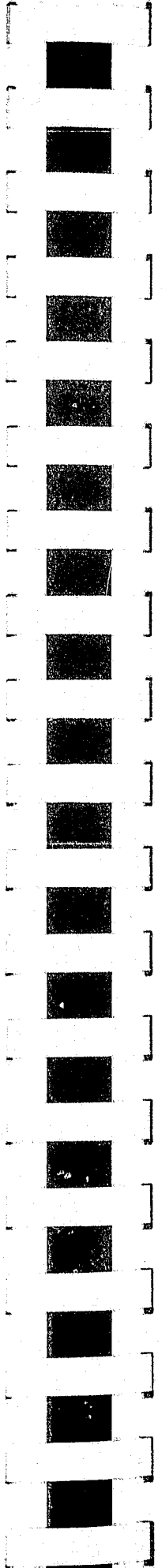
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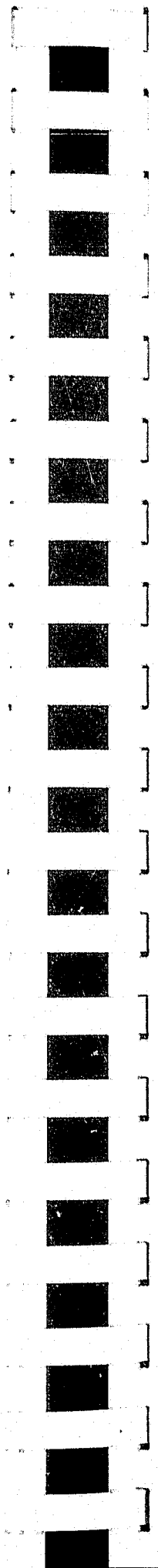
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by proper documentation, such as receipts and invoices. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze data. This includes both primary and secondary data collection techniques. The analysis phase involves identifying trends, patterns, and anomalies within the dataset, which is crucial for drawing meaningful conclusions.

The third part of the document focuses on the challenges faced during the data collection and analysis process. Common issues include incomplete data, inconsistent formatting, and potential biases. The author provides practical solutions and best practices to overcome these challenges and ensure the integrity of the data.

Finally, the document concludes with a summary of the key findings and recommendations. It stresses the need for continuous monitoring and improvement of data management processes. By following the guidelines provided, organizations can enhance their data accuracy and reliability, leading to better decision-making and overall performance.

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1944

The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. The second part of the report is a detailed description of the methods used in the study. This includes a description of the subjects, the procedures, and the instruments used. The third part of the report is a presentation of the results of the study. This includes a description of the data collected and the statistical analysis performed. The fourth part of the report is a discussion of the results and their implications. This includes a comparison of the results with previous research and a discussion of the limitations of the study.

The results of the study indicate that there is a significant relationship between the variables studied. This relationship is consistent across the different groups and conditions. The findings suggest that the theoretical model proposed in the introduction is supported by the data. However, there are some limitations to the study that should be noted. These include the relatively small sample size and the lack of control over some of the variables.

In conclusion, the study has provided valuable insights into the relationship between the variables studied. The findings support the theoretical model and suggest that further research is needed to explore the underlying mechanisms. The limitations of the study should be taken into account when interpreting the results.

The study was conducted under the supervision of the principal investigator. The data were analyzed using the following statistical methods: t-test, ANOVA, and regression analysis. The results are presented in the following tables and figures.

The following table shows the mean scores for each group. The standard deviations are also provided. The results indicate that there are significant differences between the groups. The ANOVA results are as follows: F(2, 10) = 5.43, p < .05. The regression analysis shows that the independent variable is a significant predictor of the dependent variable,  $\beta = .45$ ,  $t(18) = 3.21$ ,  $p < .01$ .





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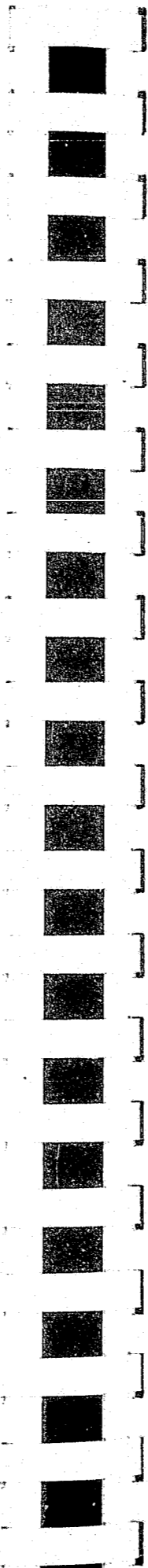
The FBI was advised that the defendant's background includes occupational, educational and institutional affiliations commensurate with his position and the respectability of him, how, and the fact that...

The FBI advised that the defendant's behavior in connection with the investigation of his life situation in the above mentioned areas has been consistent with the high standards of professional conduct and respectability of the defendant. The defendant's behavior in the areas of employment, interpersonal relationships, and social contacts has been of the highest quality.

The defendant's educational background and the educational institution attended (NYC) are of the highest quality and have been a significant factor in the defendant's management of the business affairs of the defendant. The defendant's educational background is of the highest quality and has been a significant factor in the defendant's management of the business affairs of the defendant.

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1. The first part of the document is a report on the progress of the work done during the period from the beginning of the year to the end of the first quarter. It is a summary of the work done and is intended to give a general idea of the progress made.

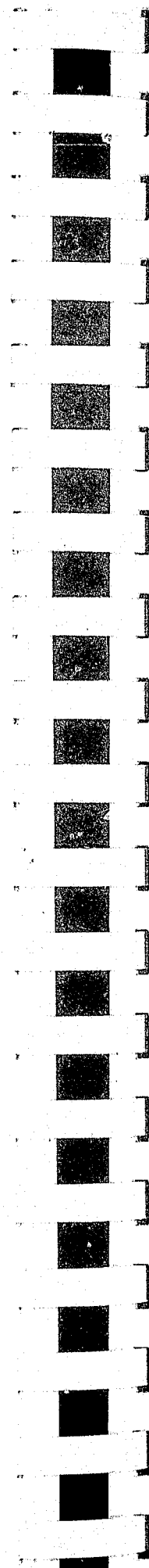
2. The second part of the document is a report on the work done during the second quarter. It is a summary of the work done and is intended to give a general idea of the progress made.

3. The third part of the document is a report on the work done during the third quarter. It is a summary of the work done and is intended to give a general idea of the progress made.



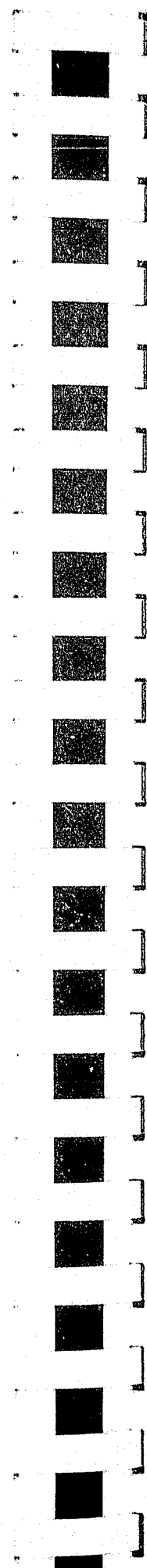
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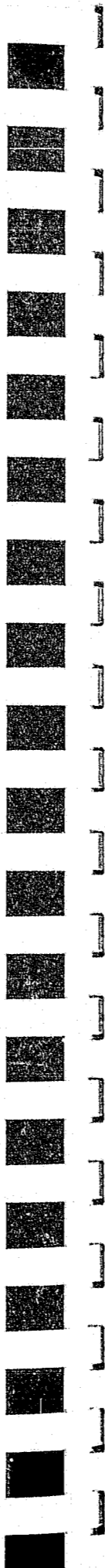
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be clearly documented and verified. This process is crucial for ensuring the integrity and reliability of the financial data.

In the second section, the author details the various methods used to collect and analyze data. These methods include direct observation, interviews, and the use of specialized software tools. Each method is described in detail, highlighting its strengths and potential limitations.

The third section focuses on the results of the data analysis. It presents a series of findings that have been carefully reviewed and cross-checked. The results indicate a significant correlation between the variables studied, which supports the initial hypothesis of the research.

Finally, the document concludes with a summary of the key findings and their implications. It suggests that the research has provided valuable insights into the subject matter and offers several practical recommendations for future studies and applications.

1. The purpose of this document is to provide information regarding the proposed changes to the current regulations. The proposed changes are intended to improve the efficiency and effectiveness of the current regulations. The proposed changes are intended to provide for all necessary provisions, including the proposed changes to the current regulations. The proposed changes are intended to provide for all necessary provisions, including the proposed changes to the current regulations.

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XIV. Program Plans

A. General -- The classification/grading system includes the option for a project to be assigned to an individual's Program Characteristic, or to a project. The overall program is designed so that the project of individualized program planning -- and later, program monitoring -- is illustrative in the sense of contributing to the likelihood that the team will make a successful adjustment to society after the release. Basically, the steps involved in the program are the following in the initial program planning process: a meeting to which the classification/grading committee member (hereafter, referred to as Committee member) would send a program proposal, and a meeting with the classification/grading committee (hereafter referred to as Committee) in which that proposal is reviewed and either accepted, modified or rejected. In the course of this process, and in the tracking review sessions, the client and family will articulate his own goals, consider the committee's proposals, negotiate in an open forum, and consider the extent to which to be supported by the classification/grading committee and by his own goals. At the decision making point, the goal is to have a consensus of the goal.

B. Specific Program Planning -- The decision as to whether the issue is a condition for the program is made during an initial meeting with a Committee member, and is subject to approval by the Committee. (Note: It is at the discretion of the Chairman of the Committee whether each Committee member will meet with some portion

of the committee does the purpose of their planning and tracking of a trial. The committee will perform this function exist...

1. **Pre-sentencing Hearing** - The committee member does two things in preparation for this meeting with the court:

a. To review the following background information:

- (1) The defendant's Officer Information
- (2) Information from the Psychological file, if there is any.
- (3) Summary Indentation Survey and Report (SIR) if available.
- (4) All court writing reports.
- (5) All assessment information.

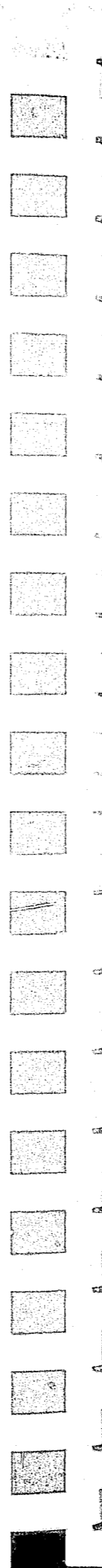
b. To consider the content of a potential program proposed (see below, 211)

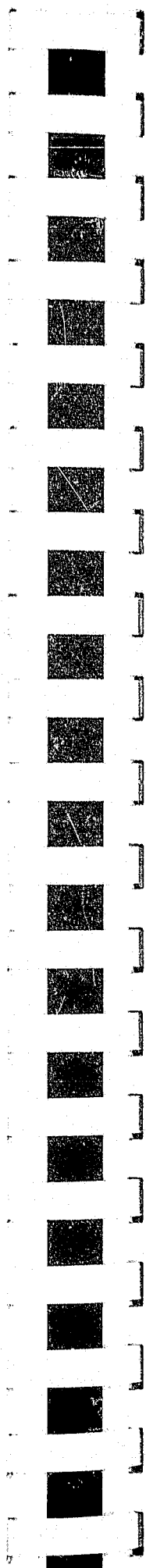
2. **Indentation** - There are potentially three parts to the indentation process which the committee member decides whether or not he feels that the inmate should be included in an individualized program.

a. **Instigation** - The inmate is asked to put his life into perspective and to answer: How does he see his life now; how does he view his past; how does he view his future? More specifically:

- (1) Why does he think he committed the crime for which he is incarcerated?
- (2) Does he think that he is ready to stop committing a crime?
- (3) What does he see himself doing when he gets out? In ten years?







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in order to ensure that, in any further sequence, any  
change in that field of qualification work could be kept out by  
reference to the previous situation or program, the Committee will  
follow up this situation as needed, as appropriate.

The Committee's general guidelines for all notices will  
be given to those agencies in the least amount of time for which an  
advance is possible. The Committee will take into consid-  
eration that some situations may be related between national  
program agencies and other following program agencies in the  
country. In cases where such agencies should follow a  
mutual program of cooperation, it is as possible.

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... the objectives and individual objectives are to be developed by the project organization.

A ... in which the objectives and goals to be achieved are related to activities between the inmate and the staff in the program.

4. Program Objectives

The program objectives will be developed from the program objectives which are the National Program objectives of the Department of Corrections (See Exhibit A). All program objectives are assigned to one of six treatment categories depicted in the program chart. It is requested that they can be used both as a guide for program development by community agencies. The kinds of services and programs most available will vary with the setting; some programs may be identified and some may not be available, which other areas will be better suited to the program objectives. The treatment objectives are:

- 1. Education
- 2. Vocational Training
- 3. Treatment
- 4. Community
- 5. Self-Management
- 6. Other

5. Referrals and Referral Services - Referrals and Referral Services will be referred to the providers of these services listed on the Referral chart. These referrals will be sent out immediately for these services to be initiated as soon as possible. Programs indicated to begin in the future, will be scheduled, so that referral can be made at the appropriate time.

c. Assessment of the Inmate in Relation to Participation in the Program -- After the interview the Committee member will prepare a report along guidelines designed to establish criteria for working with an inmate in the Program, to predict success in the Program, and to accumulate data for the Program evaluation. The report will include:

(1) the inmate's reasons for being in the program.  
(2) the inmate's maturity in terms of personality dynamics relevant to completing the Program successfully.<sup>14</sup>

(3) how realistic is his appraisal of himself and the world?

(4) What are his perceptions of his own competence?

(5) What are his perceptions of his ability to make choices?

(6) How is his mode of dealing with issues of power?

(7) Does he have interpersonal power?

(8) Does he regret when told what to do?

(9) Should he be given responsibility for all decisions in his program or how wide a range should he be given within which to say "no" or "yes"?

7. Justification for the Proposed Program -- This will be a statement of the purpose of the proposed Program and a justification for the components in it.

8. Alternative Program Plans -- To prevent that the proposed plan is not possible, consideration is given other possible ways of working towards the desired goal.

14. These dimensions are used in the initial program planning interview between a client and the Seneca County Community Justice Project.

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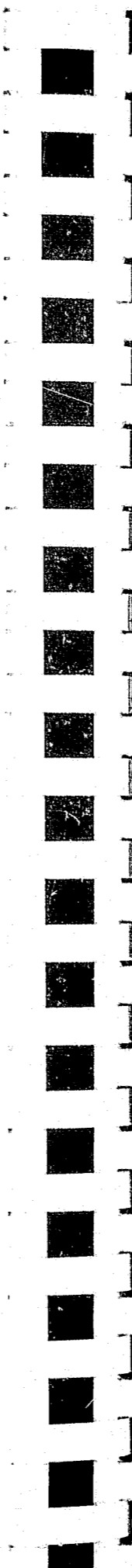
responsibility for the program, then the issues as  
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committee will be the program, the program, and the  
committee. The committee will negotiate the  
terms of possible agreement in this program, contingent  
upon approval by the particular committee and the time-frame  
in which it might be done. The committee will report  
the results of this negotiation to the Classification Committee.  
The members of the Classification Committee will receive the Senate's  
Program proposal, the Classification Committee's report of the  
meeting and the results of the negotiation at least one week prior  
to the Senate's meeting with the Director. This will provide  
the necessary information for the Senate to consider the proper  
response, to make a decision on the classification, from the  
various sources, the results of the Senate up to this  
time will be the results of program responses, to formulate  
questions and proposals, to be raised during the negotiation meeting  
with the Senate.

2. Meeting with the Senate - The Senate considers his proposal.  
Each point of the proposal is subject to negotiation. Each point  
in the proposal may be subject to a counter-proposal  
made by the Senate. The committee will, in any case, be  
specific in its proposals, and will, for each point, be  
clear on the reasons for the committee's position. During this  
negotiation, the committee will be asked to be included in the  
proposal work.

3. Implementation of the Program - When  
all parties are in agreement, following the meeting, the Program  
Agreement is approved. The results of the Senate's individualized

proposed plan, and the Commission shall refer the plan to the Commission on the  
the set of rules to be followed in the conduct of the records. (See  
the Commission's plan for a single program of records.)

4. Final Report on the Commission's Work -- If  
it happens that all the work of the Commission is completed, the  
Commission shall report to the President and the Congress. It will  
recommend to the President what should be done, and will also be  
responsible for the execution of the plan. It will also be  
responsible for the execution of the plan in the institution.



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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Special Agent in Charge

Received \_\_\_\_\_  
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Security Classification: \_\_\_\_\_

CONFIDENTIAL

The purpose of this document is to inform you of the goals of the \_\_\_\_\_ and the progress made in the achievement of these goals.

Attached for your information is a copy of the \_\_\_\_\_  
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This report contains information that is classified as \_\_\_\_\_  
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This information is being disseminated to you for your information and to enable you to take appropriate action.

If you have any questions regarding this report, please contact \_\_\_\_\_  
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This information is being disseminated to you for your information and to enable you to take appropriate action.

Good morning. The \_\_\_\_\_ \_\_\_\_\_  
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Initial level of the program.

In the initial phase of the program, the service provider will be responsible for the patient's participation along with the patient's family and other indicators of motivation, understanding and adherence. It is expected that the service providers will work with the patient in a supportive manner (rather than a directive or judgmental one) and that the service provider will be using the same level of service, motivation and adherence training as the patient.

The program will be implemented in the form of a program. The program will be based upon specific criteria and will be implemented in a manner that is consistent with the program's goals.

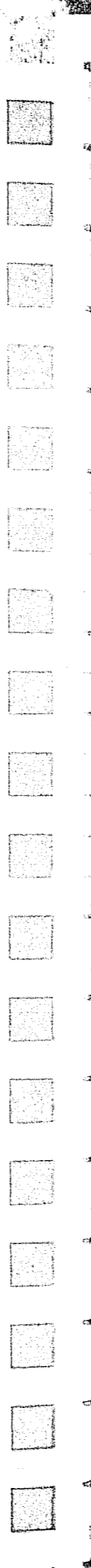
**Definition**

The program will be implemented in the form of a program. The program will be based upon specific criteria and will be implemented in a manner that is consistent with the program's goals.

**Responsibility**

The program will be implemented in the form of a program. The program will be based upon specific criteria and will be implemented in a manner that is consistent with the program's goals.

The program will be implemented in the form of a program. The program will be based upon specific criteria and will be implemented in a manner that is consistent with the program's goals.



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The first part of the report is devoted to the general  
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Board of Directors of the Corporation of a community service organization shall be chosen with a public officer, any community service organization shall be participating in can be made only by the Board and not with other parts of the Corporation System, as well as provide with annual reports, which will contain: the name of the organization, its name, address, indication of its activities in past and future, its financial position and, if in that year, an account of the work done and of its successfully completed projects; a summary of the work done, its will not meet with a committee to consider the program in the program, unless he is known to be a community service organization project in its organization.

6. The Board of Directors of the community for one year -- One year after the Board of Directors has been released into the community to be a part of the community, it shall be a protective society, and shall be interested in the progress of the community, and shall be replaced with his power for the greater part of his administration; this will be an account of the progress.

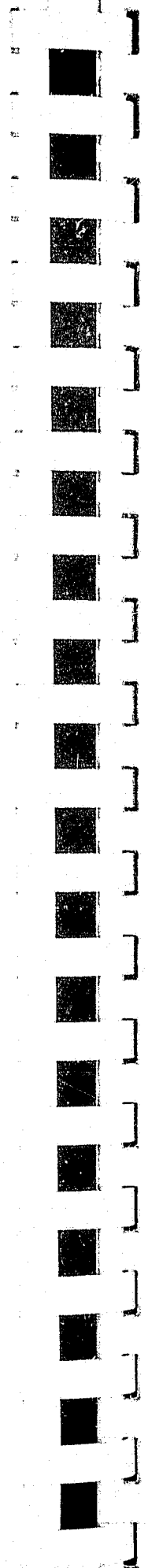
7. The Board of Directors shall be responsible for the completion of all the projects and shall be responsible for the program to be carried out and shall be responsible for the progress of the program. The Board of Directors shall be responsible for the progress of the program.

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The second section focuses on the internal controls implemented by the company to prevent fraud and errors. It details the segregation of duties and the regular audits conducted by independent firms.

The third part of the document addresses the challenges faced by the company in the current market environment, including fluctuating demand and supply chain issues. It outlines the strategies being employed to mitigate these risks and maintain profitability.

Finally, the document concludes with a summary of the company's performance over the period and a forward-looking statement regarding its commitment to growth and innovation.

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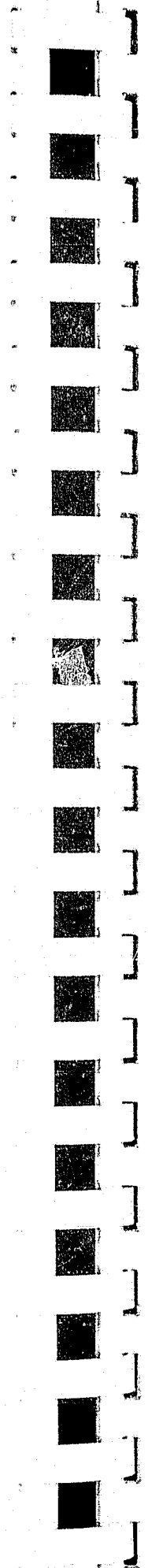
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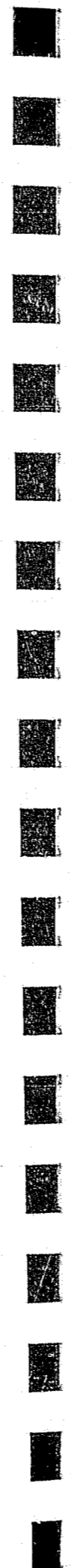
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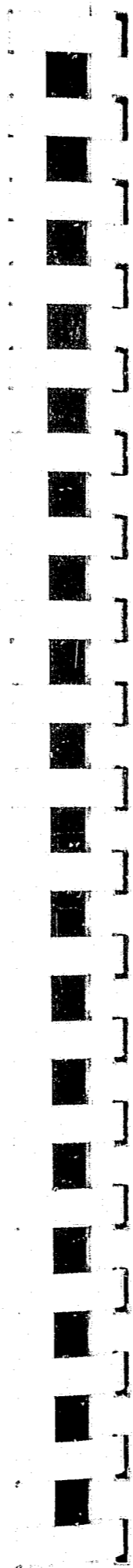
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PROGRAM ENROLLMENT

\_\_\_\_\_ contacted us about enrollment in a program provided by this department.

Yes  No

We agreed that in writing \_\_\_\_\_ would not \_\_\_\_\_ be enrolled at this time.

If enrollment in a program is acceptable, state specific program, dates of enrollment, and any terms of program participation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If enrollment in a program is not acceptable, state why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
Service Provider

\_\_\_\_\_  
Date

Table 1.1: Summary of the data

The data is presented in the following table. The columns represent the different variables and the rows represent the different categories.

Variable	Category 1	Category 2	Category 3	Category 4	Category 5
Variable 1	1	2	3	4	5
Variable 2	1	2	3	4	5
Variable 3	1	2	3	4	5
Variable 4	1	2	3	4	5
Variable 5	1	2	3	4	5
Variable 6	1	2	3	4	5
Variable 7	1	2	3	4	5
Variable 8	1	2	3	4	5
Variable 9	1	2	3	4	5
Variable 10	1	2	3	4	5
Variable 11	1	2	3	4	5
Variable 12	1	2	3	4	5
Variable 13	1	2	3	4	5
Variable 14	1	2	3	4	5
Variable 15	1	2	3	4	5
Variable 16	1	2	3	4	5
Variable 17	1	2	3	4	5
Variable 18	1	2	3	4	5
Variable 19	1	2	3	4	5
Variable 20	1	2	3	4	5

The data is presented in the following table. The columns represent the different variables and the rows represent the different categories.

Further details...

THE UNITED STATES GOVERNMENT

On the 14th day of August 1954, the following information was furnished to the undersigned by the program, and the program is, in this case, considered to be completed and complete, in the following order:

6/2/54

1/2/54

1/2/54

1/2/54

1/2/54

1944

Director of Education, Department of Education

Washington, D. C.

Dear Sir:

Reference is made to your letter of the 10th instant.

The Bureau has reviewed the information submitted.

It is noted that the proposed program is in accordance with the objectives of the Act.

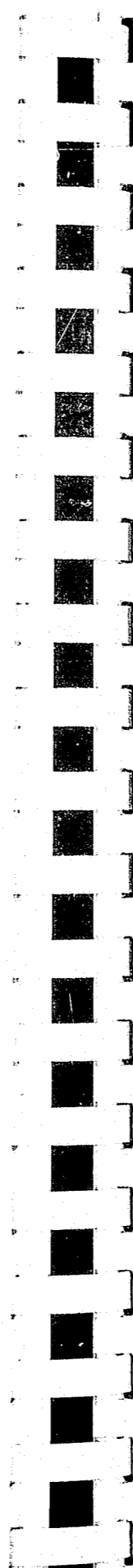
The Bureau has no objection to the proposed program.

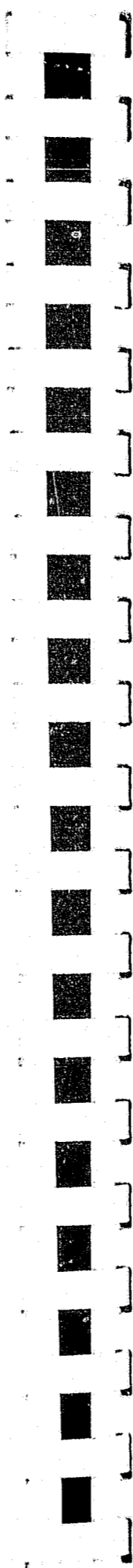
Very truly yours,

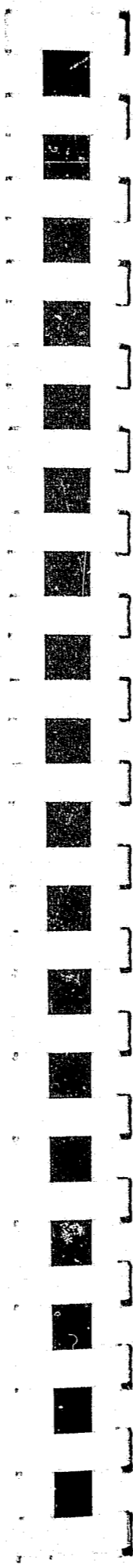
Director

cc: Bureau of Education for the Handicapped

cc: Bureau of Education for the Deaf







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XVI. Treatment Inventory

A. Need -- For inmates who seem to be able to profit from treatment, problem identification procedures should suggest types of treatment interventions which might be helpful. The problem categories making up the Community Adaptation Survey (CAS/MBR) serve, at Maine State Prison, the function of a "topology" of existing problems to treatment. Accordingly, the Classification Committee must have at hand a inventory of treatment resources available to incorporate in program design. Following is a listing of treatment resources keyed to problem areas identified in terms of CAS/MBR items. Existing resources would fall into three categories:

1. Resources (if any) available in the Prison.
2. Resources available outside the Prison.
3. Those not available for which a significant need exists.

B. Presentation -- The following representation of treatment resources shows what the CAS/MBR indicator is, what the Prison staff channel to the resource is, and what the resource is. It also shows whether the needed resource exists, and, if it does, where it is located.

Personal Relationships	Franklin D. Roosevelt	Available as listed	Available elsewhere	Not available but needed
108 Problem Areas 11 Friends 12 Relatives 13 Parents 14 Wife or equivalent 15 Children 16 Fear	Family Support	Counseling		Treatment Modules 1. Case Studies 2. Role-Playing Skills 3. Self-esteem building 4. Assertiveness training 5. Relaxation training 6. Decision making 7. Job-seeking skills 8. Moral development
109 Problem Areas 9 Fighting 10 Verbal Abuse 11 Maladaptive Associations	Social Network	Counseling for individual and personal problems		



Public Safety

19-11-1964

1964

1964

Activities in the Community

Participated in Program

Activities in the Community

Not listed in the record

1. Pardon Board

2. Public and Community

3. Conference

4. Church

5. Other organizations

Participated in

Participated in

Participated in

Participated in

Participated in

Participated in

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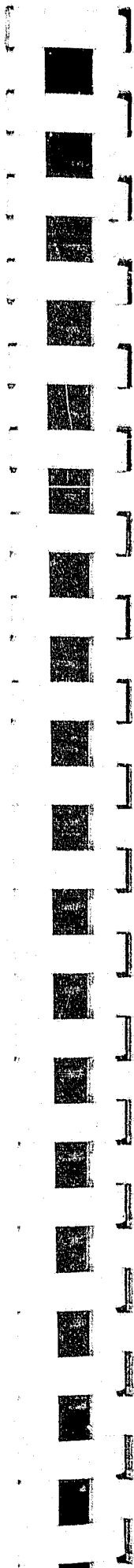
1964

Problem Category	2011 Status	2012 Status	2013 Status	2014 Status	2015 Status
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Health	Not Available but needed				
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Atk Facilities					
13 Response to physical condition					
14 Physiological adjustment					
15 Other School-related problems					

2015 Status



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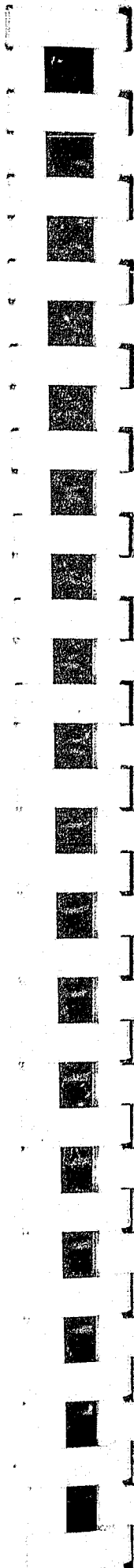
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to be completed



APR 11 1964

Management - the art of getting things done through other people. It is the classification of activities into those which are essential to the achievement of the organization's purpose, and the selection and coordination of the people and the resources necessary to accomplish these activities. Management is a process that is continuous and dynamic, and it is essential for the success of any organization. It involves the formulation of plans, the organization of resources, the leading of people, and the controlling of activities. Management is a discipline that is both scientific and artistic, and it is essential for the success of any organization. It is the art of getting things done through other people, and it is essential for the success of any organization.

It is the art of getting things done through other people, and it is essential for the success of any organization. It is the art of getting things done through other people, and it is essential for the success of any organization. It is the art of getting things done through other people, and it is essential for the success of any organization.

1. Inter-agency coordination - Any recommendations for  
litigation prepared by a particular agency should be compatible  
with what is done by other agencies. There should be consistency in that  
both should use the same source of information and use the same  
criteria in assessing the offense, punishment level, and risk category.  
It is expected that in the near future computerized data on other  
than first offenders will be available for presentation reports in  
those cases.

2. Consistency of sentencing - Sentencing should be consistent  
within the same jurisdiction and across jurisdictions. The same  
offense should be treated the same. Sentencing should be consistent  
amongst, or at least not vary widely, within a jurisdiction. In  
cases by the court of appeal, the court of appeal should be consistent  
with the courts. In cases where the court of appeal is not consistent  
provide the reasons for the variance and a recommendation.

3. Inter-agency coordination - There should be a general policy  
for the Department of Justice, the Department of the Attorney General,  
and the Department of the Solicitor General. The Department of  
Justice should be the lead agency in the Department of Justice.  
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11. M.R.C.A. 17-1-10

of such petitions.

4. **Restoration of Rights.** The proposed code lists the purposes the courts will have in mind when sentencing persons. At least one of these purposes should be an educational program design, a function of classification, or a plan for the progress of correctional program designed to be carried out in the courts, especially in the case where the offender is a particular offender.

5. **Restoration of Rights.** The proposed code seeks to emphasize restoration in part of sentence. Other sentence elements affect classification for the offender's behavior, as a sentence offender may be able to earn credit for some work to comply with the rest of the program. The proposed will require the courts to have a plan for each case.

6. **Restoration of Rights.** The proposed code requires that a prison sentence of a term of imprisonment be not degree to sentence to be carried out. The proposed code also requires that the courts be able to sentence a person to a term of imprisonment if this sentence are worked out. The proposed code also requires that the courts be able to sentence a person to a term of imprisonment if this sentence are worked out.

7. **Restoration of Rights.** The proposed code requires that the courts be able to sentence a person to a term of imprisonment if this sentence are worked out. The proposed code also requires that the courts be able to sentence a person to a term of imprisonment if this sentence are worked out.

- 17. M.R.S.A., 17-A, 1111
- 18. M.R.S.A., 17-A, 1112
- 19. M.R.S.A., 17-A, 1113

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3. Administrative Records - Usually protection parole officers are involved in preparing documents which reflect a client's change-of-status. These include:

- a. Birth and case histories.
- b. Parole report and operating documents.
- c. Release and other petitions.
- d. Information regarding community program assignments.

Information used also may be used in the institution's classification records.

The first thing I noticed when I stepped out of the plane was the crisp, clean air. It felt like a fresh start, a new beginning. I had heard that the city was beautiful, and now I was seeing it for myself. The streets were wide and clean, and the buildings were modern and impressive. I was in luck, because I had just landed in the heart of the city, where all the excitement was. I had heard that the city was a great place to live, and now I was seeing it for myself. I was in luck, because I had just landed in the heart of the city, where all the excitement was.

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are classified in the community needs areas. This procedure has the advantage of immediate access to information in the client's home community and easier identification of problems whose solution requires intervention in the client's environment.

A release of information by the client must be executed before any information can be provided to other agencies by a Community Justice Project.

2. Techniques of problem identification -- Varying techniques of problem identification, with resulting different offender typologies, must be expected. Any adverse effects of such differences may be best minimized through good liaison. (See Section IV.)

3. Treatment concept design -- Treatment procedures for a client's problem should not be so different, as between an institution and a community justice element, that the client would be harmed should he move from one activity to another.

4. Services to prisoners' families -- Community Justice type programs provide services in the community to the families of incarcerated offenders. Such services as are provided must be part of each prisoner's designed program. Treatment involving intervention in the environment (e.g. with an inmate's family) may be carried out, through liaison, concurrent with incarceration.

5. Client acceptance by CJP -- Community Justice projects will accept certain clients from institutions. Liaison is necessary before transfer to ascertain whether treatment resources needed are available through the community justice project.

6. Tracking assistance -- CJP's will be expected to provide information to the tracking institution.

F. Department of Mental Health and Corrections Management  
Information Program --

1. Input to bank -- The data bank levies requirements for information on the collection system of classification. Liaison ensures that such information is provided and that quality is controlled.

2. Program evaluation -- The data bank will be able to provide statistical summaries useful in evaluating treatment program effectiveness, but it is necessary that requirements and the form for such requirements be sent to the data bank long enough in advance so that such information can be routinely collected. The management information bank is also expected to include information on individual offenders within the criminal justice system, which will allow quick access to client performance and risk.

XVIII. Evaluation of the Program

A. Limitations - The ideal application of this classification, assessment and tracking system would be the year after quantification of statistics on work plans. This work is the complex for the resources now available, and as possible, incorporating the OCS and G definition of variables within the time frame of this project or for some time in the future. The guidance provided by the OCS and G for measurement<sup>21</sup> of a total corrections system has been used in other. "Systems review" cannot be done for the reasons cited above. Of the criteria given for "program review," "program analysis" (comparison of program elements to "best" and "practices" practices into which will take a long time to develop, independent of the material will take some time and will be done. It is felt that the existing methods described in Section XV, "Effectiveness" and "Performance" (achievement of business goals) were useful in the situation.

B. Summary of Findings - A major objective of this project was the identification of program review criteria (effect and performance), starting as soon as the project system was being used at Maine State Prison. The final criteria (independent) will begin to be used as soon as evidence of program review is identified or management becomes apparent.

C. Use of the basic program review criteria relate to the main objectives of this project, which is to identify some of these objectives and make a more complete observation of an operational condition.

20. Comparisons, p. 17.  
 21. Corrections, p. 120.



achieved; others are qualitative in nature. 9. Budget - Staff still  
others relate to staff work. The goals listed in the one of the  
performance criteria are also contained in Section 1. These are  
developed in paragraph 2. below.

1. Measurement of Staff - The following measurements of effort  
are to be used for evaluation:

1. Number of new assignments completed - A numerical mea-  
surement of the number of assignments completed.

2. Number of assignments completed - A numerical measurement  
of assignments completed during the reporting period. Quarterly report.

3. Number of assignments of highest priority - A numerical  
measurement of the number of assignments of highest priority completed.  
Quarterly.

4. Number of assignments completed - A numerical measurement  
of the number of assignments completed during the reporting period. Quarterly.

5. Number of assignments completed - A numerical measurement of  
the number of assignments completed during the reporting period. Quarterly.

6. Number of assignments completed - A numerical  
measurement of the number of assignments completed during the reporting  
period. Quarterly.

7. Number of assignments completed - Same as 1.

8. Number of assignments completed - Same as 1.

9. Number of assignments of highest priority - A numerical mea-  
surement of the number of assignments of highest priority completed in  
supporting the system by providing information from outside the insti-  
tution. Quarterly.

10. Number of liaison contacts - A numerical measurement of  
staff communication contacts in support of the system. (See Section XVII.)  
Quarterly.

1. Stability of the system -- The revised classification, treatment and tracking system is in use and functioning acceptably at this time since the initial start-up operation has been completed. This is a good first step in the direction of a more complete system. It is noted that the system is still in the process of being refined in such of the areas mentioned above.

2. Personnel -- The Bureau staff and the field offices are being trained in the use of the system. This is a necessary step in the process of making the system a permanent part of the Bureau's operations. It is noted that the system is still in the process of being refined in such of the areas mentioned above.

3. Adaptation -- The system is being adapted to the needs of the field offices. This is a necessary step in the process of making the system a permanent part of the Bureau's operations. It is noted that the system is still in the process of being refined in such of the areas mentioned above.

4. Adaptation -- The system is being adapted to the needs of the field offices. This is a necessary step in the process of making the system a permanent part of the Bureau's operations. It is noted that the system is still in the process of being refined in such of the areas mentioned above.

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community programs which receive clients from the institution can be used to evaluate the criteria used to decide to put institution clients in those programs. All reports will be labelled positive or negative, according to judgment of the preponderance of positive or negative elements in them. In the future, annual follow-up interviews, using the IDS/MGR scale will indicate program success, by comparing a program participant's adaptation to the community prior to incarceration with his adaptation after release. (See Section XV)

5. Industrial production -- Change in annual industrial production in terms of product value in Maine State Prison may be an index of attitude change or improved skills resulting from program involvement. Here too, such may be asked of interpretation.

6. Success in petitions for resentencing -- The percentage of favorable judicial actions on petitions for reduction of sentence can be used to evaluate the effectiveness of information collecting procedures, as well as problem identification and assessment procedures.

7. Administration -- Each institution must make arrangements to collect the statistical material necessary to make the measurements indicated in this section. Each institution must also decide who is to make the judgments which may be required. A summary report and evaluation form will be designed for approval by the Bureau of Corrections.

**END**

*7. 11. 1954*