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PRISONERS' CASE RECORDS

A Manual for Developing
Case Records of Prisoners Confined
in State Prisons

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FOREWORD

This circular provides a suggested operating technique for improving prisoner records in State penal and correctional institutions. It is hoped that the suggestions, as far as they are pertinent, will serve as a guide to successful project operation.

The procedure presented herein is not mandatory. Local conditions and special requirements may necessitate some changes. It is believed, however, that this procedure is adequate to accomplish the stated objectives of such a survey.

This procedure relates only to the technique of project operation. Nothing in this circular is to be construed as affecting or modifying in any way administrative procedures of the Work Projects Administration.

F. C. Harrington,
Commissioner of
Work Projects

CONTENTS

	Page
PREFACE	ii
GENERAL NATURE AND PURPOSE OF PRISONER RECORDS	2
A PRISONERS' CASE RECORD SYSTEM	4
SPONSORS OF PRISONER RECORDS	5
INFORMATION NEEDED FOR PROJECT PROPOSAL	7
APPENDIX A--CHECKING EXISTING RECORDS	26
Check List I--Essential sources of prisoners' case records	28
Check List II--Essential forms for prisoners' case records	30
Check List III--Essential data for prisoners' case records	32
APPENDIX B--FORMS FOR PRISONERS' CASE RECORDS	40
Preliminary records	40
Forms	42
1. Institution interviews	42
2. Field inquiries	47
3. Admission summary	151
4. Institution history	161
5. Reclassification and preparole summaries	178
6. Statistical card and tables	187
APPENDIX C--INSTRUCTIONS FOR USE OF COOPERATING STAFF MEMBERS	221
Cooperating staff members	221
1. Record clerk	222
2. Physician	225
3. Dentist	226
4. Psychologist	227
5. Psychiatrist	230
6. Director of education	231
7. Superintendent of industries	232
8. Chaplains	234
9. Director of family welfare	235
10. Recreation director	236
11. Officers in contact (cell house or detail)	238
12. Deputy warden	238
13. Field inquiries	240
14. Classification committee	241
15. Record clerk (statistical card)	242
APPENDIX D--INSTRUCTIONS FOR PROJECT SUPERVISORS	244
General Approach	244
Operating problems	249
APPENDIX E--INSTRUCTIONS FOR USE OF THE PROJECT STAFF	255
1. Clerical or research workers	255
2. Stenographers and typists	257
3. Field visitors	257

A294

PREFACE

Both the need for more significant classification of prisoners upon which to base a program of professional treatment and the growing insistence that paroles be granted only to prisoners about whom prison officials are well informed tend to make the development of more nearly complete records of prisoners essential to good prison administration. In the course of the Attorney General's Survey of Release Procedures, a Federal WPA project conducted under the sponsorship of the Department of Justice, detailed studies of over 100,000 prisoner records in 100 major penal and correctional institutions or more were examined. The lack of adequate information upon which to base comparable analyses soon became evident as the results of these studies were examined. In many instances, prison officials were seeking advice and assistance in the development of better records.

As part of this survey a collection of the forms used in maintaining existing prisoner records was made. A study of these forms revealed the possibilities of developing standards in such records based upon the practical experience of many prisons. As a result, Howard B. Gill, Editor of Prison Studies of the Attorney General's Survey, was requested by the Division of Research of the Work Projects Administration to prepare a manual of procedure which might be used to establish statistical projects for the development of prisoners' case records with the help of WPA workers. In the preparation of this procedure, officials of the Federal Bureau of Prisons, the U.S. Public Health Service, the Prison Industries Reorganization Administration, the Census Bureau, and the Central Statistical Board have been most helpful.

The manual is concerned only with case records of prisoners, not with prison records in general. It is concerned only with those documents which facilitate the recording of information about prisoners rather than those pertaining to the routine of prison administration. For example, it is essential in most prisons to maintain a system of written passes for prisoners going from one part of the prison to another or to maintain a system of transfers when prisoners wish to make purchases of any kind; such records are not included in this manual. However, methods of investigating prisoners' past histories or of reporting on their institutional conduct and achievements are of interest, because they affect the status of the prisoners.

The manual does not intend to set up an ideal system of prisoner records or to propose a uniform set of forms or procedure. Many prisons already possess complete systems adapted to their own peculiar needs. This manual has sought to select from many sources those items which appear essential in any complete record of prisoners and to present them as a standard check list against which any system of prisoner records may be examined. The scope of the records and their forms are matters which must be settled according to the individual needs and the facilities of each institution. The intention is that each institution select from these check lists those items and forms which meet its particular requirements.

For the sake of clarity a suggested set of forms, such as would carry out the objectives of a complete prisoner record system, is included in appendix B. These are included as examples which prison

officials may examine in the development of forms to meet their own particular needs.

In the preparation of this manual the Work Projects Administration is indebted to the Department of Justice for the use of the records gathered during the Attorney General's Survey.

The procedure outlined is recommended by the Division of Professional and Service Projects as a guide in the operation of this type of research, statistical, and survey project.

A294

I.

PRISONER'S CASE RECORDS

A294

GENERAL NATURE AND PURPOSE OF PRISONER RECORDS

For many years the only form of prisoner records kept in most State prisons consisted of a register giving the prisoner's name, number, home address, crime, sentence, and such personal description as would help to identify him. The introduction of the Bertillon System at the State Prison at Joliet, Ill., in 1886-88 and of fingerprinting in the prisons of New York in 1902 indicated the importance of more detailed records for the better identification of prisoners. Today all State prisons of original commitment have adopted fingerprinting,1/ supplemented by some additional information relative to the prisoner as part of the official prison records. The exchange of such information among the States and through the Federal Bureau of Investigation of the Department of Justice is now considered essential to good prison administration.

About 1850 the Federal Bureau of the Census inaugurated the decennial compilation of criminal statistics in order to furnish significant information on criminals to officials and students interested in the study of criminology. In 1926 this compilation

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1/Sponsors of prison projects desiring a single fingerprint file will be interested in a project procedure prepared on this subject. Copies of this procedure may be obtained by writing to the Work Projects Administration, Division of Professional and Service Projects, Washington, D. C., for W.P.A. Technical Series Public Administration Circular No. 3.

was put on an annual basis. In 1937 the following information relative to State prisoners was gathered by the Federal Bureau of the Census: name, number, date of admission, offense, sentence, number of previous commitments, sex, race, country of birth, age, marital status, county from which committed, time served, date of discharge, method of discharge, and type of supervision after discharge. The lack of reliable and comparable data relating to criminals has become more and more evident and has led to several attempts to organize more nearly complete criminal statistics.

The developments of the classification of prisoners and of the parole system have tended further to emphasize the need for more complete and more reliable information relative to prisoners. These developments have resulted in case records of various kinds being set up in many prisons. Some of these are very detailed, consisting of records concerning the prisoner's personal and family life, physical and mental condition, education, employment, religion, community and leisure time activities, criminal history, and prison record.

Forms for some or all of these records may be found in about half of the major State prisons and reformatories in America. The information required by such forms varies considerably, although through them all runs a significant similarity of inquiry.

In some prisons information regarding the inmate is gathered merely as an aid to better identification and to complete the criminal record of the prisoner. In other prisons such information is used as a basis for segregating the improvable from the unimprovable

or the habitual criminal or for developing an institution program of employment or training for the prisoner. In still others these data are the basis for parole consideration. In a few prisons an attempt is made to use the information to isolate the apparent criminal tendencies or difficulties peculiar to each prisoner which call for special consideration or safeguards. In some prisons the gathering of such information has been left to different departments of the prison, resulting in a good deal of duplication, a great many gaps and omissions, and a considerable lack of coordination in the data collected.

A PRISONERS' CASE RECORD SYSTEM

From these various beginnings have evolved three recognized methods of approach to the systematic compilation of prisoners' case records. The first covers the preinstitution history of prisoners. This consists of information gathered chiefly from two sources and then summarized. The following three types of forms are used in this first phase:

1. Institution interviews (appendix B, control form A, forms 1-12)
2. Field inquiries (appendix B, control form B, forms 13-33)
3. Admission summary (appendix B, form 34)

Institution interviews are prepared from interviews and examinations by department heads of the prisoner himself within the institution. Field inquiries are prepared from information received through correspondence or interviews with persons who have had previous contact with the prisoner outside the institution. Information gathered through institution interviews and field inquiries is usually summarized on a single form -- the admission summary. This summary is used as the basis for classification

and for the institution program of each prisoner.

The second approach covers the institution history of the prisoner. This consists of information gathered from periodic institution reports and summarized. The following types of forms are used in this second phase:

4. Progress reports (appendix B, forms 35-45)
5. Reclassification summary (appendix B, form 46) and/or
   Preparole summary (appendix B, form 47)

Progress reports are prepared from sources within the institution by department heads based on the activities, achievements, or delinquencies of the prisoner. These reports are usually summarized on one of two forms, or both--the reclassification summary and/or the preparole summary.

Finally, data from the foregoing forms are entered on a statistical card and then compiled in tables. The following form and tables are used in this third and last phase:

6. Statistical card (appendix B, form 48) and
   tables (appendix B, tables 1-19)

These three approaches including six essential steps form the basis for a complete prisoners' case record system.

SPONSORS OF PRISONER RECORDS PROJECTS

Prisoner records may be built up for any one or all of the previously mentioned purposes. Any one of several different divisions of prison administration may sponsor a project for establishing such records. For example, in some States the State bureau of identification maintains a file of information on all felons; in many States the State board of prisons or the State board of parole maintains such a file; and in nearly all prisons the record clerk or some other prison official is charged with maintaining such records. Sometimes the prison record

clerk maintains only the information relating to commitment and imprisonment, most of which can be secured from the official commitment papers; in such cases additional information relative to the prisoner is often gathered by the case workers, the prison physician, the school teacher, the industrial superintendent, the chaplain, the deputy warden, or others having to do with the prisoner. Sometimes both the record clerk and each of these division heads gather data relative to the prisoner; and, in this case, the information thus gathered may be pooled for the benefit of all concerned, for the board of parole, or for both. Hence, projects for the development of prisoner records may be sponsored on behalf of the State or prison bureau of identification, the State board of parole, the State department of correction or welfare, the prison warden, the prison record clerk, or any of the major divisions of the prison which desire to develop better prisoner records.

Sponsors desiring to initiate a project should consult the local representative of the Work Projects Administration who will cooperate in the preparation of estimates for personnel required and who will aid in the determination of costs of printing and other incidental expenses which usually are borne by the sponsor.2/

2/It is suggested that interested sponsors make contact with the WPA State Director of Professional and Service Projects. The advice and counsel of Federal agencies interested in this type of project may be secured by the State WPA through the Division of Professional and Service Projects, Work Projects Administration, Washington, D. C.

INFORMATION NEEDED FOR PROJECT PROPOSAL

Specific Objectives To Be Served by a Project

Let it be assumed that the preinstitution case histories now on file in the penitentiary or reformatory of a certain State are very sketchy biographies unverified by field inquiries and that the institution histories or records of prisoners are also very limited. As a result there is no proper basis for diagnosis or classification, for the preparation of institution programs for individual prisoners, or for summarizing the record for parole consideration; and statistical tabulations are necessarily limited. The development of a complete system of case records covering all phases of the project would meet the following immediate, specific objectives:

(1) Complete preinstitution case histories of prisoners verified by field inquiries.

(2) Diagnosis and classification of prisoners as a basis for housing and treatment.

(3) Progress reports as a basis for institution case histories or records.

(4) Preparole summaries as a basis for parole consideration based on verified case histories, significant diagnosis, and institutional progress reports.

(5) Data for the improvement of any existing tabulations and for additional statistical compilations of value.

By providing the basis, such records should ultimately lead to the following:

(1) Proper segregation of improvable offenders from unimprovable or habitual criminals and mentally abnormal or subnormal prisoners.

(2) Training programs for individual prisoners.

Scope of the Project

A prisoners' case record project may consist of the preparation of any one, more than one, or all of the several phases of the system listed above. The simplest form of project will deal with the preparation of a single record (such as the initial interview, the admission summary, or the statistical summary) or perhaps some particular institution interview (such as "personal and family history" or "criminal record" with corresponding field inquiries). A combination of these may constitute a project (such as preparation of (a) institution interviews culminating in admission summaries and/or statistical cards with or without tabulations; (b) institution interviews and field inquiries culminating in admission summaries and/or statistical cards with or without tabulations; (c) progress reports culminating in reclassification summaries and/or preparole summaries, and/or statistical cards with or without tabulations; or (d) any combination of these). A project may be established which contemplates all of these phases in succession as follows: (a) institution interviews, (b) field inquiries, (c) admission summaries, (d) progress reports, (e) reclassification and/or preparole summaries, and (f) statistical cards with tabulations.

Geographic Area to be Covered

The project may vary in scope. It may be applied in one, two or more, or all the adult penal and correctional institutions of a State. (It may be extended also to the juvenile institutions with some modifications.) While much of the work to be done on the project will necessarily be confined to the institutions involved, if field inquiries are instituted, the project area will be State-wide, including every county

from which prisoners are received.

Material Covered

The project may include:

1. Prisoners recently admitted (say within the past 6 months or year),

2. All new prisoners to be admitted over a given period,

3. Prisoners who will become eligible for parole in the near future (say within the next 6 months or year), and/or

4. All prisoners now confined within the institutions included in the project.

The number of institution interviews and reports involved will depend on the size and character of the sponsor's staff cooperating.3/ The number of field inquiries or reports and field visits involved will depend on the number of field sources with which contacts are made. The time involved will depend on the number of cases to be recorded, the number of staff members cooperating, and the phases of a record system to be included.

Complete or Partial Coverage; Time Involved

The "neck of the bottle" in any project will be the number of institution interviews which the sponsor's staff members will make daily. To secure from each staff member cooperating an average of 5 to 10 interviews daily (or 25 to 50 weekly) in addition to their routine duties, during the operation of the project, will be about the limit which can be

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3/ See appendix A, Check List I, "Essential Sources of Prisoners' Case Records."

anticipated. This limits the total number of individual records which can be established in the average penal institution in a year to a total varying from 1,250 to 2,500. This limitation will also affect the number or type of prisoner case records and the phases of the system which can be included in any project.

Since progress reports can hardly be established in less than 6 months after the initial interview or the admission summary has been completed, any project which contemplates the inclusion of all phases of the system will require a minimum of a year for the completion of the work. A job involving 1,000 to 2,000 case records and covering all phases may require approximately 2 years for completion -- the first year to establish pre-institution case histories including institution interviews, field inquiries, and admission summary and statistical card with tabulations, and the second year to establish institution histories including progress reports and reclassification, preparole, and statistical card with tabulations. (This is based on the assumption that any staff member cooperating will do a minimum of 20 to 25 interviews weekly for 50 weeks.)

For a project involving a single institution having a daily average population of 750 and new admissions annually of 250, with 10 cooperating staff members and 30 field sources with whom contacts are made by mail, of which 25 are also interviewed by field visitors, the material covered by a project including all phases of the system would be as follows:

750 prisoners, average daily population

250 prisoners, annual new admissions

1,000 prisoners, total case records

Institution interviews	(1,000 x 12)	= 12,000
Field inquiries (mail)	(1,000 x 20)	= 20,000
Field reports (visits)	(1,000 x 15)	= 15,000
Admission summaries	(1,000 x 1)	= 1,000
Statistical cards	(1,000 x 1)	= 1,000
Annual statistical tabulations		= 19/
Total - first and ½ third phases		= 49,019
Progress reports	(1,000 x 11)	= 11,000
Reclassification and/or preparole summaries	(1,000 x 1)	= 1,000
Statistical cards	(1,000 x 1)	= 1,000
Annual statistical tabulations		19/
Total - second and ½ third phases		= 13,019

Source of Data

Data for the project may be obtained from the following three sources: (1) institution records now in use, (2) institution officials who are in personal contact with prisoners, and (3) selected persons and officials who have had contact with prisoners previous to their present commitments.

Institution Records

Institution records where they exist should be used to supply whatever data are available. These will include the commitment papers, the prison register, any biographical statement taken by the record clerk or other official on admission, records of any medical, mental, or dental examinations made, the identification data taken for the Federal Bureau of Investigation with accompanying letters, records, etc., and any records of interviews held with the prisoner by the warden, the deputy warden, the

head teacher, the superintendent of industries, the chaplain, the psychologist, the welfare worker, or any other staff member. Copies of all forms used by such staff members for recording information about prisoners should be collected and examined. Samples properly identified should be attached to each project proposal.

By comparing these forms with the Check List for Essential Forms for Prisoners' Case Records (appendix A), it will be evident what forms are lacking. By comparing the data asked for on existing forms with the Check List of Essential Data for Prisoners' Case Records (appendix A), it will be clear what data are lacking.

To supply the missing data on existing forms and to supply forms which are wholly lacking, attention is called to the appendix B, forms 1-48. A complete set of new or revised forms which are to be used in the project should accompany each project proposal. 4/

Institution Officials

Institution officials who are in personal contact with prisoners should file the results of their interviews, examinations, and observations of prisoners on the forms provided. For a list of such officials and forms see Check List of Essential Sources of Prisoners' Case Records, Institution Sources and also see Check List of Essential Forms for Prisoners' Case Records, Institution Interviews (appendix A). See also appendix B, Forms 1-12. The cooperation of such officials in the establishment of adequate case records is essential and should be assured before the project is launched. Each official should understand the part he is to play and the

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4/ For a summary of all forms presented in this manual, see table A.

importance, as well as the responsibility, attached to his contribution to these records. A list of these officials should accompany the project proposal.

Field Sources Selected persons who have had previous contacts with prisoners should be solicited by mail and by field visitors to fill out appropriate inquiries giving information about prisoners. For a list of such persons and officials and inquiries see Check List of Essential Source of Prisoners' Case Records, Field Sources and also see Check List of Essential Forms for Prisoners' Case Records, Field Inquiries (appendix A). See also appendix B, forms 13-33. The sponsor should indicate what field sources are available or essential to the project; and a list of these should accompany the project proposal.

The information thus brought together through examining existing records, through institutional interviews, and through field inquiries will be summarized on the admission summary (form 34), on the reclassification summary (form 46), on the preparole summary (form 47), and on the statistical card (form 48) and tabulations (tables 1-19).

TABLE A
FORMS FOR PRISONERS' CASE RECORDS

Institution Interviews	Form No.
Control form A	
Initial interview	1
Medical	2
Dental	3
Psychological	4
Psychiatric	5
Educational	6
Industrial	7
Religious	8
Family welfare	9
Leisure time	10
Officer in contact	11
Custodial	12

Field Inquiries	Form No.
Control form B	
Offense and trial with letters to judge, clerk, prosecuting attorney, probation officer, sheriff, and/or arresting police of trial court	13-13a
Identification with letter to bureaus of identification	14-14a
Previous arrests without commitment with letter to courts, police, etc.	15-15/1-15a
Penal commitments with letter to institutions	16-16a
Nonpenal commitments with letter to institutions	17-17a
Birth of prisoner	18
Marriage of prisoner	19
Divorce of prisoner	20
Relatives with letter to relatives	21-21a
U.S. Immigration Office	22
Court of Naturalization	23
Military and Naval Service with letter to War, Navy, National Guard	24-24a
U.S. Veterans Bureau	25
Social Service Exchanges	26
relief or social service agencies	27-27/1
Local official or other source of information	28
Pastors	29
School with letter to school official	30-30a
Employers with letter to employers	31-31a
Fraternal, social, industrial organization	33

Classification Form No.

Admission Summary 34

	Form No.
Medical	35
Dental	36
Psychological	37
Educational	39
Industrial	40

Progress Reports	Form No.
Religious	41
Family welfare	42
Leisure time	43
Officer in contact (Dellhouse or detail)	44
Custodial	45

Reclassification and/or Preparole	Form No.
Reclassification summary	46
Preparole summary	47

Statistics	Form No.
Statistical card	48
Tables	1-19

Working Procedure

Cooperating Staff Members[5]

The personnel essential to a successful project for the establishment of prisoners' case records will include those cooperating staff members who come in contact with the prisoners and who agree to file the results of their interviews, examinations, and observations with the case records. These will include the following:

Warden	Chaplain
Deputy warden	Family welfare worker
Record clerk	Educational director
Identification officer	Superintendent of industries
Physician	Director of recreation
Dentist	Cell house officers
Psychiatrist	Work Foremen
Psychologist	Classification officer

These cooperating staff members will need to devote from 5 to 10 hours weekly to interviews and examinations of prisoners during the duration of the project. No project for establishing prisoners' case records can succeed unless staff members cooperate by giving such time in addition to their regular duties to building up the records. Most of the questions asked on the forms frequently have been asked prisoners by the staff, and the answers are filed in the memory of these staff members. It should not be too difficult to bring that information together into professional records for the use of all. When the records have once been established for the existing population, it will then be comparatively easy to take care of all new admissions.

5/ For division of work between cooperating staff members and WPA project workers as presented in this section, see table B.

TABLE B

DIVISION OF WORK

Between Cooperating Staff Members and WPA Project Workers

Forms		Functions	Coop. staff members	WPA workers
Initial interview	1.	Transfer data from existing records to new initial interview form		X
	2.	Schedule all institution interviews		X
	3.	Interview prisoner and submit report	X	
	4.	Type and file copies of initial interview and departmental interviews		X
Departmental interviews	5.	Attach memos of data from existing records to new forms		X
	6.	Interview prisoner and submit reports	X	
	7.	Collect and file reports		X
	8.	Check with initial interview for verification and supplementary data		X
Field inquiries	9.	List field sources from existing records, initial interview, and departmental interview		X
	10.	Type and mail letters		X
	11.	Collect from field sources		X
	12.	Check with initial interview and departmental interviews for verification and supplementary data		X
Admission summary	13.	Prepare preliminary draft from institution interviews and field inquiries		X
	14.	Review preliminary draft and complete	X	
Departmental progress report	15.	Prepare for record	X	
	16.	Collect and file		X
Reclassification or preParole summary	17.	Prepare preliminary draft from progress reports		X
	18.	Review preliminary draft and complete	X	
Statistical card tables	19.	Enter data from records		X
	20.	Prepare tables from cards		X

WPA Project Workers

To expedite institution interviews and field inquiries, to transcribe information from existing records, interviews, and examinations to new forms, and to prepare summaries and tabulations will require a group of WPA workers at each institution. In addition to a project supervisor a minimum of four good office or research workers together with a staff of stenographers or typists and field visitors at each prison will be needed. The four office or research workers will include an institution inquiry clerk, a field inquiry clerk, a case history clerk, and a statistical clerk. The number of stenographers or typists and the number of field visitors needed will depend on the number of case records and the phase of the system to be established. The project supervisor and each of the clerks will need at least one stenographer or typist. In addition the institution inquiry clerk and the field inquiry clerk will need one typist for each case record developed daily assuming that each typist can copy 12 institution interviews or prepare 30 to 40 field inquiries daily. For example, if the cooperating staff members average 5 interviews daily, there will be work for 5 typists; or if that number increases to 10, there will be work for 10 typists. Assuming that each case record will require at least 15 field visits, it is estimated that each field visitor can complete an average of 2 case records a week. This will require 1 field visitor for each 100 records established annually.

On this basis, for every 1,000 case records established, it is estimated that the minimum staff needed for 1 year for each part of the project will be as follows:

6/ Ibid.

First and ½ third phases		Second and ½ third phases	
1	Project supervisor	1	Project supervisor
1	Institution inquiry clerk	1	Institution inquiry clerk
1	Field inquiry clerk	1	Case history clerk
1	Case history clerk	1	Statistical clerk
1	Statistical clerk	10	Stenographers or typists
10	Stenographers or typists		
10	Field visitors		

This allows some leeway for training and unforeseen delays.

As indicated, when the project enters the phase where complete records are being established only for new admissions and progress records with reclassification and preparole summaries are being established for the general prison population, the stenographic force and the field visitors can be cut accordingly.

It is, of course, possible to have all field inquiries mimeographed for mailing and to eliminate field visitors entirely, but information obtained by mail is likely to be less satisfactory.

If the project justifies it, occasionally it will be possible to employ one or more non-relief professional workers to assist the project supervisor.

Project supervisor. -A project for the development of prisoners' records will necessarily come under the general direction of an official experienced in dealing with prisoners. If possible he should have had experience in maintaining prisoners' records. However, such a project can be under the direction of the head of the prison school, the chaplain, or an assistant to the warden or the deputy. Such an official should be designated at each institution where prisoners' case records are to be established and a notation of this should accompany the project proposal. This official will be one of the cooperating staff members and will be paid by the sponsor.

Since such a director will have other prison duties and cannot devote full time to the project, a full-time project supervisor to act as office manager and administrator will be needed. The brunt of the responsibility for the successful conduct of the project will fall upon this supervisor. Hence, a person with administrative, research, or case-work experience with prisoners is highly desirable. The name, address, education, experience, and special qualifications of the proposed project supervisor should accompany the project proposal.

Institution inquiry clerk. - An institution inquiry clerk will be needed to expedite all institution interviews. It will be his duty to see that the various department heads regularly interview a number of inmates for the benefit of the records and file their reports. These interviews will initiate the preparation of the pre-institution history (appendix B, forms 1-12) and later the preparation of progress reports for the institution history (appendix B, forms 35-45). Whether such a clerk shall have any contact whatever with prisoners will depend upon personnel and local conditions. It is quite possible to plan the work so that the clerk will arrange for interviews between department heads and prisoners and receive reports from the former without seeing the prisoners at all. On the other hand, he may be of considerable assistance to the record clerk and to others undertaking institution interviews.

Field inquiry clerk.— A field inquiry clerk will be needed to expedite all field inquiries both by mail and through field visitors (appendix B, forms 13-33). It will be his duty to discover and list all

outside sources of information, direct the work of typists preparing letters of inquiry to such sources, and keep field visitors informed. He should be resourceful in discovering such sources in every possible way, but he will rely chiefly on available records and interviews made by others. He will not need to see personally any prisoner or any individual providing information. Sources outside the prison ordinarily will be reached by mail over the signature of the warden or other official or by field visitors after notification by the sponsor.

Field visitors. - Field visitors will make contacts with all sources of information outside the institution and secure their cooperation in filling out field inquiry forms (appendix B, forms 13-33). In this way the data received through institution interviews will be verified and supplemented by officers of the trial court, institutions, or agencies which have had previous supervision of the prisoner, relatives of the prisoner1/, social welfare agencies which have had contacts with the prisoner or his family, local citizens and officials in the prisoner's home town, persons given as references by the prisoner, school teachers, employers, and members of organizations of which the prisoner has been a member. Since field visitors must meet county court officials, judges, attorneys, and others and secure their cooperation, such visitors must be chosen carefully for their ability to meet and to deal tactfully with such persons.

1/ Relatives of prisoners or other private citizens are not to be interviewed by WPA project workers. If necessary to visit such relatives personally to secure their cooperation, such visits must be made by others than WPA project workers.

Case history clerk. - A case history clerk will be needed to prepare the several summaries. The case history clerk will be the custodian of the case history folder. He will check existing institution records for data already available for (1) the initial interview, (2) the departmental interviews, and (3) the field sources of information. He will also check institution interviews against field reports to note discrepancies, verifications, or additional information. He will abstract reports from both institution and field sources to prepare the admission summary (appendix B, form 34), and he will abstract institution progress reports to prepare reclassification or preparole summaries (appendix B, forms 46-47). The job of the case history clerk, therefore, is an important one which necessitates the services of a person of considerable skill.

Statistical clerk. - Preparation of the statistical card and tabulations will require a statistical clerk. He will prepare the statistical card (appendix B, form 48) from the data in the case folder, especially from the admission and other summaries, and all statistical tables (appendix B, tables 1-19).

In estimating the costs of these several labor items, the following ratios will be found applicable: training 5 percent, collecting and checking data for case records 70 percent, summarizing case records and statistics 20 percent, and statistical tabulations 5 percent.

Materials and Equipment

The principal materials and equipment needed for this project and supplied by the sponsor will include (1) typewriters, (2) calculating machine, (3) printed forms, letterheads, and envelopes, (4) miscellaneous office supplies, (5) office space and equipment including desks, tables, chairs, etc. The number of typewriters will depend upon the number of stenographers or typists employed. One calculating machine (usually

found at any institution) will be sufficient. The forms required to carry on the project, of course, will vary with each project. Miscellaneous office supplies will include such items as pens, pencils, ink, typewriter ribbons, erasers, paper, etc., and should not exceed a few hundred dollars.

In estimating the number of forms needed, a distinction should be made between (1) the printed forms or questionnaires, (2) the "forms" or letters to be typewritten on letterheads, and (3) the tabulation forms. Approximately 38 printed forms are in the complete system and they are divided as follows:

Institution interviews	13 forms	21-28	pages of composition
Field inquiries	10 "	16	" " "
Admission summary	1 form	4	" " "
Progress reports	11 forms	16	" " "
Reclassification summary	1 form	2	" " "
Preparole summary	1 form	4	" " "
Statistical card	1 form	2	" " "
Total	38 forms	65-72	" " "

These forms may involve over 70 pages of type composition. By counting the extra copies necessary for institution work and fieldwork, each complete record may consume nearly 150 sheets of paper covering all sources, and the total number of printing impressions per record will be approximately 250. Hence, the costs for printed forms for 1,000 records will equal (70 x cost of page composition) plus (250 x cost per M impressions) plus (150 x cost per M sheets of paper).

Each record will require between 20 and 25 field letters. Hence,1,000 records will require 25,000 letterheads and 50,000 envelopes.

Since the tabulation forms will be used only once a year, these may be mimeographed in small quantities as needed. The cost of these therefore will be negligible.

One case folder for each record will be needed, or 1,000 folders for 1,000 records.

In printing forms, it is inadvisable to print the entire supply at first. As forms are used, minor changes undoubtedly will be made to meet special or local conditions and revisions can then be made in the next printing.

For further details relating to "Working Procedure," including sample forms and definitions of terms, see the following appendixes:

Appendix B - Forms for Prisoners' Case Records
Appendix C - Instructions for Use of Cooperating Staff Members
Appendix D - Instructions for Use of Project Supervisor
Appendix E - Instructions for Use of Project Staff

Result Desired

The final result desired from projects such as this is to establish a complete system of prisoners' case records as the basis for diagnosis and classification of prisoners in housing and treatment, as a background for parole consideration and selection, and for the improvment of existing statistical tabulations. In order to insure such a result the existing system should be examined carefully and compared with the proposed system in cooperation with local officials including members of the prison board, of the board of parole, and of the staffs at the penitentiary, the reformatory, or other correctional institutions involved.

Publication

Of course, the reports of institution interviews and field inquiries, together with admission, reclassification, and preparole summaries and statistical cards, prepared in individual cases as a result of this project will not be published but will remain part of the confidential case records of the penal and correctional institutions. A statement of the number of prisoners' case records completed and the use to which they have been put should be published in the reports of the institutions. Statistical tabulations will be published in such reports. A concise report on the history and development of the whole project with an analysis of the procedure and the general results obtained should be prepared by the project supervisor and published by the sponsor.

Availability of Collected Data and Reports

The basic data assembled in the confidential files of the institutions cooperating should be made available to properly authorized persons for future study. Copies of all published statements, tabulations, or reports resulting from the project should be filed with the WPA and be available at the office of the sponsor. 1/

Maintenance of Records

It is expected with the prisoners' case record system once installed as a result of the project that the sponsor will maintain it. A statement to this effect is required in the project proposal.

1/ The final report is to be prepared in accordance with the provisions of WPA Operating Procedure No. W-11.

APPENDIXES

APPENDIX A

CHECKING EXISTING RECORDS

In preparing a project proposal, one of the first steps is to determine to what extent the prison uses the essential sources of information about the prisoner and maintains the forms necessary to secure and to record this information. Check lists of essential sources and essential forms are shown herewith. A comparison of these with the sources and forms now in use by the institution will indicate what information is lacking.

The next undertaking is to evaluate existing forms to see whether they contain the essential data. A check list of essential data for prisoner records is given herewith and a comparison of these items with those contained in existing forms will indicate what is lacking.

It is not necessary that the essential data be grouped as given in the check list. There may be reasons why it should not be so grouped. Omissions, however, should be noted and reasons therefor considered. If omissions are due to lack of personnel, such as a psychologist, for example, it may be impossible immediately to remedy such a cause for omissions. Where omissions are due to incompleteness of forms or lack of forms, these may be easily supplied.

The revision of existing forms or the preparation of additional forms is the next step in the procedure. To assist in this work a set of forms such as could be used in any prison is given in appendix B.

In revising existing forms or tabulations, careful attention should be given to reasons for making such changes. As far as possible, these should be noted and explained when submitting new forms.

CHECK LIST I

Essential Sources of Prisoners' Case Records

The following sources should be consulted either in person or by letter and questionnaire as sources of information and verification of prisoners' records:

Institution Sources

1. Prison register
2. Commitment papers
3. Record clerk, identification officer
4. Medical service
5. Dentists
6. Psychologist
7. Psychiatrist
8. Educational division
9. Industrial division
10. Chaplain
11. Family welfare division
12. Division of leisure time activities
13. Officers in contact (cell house and detail officer)
14. Custodial division (deputy warden)
15. Classification officer or committee

Field Sources

1. Trial court: Judge, clerk, probation officer, prosecuting attorney, sheriff, and/or arresting police[1]
2. State and/or Federal bureaus of identification
3. Police and courts having jurisdiction over previous arrests and convictions without commitments
4. Penal and correctional institutions of previous commitments
5. Nonpenal institutions of previous commitments
6. Department of vital statistics of birthplace of prisoner
7. Department of vital statistics of marriages of prisoner
8. Department of vital statistics of divorces of prisoner
9. Relatives of prisoner: father, mother, brothers, sisters, wives, children, sweetheart, and other close relatives
10. U. S. Immigration Service (if prisoner is alien)
11. Federal Court of Naturalization (if prisoner has taken out first papers or been naturalized)
12. Military or naval service: War, Navy, National Guard
13. U. S. Veterans' Bureau
14. Social service exchange in cities of residence for past 5 years
15. Relief or social service agencies having had contact with prisoner or his family
16. Local officials or other sources of information, such as references given by prisoner, visitors, correspondents, and landlords
17. Pastors
18. School officials
19. Employers
20. Family physician
21. Fraternal, industrial, and social organizations

1/ In some cases it may be of value also to make contacts with defense attorneys, complainants or persons injured, and/or accomplices.

CHECK LIST II

Essential Forms for Prisoners' Case Records

	Form [2]
Commitment	
Commitment papers	0
Register	00
Preinstitution History	
Institution inquiry record	A
Initial interview	1
Departmental interviews (forms 2-12)	
Medical	2
Dental	3
Psychological	4
Psychiatric	5
Educational	6
Industrial	7
Religious	8
Family welfare	9
Leisure time	10
Officers in contact	11
Custodial	12
Field inquiry record	B
Field inquiries (forms 13-33)	
Trial court: judge, clerk, probation officer, prosecuting attorney, sheriff, arresting police	13-13a
Bureaus of identification (State and Federal)	14-14a
Courts: police and probation departments having jurisdiction over previous arrests and convictions without commitments	15-15a-15/1
Penal and correctional institutions of previous commitments	16-16a
Nonpenal institutions of previous commitments	17-17a
City or town clerk re birth of prisoner	18
City or town clerk re marriage of prisoner	19
Clerk of court re divorce of prisoner	20
Relatives of prisoner: parents, siblings, etc.	21-21a
Federal Immigration Service	22
Clerk of court of naturalization	23
War or Navy Department, State National Guard	24-24a
U. S. Veterans' Bureau	25
Social service exchanges	26

2/ The form number refers to the number on sample form in appendix B.

	Form
Relief or social service agencies	27-27/1
Local official or other source of information	28
Pastors	29
School officials	30-30a
Employers	31-31a
Family physician	32
Fraternal, industrial, social organizations	33
Admission summary	34

Institution History

Departmental progress reports (forms 35-45)	
Medical	35
Dental	36
Psychological	37
Psychiatric	38
Educational	39
Industrial	40
Religious	41
Family welfare	42
Leisure time	43
Officers in contact	44
Custodial	45
Reclassification summary	46
Preparole summary	47

Statistical Record

Statistical card	48
Tables	1-19

CHECK LIST III

Essential Data for Prisoners' Case Records

I. Commitment and Imprisonment

1. Date received
2. Commitment number and name
3. Trial court: name and address, term, jury or bench trial, names and addresses of judge, prosecuting attorney, defense attorney, clerk, probation officer, sheriff, arresting police, and complainants
4. Offense for which convicted
5. Plea: guilty, not guilty, or nolo contenders
6. Sentence: length of minimum, maximum, indeterminate, costs or fines if any, and probation period if any.
7. Imprisonment: date sentence begins, minimum expires, maximum expires, eligible for parole, less good time, and less extra good time
8. Good time: maximum possible, amount lost, restored, and allowed
9. Detainers or warrants (deportation or other): date, nature, and notify whom

II. Family and Personal History

10. Name: true name, aliases (where used), or nicknames
11. Age: date of birth, birthplace, and age at commitment (years and months)
12. Relatives: father, mother, brothers, sisters, wives, children, sweetheart, grandparents, aunts, uncles — name, address, birthplace, citizenship, age, education, occupations, economic status (monthly income - comfortable, marginal, relief), marriages, religion, criminal record, institutional history, and attitude toward inmate and vice versa (letters, visits, other evidence)
13. Marital status: single, married, common law, divorced, separated, widowed, name and address of spouses, dates and places of marriage, divorces, and deaths.

14. Civil status: voting or legal residence at conviction; if foreign-born, date and port of entry, port of embarkation, citizen of; and first or final naturalization papers (date and court)

15. Military service: U. S. or other Nation; dates and places of enlistment and discharge; Army, Navy, Marine, National Guard, rank, company assignments, disciplinary action if any (guard house or military prison), active war service, discharge (honorable, dishonorable, undesirable, without prejudice), veterans rating, and pension or compensation.

16. Institutional record (nonpenal juvenile, mental, medical, indigent, other); date received, date discharged, age at admission, name and address of institution, reason for commitment, committing agency, and record of stay in institution

17. Home: legal residence
Residences: dates, county, city or town, street and number, landlord; with whom; and farm, rural, urban (population of city or village)
Childhood homes: type of neighborhood (residential, business,
Home at conviction: good, poor, congested, racial group predominating, tough), type and size of home (house, apartment, rooms), with whom (parents, others, foster, institution), atmosphere (parents congenial, home disrupted account death, divorce, separation), and age at leaving childhood home (reason, where go, what do)

Transient periods: dates, territory covered, cities and towns visited, with whom, and how supported

How long in State before commission of crime (years and months) in county?

18. Economic status: property (real, personal, including auto, bank accounts), value,(description, location), insurance (life, health, accident, auto, companies, amount premium, who pays now), debts (amount, creditor), dependents (number, relationship, how supported now), source of family income with amounts from each source (spouse working, wages, where; WPA, CCC, other relief agencies), relief agencies previously assisting (name and address), business (proprietary, partnership, corporation, monthly income, record of bankruptcy), installment purchases (if any of above is being bought on contract give name and address of seller, amounts due, source of payment now), alimony due if any, and total monthly income

19. References: name and address of reputable citizens who know prisoner and with whom he is willing official should communicate

20. Visitors): name, address, sex, relationship (if any)
21. Correspondents) of possible and actual V. & C.

22. Notification in case of death or serious illness: name, address, and telephone number

23. Record of significant contacts with visitors and comments in outgoing and incoming letters

24. Recommendations in re family relations): admission, re-
25. Achievements in re family relations) classifications, preparole

III. Physical Condition

26. Identification: sex, height (feet and inches), weight, (gain, loss), build, complexion, color (hair, mustache, beard, eyes), teeth, scars and marks, abnormalities, defects, handicaps, handedness, posture, photograph (front, side, action - civilian dress, prison dress - admission, release), finger-prints

27. Habits: Prisoner) alcohol and drugs (daily, occasionally, never, kind, times under influence),
Mother) tobacco (smoke, chew, snuff), and sex
Father) irregularities.

28. History of disease:
Prisoner--venereal (gonorrhea, syphilis, other), tuberculosis, hemmorrhoids, varicose veins, hernia, varicocele, cancer, epilepsy (fits or coma), mental, childhood, and other diseases, including asthma, pneumonia, rheumatism, headache, nosebleed, and diseases of heart, lungs, stomach, liver, kidneys, bowels, bladder, etc. (dates, name and address of family physician, after effects)
Relatives (father, mother, blood relatives)--venereal, tuberculosis, cancer, diabetes, epilepsy, heart, mental, and cause of death

29. Findings and recommendations of medical service):
30. Achievements of medical service)
medical) (admission
dental) (reclassifications
psychiatric) (preparole

IV. Psychiatric and Psychological

31. Psychiatric: normal, feeble-minded, neuropathic (not insane but subject to mental abnormalities, including psychopathic personality, epileptic, post-encephalitic, alcoholic, drug addict, psychoneurotic, and other abnormalities without psychosis), psychotic (insane), and potentially psychotic

32. Psychological examinations

Intelligence: intelligence quotient (I. Q.) or mental age (M. A.), indicating low grade feeble-minded, moron, dull normal, normal, or superior. Tests for intelligence used in prisons include language tests, e. g., Army Alpha (group test), Otis Self-Administering (group), Stanford, Binet (individual) and nonlanguage tests, e. g., Army Beta (group), Porteus-Maze (group), Dearborn (individual)

Achievement: educational age (E. A.), indicating grade placement. Tests for achievement have been developed showing ability in word and paragraph meaning, diction, use of language, geography, history, civics, arithmetic, physiology, and hygiene, such as the Stanford Achievement Tests

Vocational: aptitude tests, indicating mechanical or clerical ability, have been developed, such as the Stenquist Mechanical Test, Minnesota Mechanical, etc.

Attitude: tests for attitude, such as the Allport Attitude Test, are not much used as yet in prisons but might prove valuable

Personality: tests, such as the Bernreuter or the Woodworth Personality Inventory, are of value in bringing out personality traits and habits and behavior patterns

33. Psychological interview: a great many questions are included in social case histories regarding the prisoner's personal life, sex adjustment, parental and marital relations, peculiar traits and characteristics, social attitudes and concepts, needs and difficulties which properly belong in the psychological interview. Answers to such questions are of value when interpreted by a trained psychologist but are often unfortunately misinterpreted by laymen. Undoubtedly, such questions and answers help both officials and inmates to discover motivations, drives, complexes, tensions, and pressures which underlie attitudes and behaviors. Questionnaires for such interviews have been developed at several prisons, e. g., at Western Penitentiary, Pittsburgh, Pa., and House of Correction, Detroit, Mich.

34. Psychological findings and recommendations: admission, reclassifications, and preparole

V. Education

35. Academic and vocational)
Special (correspondence, night, university extension, reading)) : dates, names and address of schools and principal teachers, and grades and courses completed

Items: grades skipped or repeated, special classes, truancy; age entering and leaving school, highest grade completed, and why left

36. Educational findings and recommendations: (admission,
37. Educational assignments and achievements: (reclassification,
(preparole

VI. Employment

38. Jobs or positions held, including military, government, and institutional employment: dates (begin and end - month and year), firm, address, business, position or nature of work, wages, reason for leaving, where employed at time of crime committed, total months employed, unemployed

39. Other skills, trades, or professions not included above in which prisoner is proficient. (Give order of ability, preference, longest service)

40. Findings and recommendations of industrial division

41. Prison work assignments and record: admission, reclassifications, preparole

VII. Religion

42. Denomination or faith: Protestant sect, Catholic, Hebrew, other; member or attendant (name and address of churches and pastors and date joined or attended)

43. Other church or religious work: church brotherhood, K. of C. Y. M. C. A., Bible class, choir, or other activity (name and address, with dates of active participation)

44. Findings and recommendations of chaplain

45. Assignments and record in religious work: admission, reclassifications, preparole

VIII. Leisure Time Activities

46. Civic or welfare activities, organizations, positions of public or private trust or service: dates, place, and description

Fraternal, industrial, social organizations: name and address, dates joined, and active

	Form
Relief or social service agencies	27-27/1
Local official or other source of information	28
Pastors	29
School officials	30-30a
Employers	31-31a
Family physician	32
Fraternal, industrial, social organizations	33
Admission summary	34

Institution History

Departmental progress reports (forms 35-45)	
Medical	35
Dental	36
Psychological	37
Psychiatric	38
Educational	39
Industrial	40
Religious	41
Family welfare	42
Leisure time	43
Officers in contact	44
Custodial	45
Reclassification summary	46
Preparole summary	47

Statistical Record

Statistical card	48
Tables	1-19

CHECK LIST III

Essential Data for Prisoners' Case Records

I. Commitment and Imprisonment

1. Date received
2. Commitment number and name
3. Trial court: name and address, term, jury or bench trial, names and addresses of judge, prosecuting attorney, defense attorney, clerk, probation officer, sheriff, arresting police, and complainants
4. Offense for which convicted
5. Plea: guilty, not guilty, or nolo contenders
6. Sentence: length of minimum, maximum, indeterminate, costs or fines if any, and probation period if any.
7. Imprisonment: date sentence begins, minimum expires, maximum expires, eligible for parole, less good time, and less extra good time
8. Good time: maximum possible, amount lost, restored, and allowed
9. Detainers or warrants (deportation or other): date, nature, and notify whom

II. Family and Personal History

10. Name: true name, aliases (where used), or nicknames
11. Age: date of birth, birthplace, and age at commitment (years and months)
12. Relatives: father, mother, brothers, sisters, wives, children, sweetheart, grandparents, aunts, uncles — name, address, birthplace, citizenship, age, education, occupations, economic status (monthly income - comfortable, marginal, relief), marriages, religion, criminal record, institutional history, and attitude toward inmate and vice versa (letters, visits, other evidence)
13. Marital status: single, married, common law, divorced, separated, widowed, name and address of spouses, dates and places of marriage, divorces, and deaths.

14. Civil status: voting or legal residence at conviction; if foreign-born, date and port of entry, port of embarkation, citizen of; and first or final naturalization papers (date and court)

15. Military service: U. S. or other Nation; dates and places of enlistment and discharge; Army, Navy, Marine, National Guard, rank, company assignments, disciplinary action if any (guard house or military prison), active war service, discharge (honorable, dishonorable, undesirable, without prejudice), veterans rating, and pension or compensation.

16. Institutional record (nonpenal juvenile, mental, medical, indigent, other); date received, date discharged, age at admission, name and address of institution, reason for commitment, committing agency, and record of stay in institution

17. Home: legal residence
Residences: dates, county, city or town, street and number, landlord; with whom; and farm, rural, urban (population of city or village)
Childhood homes: type of neighborhood (residential, business,
Home at conviction: good, poor, congested, racial group predominating, tough), type and size of home (house, apartment, rooms), with whom (parents, others, foster, institution), atmosphere (parents congenial, home disrupted account death, divorce, separation), and age at leaving childhood home (reason, where go, what do)

Transient periods: dates, territory covered, cities and towns visited, with whom, and how supported

How long in State before commission of crime (years and months) in county?

18. Economic status: property (real, personal, including auto, bank accounts), value,(description, location), insurance (life, health, accident, auto, companies, amount premium, who pays now), debts (amount, creditor), dependents (number, relationship, how supported now), source of family income with amounts from each source (spouse working, wages, where; WPA, CCC, other relief agencies), relief agencies previously assisting (name and address), business (proprietary, partnership, corporation, monthly income, record of bankruptcy), installment purchases (if any of above is being bought on contract give name and address of seller, amounts due, source of payment now), alimony due if any, and total monthly income

19. References: name and address of reputable citizens who know prisoner and with whom he is willing official should communicate

20. Visitors): name, address, sex, relationship (if any)
21. Correspondents) of possible and actual V. & C.

22. Notification in case of death or serious illness: name, address, and telephone number

23. Record of significant contacts with visitors and comments in outgoing and incoming letters

24. Recommendations in re family relations): admission, re-
25. Achievements in re family relations) classifications, preparole

III. Physical Condition

26. Identification: sex, height (feet and inches), weight, (gain, loss), build, complexion, color (hair, mustache, beard, eyes), teeth, scars and marks, abnormalities, defects, handicaps, handedness, posture, photograph (front, side, action - civilian dress, prison dress - admission, release), finger-prints

27. Habits: Prisoner) alcohol and drugs (daily, occasionally, never, kind, times under influence), tobacco (smoke, chew, snuff), and sex irregularities.
Mother)
Father)

28. History of disease:
Prisoner--venereal (gonorrhea, syphilis, other), tuberculosis, hemmorrhoids, varicose veins, hernia, varicocele, cancer, epilepsy (fits or coma), mental, childhood, and other diseases, including asthma, pneumonia, rheumatism, headache, nosebleed, and diseases of heart, lungs, stomach, liver, kidneys, bowels, bladder, etc. (dates, name and address of family physician, after effects)
Relatives (father, mother, blood relatives)--venereal, tuberculosis, cancer, diabetes, epilepsy, heart, mental, and cause of death

29. Findings and recommendations of medical service):
30. Achievements of medical service)
medical) (admission
dental) (reclassifications
psychiatric) (preparole

IV. Psychiatric and Psychological

31. Psychiatric: normal, feeble-minded, neuropathic (not insane but subject to mental abnormalities, including psychopathic personality, epileptic, post-encephalitic, alcoholic, drug addict, psychoneurotic, and other abnormalities without psychosis), psychotic (insane), and potentially psychotic

32. Psychological examinations

Intelligence: intelligence quotient (I. Q.) or mental age (M. A.), indicating low grade feeble-minded, moron, dull normal, normal, or superior. Tests for intelligence used in prisons include language tests, e. g., Army Alpha (group test), Otis Self-Administering (group), Stanford, Binet (individual) and nonlanguage tests, e. g., Army Beta (group), Porteus-Maze (group), Dearborn (individual)

Achievement: educational age (E. A.), indicating grade placement. Tests for achievement have been developed showing ability in word and paragraph meaning, diction, use of language, geography, history, civics, arithmetic, physiology, and hygiene, such as the Stanford Achievement Tests

Vocational: aptitude tests, indicating mechanical or clerical ability, have been developed, such as the Stenquist Mechanical Test, Minnesota Mechanical, etc.

Attitude: tests for attitude, such as the Allport Attitude Test, are not much used as yet in prisons but might prove valuable

Personality: tests, such as the Bernreuter or the Woodworth Personality Inventory, are of value in bringing out personality traits and habits and behavior patterns

33. Psychological interview: a great many questions are included in social case histories regarding the prisoner's personal life, sex adjustment, parental and marital relations, peculiar traits and characteristics, social attitudes and concepts, needs and difficulties which properly belong in the psychological interview. Answers to such questions are of value when interpreted by a trained psychologist but are often unfortunately misinterpreted by laymen. Undoubtedly, such questions and answers help both officials and inmates to discover motivations, drives, complexes, tensions, and pressures which underlie attitudes and behaviors. Questionnaires for such interviews have been developed at several prisons, e. g., at Western Penitentiary, Pittsburgh, Pa., and House of Correction, Detroit, Mich.

34. Psychological findings and recommendations: admission, reclassifications, and preparole

V. Education

35. Academic and vocational) : dates, names and address of schools and principal teachers, and grades and courses completed
Special (correspondence, night, university extension, reading))

Items: grades skipped or repeated, special classes, truancy; age entering and leaving school, highest grade completed, and why left

36. Educational findings and recommendations: (admission,
37. Educational assignments and achievements: (reclassification,
(preparole

VI. Employment

38. Jobs or positions held, including military, government, and institutional employment: dates (begin and end - month and year), firm, address, business, position or nature of work, wages, reason for leaving, where employed at time of crime committed, total months employed, unemployed

39. Other skills, trades, or professions not included above in which prisoner is proficient. (Give order of ability, preference, longest service)

40. Findings and recommendations of industrial division

41. Prison work assignments and record: admission, reclassifications, preparole

VII. Religion

42. Denomination or faith: Protestant sect, Catholic, Hebrew, other; member or attendant (name and address of churches and pastors and date joined or attended)

43. Other church or religious work: church brotherhood, K. of C. Y. M. C. A., Bible class, choir, or other activity (name and address, with dates of active participation)

44. Findings and recommendations of chaplain

45. Assignments and record in religious work: admission, reclassifications, preparole

VIII. Leisure Time Activities

46. Civic or welfare activities, organizations, positions of public or private trust or service: dates, place, and description

Fraternal, industrial, social organizations: name and address, dates joined, and active

Gangs: member of, leader and associates, and headquarters
Associates: men, women, and places (names and addresses)

Leisure time activities: athletics (participant, observer), music (voice, instrument, dancing), dramatics and debating (participant, observer), games and gambling (pool, billiards, cards, dice, horses), reading (books, magazines, newspapers - name and type preferred and read), and hobbies

47. Findings and recommendations

48. Assignments and achievements in athletics and leisure time activities: admission, reclassification, preparole

IX. Story of the Offense by

49.	Prisoner	(name and address)
	Defense attorney	(" " ")
	Arresting officers	(" " ")
	Prosecuting attorney	(" " ")
	Complainant or persons injured	(" " ")
	Judge of trial court	(" " ")
	Clerk of trial court	(" " ")
	Probation officer of trial court	(" " ")
	Sheriff	(" " ")

Note: The story of the offense should be a complete statement of the persons, events and motives involved from the inception of the crime and the arrests, trial and conviction of the prisoner to his commitment to prison. It should include, among other things, the following significant points: reasons for and circumstances leading up to the crime; was prisoner armed and if so with what; was he intoxicated, drugged, or otherwise abnormal; time of day or night and place crime was committed; articles or money taken, recovered - extent of loss and restitution; persons injured (name, address, age sex, and extent of injuries); accomplices (part played by, disposition, present whereabouts, attitude toward prisoner and vice versa); mitigating or aggravating circumstances if any; other factors contributing to the crime; arrest (when, where, by whom, for whom, any difficulties, extradition); original charge (if altered, revised charge and reasons) convicted of, statute violated; plea; confession (oral or written) by prisoner or accomplices; witnesses for State and for defense (names and addresses with significant evidence offered); nature of defense (alibi or otherwise); charge of judge; recommendation of jury or judge; was probation (bench parole) requested, granted, denied, revoked, why; does complainant, prisoner, think prisoner got a fair trial; is he resentful, repentant, indifferent, does he admit guilt now, is he willing to make amends, if so, how; public interest and feeling toward trial, verdict, and prisoner; opinion as to guilt or innocence; appeal (pending, denied, granted); time spent, attitude, and conduct of prisoner in jail before and after conviction; and copy of testimony or record of trial if any.

X. Criminal Record

50. Arrests without conviction: date, charge, jurisdiction, time spent in jail, or lock-up disposition

Age at first arrest

Number of arrests

51. Convictions and sentences

Suspended sentences) (date of arrest, court, charge, plea,
Fines) (time spent in jail, sentence, convicted
Probations) (of, date begun, date expired, name and
Jails and houses of correction) (address of court or institution, employ-
Institution of juvenile delinquents) (ment or other activity while in institu-
Reformatories) (tion, serious disciplinary action, es-
Prisons) (capes, date and method of release, re-
(vocations for probation or parole viola-
(tions, and warrants or indictments pending

Age at first conviction, first commitment

Number of convictions

Number of separate terms in reformatories or prisons

52. Stories of each of the above arrests and convictions (see 49 in the foregoing)

XI. Classification (admission, reclassifications, preparole)

53. Routine program: medical, dental, psychiatric, educational, industrial, religious, family welfare, leisure time, and custodial

54. Special program: treatment bearing particularly on criminal behavior

55. Criminal classification: antisocial, better class, custodial, defective delinquent, and personality cases.

56. Security classification: maximum, medium, minimum, and affecting job and housing assignment

57. Institutional classification: improvable (older and younger), unimprovable, and mental affecting institutional assignment or transfer

58. Postinstitution program

59. General diagnosis and prognosis

XII. Release

60. Temporary absence or furloughs: dates, place, basis (out on writ, bonds, observation, funeral, and furlough)

61. Transfer: date, place, and by order of whom

62. Escape: date left, date returned, action taken

63. Commutation), Conditional pardon): change in length of sentence; changes in parole and expiration dates

64. Parole: date released; date supervision expires; date sentence expires; date civil rights restored; date revoked; date eligible for reparole; date reparoled; date supervision expires (revised); date sentence expires (revised); parole agent - name and address; home - with whom, name, and address; employers- name and address; and sponsor - name and address

65. Death: date, cause, certifying physician, coroner (if sudden or violent), person notified, and disposition of body

APPENDIX B

FORMS FOR PRISONERS' CASE RECORDS

The primary purpose of case records is to develop a file of significant information for each prisoner in the institution. The first part of the system develops a case history for each prisoner as of the time of admission. This step may also include bringing the record up to date for prisoners who are not recent admissions. The record is accumulated by means of a series of institution interviews (forms 1-12) and field inquiries (forms 13-33) finally culminating in an admission summary (form 34).

The second part of the system is concerned with the history of the prisoner while in the institution. This begins where the admission summary has left off and continues the record. The institution history is collected by means of a series of periodical departmental progress reports (forms 35-45) which finally terminate in a reclassification summary (form 46) and/or a preparole summary (form 47).

The third part of the system develops a statistical card (form 48) for each prisoner, and these are compiled in various tables (tables 1-19). The statistical card and tables are carried through both the first and second parts of the system, but they constitute a separate step in the whole program.

PRELIMINARY RECORDS

A new case history folder should be established for each inmate for whom a case record is to be developed. The case history folder may be a standard legal size filing folder, 9" x 15", with name tabs. Some prisons

use a folder which is closed at both ends and opens only at the top to prevent loss of contents. Some prisons print on the outside of this folder a check list of items which the folder should contain or of the steps which should be taken in completing the case record. The practice of printing a summary of the case record itself on the outside of the case history folder, of course, tends to destroy the confidential nature of the record.

If substantial records have already been developed and the project is inaugurated only to add to such records, then existing folders will be used and such additions made to them as may be decided upon.

It may be assumed that the commitment papers (form 0) are in good order and properly entered in the prison register (form 00). The register usually should show the following items:

Prisoner's number
Commitment name
Sex
Race
Name of court from whom prisoner is received
" " " county " " " " "
" " judge " " " " "
Date admitted
" when sentence officially begins
" eligible for parole less good time, if any
" of expiration of minimum sentence
" " " " maximum "
Detainers, if any
Date of release
Method of release

A cross reference of true names and aliases is maintained in many prisons supplementing the register. This provides a check on recidivists.

FORMS

Institution Interviews

Control Form A

Each prisoner should have his commitment name and number typed on a control form A, and as interviews with the staff are arranged by the institution inquiry clerk, the date of the interview and the date the report is received from each department head should be entered on this form in the appropriate place. In this way a complete set of interviews will be assured.

Initial Interview

In preparing for the initial interview of the prisoner (form 1), the institution inquiry clerk must deal with two classes of prisoners: (1) new admissions and (2) prisoners already admitted. For new admissions the institution inquiry clerk should provide the staff member designated to conduct the initial interview with blank forms (No. 1) to be filled out when each new prisoner is admitted. This should then be forwarded to the institution inquiry clerk and used as the basis for developing the case history.

For prisoners already admitted to the institution, the case history clerk should check the commitment papers, the prison register, the identification officer's files, and any other records available, and enter such information on the new initial interview (form 1) in the appropriate places. The new initial interview is then ready to be completed.

The institution inquiry clerk should notify the proper officer of the names of the prisoners whose initial interviews are to be completed the day before such interviews are to be held so that these prisoners can be excused from their regular assignments and report for interviews according

to schedule. At the same time he should also send the names and partially completed initial interview forms to the staff member designated to conduct the initial interview. No departmental interviews should be arranged for these prisoners on that day as the initial interview may require considerable time to be completed.

On receiving the initial interview from the staff member, at least three copies of it should be typed. One should be placed in the official file with the commitment papers; one should be given to the field inquiry clerk for checking and for sending to the field visitor; and one should be filed in the case history folder ready to be sent on the rounds of departmental interviews. Additional copies may be made for use with certain field sources such as social service agencies.

If the initial interview is printed on seven separate pages as shown below, extra copies of each may be made and sent to the appropriate department heads if desired for their files.

(1) I - IV. Family, and personal history

(2) Information re relative

(3) V - VI. Education, leisure time activities

(4) VII - VIII. Employment, economic status

(5) IX - X. Physical condition, military service

(6) XI - XIV. Religion, references, etc.

(7) XV - XVI. Story of the offense and criminal record

Departmental Interviews

Departmental interviews (forms 2-12) should be arranged as soon as possible following the initial interview. The case folder containing

the initial interview should accompany each prisoner to the first departmental interview. Thereafter each departmental interview should be added to the folder and sent along to the next interview, thus a complete set of departmental interviews will be accumulated.

Ordinarily the medical, dental, psychological, and psychiatric interviews will follow the initial interview as they provide information essential to other interviews. Then will come the educational, industrial, religious, family welfare, leisure time activities, officers in contact (cell house officer and/or work foreman), and custodial interviews. However, this order may have to be adjusted to meet the convenience or the personnel of the staff. For example, sometimes the educational director will also undertake the psychological or the recreational interview; frequently the chaplain will have charge of family welfare; and sometimes the deputy warden will handle both the industrial and the custodial interviews. Again, in arranging for interviews of prisoners who are not new admissions, if a group of 25 to 50 are scheduled for each week and assigned to different department heads for certain half days, the convenience of staff members will govern the order of the interviews.

In making notes from existing records for the initial interview of prisoners who are not new admissions, the case history clerk should be alert for special data which may not belong on the initial interview, but which may be of value to department heads. Memoranda of such data should be made and put in the case folder for the attention of the appropriate department heads when making departmental interviews. Such memoranda should be made on standard letter-size memoranda sheets in the following style:

Commitment name_____ No. _____

Memo from _____(name of clerk)_____

To _____(department head)_____

Re _____(item of information)_____

Date _____ _____
Signature

As soon as departmental interviews are completed for any case, the case history clerk should check the information contained in them with the information given in the initial interview noting any discrepancies on the copies of the initial interview in the official file and in the case history folder.

Two Types of Departmental Interviews

Two types of departmental interviews are shown herewith. Type A includes questionnaire forms for use generally in institutions which have had little or no previous experience with case-work interviewing. While the questions on these forms are usually applicable to all cases, it is understood that the procedure will vary with each case. The questions included on these forms are chiefly in the nature of suggestions and are not to be followed blindly. As the interviewer becomes experienced, he may altogether abandon many of the questions listed in favor of type B form of departmental interview.

Type B includes forms with main headings only and is recommended for those institutions which are experienced in undertaking departmental interviews. The suggestions for the staff which accompany the forms may serve as guides for reference from time to time.

For further explanation of the initial and departmental interviews, see also Instructions for Use of Cooperating Staff Members (appendix C).

2. Field Inquiries

Control Form B

When examining existing records, the case history clerk may note field sources of information, some of which may already have been interviewed and from some of whom reports may already have been received. He should send a memorandum of these to the field inquiry clerk who should enter them on control form B. On receiving a copy of the initial interview, the field inquiry clerk should at once check it for sources of information in the field and note these on control form B. Later, when departmental interviews are completed, the field inquiry clerk should check these to note any additional sources. All such field sources of information should be entered on a control form B for each prisoner.

As field inquiries are sent out by mail or requests sent to field visitors, the dates should be noted on this form; the same procedure should be followed when replies are received. A copy of control form B with the names and addresses of field sources of information for each prisoner should be sent to the field visitor handling the case for his information and record. The form should be accompanied with copies of the appropriate letters and forms for each such source.

Field Inquiries

As soon as the sources noted from the initial interview are entered on control form B, the field inquiry clerk should at once begin to send out the appropriate field inquiries (forms 13-33). He should not wait until the departmental interviews are completed; to do so will waste much valuable time. If replies to field inquiries are not received within a reasonable time, another inquiry should be sent with a notation urging a reply. A self-addressed envelope may be enclosed with all field inquiries for use in reply.

Field Visits

Ordinarily, field visits should be started only after the initial interview has been completed. However, under the time limitations imposed by the project, it may be necessary to send to each field visitor a list of the prisoners who come from his territory and with whose field sources he is to check before the initial interview is undertaken. This of course, applies only to those prisoners who are not new admissions.

If desirable to start field visits at once, a list of prisoners already admitted from any particular territory should be made and existing records checked for data for the new initial interview form including sources of field information. On such cases, most of the information indicating field sources essential for the field visitor will be available. These may include the following sources:

Judge of trial court
Clerk of trial court
Prosecuting attorney
Probation officer
Sheriff
Arresting police
Courts: police and probation officers having jurisdiction over previous arrests or convictions without commitments
Penal and correctional institutions of previous commitments
Nonpenal institutions of previous commitments
Relatives 1/
Social service exchange and State, county, or city social welfare departments in cities of prisoner's residence
Relief or social service agency with which prisoner or relatives have been in contact
Local officials acquainted with prisoner
Pastors 1/
Teachers
Employers 1/
Family physician 1/
Fraternal, industrial, or social organization of which prisoner was a member 1/

1/ WPA workers are not permitted to solicit private individuals as field sources. If necessary to visit such individuals to secure their cooperation, such visits must be made by other than WPA project workers.

Suggested letters and forms for covering these sources are shown herewith (forms 13-33).

In addition, the following field sources may also prove fruitful in individual cases.

Attorney for the defense 2/
Complainants or persons injured 2/
Accomplices
References given by prisoner 2/
Visitors and correspondents 2/
Landlords 2/

For attorneys, complainants, and accomplices form 13a with an appropriate letter of inquiry may be used. For references, visitors, correspondents, and landlords, an adaptation of form 28 may be used.

Letters with accompanying forms should be mailed to all field sources except those already reported on. Such letters will act to introduce the field visitor and give him official status.

The copy of control form B sent to each field visitor for each prisoner record assigned to him shows the field sources with which he is to make contacts. This will act as a record and help him keep track of the progress and completeness of his field work. Reports on field visits should be sent to the institution just as fast as each form is collected without waiting for the entire record to be completed. The field visitor should be sure to see that the commitment name and number of the prisoner are properly inserted on each form.

As field inquiries are received at the institution, the field inquiry clerk should check them on control form B, and the case history clerk should note on the initial interview any discrepancies or inconsistencies between the information given on them and that contained in the initial interview or the departmental interviews. Verification of data should be noted with a check mark (✓). Additional information should be noted for use in making up the admission summary.

2/ Ibid.

Commitment Papers

In the Superior Court of the State of_____, in and for the City of_____and County of_____

Department No._____

_____, 19___

Present Hon._____Judge,
and other officers of the Court.

THE PEOPLE OF THE STATE OF_____

vs.

_____.

No._____
Convicted of the Crime of_____to wit:

This cause came on regularly this day for judgment.

The District Attorney,_____
with the Defendant,_____
and_____counsel_____
came into Court: The Defendant_____
_____duly informed by the Court of the_____
duly presented and filed against_____on the_____day of_____,19___,
by the_____
of the City of_____and County of_____charging said Defendant with the crime of felony, to wit:

_____

_____

of_____arraignment_____
and plea of_____

_____

_____

of_____trial and_____of the jury
on the_____ day of_____, 19___

_____

_____

The Defendant_____
_____then asked if_____had any legal cause to show why judgment should not be pronounced against_____; to which Defendant_____

_____

_____

And no sufficient cause being shown or appearing to the Court, thereupon the Court renders its judgment:
That whereas, the said Defendant_____
_____been duly convicted in this Court of the crime of Felony, to wit:

_____

_____

It is therefore ordered, adjudged and decreed that the said Defendant_____

_____

be punished by imprisonment in the State prison of the State of_____

_____

_____

The Defendant_____
_____then remanded to the custody of the Sheriff of the County of_____
to be by him taken to the Warden of the State Prison at_____

Commitment Papers - form No. 0

REVERSE SIDE

No._____

IN THE SUPERIOR COURT

of the

State of _____
County of _____

Department No. _____

The People of the State
of _____

vs.

_____

Certified Copy of

_____

JUDGMENT
and
STATE PRISON
COMMITMENT

_____

Office of the County Clerk)
of the County of _____)

I, _____, County Clerk of the County of _____, State of _____, and exofficio Clerk of the Superior Court thereof

Do Hereby Certify the foregoing to be a full, true and correct copy of the Judgment and Sentence entered on the minutes of said Superior Court in the above entitled cause, as the same appears on file and of record in my office.

ATTEST, my hand and the Seal of said Superior Court this _____

day of _____ A.D., 19____

_____

County Clerk

A294

(Name) PRISON, (City, State)

REGISTER

No.	Commitment name 1/	Sex	Race	Received from			Offense	Sentence	Begins	Eligible for parole or discharge less good time	Expires		Detainers	Released	
				Court	Judge	Date					Min.	Max.		Method	Date

1/ A cross-reference file of true names and aliases is maintained in many prisons as a check on recidivists by entering these on 3"x5" cards with cross reference to the commitment name.

Form No. 00

Control form A

(Name of institution, city, State)

INSTITUTION INQUIRY RECORD

Commitment name _____ No. _____

Institution interview	Admission		Reclass.		Reclass.		Preparole	
	Date report requested	Date report rec'd	Date report requested	Date report rec'd	Date report requested	Date report rec'd	Date report requested	Date report rec'd
Initial interview								
Medical								
Dental								
Psychological								
Psychiatric								
Educational								
Industrial								
Religious								
Family welfare								
Leisure time activities								
Officer in contact (a) Cell house officer (b) Detail officer								
Custodial								
Warden								

(Name of institution, city, State)

INITIAL INTERVIEW

Commitment name _____ No. _____

Aliases _____

Last Residence _____
number street city county State

Received from ___ court _____ county _____ judge _____

Convicted of _____

Sentence: yrs. mos. days Fines $ Costs $

Date: sentenced _____ admitted _____ parole _____ expiration _____

_____ _____ _____

_____

I. Family History

True name _____ Race _____

Birth: _____ Age ___ yrs. ___ mos.
date city State

Marital status: ___ single ___ married (times) _____ common law ___ divorced ___ widowed _____

Present wife: _____
Name Address Date and place of marriage

Former wife: _____
Name Address Date and place of marriage

_____
date and place of death, divorce, or separation

Children: number and ages of boys _____ girls _____

Relatives: If unmarried, give name and address of nearest relative

Father: living ___ prisoner's age at death of ___
Mother: living ___ " " " " " ___
Father and mother: living together ___ separated ___ divorced ___ widowed ___
Number and ages of brothers _____ sisters _____

(Fill out one form "Information Re Relative" for each of the following and attach to the Initial Interview: father, mother, brothers, sisters, wives, children, sweetheart, or other close relatives.)

II. Civil Status

_____ Native-born citizen _____ Foreign-born alien
_____ First papers _____ Naturalized citizen

If foreign-born, give date and port of entry _____
port of embarkation _____, citizen of _____

If first papers or naturalized citizen, give court and date of issue _____

_____

INFORMATION RE RELATIVE

Commitment name _____ No. _____

Name of relative _____ Relation _____
(give maiden name of mother or wife)

Address

Birthplace age

Citizenship

Eduation

Occupation

Economic status - (comfortable, marginal, relief)

Monthly income

Marriages

Religion

History of disease (indicate if relative has had any of the following: tuberculosis, cancer, diabetes, epilepsy, venereal disease, heart disease, or nervous or mental ailments; or if drug addict, alcoholic, or feeble-minded).

If dead, date and cause of death _____

Criminal record:

Date	Offense	Disposition and institution

Nonpenal institutional commitments:

Date	Name and address of institution

What is the attitude of the prisoner toward this relative and vice versa? _____

Does prisoner wish this relative approved for visits? ____ For letters? _____

Commitment name _____ No. _____

III. Nonpenal Institutional Record (juvenile, mental, medical, indigent, or other)

Name and address of institution	Admission Date	Admission Age	Why committed	Discharge Date	Discharge Age	Name used

IV. Residence

No.	Date From	Date To	Landlord, number and street	City or Town	Population	County	State
1.							
2.							
3.							
4.							
5.							

(continue on separate sheet and attach if necessary)

Childhood homes - until 16 years old (refer to numbers under No. IV): type of neighborhood-(residential or business, good or poor, congested, racial group predominating, tough or respectable).

How reared; by whom (parents or others); _____where (own or foster home or institution).

Condition of childhood home (parents congenial or otherwise or home disrupted by death, divorce or separation).

Age of leaving childhood home _____ Reason _____

Where did he go _____ What did he do _____

Home at time of conviction: (type of neighborhood and home, with whom and atmosphere)

How long before commission of crime: in State _____ in county _____.

Transient periods:

Dates	Territory covered, cities and towns visited	With whom	How supported

Commitment name_____ No._____

V. Education

Literacy: read and write_____only in foreign language_____illiterate_____

Dates	Name and address of school	Grades completed	Name Used

Grades repeated_____skipped_____reason_____

Frequency of absence from school and cause_____

Truancy_____sickness_____other_____

Age: entering school_____leaving school_____reason for leaving school_____

Vocational school (number of years work completed and courses taken)

Special training (give number of years' instruction in music, art, or any special subject including apprenticeship in trade)

Correspondence courses taken (subjects and school)

University extension

Reading courses

VI. Leisure Time Activities (participant or observer)

Music (voice, instrument, or dancing)_____
Dramatics and debating_____
Games, etc. (pool, billiards, cards, dice, or horses)_____
_____
Reading (books, magazines, etc.) - name and type preferred_____
_____
Hobbies

In what civic or welfare activities, organizations, positions of public or private trust or service has prisoner been interested (give dates, places, and descriptions)

To what fraternal, industrial, or social organizations did he belong (give names and addresses and dates)

Associates: Names and addresses

Athletics:

Commitment name No.

VII. Employment (including military, governmental, and institutional employment)

Dates From Mo. Yr.	Dates To Mo. Yr.	Name and address of firm	Nature of business	Position	Wages	Reason for leaving	Name Used

Age: Start regular work_____ earn own living_____

Total number of months employed: since beginning work_____past 5 years___

Where was the prisoner employed at time crime was committed?

How long unemployed before crime was committed?

In what other skills, trades, or professions not included above is the prisoner proficient. Indicate order of ability, preference, longest experience

VIII. Economic Status

Assets: list any property, insurance, business, or other

Liabilities: debts, installment purchases, alimony, or other

Dependents: number, relationship, and how supported now

Usual economic status: comfortable_____ marginal_____ relief_____.

Commitment name _____ No. _____

IX. Physical Condition

History of disease - (give any serious illness or injury prisoner has suffered, giving age of occurrence)

Family physician _____ (name) _____ (address) _____

Is prisoner suffering from any ailment now? Explain

Does prisoner use: alcohol, daily____occasionaly____never____times under influence____; drugs, daily ____occasionally____never____kind____; tobacco, smoke____chew____snuff____

Height:____ft. ____in.____Weight:____lbs. Build:_____
Complexion_____

Color: hair_____eyes_____mustache_____beard_____

Teeth: missing_____false_____Nose_____

Scars, marks, amputations, or other physical defects:

Photographs (civilian dress and prison dress on admission; front and side)

Fingerprints (use form 17a).

X. Military Service
Enlistment name _____ Serial No._____

Enlistment _____
date and place

Branch of service _____ Organization _____ Rank _____
(U. S. or other Nation -- Army, Navy, Marines, State National Guard)

Discharge _____
Date Place Type: (hon., dishon., undes.)

Veterans disability: rating_____basis_____ compensation_____

Commitment name _____ No. _____

XI. Religion

To what denomination or faith does the prisoner subscribe? (Protestant sect, Catholic, Hebrew, or other) _____

Give name and address of pastor of church of which he has been a member or attendant _____

_____

If he has ever taken part in other church or religious work - church, brotherhood, K. of C., Y.M.C.A., Bible class, choir, or other activity - give name and address of organization with dates of active participation

XII. References (list 5 citizens who know prisoner with whom he is willing officials should communicate)

	Name	Address
1.		
2.		
3.		
4.		
5.		

List any welfare or relief agencies with which prisoner or family have come in contact.

XIII. Visitors and Correspondents (list persons whom prisoner wishes approved)

Name	Address	Sex	Relationship	Visitors	Correspondents

XIV. Notification

In case of serious illness, accident, or death, notify:

Name	Address	Relationship	Telephone

Commitment name _____ No. _____

XV. Story of the Offense

When did the offense occur? _____ Where? _____
What were the reasons for and circumstances leading up to the crime?

With what was the prisoner armed? _____
Was he intoxicated, drugged, or otherwise abnormal? _____
What was extent of loss? _____ Restitution? _____

Persons injured (give name, address, age, sex, and extent of injuries)

Accomplices (give names and present addresses)

How long has prisoner known them? _____
What part did accomplices play in offense? _____

What mitigating or aggravating circumstances were connected with the crime?

What other factors contributed to the offense?

Arrest: When? _____ Where? _____ By whom? _____

For whom? _____ Any difficulties? _____ Extradition? _____

Charge: original _____ revised _____

Reasons for change _____

Plea - what was confessed, oral or written, by prisoner? _____
By accomplices? _____

	Name	Address	Remarks
Prosecuting attorney			
Defense attorney			
Complainants			

What was nature of defense - alibi or otherwise?

Give any special recommendations made by judge or jury.
Convicted of _____
Was probation requested, granted, denied or revoked? _____
Reasons _____
Was appeal requested, pending, denied, or granted? _____
Does prisoner think he got a fair trial? _____ If not, why not? _____
What is prisoner's version of the offense now?

VI. Criminal Record

Arrests and conviction without commitment

Date	Offense	Place	Plea	Sentence	Disposition	Name used

Brief story of any serious offense.

Commitments to penal or correctional institutions

Date Rec'd.	Date Disch.	Name and location of institution	Offense	Plea	Sentence	method of release	Parole revoked	Name used

Give stories of each offense for which prisoner was committed to a correctional institution. See XV. Fill out separate section for each offense and attach.

Give institutional record for each commitment covering employment and other activity, serious disciplinary action, and escapes at end of each story. Use separate sheets and attach.

What was prisoner's age at first arrest?_____ First conviction?_____
First commitment?_____

Are any warrants or indictments pending? List authorities who "want" the prisoner.

All the above information given by me is true to my best knowledge and belief.

_____
Signature of prisoner

_____
Signature of recording officer

Departmental Interviews

Type A - Questionnaire Form

The questionnaire type of departmental interview is recommended for those institutions which have not previously had experience in undertaking departmental interviews. While the items noted on these forms are generally applicable to all cases, it is understood that the procedure may vary with each case. The questions and items included on these forms are chiefly in the nature of suggestions and are not to be followed indiscriminately. As the interviewer becomes experienced, he may altogether abandon the questions listed in favor of type B form of departmental interview.

(Name of institution, city, State)

Departmental Interview

MEDICAL

Commitment Name _____ No. _____

I. Data in Record

Comment on history of disease (prisoner and relatives), operations, injuries, and physical defects noted in initial interview.

II. Physical Examination

Physical appearance and general condition (posture, nutrition)

Head: hair_____ scalp _____
Eyes: right_____ left _____
Ears: right_____ left _____
Nose _____ sinuses _____
Throat_____ larynx _____ pharynx_____
tonsils _____ mouth _____ tongue _____ teeth _____
(general condition)

Chest: heart and circulatory system _____
temperature _____ pulse _____ blood pressure _____
lungs and respiratory system _____
chest expansion_____
Abdomen: gastro-intestinal organs _____
genito-urinary organs_____
hernia varicocele hemorrhoids or anal fistula
measurement at umbilicus
Extremities: arms hands
legs feet
varicose veins
Bones and joints
Skin
Glands
Weight: gain or loss during past year

III. Tests and Innoculations

urine
feces
blood
sputum
X-ray
neuromuscular
typhoid
smallpox
other

IV. Habits

appetite
bowels
sleep
alcohol
drugs
tobacco
sex irregularities
other

V. Present complaints (diagnosis of acute, chronic, and future needs)

VI. Routine Medical Program Recommended (acute, chronic, and future needs)

VII. Special Medical Program Recommended

How are physical disabilities or weaknesses related to prisoner's criminal behavior? What recommendations therefor?

VIII. General Comments

Indicate prisoner's condition on admission: a. good health b. alcoholic
c. drug addict d. mentally disturbed e. tubercular
f. venereal g. other disease h. disabilities

Is prisoner able to do hard work? light work? no work?

Is mental examination by a psychiatrist indicated?

Do sex habits indicate advisability of special attention?

_____ M.D.
Signature of physician

Date _____

_____
Title

Departmental Interview

MEDICAL

As an alternative to form 2, see also "Medical Record" form now used by the U.S. Public Health Service in the Federal Bureau of Prisons.

If the Federal form is used, the following items should be added for use on the statistical card:

1. Indicate prisoner's condition on admission: a. good health b. alcoholic c. drug addict d. mentally disturbed e. tubercular f. venereal g. other disease h. disabilities

2. Is prisoner able to do hard work? Light work? No work?

3. Do sex habits indicate advisability of special attention?

P-108

Form 9501 b
U. S. TREASURY DEPARTMENT
PUBLIC HEALTH SERVICE
Penal and Correctional Institutions
July, 1931

MEDICAL RECORD

PRIMARY PHYSICAL EXAMINATION

Date.....

Commitment name : Date and hour of admission and of examination : Register number

GENERAL APPEARANCE (excellent, good, fair, poor): NUTRITION (good, underweight, overweight): POSTURE (erect, stooped): BONES FOR HEIGHT (heavy, medium, light): MUSCLES (firm, flabby): GAIT (normal, abnormal) SKIN (healthy, unhealthy)-pallor-cyanosis-warmth-dryness-oiliness-eruption-scars-tumors-edema-nails: BODY HAIR (excessive, average, scanty; distribution masculine, feminine)

RECENT INJURIES—bruises, abrasions, cuts, fresh scars or other evidence of recent injuries. CLEANLINESS—filth, vermin, or signs of recent contagious diseases. NARCOTIC NEEDLE SCARS: Yes No

MEASUREMENTS: Weight.....pounds, height.....inches, height sitting....., arm span....., temperature....., circumference abdomen.....
skull....., Diam. bitemp....., Bi-parietal....., Occip-frontal....., Occip-mental....., Cephalic index....., Chest depth.....
Blood pressure, systolic/diastolic...../.....

SYSTEM	HISTORY	GUIDE	STATISTICAL
HEAD	of head injuries at birth or later	size, shape, symmetry: SCALP, scars, diseases: FACE, symmetry, disfigurements	BEARD (color, F-R-Br-D-Bk) (heavy-average-scanty-absent) Hair (color,) (thick-thin-absent) (character-St-Wav-Cur-Kink)
EYES	of diseases, headaches, strain, glasses	gross lesions, prominent, oblique: PUPILS inequality, irregularity, reaction CONJUNCTIVA, CORNEA, LACRYMAL, NYSTAGMUS, STRABISMUS	DISTANT VISION (R..../20, L..../20) NEAR VISION (norm-defective) COLOR (Blk-Blu-Bro-Gray-Green-Pink) COLOR VISION (norm-defective)
EARS	of diseases, discharge, defect, mastoid	DEFORMITIES, tophi; CERUMEN; DISCHARGE; DRUM; MASTOID	HEARING (normal-defective) whispered voice R../10, L../10
NOSE	of diseases, frequent colds, sinus antrum	EXTERNAL; SEPTUM DEVIATION; PASSAGES; TURBINATES; SINUSES; ANTRA	
THROAT	diseases, frequently sore, asthma, hay fever	NASO PHARYNX; ORO PHARYNX; UVULA	TONSILS (normal, enlarged, buried, cryptic, septic removed)
MOUTH	of diseases, of trouble with teeth	GENERAL CONDITION; PYORRHEA; GINGIVITIS; TEETH, condition, no. missing; DENTURE	DENTAL ATTENTION (badly needed, average, slightly needed)
NECK	suggestive of thyroid disfunction	SHAPE; THYROID; PULSATIONS; TRACHIAL TUG; GLANDS; SCARS: SUPRA-CLAV SPACES	
CIRCULATORY	of vertigo, cyanosis, edema, epistaxis	ARTERIES, calibre, thickening-radials-brachials-temporals-others	PULSE (reg-irreg; large-small; strong-weak): (rate.... per m.)
THORAX	chronic cough, bloody sputum, sweats, Tb.	MOVEMENTS respiratory: CARDIAC APEX IMPULSE location, character	SHAPE (normal-barrel-funnel-pigeon)
HEART	dyspnoea, palpitation, angina, rheumatism	CARDIAC AREA; SOUNDS-1st and 2nd, apex and base: MURMURS	
LUNGS	diseases, pneumonia, influenza, bronchitis	PALPATION: PERCUSSION: AUSCULTATION	
ABDOMEN	appetite, indigestion, stool, jaundice	TENDERNESS or pain-location, radiation, relation to meals, nauses, vomiting LIVER: SPLEEN: KIDNEYS: MASSES: FLUID: HERNIA, abdominal, inguinal femoral	SHAPE (normal, scaphoid, pendulous): WALL (norm-fat-thin) (tense-lax) INGUINAL rings (tight, normal, relaxed)
NEURO-PSYCH	nerv. or ment. dis., epilepsy, etc. FAMILY	REFLEX-Romberg, KK, Achil. Babnski: SPEECH: INCOORDINATION: ATROPHY: ENDOCRINE	
EXTREMITIES	diseases, bones, joints, spine; injuries	AGILITY: JOINTS-swollen, crepitant, ankylosed: SPINE, curvature, tender, fixed FEET, both arches; callouses, bunions: TOES, deformities, corns, ringworm	
RECTUM	piles, fissures, pruritis, constipation	HEMORRHOIDS, external, internal: FISSURE: FISTULA: UNUSUAL pain on exam.	SPHINCTER (tight-normal-relaxed-prolapse)
G. U.	pain, stone, polyuria, nephritis, sex change	PENIS: TESTICLES: VARICOCELE: HYDROCELE: PROSTATE, size, tender, consistency	GONORRHEA (history admitted-denied) (present activity-yes-no)
VENEREAL	g. c., syph., Wassermann, treat, complications	ACTIVITY, signs, symptoms; smear; two glass test; massage	SYPHILIS (history admitted-denied) (present actlivty-yes-no)

LABORATORY ROUTINE urine, (negative-positive): Stool (negative-positive): Blood Wassermann (negative.....plus positive): Hemoglobin.....: white cell count.....
red cell count.....

PSYCHOL ROUTINE intelligence (name of test....., M. A.....I. Q.....P. A.....Remarks): Tapping (score 1 m.....: Rate, slow, med., fast): Coordination (inf. med., superior)

VACCINATION AGAINST SMALLPOX date.....Reaction.....Date.....Vaccinated against typhoid-paratyphoid-date 1st.....2d.....
3rd.....

RECORD IN THE SPACE BELOW, DETAILS OF THE (POSITIVE) FINDINGS CIRCLED ABOVE, ALSO ANY ADDITIONAL PERTINENT MEDICAL FINDINGS OR HISTORY, SUCH AS CACHEXIA, RICKETS, EXANTHEMATA, EXERCISE, ETC.

REMARKS: REFERRED FOR SPECIAL EXAMINATION TO:

DIAGNOSIS number	DISEASE OR CONDITION	REMEDIABLE	REMARKS (action, date, ect.)

INSTRUCTIONS

The purpose of this form is to suggest to the examiner certain fundamental points that should be observed in conducting a physical examination. This form must not be construed as constricting the freedom or limiting the scope of any examination, station, or examiner.

The descriptive words, phrases, or suggestions that appear on the form should be checked, marked, or circled; additional notes may be made on a scratch pad if desired. When the examination is finished, the details surrounding each marked item are written up in any approved fashion, in the vacant space which is left in the upper part of the lower half of the form.

When a definite record for statistical purposes is called for, this fact is indicated by the use of parentheses; for instance, "General appearance (excellent, good, fair, poor)" demands that one of the four parenthesized words be designated as describing the condition found.

When, however, merely a memory jog, or guide, is intended, the descriptive words are separated by a dash or are not parenthesized, and do not demand that they be answered, or marked, unless they are found to apply to the specific case being examined.

The first and second lines of the form contain statistical questions which must be answered. "General appearance" is to be recorded by check marking or circling that one of the four following words which applies ("excellent, good, fair, poor"). Similarly for "Nutrition," "Posture," "Bones for height," "Muscles," "Gait," and Skin." If any of the other descriptive words applying to "Skin" are significant to the case in hand, they should be checked or circled.

A careful examination for injuries, bruises, etc., should always be made of every newly admitted inmate. If such are found, the general descriptive word in the third line should be marked and the particulars described in careful detail below.

Any unusual facts concerned with the cleanliness of a newly admitted inmate should be similarly noted. Narcotic scarring should be described and its distribution given in a general way.

The TABLE has been divided for the sake of simplicity and to insure ease in finding data at a later date, into four columns; the first part, "SYSTEM," is self explanatory; the second part, "HISTORY," contains a minimum number of suggestive historical points, which should be asked each and every inmate at the time that the particular part of the "SYSTEM" concerned is being examined; any leads obtained should be followed by additional questions; if any question which appears in the table is found to be pertinent, it should be circled, and if any information is obtained which does not appear in the table, a cross or other mark should be made, in the appropriate place in the "HISTORY" column, to serve as a memory jog when writing up the details of the physical examination in the blank space in the lower half of the page. The next part of the table, "GUIDE," serves merely as a skeleton for the conduct of the physical examination; it serves as an assurance that at least all of those things mentioned have been specifically attended to at the time of the examination; positive things should be circled and if things are discovered which are not mentioned in the column, a cross or check mark should be made to serve as a memory jog as previously. The next part of the table, "STATISTICAL," should be filled in for every inmate, in every detail.

FPI INC—FLK—12-22-38—10000—13081-1

FORM 3

(Name of institution, city, State)

Departmental Interview

DENTAL

Commitment Name _____ No. _____

I. General Condition of Teeth, Gums, and Mouth

II. Fillings and Extractions

	Right		Left
Upper	8 7 6 5 4 3 2 1	Upper	1 2 3 4 5 6 7 8
Lower	8 7 6 5 4 3 2 1	Lower	1 2 3 4 5 6 7 8

III. Dentures

IV. X-Ray (if needed)

V. Dental Hygiene

VI. Routine Dental Program Recommended

Indicate work necessary to keep prisoner in good health.

VII. Special Dental Program Recommended

Indicate special work which may be done.

VIII. General Comments

If condition of prisoner's teeth requires any special orders as regards diet, etc., explain.

How is prisoner's general physical condition affected by the condition of his teeth?

_____
Signature of dentist

Date _____

_____
Title

Form 4

(Name of Institution, city, State)

Departmental Interview

PSYCHOLOGICAL

Commitment name _____ No. _____

I. Data in Record

Comment on significant data found in initial and other interviews and field inquiries:

II. Examinations

Intelligence, M. A. I. Q.
Tests used:

Achievement, E. A. Grade placement
Tests used:

Vocational
Tests used:

Attitudes
Tests used:

Personality
Tests used:

III. Psychological Interview

What are prisoner's social attitudes, needs, and difficulties?

How are mental capacity, achievement, and personality adjustments related to prisoners criminal behavior?

IV. Findings and Recommendations

Indicate possible educational and vocational assignments and personality adjustment.

Is prisoner normal, feeble-minded, neuropathic (psychopathic personality, epileptic, postencephalitic, alcoholic, drug addict, psychoneurotic, or otherwise abnormal without psychosis), psychotic, or potentially psychotic?

Is further examination by a psychiatrist recommended?

Date_____

_____
Signature of psychologist

_____
Title

Form 5

(Name of institution, city, State)

Departmental Interview

PSYCHIATRIC

Commitment name _____ No. _____

I. Data in Record

Comment on any significant data in initial or other interviews and field inquiries:

II. Examination

List any tests given with results.

III. Findings and Recommendations

Is prisoner normal, feeble-minded, neuropathic (psychopathic personality, epileptic, postencephalitic, alcoholic, drug addict, psychoneurotic, or otherwise abnormal without psychosis), psychotic, or potentially psychotic?

Is transfer to a mental hospital recommended? If retained at prison, what recommendations for medical care, housing, employment, training, recreation, and custody?

Date _____ _____ M.D.

Signature

_____

Title

(Name of institution, city, State)

Departmental Interview

EDUCATIONAL

Commitment name _____ No. _____

I. Data in Record

Comment on significant data found in initial and other interviews and field inquiries.

II. School History

Subjects studies (elementary, advanced, vocational) and results.

Subjects preferred? Why?

Subjects most difficult? Why?

Did prisoner like to go to school?
If not, why not?

Did he get along with his teachers?
If not, why not?
What was done about it by the school authorities? by his parents or guardian?

Frequency of absence from school: _____
Cause: work_____ sickness_____ truancy_____ other_____

If he played hookey, what was done about it: by the school authorities? by his parents or guardian?

III. Achievement Tests

Elementary subjects:

arithmetic

citizenship

geography

grammar

history

reading

spelling

writing

Advanced subjects
(Test for any advanced subjects which prisoner claims to have studied.):

Vocational skills
(Test for any skills in which prisoner claims proficiency):

Educational age

Grade placement

IV. Education and Criminal Behavior

How is education or lack of it related to prisoner's criminal behavior?

V. Institutional Opportunities

What special abilities or talents does the prisoner feel he possesses?

What subjects would help him most after release?

What further educational work here would interest him? (Explain academic, vocational, and avocational courses offered at this prison).

VI. Routine School Program Recommended

VII. Special School Program Recommended

VIII. General Comments

_____
Signature of school officer

Date _____

_____
Title

FORM 7

(Name of institution, city, State)

Departmental Interview

INDUSTRIAL

Commitment name _____ No. _____

I. Data in Record

Comment on significant data (prisoner and relatives) found in initial and other interviews and field inquiries.

II. Employment History

What occupations or skills has the prisoner followed? Give number of years in each.

Which of these did he enjoy most, feel best fitted for, or most successful in? Why?

If his work has been irregular, list the types of odd jobs which he has found profitable.

What difficulties has he experienced in his past jobs (in re his employers, other employees, or lack of training)?

If he ever felt he was not treated right by his employers or foremen, please explain. (in re pay, position, promotion, discharges, conditions of work, obeying orders, or following instructions).

What part has he ever taken in company fights or strikes?

What opportunities has he had to better himself, either through training or promotion?

Does he prefer to work for others or to have others work for him?

What positions of responsibility has he held in which other employees were under his supervision? How long?

III. Achievement Tests (test for any occupations or skills in which prisoner claims proficiency)

IV. Employment and Criminal Behavior

How was employment or lack of it related to prisoner's criminal behavior?

V. Institutional Opportunities

If prisoner had the opportunity, which of the occupations or skills he has undertaken before coming here would he choose to develop? Why?

What other occupations or skills?

What occupations or skills would help him most after release?

What employment offered here interests him most? (Explain industrial and maintenance work.)

To whom does he wish to send earnings? (Explain system of prison wages, if any.)

VI. Routine Industrial Program Recommended

VII. Special Industrial Program Recommended

VIII. General Comments

_____
Signature of vocational officer

_____
Title

Date_____

FORM 8

(Name of institution, city, State)

Departmental Interview

RELIGIOUS

Commitment name _____ No. _____

I. Data in Record

Comment on significant data (prisoner and relatives) found in initial and other interviews and field inquiries.

II. Religious Activities

How recently has prisoner attended church? Regularly? Occasionally?

If he has ever taken part in other church or religious work -- church, brotherhood, K. of C., Y.M.C.A, Bible class, choir, or other activity -- give name and address of organization with dates of active participation.

III. Religious Philosophy

What is prisoner's conception of religion? God? Right and wrong? Confession? Repentance? Punishment? Rewards? Prayer? Worship? The hereafter?

Are there any persons for whom he cares more than himself?

What are his chief objectives in life?

What is his philosophy of life? If he has none, why not start to develop one now? If his present one got him into trouble, why not change it now?

IV. Present Offense

To what does prisoner attribute his present difficulty? What does he intend to do about it?

How does he propose to undo any wrong already done?

How is religion or lack of it related to prisoner's criminal behavior?

Institutional Opportunities

Does prisoner wish to take part in any religious activities while here? (List all institutional religious activities.)

Is there any church or religious organization outside with which he would like to keep in contact?

VI. Routine Religious Program Recommended

VII. Special Religious Program Recommended

VIII. General Comments

_____
Signature of chaplain

Date_____

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FORM 9

(Name of institution, city, State)

Departmental Interview

FAMILY WELFARE

Commitment name _____ No. _____

I. Data in Record

Comment on significant data (prisoner and relatives) found in initial and other interviews and field inquiries. Note correspondents and visitors.

II. Family Relations

Is prisoner's wife "standing by" him? Are his children?

If not, what are the chances for reconciliation?

Are his wife, children, or immediate family able to visit him? If not, why not? Do they write him?

What members of his family (relatives or others) can be counted upon to help him now? After release? If any are antagonistic, explain.

With whom can he make his home after release?

If he has a girl friend, is she "standing by" him? Will she visit him? Write him? Does he plan to marry her?

III. Economic Status

Who is supporting prisoner's wife and children now? If the family is in need now, what are their difficulties and what can be done about them?

Who else has been dependent upon him for support and what is their situation now?

If he has not always been able to support his wife and dependents, how have they been taken care of?

If he has been making his home with his parents or others, to what extent have they contributed to his support?

What is prisoner's usual economic status: comfortable_____ marginal_____ relief_____?

Family and Criminal Behavior

In what way were members of prisoner's family involved in this crime?

In previous crimes?

In what way were his family needs and problems involved in this crime?

In previous crimes?

If his parents', or his own, home was disrupted on account of death, divorce, or separation, explain effect on his life.

If he thinks that any other family or home conditions have seriously affected his life, explain.

V. Routine Program Recommended (including home and employment on release, and sponsor)

VI. Special Program Recommended

VII. General Comments

_____
Signature

_____
Title

Date_____

(Name of institution, city, State)

Departmental Interview

LEISURE TIME

Commitment name _____ No. _____

I. Data in Record

Comment on significant data found in initial and other interviews and field inquiries.

II. Leisure Time Activities

Give further details of prisoner's interest in leisure-time activities before coming here, including special training or experience.

In which of these activities is he most skilled?

If he has ever earned any money from his part in these activities, give details.

If he belonged to a fraternal, industrial, or social organization, would any of them or their members be willing to help him on release? Give names and addresses.

III. Leisure Time and Criminal Behavior

How were prisoner's leisure time activities (or lack of them) related to his criminal behavior?

IV. Institutional Opportunities

In what leisure-time activities does prisoner wish to participate here? (Explain ahtletics, music, hobbies, library facilities, or other activities at this institution in which prisoner might take an interest

V. Routine Leisure Time Program Recommended

VI. Special Leisure Time Program Recommended

VII. General Comments

_____
Signature

_____
Title

Date_____

(Name of institution, city, State)

Departmental Interview

OFFICER IN CONTACT 1/

Commitment name _____ No. _____

I. General Impression

Indicate general characteristics of the prisoner as observed in the cellhouse or at work. Choose only items actually observed or give others not listed:

neat	untidy	sloppy
cooperative	forward	uncooperative
unfamiliar with prison routine	irked by prison routine	"con-wise"
calm	restless	easily upset
cheerful	indifferent	depressed or sullen
independent	easily led	suspicious
quiet	phlegmatic	noisy
trustworthy	"right guy"	"hard-boiled"
friendly	keeps to himself	surly
respectful	fawning	insolent
responsible	follows orders only	irresponsible
gets along	worried	complaining
good worker	easy going	lazy
leader	teamworker	follower

II. Significant Comments on Attitude of Prisoner (toward prison environment, offense, sentence, officers, inmates, prison duties, or other requirements).

III. Disciplinary Action or Reprimands

IV. Good Points Noted

_____
Signature

Date _____ _____
Title

1/ This form is to be filled out by the cell house officer, gang foreman, or any other officer who has had opportunity to observe the inmate.

(Name of institution, city, State)

Departmental Interview

CUSTODIAL

Commitment name _____ No. _____

I. Data in Record

Comment on significant data found in initial and other interviews and field inquiries.

II. Previous Commitments

If prisoner was ever A.W.O.L. while in military service or escaped from any institution, give details explaining why and how he left.

If his record in other institutions shows serious disciplinary action how does he explain this? Note particularly contraband, stiff letters, drugs, homosexuality, escapes, assaults, and stealing.

If he has ever been a trusty or performed other meritorious services while an inmate of a penal institution, give details.

III. Gangs, Police, Criminal Behavior

To what gangs has prisoner belonged? Give headquarters, name of leaders and members, and dates he has actively associated with them.

Was he ever given the "third degree" or otherwise badly treated by police or others in authority? Give details.

If he is wanted by the authorities, give details. What action does he plan to take in this regard?

What is the prisoner's conflicts with, or attitude toward, the authorities (or vice versa) tends to emphasize his criminal behavior?

IV. Contacts Here

If any accomplices in connection with prisoner's present or past crimes are in this institution, give names and attitudes toward him and vice versa.

What other inmates here does he know? What officers?

Which of these are his friends? His enemies?

Does he prefer to live alone or with other inmates in cell or room? (explain types of living quarters: cells, dormitories, etc.)

V. Rules and Regulations

Has the prisoner read the rules and regulations of this institution? If there are any rules or other matters regarding the routine of this institution about which he wishes further explanation, the officer should explain these to him (list items explained and give any significant inquiries or comments).

VI. Routine Custodial Program Recommended

Check length of sentence, nature of offense, previous criminal record, family situation, residence in or out of State, steadiness of employment, amount of education, physical condition, and mental condition. Work (inside or outside wall, office, or trusty).

Housing recommended (cell block, dormitory, etc.).

Security recommended (maximum, medium, minimum).

VII. Special Custodial Program Recommended

VIII. General Comments

_____
Signature

_____
Title

Date _____

Departmental Interviews

Type B -- Forms With Main Headings Only

The forms with main headings only for use in departmental interviews are recommended for those institutions which are experienced in undertaking departmental interviews. The suggestions for the staff which accompany the forms may serve as guides for reference from time to time.

Form 2

(Name of institution, city, State)

Departmental Interview

MEDICAL

Commitment name _____ No. _____

1. Data in record
2. Physical examination
3. Tests and innoculations
4. Habits
5. Present complaints
6. Routine program
7. Special program
8. General comments

Departmental Interview

MEDICAL

As an alternative to form 2, see also "Medical Record" form now used by the U.S. Public Health Service in the Federal Bureau of Prisons.

If the Federal form is used, the following items should be added for use on the statistical card:

1. Indicate prisoner's condition on admission:
   a. good health b. alcoholic c. drug addict
   d. mentally disturbed e. tubercular f. venereal
   g. other diseases h. disabilities

2. Is prisoner able to do hard work? Light work? No work?

3. Do sex habits indicate advisability of special attention?

P-108

Form 9501 b
U.S. TREASURY DEPARTMENT
PUBLIC HEALTH SERVICE
Penal and Correctional Institutions
July, 1931

MEDICAL RECORD

PRIMARY PHYSICAL EXAMINATION

Date.....

Commitment name : Date and hour of admission and of examination : Register number

GENERAL APPEARANCE (excellent, good, fair, poor): NUTRITION (good, underweight, overweight): POSTURE (erect, stooped): BONES FOR HEIGHT (heavy, medium, light): MUSCLES (firm, flabby): GAIT (normal, abnormal) SKIN (healthy, unhealthy)-pallor-cyanosis-warmth-dryness-oiliness-eruption-scars-tumors-edema-nails: BODY HAIR (excessive, average, scanty; distribution masculine, feminine)

RECENT INJURIES—bruises, abrasions, cuts, fresh scars or other evidence of recent injuries. CLEANLINESS—filth, vermin, or signs of recent contagious diseases. NARCOTIC NEEDLE SCARS: Yes No

MEASUREMENTS: Weight.....pounds, height.....inches, height sitting....., arm span....., temperature....., circumference abdomen..... skull....., Diam. bitemp....., Bi-parietal....., Occip-frontal....., Occip-mental....., Cephalic index....., Chest depth..... Blood pressure, systolic/diastolic...../.....

SYSTEM	HISTORY	GUIDE	STATISTICAL
HEAD	of head injuries at birth or later	size, shape, symmetry: SCALP, scars, diseases: FACE, symmetry, disfigurements	BEARD (color, F-R-Br-D-Bk) (heavy-average-scanty-absent) Hair (color,) (thick-thin-absent) (character-St-Wav-Cur-Kink)
EYES	of diseases, headaches, strain, glasses	gross lesions, prominent, oblique: PUPILS inequality, irregularity, reaction CONJUNCTIVA, CORNEA, LACRYMAL, NYSTAGMUS, STRABISMUS	DISTANT VISION (R..../20, L..../20) NEAR VISION (norm-defective) COLOR (Blk-Blu-Bro-Gray-Green-Pink) COLOR VISION (norm-defective)
EARS	of diseases, discharge, defect, mastoid	DEFORMITIES, tophi; CERUMEN; DISCHARGE; DRUM; MASTOID	HEARING (normal-defective) whispered voice R../10, L../10
NOSE	of diseases, frequent colds, sinus antrum	EXTERNAL; SEPTUM DEVIATION; PASSAGES; TURBINATES; SINUSES; ANTRA	
THROAT	diseases, frequently sore, asthma, hay fever	NASO PHARYNX; ORO PHARYNX; UVULA	TONSILS (normal, enlarged, buried, cryptic, septic removed)
MOUTH	of diseases, of trouble with teeth	GENERAL CONDITION; PYORRHEA; GINGIVITIS; TEETH, condition, no. missing; DENTURE	DENTAL ATTENTION (badly needed, average, slightly needed)
NECK	suggestive of thyroid disfunction	SHAPE; THYROID; PULSATIONS; TRACHIAL TUG; GLANDS; SCARS: SUPRA-CLAV SPACES	
CIRCULATORY	of vertigo, cyanosis, edema, epistaxis	ARTERIES, calibre, thickening-radials-brachials-temporals-others	PULSE (reg-irreg; large-small; strong-weak): (rate..... per m.)
THORAX	chronic cough, bloody sputum, sweats, Tb.	MOVEMENTS respiratory: CARDIAC APEX IMPULSE location, character	SHAPE (normal-barrel-funnel-pigeon)
HEART	dyspnoea, palpitation, angina, rheumatism	CARDIAC AREA; SOUNDS-1st and 2nd, apex and base: MURMURS	
LUNGS	diseases, pneumonia, influenza, bronchitis	PALPATION: PERCUSSION: AUSCULTATION	
ABDOMEN	appetite, indigestion, stool, jaundice	TENDERNESS or pain-location, radiation, relation to meals, nausea, vomiting LIVER: SPLEEN: KIDNEYS: MASSES: FLUID: HERNIA, abdominal, inguinal femoral	SHAPE (normal, scaphoid, pendulous): WALL (norm-fat-thin) (tense-lax) INGUINAL rings (tight, normal, relaxed)
NEURO-PSYCH	nerv. or ment. dis., epilepsy, etc. FAMILY	REFLEX-Romberg, KK, Achil. Babnski: SPEECH: INCOORDINATION: ATROPHY: ENDOCRINE	
EXTREMITIES	diseases, bones, joints, spine; injuries	AGILITY: JOINTS-swollen, crepitant, ankylosed: SPINE, curvature, tender, fixed FEET, both arches; callouses, bunions: TOES, deformities, corns, ringworm	
RECTUM	piles, fissures, pruritis, constipation	HEMORRHOIDS, external, internal: FISSURE: FISTULA: UNUSUAL pain on exam.	SPHINCTER (tight-normal-relaxed-prolapse)
G. U.	pain, stone, polyuria, nephritis, sex change	PENIS: TESTICLES: VARICOCELE: HYDROCELE: PROSTATE, size, tender, consistency	GONORRHEA (history admitted-denied) (presnt activity-yes-no)
VENEREAL	g. c., syph., Wassermann, treat, complications	ACTIVITY, signs, symptoms; smear; two glass test; massage	SYPHILIS (history admitted-denied) (present actiivty-yes-no)

LABORATORY ROUTINE urine, (negative-positive): Stool (negative-positive): Blood Wassermann (negative.....plus positive): Hemoglobin.....: white cell count..... red cell count.....

PSYCHOL ROUTINE intelligence (name of test....., M. A.....I. Q.....P. A.....Remarks): Tapping (score 1 m.....: Rate, slow, med., fast): Coordination (inf. med., superior)

VACCINATION AGAINST SMALLPOX date.....Reaction.....Date.....Vaccinated against typhoid-paratyphoid-date 1st.....2d..... 3rd.....

RECORD IN THE SPACE BELOW, DETAILS OF THE (POSITIVE) FINDINGS CIRCLED ABOVE, ALSO ANY ADDITIONAL PERTINENT MEDICAL FINDINGS OR HISTORY, SUCH AS CACHEXIA, RICKETS, EXANTHEMATA, EXERCISE, ETC.

REMARKS: REFERRED FOR SPECIAL EXAMINATION TO:

DIAGNOSIS number	DISEASE OR CONDITION	REMEDIABLE	REMARKS (action, date, ect.)

P-108

INSTRUCTIONS

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A careful examination for injuries, bruises, etc., should always be made of every newly admitted inmate. If such are found, the general descriptive word in the third line should be marked and the particulars described in careful detail below.

Any unusual facts concerned with the cleanliness of a newly admitted inmate should be similarly noted. Narcotic scarring should be described and its distribution given in a general way.

The TABLE has been divided for the sake of simplicity and to insure ease in finding data at a later date, into four columns; the first part, "SYSTEM," is self explanatory; the second part, "HISTORY," contains a minimum number of suggestive historical points, which should be asked each and every inmate at the time that the particular part of the "SYSTEM" concerned is being examined; any leads obtained should be followed by additional questions; if any question which appears in the table is found to be pertinent, it should be circled, and if any information is obtained which does not appear in the table, a cross or other mark should be made, in the appropriate place in the "HISTORY" column, to serve as a memory jog when writing up the details of the physical examination in the blank space in the lower half of the page. The next part of the table, "GUIDE," serves merely as a skeleton for the conduct of the physical examination; it serves as an assurance that at least all of those things mentioned have been specifically attended to at the time of the examination; positive things should be circled and if things are discovered which are not mentioned in the column, a cross or check mark should be made to serve as a memory jog as previously. The next part of the table, "STATISTICAL," should be filled in for every inmate, in every detail.

FPI INC—FLK—12-22-38—10000—13081-1

Form 3

(Name of institution, city State)

Departmental Interview

DENTAL

Commitment name _____ No. _____

1. General condition
2. Fillings and extractions
3. Dentures
4. X-ray
5. Dental hygiene
6. Routine program
7. Special program
8. General comments

(Name of city, institution, State)

Departmental Interview

PSYCHOLOGICAL

Commitment name_____ No._____

1. Data in record
2. Examinations
3. Interview
4. Findings and recommendations

(Name of institution, city, State)

Departmental Interview

PSYCHIATRIC

Commitment name _____ No. _____

1. Data in record
2. Examination
3. Findings and recommendations

(Name of institution, city, State)

Departmental Interview

EDUCATIONAL

Commitment name_____ No._____

1. Data in record
2. School history
3. Achievement tests
4. Education and criminal behavior
5. Institutional opportunities
6. Routine program
7. Special program
8. General comments

(Name of institution, city, State)

Departmental Interview

INDUSTRIAL

Commitment name_____ No._____

1. Data in record
2. Employment history
3. Achievement tests
4. Employment and criminal behavior
5. Institutional opportunities
6. Routine program
7. Special program
8. General comments

(Name of institution, city, State)

Departmental Interview

RELIGIOUS

Commitment name _____ No. _____

1. Data in record
2. Religious activities
3. Religious philosophy
4. Present offense
5. Institutional opportunities
6. Routine program
7. Special program
8. General comments

(Name of institution, city, State)

Departmental Interview

FAMILY WELFARE

Commitment name_____ No._____

1. Data in record
2. Family relations
3. Economic status
4. Family and criminal behavior
5. Routine program
6. Special program
7. General comments

(Name of institution, city, State)

Departmental Interview

LEISURE TIME

Commitment name _____ No. _____

1. Data in record
2. Leisure time activities
3. Leisure time and criminal behavior
4. Institutional opportunities
5. Routine program
6. Special program
7. General comments

(Name of institution, city, State)

Departmental Interview

OFFICER IN CONTACT

Commitment name_____ No._____

1. General impression
2. Attitude
3. Disciplinary action
4. Good points

(Name of institution, city, State)

Departmental Interview

CUSTODIAL

Commitment name _____ No. _____

1. Data in record
2. Previous commitments
3. Gangs, police, and criminal behavior
4. Contacts here
5. Rules and regulations
6. Routine program
7. Special program
8. General comments

Suggestions for Staff

Reporting Institution Interviews

MEDICAL INTERVIEW

I. Data in Record

Check history of disease (prisoner and relatives), operations, injuries, and physical defects noted in the initial interview.

Although each case will present its own problems, the following are suggested as items to be checked under each of the main topics on the medical report.

II. Physical Examination

Physical appearance and general condition (posture, nutrition).

Head: hair, scalp. Eyes: right, left. Ears: right, left. Nose, sinuses.

Throat: larynx, pharynx, tonsils. Mouth: tongue, teeth (general condition).

Chest: heart and circulatory system, temperature, pulse, blood pressure, lungs and respiratory system, chest expansion.

Abdomen: gastro-intestinal organs, genito-urinary organs; check for hernia, varicocele, hemorrhoids or anal fistula; measurement at umbilicus.

Extremeties: arms, hands, legs, feet; check for varicose veins.

Bones and joints. Skin. Glands.

Weight: gain or loss during past year.

III. Tests and Innoculations

Give results of tests or innoculations for such of the following as are needed: urine, feces, blood (Wasserman, count), sputum, X-ray, neuro-muscular, typhoid, smallpox, other.

IV. Habits

Check the following habits: appetite, bowels, sleep, alcohol, drugs, tobacco, sex irregularities, other.

V. Present Complaints

Give diagnosis of present complaints including all acute, chronic, and future needs.

VI. Routine Medical Program Recommended

Outline "routine" recommendations for treatment of acute, chronic, and future needs.

VII. Special Medical Program Recommended

If any physical need is related in any way to prisoner's criminal behavior, note "special" recommendations for treatment.

VIII. General Comments

Indicate prisoner's condition on admission: a. good health b. alcoholic c. drug addict d. mentally disturbed e. tubercular f. venereal g. other disease h. disabilities.

Is prisoner able to do hard work? Light work? No work?

Is mental examination by a psychiatrist indicated?

Do sex habits indicate advisability of special attention?

Use both sides of the page and continue onto second page if necessary.

In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

DENTAL INTERVIEW

I. General Condition
Check condition of teeth, gums, and mouth.

II. Fillings and Extractions
Indicate on standard dental chart which teeth need filling or extraction.

III. Dentures
If dentures are indicated, explain.

IV. X-Ray
If X-rays are indicated, note it.

V. Dental Hygiene
If special attention to care of teeth, pyorrhea, etc., is indicated, note it.

VI. Routine Dental Program Recommended
Indicate work necessary to keep prisoner in good health.

VII. Special Dental Program Recommended
Indicate special work which may be done.

VIII. General Comments
If condition of prisoner's teeth requires any special orders as regards diet, etc., explain.
How is prisoner's general physical condition affected by the condition of his teeth? _____

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.
Be sure to sign name and official position of interviewer and give date of interview.

PSYCHOLOGICAL INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance should be noted.

II. Examinations

Give standard tests for intelligence indicating mental age (M.A.) and intelligence quotient (I.Q.) and for achievement indicating educational age and grade placement.

If possible, also give tests for vocational ability, attitudes, and personality.

List names of tests under the appropriate heading.

III. Psychological Interview

Through the psychological interview, the prisoner's personal life, sex adjustment, parental and marital relations, peculiar traits and characteristics, social attitudes and concepts, needs and difficulties may be disclosed.

Note prisoner's reactions to his present situation and to his criminal behavior.

Indicate relation between prisoner's mental capacity, achievement, and personality adjustment, and his criminal behavior.

IV. Findings and Recommendations

In view of the results of the examinations and the interview, indicate possible educational and vocational assignments and personality adjustment.

Indicate whether prisoner is normal, feeble-minded, neuropathic (psychopathic personality, epileptic, postencephalitic, alcoholic, drug addict, psychoneurotic, or otherwise abnormal without psychosis), psychotic, or potentially psychotic.

State whether further examination by a psychiatrist is recommended.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

PSYCHIATRIC INTERVIEW

I. Data on Record

All data available in initial and other interviews and in field inquiries should be examined and any information or significance should be noted.

II. Examination

The psychiatrist will follow the course indicated in each case. If standard tests are given, the name and results of such tests should be noted. Otherwise the psychiatrist will summarize the general line taken by the examination together with his observations.

III. Findings and Recommendations

Indicate whether the prisoner is normal, feeble-minded, neuropathic (psychopathic personality, epileptic, postencephalitic, alcoholic, drug addict, psychoneurotic, or otherwise abnormal without psychosis), psychotic, or potentially psychotic.

State whether the prisoner should be transferred to mental hospital.

If prisoner is retained at the prison, indicate as clearly as possible the conditions of medical care, housing, employment, training, recreation, and custody necessary to protect both the prisoner and the institution.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

EDUCATIONAL INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance for prisoner's educational program should be noted.

Although each case will offer its own leads, the following questions are suggested for interviews on education.

II. School History

List subjects studied (elementary, advanced, vocational) and results.

List subjects preferred: why? Subjects most difficult; why?

Did the prisoner like to go to school? If not, why not?

Did he get along with his teachers? If not, why not? What was done about it: by the school authorities? by his parents or guardian?

Note frequency of absence from school. Was this due to work, sickness, truancy, other reasons?

If he played hookey, what was done about it: by the school authorities? by his parents or guardian?

III. Achievement Tests

Elementary subjects: test for arithmetic, citizenship, geography, grammar, history, reading, spelling, writing, giving educational age and grade placement.

Advanced subjects: test for any advanced subject the prisoner claims to have studied.

Vocational skills: test for any skills in which prisoner claims proficiency. Names of all tests used should be given.

IV. Education and Criminal Behavior

How is education or lack of it related to prisoner's criminal behavior?

V. Institutional Opportunities

What special abilities or talents does the prisoner feel he possesses?

What subjects would help him most after release?

What further educational work here would interest him? (Explain academic, vocational, and avocational courses offered at this prison.)

VI. Routine School Program Recommended

Outline routine recommendations for the prisoner's educational program while in prison.

VII. Special School Program Recommended

Present here those "special" recommendations relating to education which bear particularly on the prisoner's criminal behavior.

VIII. General Comments

Summarize impressions of prisoner's education and especially any relation between it and the prisoner's criminal behavior.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

INDUSTRIAL INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance for prisoner's employment program should be noted.

Although each case will offer its own leads, the following questions are suggested for interviews on employment.

II. Employment History

What occupations or skills has the prisoner followed? Give number of years in each.

Which of these did he enjoy most, feel best fitted for, or most successful in? Why?

If his work has been irregular, list the types of odd jobs which he has found profitable.

What difficulties has he experienced in his past jobs (in re his employers, other employees, or lack of training)?

If he ever felt he was not treated right by his employers or foremen, please explain (in re pay, position, promotion, discharges, conditions of work, obeying orders, or following instructions).

What part has he ever taken in company fights or strikes?

What opportunities has he had to better himself, either through training or promotion?

Does he prefer to work for others or to have others work for him?

What positions of responsibility has he held in which other employees were under his supervision? How long?

III. Achievement Tests

Practical tests for any occupations or skills in which prisoner claims proficiency should be given and results noted.

IV. Employment and Criminal Behavior

How was employment or lack of it related to prisoner's criminal behavior?

V. Institutional Opportunities

If prisoner had the opportunity, which of the occupations or skills he has undertaken before coming here would he choose to develop? Why?

What other occupations or skills?

What occupations or skills would help him most after release?

What employment offered here interests him most? (Explain industrial and maintenance work.)

To whom does he wish to send earnings? (Explain system of prison wages, if any.)

VI. Routine Industrial Program Recommended

Outline routine recommendations for employment of prisoner at this institution.

VII. Special Industrial Program Recommended

Present here those "special" recommendations relating to employment or vocational training which bear particularly on the prisoner's criminal behavior.

VIII. General Comments

Summarize impressions of prisoner's employment situation and especially any relation between it and the prisoner's criminal behavior.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

RELIGIOUS INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance for prisoner's religious program should be noted.

Although each case will offer its own leads, the following questions are suggested for interviews on religion.

II. Religious Activities

How recently has prisoner attended church? Regularly? Occasionally?

If he has ever taken part in other church or religious work -- church, brotherhood, K. of C., Y.M.C.A., Bible class, choir, or other activity -- give name and address of organization with dates of active participation.

III. Religious Philosophy

What is prisoner's conception of religion? God? Right and wrong? Confession? Repentance? Punishment? Rewards? Prayer? Worship? The hereafter?

Are there any persons for whom he cares more than himself?

What are his chief objectives in life?

What is his philosophy of life? If he has none, why not start to develop one now? If his present one got him into trouble, why not change it now?

IV. Present Offense

To what does prisoner attribute his present difficulty? What does he intend to do about it?

How does he propose to undo any wrong already done?

How is religion or lack of it related to prisoner's criminal behavior?

V. Institutional Opportunities

Does prisoner wish to take part in any religious activities while here? (List all institutional religious activities.)

Is there any church or religious organization outside with which he would like to keep in contact?

VI. Routine Religious Program Recommended

Outline "routine" recommendations for the prisoner's religious activities while in prison.

VII. Special Religious Program Recommended

Present here those "special" recommendations relating to religion which bear particularly on the prisoner's criminal behavior.

VIII. General Comments

Summarize impressions of prisoner's religious life and attitude and especially any relation between it and the prisoner's criminal behavior.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

FAMILY WELFARE INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance for prisoner's family welfare should be noted.

Although each case will offer its own leads, the following questions are suggested for interviews on family welfare.

II. Family Relations

Is prisoner's wife "standing by" him? Are his children? If not, what are the chances for reconciliation?

Are his wife, children, or immediate family able to visit him? If not, why not? Do they write him?

What members of his family (relatives or others) can be counted upon to help him now? After release? If any are antagonistic, explain.

With whom can he make his home after release?

If he has a girl friend, is she "standing by" him? Will she visit him? Write him? Does he plan to marry her?

III. Economic Status

Who is supporting prisoner's wife and children now? If the family is in need now, what are their difficulties and what can be done about them?

Who else has been dependent upon him for support and what is their situation now?

If he has not always been able to support his wife and dependents, how have they been taken care of?

If he has been making his home with his parents or others, to what extent have they contributed to his support?

What is prisoner's usual economic status: comfortable___marginal____ relief____?

IV. Family and Criminal Behavior

In what way were members of prisoner's family involved in this crime?

In previous crimes?

In what way were his family needs and problems involved in this crime?

In previous crimes?

If his parents', or his own, home was disrupted on account of death, divorce, or separation, explain effect on his life.

If he thinks that any other family or home conditions have seriously affected his life, explain.

V. Routine Program Recommended

Outline "routine" recommendations for adjusting family to prisoner's incarceration including question of home and employment for prisoner on release, and sponsor.

VI. Special Program Recommended

Present here those "special" recommendations relating to family welfare which bear particularly on the prisoner's criminal behavior.

VIII. General Comments

Summarize impressions of prisoner's family situation and especially any relation between it and the prisoner's criminal behavior.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

LEISURE-TIME INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance for prisoner's leisure time program should be noted.

Although each case will offer its own leads, the following questions are suggested for interviews on leisure time.

II. Leisure Time Activities

Give further details of prisoner's interest in leisure-time activities before coming here, including special training or experience.

In which of these activities is he most skilled?

If he has ever earned any money from his part in these activities, give details.

If he belonged to a fraternal, industrial, or social organization, would any of them or their members be willing to help him on release? Give names and addresses.

III. Leisure Time and Criminal Behavior

How were prisoner's leisure-time activities (or lack of them) related to his criminal behavior?

IV. Institutional Opportunities

In what leisure-time activities does prisoner wish to participate here? (Explain athletics, music, hobbies, library facilities, or other activities at this institution in which prisoner might take an interest.)

V. Routine Leisure Time Program Recommended

Outline routine program for recreation and leisure time activities for prisoner while incarcerated.

VI. Special Leisure Time Program Recommended

Present here those "special" recommendations relating to leisure time which bear particularly on the prisoner's criminal behavior.

VII. General Comments

Summarize impressions of prisoner's leisure time activities and especially any relation between them and the prisoner's criminal behavior.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

OFFICER IN CONTACT INTERVIEW [1]

I. General impression

Indicate general characteristics of the prisoner as observed in the cell house or at work. Choose only items actually observed or give others not listed:

neat	untidy	sloppy
cooperative	forward	uncooperative
unfamiliar with prison routine	irked by prison routine	"con-wise"
calm	restless	easily upset
cheerful	indifferent	depressed or sullen
independent	easily led	suspicious
quiet	phlegmatic	noisy
trustworthy	"right guy"	"hard-boiled"
friendly	keeps to himself	surly
respectful	fawning	insolent
responsible	follows orders only	irresponsible
gets along	worried	complaining
good worker	easy going	lazy
leader	teamworker	follower

II. Attitude of Prisoner

Indicate how the prisoner reacts to the prison environment, to his offense, his sentence, prison officers, inmates, prison duties, or other requirements.

III. Disciplinary Action or Reprimands

List any disciplinary reports, actions, or reprimands.

IV. Good Points Noted

Note any good points about the prisoner.

Use both sides of the page and continue on to second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

1/ This form is to be filled out by the cell house officer, gang foreman, or any other officer who has had opportunity to observe the inmate.

CUSTODIAL INTERVIEW

I. Data in Record

All data available in initial and other interviews and in field inquiries should be examined and any information of significance for prisoner's safekeeping should be noted.

Although each case will offer its own leads, the following questions are suggested for interviews on custody.

II. Previous Commitments

If prisoner was ever A.W.O.L. while in military service or escaped from any institution, give details explaining why and how he left.

If his record in other institutions shows serious disciplinary action how does he explain this? Note particularly contraband, stiff letters, drugs, homosexuality, escapes, assaults, and stealing.

If he has ever been a trusty or performed other meritorious services while an inmate of a penal institution, give details.

III. Gangs, Police, Criminal Behavior

To what gangs has prisoner belonged? Give headquarters, name of leaders and members, and dates he actively associated with them.

Was he ever given the "third degree" or otherwise badly treated by police or others in authority? Give details.

If he is wanted by the authorities, give details. What action does he plan to take in this regard?

What in the prisoner's conflicts with, or attitude toward, the authorities (or vice versa) tends to emphasize his criminal behavior?

IV. Contacts Here

If any accomplices in connection with prisoner's present or past crimes are in this institution, give names and attitudes toward him and vice versa.

What other inmates here does he know? What officers?

Which of these are his friends? His enemies?

Does he prefer to live alone or with other inmates in cell or room? (Explain types of living quarters: cells, dormitories, etc.)

V. Rules and Regulations

Has the prisoner read the rules and regulations of this institution? If there are any rules or other matters regarding the routine of this institution about which he wishes further explanation, the officer should explain these to him. List items explained and give any significant inquiries or comments.

VI. Routine Custodial Program Recommended

Check length of sentence, nature of offense, previous criminal record, family situation, residence in or out of State, steadiness of employment, amount of education, physical condition, and mental condition.

Then indicate whether inmate should be housed in cell block or dormitory, inside or outside of wall, etc., and where he may be trusted to work, i.e., inside or outside wall, in office, as trusty, etc.

Indicate what type of security prisoner needs, i.e., maximum, medium, or minimum.

VII. Special Custodial Program Recommended

Present here those "special" recommendations relating to custody which bear particularly on the prisoner's criminal behavior.

8. General comments

Summarize impressions of prisoner as a custodial risk.

Use both sides of the page and continue onto second page if necessary. In case more than one page is used, staple all sheets together.

Be sure to sign name and official position of interviewer and give date of interview.

(Name of institution, city, State)

FIELD INQUIRY RECORD

Commitment name No.

Field inquiries	Name and address	In-quiry sent	Field report	Remarks

Inquiry to judge of trial court / clerk of court / prosecuting attorney and/or Probation officer / sheriff / arresting police

with form 13a

(A - Where information furnished is provided only on request.)

Dear _____:

Re: (name of prisoner and aliases)
No. _____

In developing an effective program of treatment for convicted persons, it is important that we have certain information relative to them which has been disclosed prior to their commitment to this institution.

The enclosed form suggests some of the data which may have been brought out before or during the trial of the above named prisoner, and which you may be able to furnish us if you will.

Your cooperation in forwarding this or any other information relative to this prisoner will be greatly appreciated.

Very truly yours,

_____

(B - Where statutes require judge or clerk of trial court, or prosecuting attorney to supply information.)

Dear _____:

Re: (name of prisoner and aliases)
No. _____

In accord with the provisions of section _____ General Statutes _____ which require that the judge of the trial court (or clerk) (or the prosecuting attorney) supply to the (prison board or board of parole) certain information relative to convicted persons, the enclosed form is furnished to assist in carrying out these provisions in re the above named prisoner.

The information herein requested is of importance in developing an effective program of treatment for convicted persons and your cooperation in forwarding it will be greatly appreciated.

Very truly yours,

_____

(Name of institution, city, State)

State of		In the Court
vs	:	Judicial district
	:	County of
	:	Term 19
	:	Judge

STATEMENT OF OFFENSE AND TRIAL 1/

Commitment name No.
Aliases
Last residence
number and street city county State
Convicted of
Sentence: yrs. mos. days Fines $ Costs $

I. Story of The Offense
Alleged reasons or circumstances leading up to and facts of crime:

Was prisoner armed? If so, with what?
Was prisoner intoxicated, drugged, or otherwise abnormal?
Was crime premeditated or result of sudden impulse?
Articles or money taken

Articles or money recovered

Persons injured (name, address, sex, age, and extent of injuries)

Accomplices (part played by, disposition of, present whereabouts, attitude toward prisoner, and vice versa)

Mitigating or aggravating circumstances if any or other factors contributing to crime

II. Arrest
When Where By whom For whom
Difficulties if any Extradition?

III. Charge
Original Indictment
If charge altered, why?
Convicted of Appeal (pending, denied, granted)

IV. Plea
Guilty Not guilty Nolo contendere
Confession or statements (oral or written) by prisoner, accomplices, or material witnesses (attach copies if any)

Nature of defense (alibi or otherwise)

1/ Reference should be made here to statute, if any, relating to information furnished by judge, clerk of court, prosecuting attorney, or others with summary of statutory provisions.

V. Attorneys and Complainants (Name) (Address)

Prosecution
Defense
Complainant
Complainant's parent (in case of minors)

VI. Reports of Special Examinations (psychiatric or other)

VII. Recommendations of Jury or Judge

Was habitual criminal law invoked in passing sentence? Explain

Is stenographic copy of testimony or record of trial available?

VIII. Probation (or bench parole)

Requested Granted for how long Why revoked
Denied Why?
Copy of case record or report prepared by probation officer (attach or summarize)

IX. Jail Record
Time spent in jail before sentence: from to
Time spent in jail after sentence: from to
Conduct and attitude of prisoner in jail before and after conviction

X. Criminal Record

Dates	Jurisdiction	Charge	Disposition

XI. Personal and Family History
What officers, citizens, or agencies have knowledge of the prisoner and his family

Name	Address	Relationship

XII. General
What was public interest and feeling toward prisoner, trial, verdict, guilt, or innocence of prisoner?

Are there any other indictments or warrants pending against prisoner? Give details

Do you regard the prisoner as an habitual criminal, a menace to society, a hopeful case for rehabilitation, a victim of circumstances, or a mental problem?

Any further comment or other information regarding the prisoner and his family, educational, industrial, medical or criminal history, habits, or reputation.

City and county _____ Signature

Date _____ Title of official position

Inquiry to Bureaus of Identification 1/
with form 14a

Gentlemen:

Re: (name of prisoner and aliases)
No.

Enclosed are fingerprints and other identification data regarding the above named prisoner.

Will you kindly check these with your files and advise us of any other information relative to the criminal record of this prisoner?

Very truly yours,

_____

1/ This letter may be sent to the State bureau of identification in home or neighboring States and to the Federal Bureau of Investigation, Washington, D. C.

(Name of institution, city, State)

I D E N T I F I C A T I O N

Commitment name _____ No. _____ Date received _____

Aliases _____

Please paste photos here.
(front and side views)

From _____ County
Crime _____
Sentence: ___ yrs. ___ mos. ___ days
Date of sentence _____
Sentence begins _____
Sentence expires _____
Good-time sentence expires _____
Sex _____ Eyes _____
Race _____ Hair _____
Date of birth ___ Mustache _____
Birthplace _____ Beard _____
Age _____ Teeth _____
Height _____ Civil status _____
Weight _____ Marital status _____
Build _____ Education _____
Complexion _____ Occupation _____

Scars, marks, amputations, or other physical defects _____

Criminal History

Name	Number	Institution	Date	Charge	Disposition or sentence

(Please furnish all additional criminal history and police record on separate sheet)

A294

Leave this space blank

Commitment name _____ Classification _____

Aliases _____ Ref. _____

No. _____ Color _____ Sex _____

1.- Right thumb	Right 2.-index finger	Right 3.-middle finger	Right 4.-ring finger	Right 5.-little finger

6.-Left thumb	Left 7.-index finger	Left 8.-middle finger	Left 9.-ring finger	Left 10.-little finger

Four fingers taken simultaneously Left hand	Amputations		Four fingers taken simultaneously Right hand
	Left thumb	Right thumb	

Impressions taken by: Prisoner's signature

Date _____ _____ _____

(signature of official taking prints)

Date of release _____ Method of release _____

PLEASE DO NOT FOLD THIS CARD

Form 15

Inquiry to courts and police and probation departments having jurisdiction over previous arrests and convictions without commitments.
with form 15a

Gentlemen:

Re: (name of prisoner and aliases)
No. _____

Our records show that the above named prisoner came under your jurisdiction as follows:

(Here list all information available re. previous record for this jurisdiction.)

Will you kindly fill out the enclosed form giving us such information as you have regarding him?

Very truly yours,

_____

Form 15-1

Inquiry to courts and police and probation departments
(alternate to form No. 18 - where there is little or no information available regarding previous arrests except city or town where arrests were made.)

Gentlemen:

Re: (name of prisoner and aliases)
No._____

We wish to check the police and court history of the above named prisoner. If his name appears on your records, we shall appreciate having the information listed below on each charge.

Very truly yours,

_____

Name on your records_____

Charge

Date

Disposition

Brief story of any serious offense

Reputation, associates, and social background

Is he wanted?_____

_____
Date

_____
Signature

_____
Official title

(Name of institution, city, State)

STATEMENT OF PREVIOUS ARRESTS 1/
and Convictions Without Commitment

Commitment name No.
Aliases
Last residence
number street city county State
Convicted of
Sentence: yrs mos. days Fines $ Costs $
Date: sentenced admitted paroled expiration

Name on your records Your no.

Aliases

Offense for which arrested or convicted Date

Police station

Plea
Sentence withheld, or imposed and stayed
Sentence: yrs. mos. days Fines $ Costs $
Disposition (discharged, suspended sentence, or probation)
Date suspended sentence or probation began expired

Story of the Offense

Probation Record (including violations and revocation and reports of investigations made)

Indictments or Warrants Pending

On reverse side, please add any other information known to you about the prisoner's reputation, associates, or background

Date

Signature

Official title

1/ Please fill out a separate statement for each arrest or conviction coming under your jurisdiction.

Inquiry to Penal and Correctional
Institutions of Previous Commitments
with form 16a

Gentlemen:

Re: Our (name and number)
Your (name and number)

Enclosed is a description and fingerprint classification of the above named prisoner for your files. According to our records, he was under your jurisdiction as follows:

(Here list all information available re previous record for this institution.)

Will you kindly verify this record for us by filling out and returning the enclosed form?

Your cooperation will be greatly appreciated and cordially reciprocated at any time.

Very truly yours,

_____

(Name of institution, city, State)

STATEMENT OF PENAL COMMITMENT

Commitment name No.
Aliases
Last residence _____
number and street city county State
Convicted of
Sentence: _____ yrs. _____ mos. _____ days Fines $_____ Costs $_____
Date: sentenced _____ admitted _____ parole _____ expiration _____

Name of institution
Address
Officer in charge
Commitment name (your institution)
Your No.

Aliases
I. Offense Convicted of
Court County State
Sentence: yrs. mos. days Fines $ Costs $
Date: sentence began released sentence expired
Method of release
Revocations for probation or parole violations, if any

II. Story of the Offense (as far as possible, please include the following significant points; alleged reasons for and circumstances leading up to crime; was prisoner armed and if so with what; was he intoxicated, drugged, or otherwise abnormal; time and place crime was committed; extent of loss and restitution; persons injured; accomplices; mitigating or aggravating circumstances if any; other factors contributing to the crime; original charge (if altered, revised charge and reasons); plea; confession (oral or written) by prisoner or accomplices; nature of defense (alibi or otherwise); was probation (bench parole) requested, granted, denied, revoked, why; did complainant, prisoner think prisoner got a fair trial; was prisoner resentful, repentent, indifferent, did he admit guilt; did he make amends, if so - how; public interest toward trial, verdict and prisoner; opinion as to guilt or innocence)

Note: Please fill out a separate statement for each commitment which the prisoner served at your institution.

III. Institutional Record (if you have a case record, please forward copy or summarize here giving family or personal history, criminal record, and institutional employment or other activity, serious disciplinary action, escapes, criminal diagnosis, and classification)

IV. Warrants or Indictments Pending

_____
Name

_____
Date

_____
Title of official position

Form 17

Inquiry to Nonpenal Institutions
of Previous Commitments
with form 17a

Gentlemen:

Re: (name of prisoner and aliases)
No. _____

Our records show that the above named prisoner was formerly an inmate of your institution as follows:

(Here list all information available re commitment at this institution.)

Will you kindly advise us on the attached form regarding his commitment to your institution, his previous history and his institutional record?

Your cooperation will be greatly appreciated and cordially reciprocated at any time.

Very truly yours,

_____

(Name of institution, city, State)

STATEMENT OF NONPENAL COMMITMENT

Commitment name No.
Aliases
Last residence
number and street city county State
Convicted of
Sentence: yrs. mos. days Fines $ Costs$
Date: sentenced admitted paroled expiration

Name of institution
Address
Officer in charge
Commitment name (your institution)

Commitment

Cause

Committing agency or authority
Date of admission Date of discharge

Case History (attach copy or summarize below)

Institution Record (attach copy or summarize below)

Your Diagnosis and Prognosis

Signature

Date

Official title

A294 Form 18

Inquiry re Birth of Prisoner

(To State registrar
of vital statistics)

Dear Sir:

Re: (name of prisoner and aliases)
No.

Will you please verify for us the birth of the above named prisoner who, according to our records, was born on or about (birth date) at (city, county, State), the son of (names of father and mother)?

Thank you for your cooperation.

Very truly yours,

_____

Place of birth_____

Date of birth_____

Name given child_____

Name of father_____

Name of mother_____

_____
Signature

Date_____

_____
Official title

A294 Form 19

Inquiry re Marriage of Prisoner
(to city or county clerk at
place of marriage)

Dear Sir:

Re: (name of prisoner and aliases)
No. _____

Will you please verify for us the marriage of the above named prisoner who, according to our records, was married on or about (date of marriage) at (city, county, State) to (maiden name of wife)? He is a (race); born (date).

Thank you for your cooperation.

Very truly yours,

_____

Place of marriage _____

Date of marriage _____

Name of man _____

Maiden name of woman _____

_____
Signature

Date _____

_____
Official title

A294

Form 20

Inquiry re Divorce of Prisoner
(to clerk of court where
divorce was granted)

Dear Sir:

Re: (name of prisoner and aliases)
No. _____

Will you please verify for us the divorce record of the above named prisoner who, according to our records, was divorced on or about (date of divorce) in (court, city, county, State) from (maiden name of wife)?

Thank you for your cooperation.

Very truly yours,

_____

Divorce secured at _____ Date secured _____

Grounds on which secured _____

Who secured the divorce _____

Name of man _____

Name of woman _____

_____
Signature

Date _____

_____
Official title

A294 Form 21

(Name of institution, city, State)

Inquiry to Relatives
with form 21a

Dear _____:

Re: (name of prisoner and aliases)
No. _____

As you probably know, your husband (son, brother, grandson, nephew) has just been admitted to this institution and will be given various examinations during the next few weeks to help us to determine the best program for him while he is here. His progress here and the time of his release will depend to a large extent upon this program and what he does about it. It is of vital importance, therefore, that we have as much information as possible from those who know him best as a basis for this program.

You can help us help him by filling out the enclosed form and returning it to us as soon as possible. We are not seeking information in order to harm him in any way but rather to meet his present needs and enable him to make good on release. It is possible that diseases or accidents during childhood, emotional conflicts, hardships in early or later life, or other unhappy experiences may have had something to do with his present situation. You can help him most by truthfully stating both his good and his weak points.

We shall welcome any suggestion that you may wish to make as to what sort of treatment would be most helpful to him. Whatever information you send us will be held strictly confidential.

Your cooperation will not only be appreciated but noted favorably on behalf of your husband (son, brother, etc.) with whose consent this letter is being sent you.

Very truly yours,

_____

(Name of institution, city, State)

Statement of Relative

Commitment name _____ No. _____

I. Family Life

Birth: place _____ date _____
City State

Describe his home and his family life (1) before 16 years of age, (2) after 16 years of age.

Give names and address of his father, mother, brothers, sisters, wife, children, sweetheart, or other close relatives.

Name	Address	Relationship	Age

If he is married, give name and address of wife and date and place of marriage

Name and address	Date and place of marriage

If he has been married before, give name and address of former wife; state when and where divorce, separated, or wife died.

Name and address	Divorced	Separated	Wife Died	Date	Place

Is reconciliation with former wife possible or desirable? Explain.

Are his wife and children in need of aid now? Explain.

Give name and address of welfare agency helping them.

With whom can he make his home after release?

Who, of his relatives can be counted upon to help him now or after release?

II. Medical History

Name any serious diseases, injuries, or operations from which he has suffered; give age of occurrence:

If any members of his family (father, mother, brothers, sisters, or other close relative) have had any serious diseases; please give facts.

III. Education

List schools and grades he attended and other educational courses (trade training, correspondence courses, music lessons, etc.).

Did he skip or repeat any grades? Explain.

If he was absent from school frequently, give cause (sickness, work, truancy).

What was done about it: by school authorities or by parents?

Age at which he left school? Reason for leaving.

IV. Employment

List positions where he has worked including military service, if any.

From (date)	To (date)	Name and address of firm	Nature of work	Wages

Total months unemployed: since leaving school _____ Past 5 years _____

Other skills, trades, or professions not included above in which proficient.

Can you suggest a skill or trade which he could learn and which would help him get a job on release?

V. Religious and Leisure-Time Activities

Of what church is he a member?

Give name and address of pastor.

If active in any church or religious work, explain.

Give name and address of any civic, welfare, fraternal, industrial, or social organizations of which he is a member.

Which, if any, of these organizations will help him in his present trouble or after release?

What did he do in his leisure time?

Who were his best friends?

Which of them will help him now or after release?

VI. Institutional Record

Sometimes a man's early conflicts with the law, his personal difficulties or hardships in early or later life, or other unhappy experiences may explain his present situation. sections VI and VII are asked in the hope that you can shed some light on these important matters and help solve existing problems.

What was the nature of first known misconduct, at what age, and what treatment was given?

What trouble has he had with the police or the courts since then and what happened?

How do you explain the present offense?

Give name and address of each institution (prison or otherwise) to which he has been committed with dates.

VII. Personal

Did he ever use liquor? Occasionally ___ Daily ___ To excess ____

Did he use Drugs? Occasionally ___ Daily ___ To excess ____

In what way are they connected with his present trouble?

If he ever left home as a child or an adult, give dates and reason.

In what ways has he caused worry to his family or his friends?

What were his hardships and difficulties and how can they be overcome?

What suggestions for treatment do you think would be most helpful?

In addition to the above, please give any information which you think would be important for our understanding of the case. Use additional pages if necessary.

_____ _____
Date Signature

_____
Relationship

Address _____
Number and street City address State

Form 22

A294

(Name of institution, city, State)

Inquiry re Status of Alien or Foreign Public Charge
(to inspector in charge at nearest office of immigration and naturalization service)

Dear Sir:

Re: (name of prisoner and aliases)
No._____

The following is furnished for your information regarding the above named prisoner who, according to our records, is an alien (or foreign public charge).

Will you please verify the data given and advise us whether this man is subject to deportation and whether you wish him held for you on release from this institution?

Thank you for your cooperation.

Very truly yours,

_____

Name given at time of entry_____
Date of entry into the United States_____
Port of entry_____
Steamship line_____
Foreign port of embarkation _____
Birthplace_____
Citizenship of prisoner_____
Citizenship of parents_____
Naturalization papers filed_____ Date_____
Name and address of court
Is naturalization through own or father's or mother's papers?_____
Offense_____ Sentence_____
Sentence began_____ Eligible for parole_____ Sentence Expires

Other criminal record_____

A294

Form 23

Inquiry re Naturalization of Prisoner
(to clerk of court of naturalization)

Dear Sir:

Re: (name of prisoner and aliases)
No._____

According to our records, the above named prisoner applied for citizenship in the United States at your court and received his first (or final) papers on (date).

Will you kindly verify this information for our records and advise the date when such papers were issued and the certificate number?

Your cooperation will be appreciated.

Very truly yours,

_____

Name of court_____

Address_____

Name of applicant on your records_____

Date first papers issued_____ Certificate No._____

Date final papers issued_____ Certificate No._____

_____
Signature

_____
Official title

Date_____

Form 24

Inquiry to War Department (Adjustant General's Office)
(Washington, D. C.)
Navy Department (Cheif, Bureau of Navigation)
(Washington, D. C.)
State National Guard (Adjutant General's Office)
(State Capitol)
with form 24a

Gentlemen:

Re; (name of prisoner and aliases)
No.

Our records indicate that the above named prisoner was at one time in the military (naval or national guard) service. Enclosed is his description and fingerprint classification for your files. According to our information his service record was as follows:

(Here give all information available regarding service record of prisoner.)

Will you kindly verify this record for us by filling out and returning the enclosed form?

Your cooperation will be greatly appreciated.

Very truly yours,

_____

(Name of institution, city, State)

STATEMENT OF MILITARY OR NAVAL SERVICE

Commitment name _____ No. _____
Aliases _____
Last residence _____
Number and street city county State
Received from _____ court _____ county _____ judge _____
Convicted of _____
Sentence: _____ yrs. _____ mos. _____ days Fines $ _____ Costs $ _____
Dates: sentenced _____ admitted _____ parole _____ expiration _____

Enlistment Name _____ Serial No. _____
Fingerprint classification
Date and place of birth
Branch of service _____
(Army, Navy, Marine, State National Guard)
Date and place of enlistment
Rank and organization
Nature of duties
Score of mental age on psychological examination
Name, address, and relationship of nearest relative at time of entering service
Residence with street address at time of entering service

Summary of record (company assignments, disciplinary action, if any (guardhouse or military prison), and active war service, if any.)

Discharge (honorable, dishonorable, undesirable, without prejudice)

Date and place of discharge
Veteran's rating (pension or compensation)

_____
Signature

Date _____

_____
Official title

Inquiry to U. S. Veterans' Bureau (local office)

Dear _____:

Re: Enlistment name _____
Serial No. _____
Enlisted (date) at (place)
Discharged (date) at (place)
Born (date) at (place)
Our (commitment name)
Our No. _____

The above named prisoner states that he is receiving compensation from the U. S. Veterans' Bureau under disability rating as follows:

(Here give disability rating and amount of compensation.)

Will you kindly confirm this for our records and give us any other information relative to the inmate's service record which would be helpful to us in completing his case history.

Your cooperation will be appreciated.

Very truly yours,

_____

Name and address of prisoner on your records _____

_____

Disability rating _____

Amount of compensation _____

Basis of disability (please state medical findings, showing physical or mental disabilities of prisoner) _____

_____

_____

Service record or activities _____

_____

_____

_____

_____

_____

_____

_____
Signature

Date _____

_____
Official title

Inquiry to Social Service Exchange 1/ and State, County, or City Social Welfare Departments in City of Prisoners' Residence

Gentlemen:

Re: (name of prisoner and aliases)
No.

Will you kindly check your records and advise us whether the above named prisoner or any member of his family has ever been a client of any social service agency in your jurisdiction?

Thank you for your cooperation.

Very truly yours,

Relatives of prisoner (name and addresses of prisoner, prisoner's wife and children, father, mother, aunts, and uncles)	Name and address of social service agency with which listed	Date of registration

Signature

Date

Official title

1/ Some social service exchanges prefer to have inquiries made on blanks especially designed for their own files and furnished by them.

Inquiry to Relief or Social Service Agencies
(with which prisoner or relatives have had contact as reported by social service exchange or by other sources) 1/

Gentlemen:

Re: (prisoner's name and aliases)
No.

According to our records, the (above named prisoner) (the father and mother or other relative of the above named prisoner) (name and address) was (were) registered with your agency as (a) welfare client(s) on or about (date of registration). In preparing our program for this prisoner, it would be of great assistance to us to have a brief report of such contacts, especially if they bear in any way upon the prisoner's social maladjustments.

As far as possible, will you kindly cover the following points in your summary?

1. Date first known or referred to agency.
2. Reasons and by whom referred.
3. Residence, economic and social status of family.
4. Summary of problems discovered.
5. What services were rendered?
6. Date closed with reasons and status of family.
7. Any pertinent facts concerning our inmate indicating source of verification.

Any information sent us will be regarded as confidential.

Your cooperation will be greatly appreciated and cordially reciprocated at any time.

Very truly yours,

_____

1/ If a copy of the initial interview is sent to relief or social service agencies with which the prisoner or his family has been in contact, the agencies will frequently check the interview, and verify or supplement the data given.

Follow-up Inquiry to Relief or Social Service Agencies
(where reply to former inquiry is not received)

Gentlemen:

Re: (prisoner's name and aliases)
No. _____

On (date) we wrote asking for a summary of your contacts with (the above named prisoner) (the father and mother or other relative of the above named prisoner) (name and address) who was (were) registered with your agency as (a) welfare client(s) on or about (date of registration). We have no record of your reply.

We realize the added burden which such inquiries as ours impose on your staff. However, as we are forced to rely on correspondence with agencies for our most valuable verifications, we should greatly appreciate a reply.

As far as possible, will you kindly cover the following points in the summary sent us?

1. Date first known or referred to agency.
2. Reasons and by whom referred.
3. Residence, economic and social status of family.
4. Summary of problems discovered.
5. What services were rendered?
6. Date closed with reasons and status of family.
7. Any pertinent facts concerning our inmate indicating source of verification.

For your convenience in reply, a stamped addressed envelope is enclosed.

Very truly yours,

_____

Inquiry to Local Official (in prisoner's home town where no social service exchange or other agency exists and other attempts to get information have not been fruitful - usually in isolated rural communities)

A somewhat similar letter with appropriate changes may be sent to references given by prisoner, visitors, or correspondents.

Postmaster (or other official)
(City - State)

Dear Sir:

Re: (name of prisoner and aliases)
No. _____

We are attempting to verify our information regarding the above named prisoner who, according to our records, comes from your community. For the protection of society, as well as for the good of the individual prisoner, we need to have as much information about his past life as possible. With this as a basis we can plan intelligently for his future return to your neighborhood.

In so far as possible, will you kindly tell us about the prisoner's family, his education, employment, leisure-time activities, and criminal record? We should like to know something about his early home, his parents or other members of his family, his wife and children; in what lines of work he is proficient; if he belongs to any fraternal, industrial, religious or other organizations; and what his general social attitude, reputation, chief needs, and difficulties are. All information which you submit will be held strictly confidential.

We shall appreciate your cooperation.

Very truly yours,

A294 Form 29

Inquiry to Pasters

Dear_____:

Re: (name of prisoner and aliases)
No._____

The above named prisoner states that he was a member of (attended) your church and has expressed a willingness for us to communicate with you.

We are trying to plan a program for the prisoner which will meet his needs and enable him to adjust satisfactorily on his release. Without in any way violating the confidential relations between you and him or his family, will you kindly tell us about the prisoner's family, his education, employment, leisure-time activities, and criminal record? We should like to know something about his early home, his parents or other members of his family, his wife and children; in what lines of work he is proficeint; if he belongs to any fraternal, industrial, religious, or other organizations; and what his general social attitude, reputation, chief needs, and difficulties are. All information which you submit will be held strictly confidential.

Your cooperation will be greatly appreciated.

Very truly yours,

Inquiry to School Teachers
(with form 30a)

Dear_____:

Re: (commitment name and number)
Known to you as _____

The above named prisoner states that he attended your school (dates) and that he was in (?) grade when he left. According to our records, he was born (date of birth) and his parents were (names and address of parents).

In order to plan an intelligent program for this man while in our institution, we need to have information about his school record. Will you kindly fill out the enclosed form and return it to us as promptly as possible?

Your cooperation will be greatly appreciated.

Very truly yours,

_____

(Name of institution, city, State)

STATEMENT OF SCHOOL OFFICIAL

Commitment name _____ No. _____

School

Name and address

Name of prisoner on your records

Grade entered Date entered Age

Last grade attended Date left Age

Grades repeated Skipped Reason

Scholastic rating (good - average - poor)

Vocational training (if any)

Attitude, conduct, or delinquencies

Frequency of absence from school and cause

Truancy Sickness

Other causes

Special talents or characteristics

Cause of leaving school

Mental rating (bright - average - dull)

Name of mental tests given, if any

Resultant I.Q. or M.A.

If transferred, to what school

Name and address

On the reverse side, please add anything you know concerning this prisoner not included above or any suggestions which would help us meet his present needs.

_____

Signature

Date _____

Form 31

A294

Inquiry to Employers
(with form 31a)

Dear_____:

Re: (commitment name and number)
Known to you as _____

The above named prisoner states that he was employed by your firm from (dates) as (position). In order that we may plan an intelligent program for this man while in our institution, we need to know something about his previous employment record.

If you will fill out the attached form and return it to us, it will help us to help him. All information sent us will be held in strict confidence.

Your cooperation will be greatly appreciated.

Very truly yours,

_____

A294

Form 31a

(Name of institution, city, State)

STATEMENT OF EMPLOYER

Commitment name _____ No. _____

Firm _____
Name and address

Business

Name of prisoner on your records

Positions held with date employed, date left, rates of pay

Reason for leaving

Record of previous employment if available

Special skills, trades, or operations performed by prisoner

Rating as a worker: excellent, good, average, poor, very poor

Would you be willing to re-employ him on release?
Please explain:

On the reverse side, please add anything you know concerning this prisoner not included above or any suggestions which would help us to meet his present needs.

_____
Signature

Date _____

_____
Title or position

Inquiry to Family Physician

Dear Dr._____:

Re: (name of prisoner and aliases)
No._____

The above named prisoner states that you were his family physician and has expressed a willingness for us to communicate with you.

We are trying to plan a program for the prisoner which will meet his needs and enable him to adjust satisfactorily on his release. Without in any way violating the confidential relations between you and your former patient or his family, but in order to help us help him, will you kindly answer the questions listed herewith as far as you are able and return this letter to us? All information sent will be regarded as strictly confidential.

Your cooperation will be greatly appreciated.

Very truly yours,

_____M.D.
Prison physician

Name of prisoner on your records_____

How long have you known him? _____His family?_____

What serious illnesses had he had?_____

_____

What serious injuries has he had? _____

_____

Is there anything in his medical history (or that of his family) which should be taken into consideration in planning his institutional or parole program? Please explain using reverse side if necessary.

Date_____ _____M.D.
Signature

Inquiry to Fraternal, Industrial, and Social Organizations

Gentlemen:

Re: (prisoner's name and aliases)
No.

The above named prisoner states that he was a member of your organization in (date).

We are trying to plan a program for the prisoner which will meet his needs and enable him to adjust satisfactorily on his release. We believe your organization can be of real service to him and to his family if you will cooperate with us in carrying out this program.

If you are willing to do this, will you kindly answer the following questions and return this letter to us.

Your cooperation will be greatly appreciated.

Very truly yours,

_____

Organization _____

Purposes or benefits of organization _____

_____

Name and address of prisoner on your records _____

_____

Dates during which he was member in good standing _____

Members of organization who know the prisoner or who will cooperate to help him

Name	Address

Remarks: (Please indicate here or on the reverse side any other information regarding the prisoner or his family, their needs and difficulties, or any suggestions you have for helping him or them.)

_____
Signature

Date _____

_____
Title

3. Admission Summary

Admission Summary

When the departmental interviews and field inquiries have been completed, the case history clerk should go over all the material in the case history folder and prepare an admission summary following the outline of form 34. Since the admission summary will serve as one of the chief sources of data for the statistical summary, it is important that data called for on that summary be included in it as far as possible. Hence, the case history clerk should familiarize himself with the statistical card and accompanying instructions. The admission summary should be submitted to the project supervisor acting as classification secretary and by him to the classification committee* for consideration and final approval.

With the preparation of the admission summary, the first phase of developing prisoners' case records is completed. Classification and diagnosis may be made and institution training programs established on this basis. With these in hand much significant information is available for parole consideration, and statistical tabulations may be started.

Definitions

For explanation of terms used on the admission summary, see "Sources and Definitions" following form 34; also "Instructions for Use of Cooperating Staff Members, Classification Committee," appendix C.

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*The classification committee at each institution usually consists of the warden or superintendent and those members of the staff who cooperate in making up the departmental interviews.

ADMISSION SUMMARY

(Name of institution, city, State)

1. Commitment name 2. No.

3. True name 4. Aliases
5. Residence
6. Received from 7. Court 8. County 9. Judge
10. Codefendants or accomplices
11. Offense
12. Birthdate
13. Age
14. Birthplace
15. Race
16. Civil status
17. Marital status
18. Detainers
19. Escapes
20. Parole revocations
21. Special

Picture

22. Sentence
23. Received
24. Begins
25. Good time
26. Eligible for parole less good time
27. Expiration date no good time
28. Amount of good time earned
29. Released
30. Revoked
31. Reparoled

I. Case History

a. Family and personal history
b. Physical condition
c. Employment
d. Education
e. Leisure time
f. Religious

II. Criminal Record

a. Previous convictions
b. Present offense

1. Prisoner's version
2. Official version

III. Routine Findings and Recommendations

a. Medical
b. Dental
c. Psychological
d. Psychiatric
e. Industrial
f. Educational
g. Leisure time
h. Religious
i. Family welfare
j. Custodial

IV. Special Program Recommended

V. Institution Program

a. Routine
b. Special

VI. Postinstitution Program

a. Home
b. Employment
c. Sponsor

VII. Classification:

a. Criminal
b. Security
c. Institutional

VIII. General Diagnosis and Prognosis

Signature of classification officer

Date _____

Title

SOURCES AND DEFINITION OF TERMS USED ON THE ADMISSION SUMMARY

1 - 31. All information called for on items 1 - 31 may be found on the commitment papers, the prison register, or the initial interview. Since these items are also used as the basis for tabulations, care should be take to record only verified data as far as possible.

I. Case history. A summary of the case history of the prisoner will be based on the information found in the initial and departmental interviews and the field inquiry reports.

II. Criminal record. The prisoner's criminal record will be found in the initial interview, the custodial interview, and in field inquiry reports, especially in forms 13, 13a, 14, 14a, 15, 15a, 16, 16a.

III. Routine findings and recommendations. See departmental reports, forms 2 - 12.

IV. Special program recommended. See departmental reports, forms 2-12.

V. Institution program.

a. Routine. The routine institution program should include all the maintenance, medical, industrial, educational, religious, family welfare, leisure time of other activities recommended for a particular prisoner and approved by the classification committee, irrespective of his particular criminal behavior.

b. Special. The special institution program should include those special findings or recommendations approved by the classification committee which bear particularly on the criminal behavior or tendencies of the prisoner. They may be parts of the routine program, especially emphasized.

As the case-work program in any prison develops, it will become obvious that to give every prisoner every service he might possibly use in the field of medical care, psychology, education, vocational training, family welfare, religion, recreation, etc., would require more personnel, more facilities, and more money than most prisons possess. It becomes necessary, therefore, to choose those things which are most essential. These include a decent routine for work, training, health, recreation, and welfare, but most particularly those services which appear to bear most on the prisoner's criminal behavior. A program which offers every advantage but neglects this special case work fails in significance. It becomes "shot-gun case work" rather than "significant case work."

VI. Postinstitution program. After determining the institution program, the classification committee should make some note of the possible postinstitution program, particularly as it affects prospects for home, employment, and sponsor. Plans looking toward these should be considered during the admission period, even though the sentence may be a long one, since they will affect many parts of the institution program and since they provide the prisoner with his most stimulating objectives.

VII. Classification. Strictly speaking, "classification" of prisoners refers to any grouping of prisoners and any prisoner may belong to several groups or classifications. These groupings may have to do with the type of institution to which a prisoner may be sent, with the degree of security needed to keep him safely, or with the kind of criminal behavior he usually displays. It may be a medical, a psychological, an educational, an occupational, a religious, a family, or a recreational classification. It may classify him merely as to race, color, age, sex, nativity, etc. There is no single classification system for criminals.

As sometimes used, the classification of prisoners refers to the whole procedure followed in the individual study and treatment of offenders. As used on the admission summary, it refers to three general classifications: criminal, security, and institutional.

a. Criminal classification. For the purposes of treatment, some prisons classify prisoners in at least four groups according to their criminal behavior or tendencies. This classification should not be confused with classification according to crimes.

Group A. Antisocial Habitual or professional criminals, gangsters, recidivists with antisocial philosophy, or prisoners whose respect for the rights of others is weak, if not absent.

Group B. Better class--Offenders because of situational difficulties (domestic, economic, educational, vocational, environmental) where the contributory factors can be corrected, removed, or remedied, including physical disabilities.

Group C. Custodial--Incompetent, infirm, more or less hopeless, or helpless prisoners in need of permanent supervision.

Group D. Defective delinquents or personality problems. Prisoners who are mentally abnormal, subnormal, disturbed.

A prisoner may belong to more than one of these groups. For example, a prisoner may be an antisocial type in need of permanent supervision (A.C.) he may be a defective delinquent of the better class (D.B.) or a defective delinquent of the custodial type (D.C.). In using such classifications, care should be exercised to regard such groupings only as tools to a better understanding of the kind of treatment needed by any prisoner and not as an inflexible label which finally disposes of and limits all future consideration of the case.

b. Security classification. Classification as to security may be left entirely to the deputy warden just as psychological, educational, and other classifications are left to the respective department heads. Ordinarily, however, this is considered such an important classification as to be subject to special consideration by the classification committee, subject perhaps to the final approval of the deputy warden. There are usually three types of security: maximum, medium, and minimum, defined as follows:

i. "Maximum security" - Prisoners who should be housed in cells (interior or exterior) or in dormitories and kept employed within a walled enclosure and under constant supervision may be said to require maximum security.

ii. "Medium security" - Prisoners who should be housed in cells (interior or exterior) or in dormitories within a walled or fenced enclosure but who may be given the responsibility and confidence of trusties, i.e., not kept under constant supervision, or who may be allowed to work under supervision outside the walled enclosure,

may be said to require medium security.

iii. "Minimum Security" - Prisoners who may be both housed and employed outside a walled enclosure in ordinary buildings with or without locks and with only sufficient civilian supervision to insure proper leadership may be said to require minimum security.

c. Institutional classification. Each State must determine its own institutional classification according to the institutional facilities which it possesses. However, even if all prisoners are confined in one institution, it may be found helpful to divide them according to the following classification in order to help indicate where emphasis in treatment should be placed.

i. Improvable - younger group: prisoners 25 years and under who appear to have capacity for normal social living after release.

ii. Improvable - older group: prisoners over 25 years who appear to have capacity for normal social living after release.

iii. Mental cases: insane, mentally disturbed, and mentally defective prisoners who need medical or psychiatric supervision.

iv. Unimprovable: prisoners who are so habitually criminal or so vicious or perverted, or so hopeless or helpless as to be apparently beyond rehabilitation.

VIII. General diagnosis and prognosis. A concise analysis of the difficulties or maladjustments found in any case constitutes the "diagnosis," and the probable or possible results which it is believed will follow from the suggested course of treatment is the "prognosis."

4. Institution History

Progress Reports

The institution history of any prisoner may be recorded on periodic progress reports (forms 35-45). Local conditions will determine how often such reports should be made. Some institutions aim to file such reports at the end of the first 6 months and thereafter at least once a year. Daily or weekly reports are sometimes required from cell house officers and work foremen as a basis for these semiannual or annual progress reports. Special reports are filed at any time by any officer as occasion warrants. This is particularly true in connection with disciplinary action or especially meritorious activities.

As indicated by the forms attached, these progress reports consist chiefly of a statement of the achievement record of each prisoner together with comments on attitude and effort with present findings and recommendations from each of the department heads cooperating. The procedure followed in making up such reports will be substantially the same as that in arranging for institution interviews. Record of date of requests and receipt of reports may be kept on control form A.

(Name of institution, city, State)

Progress Report

MEDICAL

Commitment name No.

Date of last report

New findings if any

I. Sickcalls

Date	Complaint	Disposition

II. Special Examinations (optician, opthamologist, etc.)

Date	Reason	Report

III. Hospitalization

Date From	Date To	Ailment	Disposition

IV. Progress on Special Program

V. Present Condition

Weight:
Admission_____ Present date_____ Gain or loss_____

Other findings: 1/

VI. Postinstitution program

VII. Recommendations

_____ M.D.
Signature of physician

Date_____

_____
Title

1/ Progress reports (medical) submitted for preparole summaries should include complete medical examination. See Departmental Interview, Medical, II. Examination.

(Name of institution, city, State)

Progress Report

DENTAL

Commitment name _____ No. _____

Date of last report

New findings if any

I. Record of Visits to Dentist

Date	Work performed	Remarks

II. Progress made on Program Recommended

_____
Signature

Date _____

_____
Title

(Name of institution, city, State)

Progress Report

PSYCHOLOGICAL

Commitment name _____ No. _____

Date of last report

New information if any

I. Re-examinations

Intelligence: I.Q. _____ M.A. _____
Tests used _____

Achievement: E.A. _____ Grade placement _____
Tests used _____

Vocational: _____
Tests used _____

Attitudes: _____
Tests used _____

Personality: _____
Tests used _____

II. Psychological Interview:

III. Progress on Special Case-Work Program

IV. Present Findings (in re mental capacity, educational and vocational placement, and personality adjustment)

V. Recommendations

Date_____

_____
Signature of psychologist

_____
Title

(Name of institution, city, State)

Progress Report

PSYCHIATRIC

Commitment name _____ No. _____

Date of last report

New information if any

I. Re-examination

II. Findings and Recommendations

Date _____ _____ M.D.
Signature

_____
Title

(Name of institution, city, State)

Progress Report

EDUCATIONAL

Commitment name No.

Date of last report

New information if any

I. School Program (including academic and vocational, correspondence, cell study, or reading courses)

Courses taken	Date start	Date complete	Achievement rating Start	Complete

II. Library and Art Work (including number and type of books read or projects undertaken)

III. Attitude and Conduct

IV. Progress on Special Program

V. Findings and Recommendations

Date _____

_____
Signature

_____
Title

(Name of institution, city, State)

Progress Report

INDUSTRIAL

Commitment name _____ No. _____

Date of last report

New information if any

I. Work Assignments

Date From	Date To	Jobs	Type (common labor, skilled or semi-skilled occupation, or vocational training)	Achievement (superior, satisfactory, or unsatisfactory)	Reasons for change in assignment

Do you recommend any change in assignment? Explain

II. Progress on Special Program

III. Just what Has Prisoner Learned under Your Jurisdiction?

IV. Has prisoner displayed any other aptitudes, interests, or ability while under your supervision? Explain.

V. Comments and Recommendations

Date _____

_____
Signature

_____
Title

(Name of Institution, city, State)

Progress Report

RELIGIOUS

Commitment name No.

Date of last report

New information if any

I. Attendance at Religious Activities

II. Evidence of Social or Religious Development

III. Progress on Special Program

IV. Recommendations

Date

Signature

Title

(Name of institution, city, State)

Progress Report

FAMILY WELFARE

Commitment name _____ No. _____

Date of last report

New information if any

I. Family Contacts

Visits:

Letters:

II. Family Problems Noted or Aided

III. Progress in Special Program

IV. Comments and Recommendations

Date _____ _____
Signature

_____
Title

(Name of institution, city, State)

Progress Report

LEISURE-TIME ACTIVITY

Commitment name _____ No. _____

Date of last report

New information if any

I. Participation in Leisure Time Activities

Activity	Part taken	Results

II. Progress in Special Program

III. Comments and Recommendations

Date _____

_____
Signature

_____
Title

(Name of institution, city, State)

Progress Report

OFFICER IN CONTACT 1/

Commitment name _____ No. _____

Date of last report

I. General Impression

Indicate general characteristics of the prisoner as observed in the cell-house or at work. Choose only items actually observed or give others not listed.

neat	untidy	sloppy
cooperative	forward	uncooperative
unfamiliar with prison routine	irked by prison routine	"con-wise"
calm	restless	easily upset
cheerful	indifferent	depressed or sullen
independent	easily led	suspicious
quiet	phlegmatic	noisy
trustworthy	"right guy"	"hard-boiled"
friendly	keeps to himself	surly
respectful	fawning	insolent
responsible	follows orders only	irresponsible
gets along	worried	complaining
good worker	easy going	lazy
leader	teamworker	follower

II. Significant Comments on Attitude of prisoner toward prison environment, offense, sentence, officers, inmates, prison duties, or other requirements.

III. Disciplinary Action or Reprimands

IV. Good Points Noted

_____
Signature

Date _____

_____
Title

1/ This form is to be filled out by the Cell House Officer, Gang Foreman, or any other officer who has frequent with the prisoner.

(Name of institution, city, State)

Progress Report

CUSTODIAL

Commitment name _____ No. _____

Date of last report

New information if any

I. Disciplinary Record

Date	Offense	Disposition

II. Meritorious Conduct

Date	Action	Remarks

III. Good Time: maximum possible _____ amount lost _____
amount restored _____ amount allowed _____

IV. Custodial Program
Note any reasons for change in housing, security or special custodial program recommended previously.

V. Comments and Recommendations

Date _____ _____
Signature

_____
Title

A294

5. Reclassification and Preparole Summaries

Reclassification Summary

When progress reports have been received from each department, the case history clerk should prepare a reclassification summary (form 46) which should be submitted to the classification officer and to the classification committee, if any, for consideration and approval.

Preparole Summary

The preparation of the preparole summary (form 47) follows the same procedure as the preparation of the reclassification summary. Final progress reports are received from each department head as the basis for the preparation of the preparole summary by the case history clerk, the classification officer, and the classification committee. The preparole summary is really a combination of the admission summary and the final reclassification summary since the parole board will want all details concerning the personal and criminal history of the prisoner, as well as his institution record and classification.

Definitions

For explanation of terms used on the reclassification and preparole summaries, see "Sources and Definitions of Terms Used on the Preparole Summary" following forms 46 and 47; see also Instructions for Use of Cooperating Staff Members (Appendix C), "Classification Committee."

FORM 46

(Name of institution, city, State)

RECLASSIFICATION SUMMARY

Commitment name _____ No. _____

I. New Data (if any) on case history, story of offense, criminal record

II. Achievements, present findings, and recommendations

a. Medical
b. Dental
c. Psychological
d. Psychiatric
e. Industrial
f. Educational
g. Leisure Time
h. Religious
i. Family Welfare
j. Custodial

III. Special program recommended

A294

IV. Revised institution program

a. Routine
b. Special

V. Revised postinstitution program

a. Home
b. Employment
c. Sponsor

VI. Reclassification:

a. Criminal
b. Security
c. Institutional

VII. Present diagnosis and prognosis

_____
Signature of classification officer

Date _____

_____
Title

A294

SOURCES AND DEFINITIONS OF TERMS USED ON THE RECLASSIFICATION SUMMARY

I. New data. Frequently between the time the admission summary is completed and the reclassification summary prepared, new information is received from field sources or otherwise regarding the prisoner's family or personal history, the story of the offense, or his past criminal record. Such information should be summarized on the reclassification summary.

II. Achievements, present findings, recommendations. On the progress reports, made by each department as a basis for the reclassification summary, will appear the institution record of the prisoner in each activity listed together with present findings and recommendations. These should be summarized concisely as a basis for reclassification.

III. Special program recommended. If any changes in the special program outlined on the admission summary are proposed in the progress reports, these should be noted.

IV. Revised institution program. See "Sources and Definitions Used on the Admission Summary", V. Institution program, following the admission summary, form 34.

V. Revised postinstitution program. See "Sources and Definitions Used on the Admission Summary", VI. Postinstitution program following the admission summary, form 34.

VI. Reclassification. See "Sources and Definitions Used on the Admission Summary", VII. Classification, following the admission summary, form 34.

VII. Present diagnosis and prognosis. See "Sources and Definitions Used on the Admission Summary", VIII. General diagnosis and prognosis, following the admission summary, form 34.

PREPAROLE SUMMARY

(Name of institution, city, State)

1. Commitment name _____ 2. No. _____

3. True name _____ 4. Aliases _____
5. Residence _____
6. Received from _____ 7. Court _____ 8. County _____ 9. Judge _____
10. Codefendants or accomplices _____
11. Offense _____
12. Birthdate _____
13. Age _____
14. Birthplace _____
15. Race _____
16. Civil status _____
17. Marital status _____
18. Detainers _____
19. Escapes _____
20. Parole revocations _____
21. Special _____
_____
_____

22. Sentence _____
23. Received _____
24. Begins _____
25. Good time _____
26. Eligible for parole less Good time _____
27. Expiration date No. Good time _____
28. Amount of good time Earned _____
29. Released _____
30. Revoked _____
31. Reparoled _____

I. Case history

a. Family and personal history
b. Physical condition
c. Employment
d. Education
e. Leisure time
f. Religious

II. Criminal record

a. Previous convictions
b. Present offense

i. Prisoner's version
ii. Official version

III. Institution record

a. Medical
b. Dental
c. Psychological
d. Psychiatric
e. Industrial
f. Educational
g. Leisure time
h. Religious
i. Family welfare
j. Custodial
k. Special

IV. Preparole field report

V. Postinstitution plans

a. Home
b. Employment
c. Sponsor

VI. Classification

a. Criminal
b. Security
c. Institutional

VII. Present diagnosis and prognosis

Date _____

_____
Signature of warden or classification officer

VIII. Comments of board of parole

IX. Action taken

_____
Signature

_____
Title

Date _____

SOURCES AND DEFINITIONS OF TERMS

USED ON THE PREPAROLE SUMMARY

1-31. See admission summary.

I. Case history. See admission summary (I. Case history) and reclassification summary (I. New data).

II. Criminal record. See admission summary (II. Criminal record) and reclassification summary (I. New data).

III. Institution record. See reclassification summary (II. Achievements, present findings, and recommendations) and progress reports prepared as a basis for the preparole summary.

IV. Preparole field report. In States having field, probation, and/or parole agents, a report is frequently made on the reaction of local officials and others to the possible return of the prisoner before the parole hearing. Sometimes such a field report also covers the prospects for home, employment, and/or sponsor in case parole is granted.

V. Postinstitution plans. Evidence in writing of provision for home, employment, and sponsor furnished by the prisoner or his relatives and friends is usually required prior to the parole hearing. These are usually verified only if parole is granted, before the prisoner is released. Sometimes they are checked previously as stated above.

VI. Classification. See admission summary (VII. Classification) and reclassification summary (VI. Reclassification). For definitions of terms see "Sources and Definitions of Terms Used on the Admission Summary," VII. Classification, following the admission summary, form 34.

VII. Present diagnosis and prognosis. For definition see "Sources and Definitions of Terms Used on the Admission Summary," VIII. General Diagnosis and Prognosis, following the admission summary, form 34.

VIII. Comments of board of parole. If the board of parole wishes to make comments for the record, such comments should be listed here.

IX. Action taken. The board of parole may deny parole, postpone consideration for a later date, grant parole as of a certain date, and grant parole under certain conditions. The action taken should appear on the preparole summary over the signature of a member of the board of parole.

6. Statistical Card and Tables

Statistical Card

A statistical card (form 48) is prepared for each prisoner. The preparation of this card is usually undertaken by the statistical clerk as soon as the initial interview is completed. However, care should be taken not to rely solely on the unverified data secured from the initial interview. Upon the completion of the admission summary, entries previously made on the statistical card should be verified and any new information added from the data secured from departmental interviews and field inquiries. Upon the completion of reclassification and/or preparole summaries, still further entries should be made on the statistical card as indicated.

Data for the statistical card will be found as indicated in "Sources and Definition of Terms Used on the Statistical Card" accompanying form 48.

Since the statistical card is the basis of all tabulations, considerable care should be exercised in its preparation. Each entry should be carefully checked against the source, as such checking will reduce clerical errors to a minimum and will also verify the accuracy of the data.

The statistical card may be printed on an 8" by 10" card and kept in a visible card file. Sometimes it is kept in a bound record book in combination with the prison register. Several copies of the card should be made for the warden, the deputy warden, the record clerk, the prison board, the board of parole, or any others desiring a ready reference file.

Tables

Nineteen tables or more may be prepared from the statistical card. The cards should be tabulated in convenient blocks. Tabulating in parts will simplify the job of checking and prevent the work from piling up. Above all,

such a procedure will make the final tabulations available in the shortest possible time after beginning the study.

A few trials may be needed to determine the most convenient block size. Ordinarily, a block containing from 100 to 200 cards is a workable size. For new admissions, a convenient block may be the total admissions for a calendar month. The same procedure may apply to releases.

Work sheets should be set up for each table, allowing one column for each block of cards that is to be entered and also one column for the total of all blocks. Each block of cards may be tabulated by first sorting the cards into piles for the topic in question, counting the number of cards in each pile, and then entering the count on the work sheets. For example, suppose the table pertains to the race of the inmate. The block of cards is first sorted into piles, one pile for each race. Then the cards are counted and the number entered on the work sheet. After all blocks have been entered on the work sheet, a total is taken. This total is then posted to the summary table reporting the race of the inmate. It is important that each step of the sorting, counting, and posting process be verified by a second person.

In order to avoid duplications, it should be noted that admission data for the sample tables shown are taken only from cards for prisoners "received from the courts" and release data only from cards for "release excluding transfers" to other penal institutions. For this reason the tables are purposely not designed to be self-auditing. Such self-auditing tables would have 4 columns: (1) confined at beginning of period, (2) received during the period, (3) released during the period, and (4) confined at end of period. In most cases, (1) plus (2) minus (3) would equal (4). In such tables, a large number of transfers between institutions and other so-called "new admissions" would be included in (2) and (3), thus causing duplications and

giving erroneous totals for new admissions and releases. However, in a number of tables the apparent self-audit would be misleading since the data would have changed over the period, as for example, age of prisoners. For these reasons, the self-auditing type of table is not recommended.

Definitions

For explanation of terms used on the statistical card and tabulations, see "Sources and Definitions of Terms Used on the Statistical Card," accompanying form 48.

(Name of institution, city, and State)

STATISTICAL CARD

(Date)

1a. COMMITMENT name _____ b. No. _____
c. True name _____ d. Aliases _____

2. Received from: a. court 1/ _____ p.v. 1/ es. 1/
(judicial district - county 1/ - judge)
b. parole 1/ c. escape 1/ d. other 1/ e. transfer o.p.i. 1/
3a. Convicted of b. ST group 1/
4a. Sentence 1/ _____ b. Begins
c. Expires: minimum _____ maximum _____ earliest release date _____
5a. Accomplices
b. Disposition of accomplices
6. Nature of offense: weapons ___ liquor ___ injuries ___ loss ___ other _____

7a. Previous convictions	b. Sentence	c. Institution	d. Dates	e. Months served	f. Method of release

g. Previous escapes and parole revocations _____ h. ST group 1/
8a. If wanted, where _____ b. Warrants pending _____
9. Age: a. first arrest _____ b. first conviction _____ c. first commitment ___
10. Birth date _____ b. Place 1/ _____ c. Age at admission 1/ _____ 11. Race 1/ _____
12a. Born U.S. citizen ___ b. Alien ___ c. First papers ___ d. Naturalized _____

	1. birthplace	2. present city	3. citizenship	4. education	5. occupation	6. marital status	7. date of death
13. Father							
14. Mother							

15. Childhood home: a. by whom reared _____ b. where _____ c. age left home _____
16. Siblings, number and ages: a. brothers _____ b. sisters _____
17. Single 1/ ___ Married ___ Remarried ___ Commonlaw ___ Separated ___ Divorced ___ Widowed ___
18. Wife or nearest relative _____
Address: _____
19. Children, number and ages: 1/ a. boys _____ b. girls _____
20. Family: a. criminality in _____ b. disease in _____
c. in need _____ d. contact helpful _____ e. home on release _____
21. Last residence _____
(number) (street) (city) (pop.) (county) (State)
22. Length of residence: a. city b. county c. State 1/
23. Residence: a. stable ___ b. occasionally transient ___ c. habitually transient ___
24a. Literacy 1/ _____ b. Last school grade completed 1/ _____ c. Vocational school 1/ _____
d. Other special training 1/ _____ 25a. Age left school _____ b. Reason _____
26a. Mental level (I.Q.) 1/ _____ b. Mental age (MA) 1/ _____ c. Grade placement (EA) 1/ _____
27. Health: 1/ a. good ___ b. alcoholic ___ c. drug addict ___ d. mental _____
e. tubercular ___ f. venereal ___ g. other ___ h. disabilities _____
28. Fit for: 1/ a. heavy work ___ b. light work ___ c. no work ___ 29. Sex irregularities _____

30a. Trades or skills 1/_____

31 Vocational aptitude tests_____ 32. Age began work_____

33. Number of months employed last 5 yrs.___ 34. Economic status: 1/ good___ marginal___ relief___

35. Church: a. denomination 1/_____ b. member_____ c. activities_____

36a. Military service_____ b. discharge_____ c. veteran's rating_____

37. Leisure time activities:

38a.Classification 1. Criminal 2. Security 3. Institutional	b.Reclassification: 1. Criminal 2. Security 3. Institutional
39a.Program 1. Routine 2. Special 3. Postinstitution	b.Revised program: 1. Routine 2. Special 3. Postinstitution
40a.Medical, dental, and psychiatric reports Date:	b*Condition at close of year ending _____ 19__ _____ 19__ _____ 19__ _____ 19__ c*at release
41a.Educational report Date:	b*Grade placement at close of year ending _____ 19__ _____ 19__ _____ 19__ c*at release
42. Industrial report Date:	
43. Religious report Date:	
44. Family relations report Date:	
45. Leisure-time activity report Date:	
46. Other activities (meritorious,etc.) Date:	
47. Disciplinary action or reprimands Date Offense	Officer reporting Disposition

48. Good time: a.total possible___ b.lost___ c.restored___ d.allowed___ e.months served 1/_____

49a.Action on release-Date b*Method of release-Date c.Age 1/ d.Reason for return Date

50. Future address

51. Remarks

1/ Data used on tables.

SOURCES AND DEFINITION OF TERMS USED ON THE STATISTICAL CARD

The sources for each item on the statistical card are listed below by means of symbols.* By way of illustration, filling instructions are included for those items that are to be tabulated. Similar instructions may be developed for the remaining items and for other institutional forms, particularly the initial interview and the several summaries. In this connection, attention is called to Instructions for Use of Cooperating Staff Members, (Appendix C).

1a. Commitment name - b. No. - c. True name - d. Aliases -.

(See Ad. Sum., items 1, 2, 3, and 4)

2. Received from: a. court - This item should include every prisoner received with a new commitment. If, in addition to his new commitment, a prisoner is also a parole violater, a check mark ✓ should be placed after "p.v."; if he is also an escapee, a check mark ✓ should be placed after "es." (see ad. sum., items 6 and 7).

2. Received from: b. parole - Only prisoners who have been returned from parole under old commitments should be checked under 2b. If a statistical card has already been filled out under the old commitment, the reason and date of his return should be noted also under 49d. If no card has previously been filled out, then all items

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* In.I= Initial Interview, DI = Departmental Interview, FI = Field Inquiry, Ad. Sum. = Admission Summary, PR = Progress Report, Recl. Sum. = Reclassification Summary, Prep. Sum. = Preparole Summary. DI Med.= Departmental Interview, Medical, etc.

under 49a, b. c, and d should be filled out (see ad. sum., item 6).

2. Received from: c. escape - Only prisoners who have been returned from escape under old commitments should be checked under 2c (see Ad. Sum. item 6).

2. Received from: d. other - Prisoners received from sheriffs for safekeeping, or from other sources not otherwise listed should be entered under 2d with name of source (see ad. sum., item 6).

2. Received from: e. transfer o.p.i. - Only prisoners received by transfer from other penal institutions should be entered under 2e (see Ad. Sum., item 6).

3a. Convicted of - Care should be taken to enter the crime here exactly as given on the commitment papers (see ad. sum., item 11).

3b. ST group (statistical table group) - The group into which the crime listed under 3a will fall in the statistical table 2, "Offenses," should be noted under 3b. For list of specific crimes falling under each group shown on table 2, see Judicial Criminal Statistics, Report of U. S. Census Bureau, Appendix I, U. S. Govt. Print. Off., Washington, D. C., 1935 or 1936.

4a. Sentence - Enter sentence as given in the commitment papers (see ad. sum., item 22).

4b. Sentence begins - Usually the sentence begins on the date of sentence, but not always. In case of doubt consult the record clerk (see ad. sum., item 24).

4c. Sentence expires: minimum - maximum - (see ad. sum., items 22 and 24); earliest release date - (see adm. sum., item 26).

5a. Accomplices - (see ad. sum., item 10).

5b. Disposition of accomplices - (see In.I, sec. XV).

6. Nature of offense - (see In.I, sec. XV).

7. Previous convictions - a-f - (see ad. sum., sec. IIc).

7g. Previous escapes and parole revocations - (see ad. sum., items 19 and 20).

7h. ST Group - In listing the statistical table group for previous convictions, see table 6 - "Number of Previous Convictions". A code may be used as follows:

Time served = 6 months or over

'A3 = 3 or more previous convictions
A2 = 2 " "
A1 = 1 " conviction

Time served = less than 6 months

B3 = 3 or more previous convictions
B2 = 2 " "
B1 = 1 " conviction

JD = Time served = commitments to institutions for juvenile delinquents

Time served = none

CF = Fine without commitment
CP = Probation
CN = No previous criminal record

A prisoner whose record indicates that he might be listed in more than one class should be put in the class of the most serious, i.e., the longest time served, or if no time was served "Fine" would be regarded as more serious than "Probation." Juvenile commitments are to be regarded as the least serious of all "Time served."

No record of minor traffic violations should be included. "Time served" will be actual time served (and not length of sentence) in prison, reformatory, house of correction, or jail, but not including institutions for juveniles and not including present commitment. For example, if a prisoner had been put on probation once and had served 60 days in a house of correction, 5 months in jail, and 1 year in prison, he should be entered as "A1." If another had paid a fine, served 60 days in a house of correction and 5 months in jail, he should be entered as "B2."

8a. If wanted, where ---, b. warrants pending --- (see ad. sum., items 18 and 21).

9. Age: a. first arrest, b. first conviction, c. first commitment - (see In.I, sec. XVI).

10a. Birth date - (see ad. sum., item 12).

10b. Birth place - (see ad. sum., item 14).

10c. Age at admission - (see ad. sum., item 13). The age of prisoner at time of admission must be computed from birth date (10a).

11. Race - Indicate race as follows:

W = White C = Chinese I = Indian
N = Negro J = Japanese
Other = give name. (see In.I, sec. XI).

12a. Born U.S. citizen --, b. alien --, c. first papers --, d. naturalized -- (see ad. sum., item 16).

13. Father - (see In.I, sec. I).

14. Mother - (see In.I, sec. I).

15. Childhood home - a.--c. - (see In.I, sec. IV).

16. Siblings - a.--b. - (see In.I, sec. I).

17. Marital Status - (see ad. sum., item 17).

18. Wife - (see In.I, sec. I).

19. Children - a.--b.-- (see In.I, sec. I).

20. Family: a. criminality in - Indicate relatives who have had criminal records as follows: F - father, M - mother, B - brother, S - sister, GF - grandfather, GM - grandmother, U - uncle, A - aunt. If more than one member of same group has a criminal record, put number before letter, e.g., two brothers with criminal records = 2B (see In.I, sec. I).

20. Family: b. disease in - Indicate relative and disease. For example: father had cancer F cancer; mother had diabetes = M diabetes (see In.I, sec. I)

20. Family: c. in need - Indicate "yes" or "no" (see DI. fam. wel., sec. III).

20. Family: d. contact helpful - Indicate "yes" or "no" (see DI. fam. wel., sec. II).

20. Family: e. home on release - Indicate with whom prisoner will make his home after release (see DI. fam. wel., sec. II).

21. Last residence - Give place generally regarded as prisoner's home just before arrest. Give population in the last census (see ad. sum., item 5).

22. Length of residence - Give total period where prisoner made his home previous to arrest. If prisoner was at one time a resident but moved away and then returned, the sum of these periods of residence should be counted (see In.I, sec. IV).

23. Residence: a. stable - Indicate "yes" if prisoner has lived 2 years or more in one locality immediately prior to commitment, i.e., city or county; otherwise "no" (see In.I, sec. IV).

23. Residence: b. occasionally transient - Indicate "yes" only if prisoner has traveled from place to place during the 2 years immediately prior to commitment, but usually maintains a permanent home; otherwise "no" (see In.I, sec. IV).

23. Residence: c. habitually transient - Indicate "yes" if prisoner apparently has no permanent home but wanders from place to place (see II, sec. IV).

24a. Literacy (see In.I, sec. V) - Indicate literacy as follows:

Can read and write English	- RW
Literate only in a foreign language	- FL
Illiterate	- Ill

24b. Last school grade completed - For common and high school, indicate grades "1" - "12;" for college, "1 yr." - "4th yr." or more (see In.I, sec. V).

24c. Vocational school - Indicate the number of years' work completed in a vocational school course (see In.I, sec. V).

24d. Other special training - Indicate the number of years' instruction completed in music, art, or any special subject including apprenticeship in a trade (see In.I, sec. V).

25a. Age left school - b. reason - (see In.I, sec. V).

26a. Mental level (I.Q.) - b. mental age - c. grade placement - (see DI psych., sec. VI).

27. Health: a - h. - (see DI med., sec. VIII).

28. Fit for: a - c - (see DI med., sec. VIII).

29. Sex irregularities - (see DI med., sec. VIII).

30a. Trades or skills - (see In.I, sec. VII; DI indus., sec. I).

Indicate one of occupations listed in table 1 "Gainful Workers in

the United States Classified into Social-Economic Groups by Occupations - 1930" (see Alphabetical Index of Occupations - Reprint of Pages 1 to 40, U. S. Gov't Print. Off., Washington, D.C., 1937, pp. 3-7). Indicate class into which each falls as follows:

0 = Professional persons
1 = Farmers (owners and tenants)
2 = Proprietors, managers and officials (except farmers)
3 = Clerks and kindred workers
4 = Skilled workers and foremen
5 = Semiskilled workers
6 = Farm laborers
7 = Other laborers
8 = Servant classes
9 = Indefinite
X = New workers

For example, a journeyman brick mason = 4 brick mason

31. Vocational aptitude tests - (see DI ed., sec. III).

32. Age began work - (see In.I, sec. VII).

33. No. of months employed last 5 years - (see In.I, sec. VII).

34. Economic status - (see In.I, sec. VIII).

35. Church-a - c - (see In.I, sec. XI).

36. Military service - (see In.I, sec. X).

37. Leisure time activities - (see In.I, sec. VI).

38a. Classification: 1,2,3 - (see ad. sum., sec. VII).

38b. Reclassification: 1,2,3 - (see recl. sum., sec. V).

39a. Program - 1,2 - (see ad. sum., sec. V).

39b. Program revised - 1,2 - (see recl. sum., sec. IV). Whenever reclassification or preparole reports are received, enter under 40 - 47 only the briefest entries indicating progress or activities of major importance from the sources indicated.

40a. Medical, dental, psychiatric - (see PR med., dental, psychiatric, psychological).

40b. Condition at close of year - (see sp. report). Since it is unlikely that progress reports will be available on all prisoners at any one time, to secure data on "Physical condition (of all prisoners) at end of year" it will be necessary to conduct a special checkup and file special reports.

40c. Condition at release - (see PR med.- preparole).

41a. Educational - (see PR ed.).

41b. Grade placement at close of year - (see sp. report). As with "Physical condition," it will be necessary to conduct a special checkup and file special reports to secure "Grade placement (of all prisoners) at end of year."

41c. Grade placement at release - (see PR ed.-preparole).

42. Industrial - (see PR ind.).

43. Religious - (see PR rel.).

44. Family relations - (see PR F wel.).

45. Recreation - (see PR leisure time).

46. Other activities - meritorious - (see PR cust.).

47. Disciplinary - (see PR cust.).

48. Good time - a - d - (see PR cust., sec. 3; and record clerk under prisoner's commitment name and number).

49a. Action on release - date - (see preparole sum., sec. VIII).

49b. Method of release - date - (see register under prisoner's commitment name and number).

49c. Age - (see 10a and 49a, above).

49d. Reason for return - date - (see register under prisoner's commitment name and number).

50. Future address - (see sp. report).

51. Remarks - If prisoner is released by transfer, note name and address of institution to which transferred; if by death, note cause of death, results of post-mortem, if any, disposition of body.

(Name of institution, city, and State)

TABLE 1. - MOVEMENT OF INMATE POPULATION

Fiscal year ending_____.

Population at beginning of year..... _____

Admissions during year (excluding transfers)..... _____

Received from courts..... _____
(Including parole violators returned with new commitments)
(Including escaped prisoners returned with new commitments)
Parole violators returned (old commitments only)..... _____
Escaped prisoners returned (old commitments only)..... _____
Other admissions (indicate source)..... _____

Transferred from other penal institutions..... _____

Discharges during year (excluding transfers)..... _____

Sentence expired..... _____
Full time served..... _____
With good time deduction..... _____
Paroled..... _____
Conditional release..... _____
Pardoned..... _____
Executed..... _____
Died..... _____
Escaped..... _____
Other discharges (indicate method)..... _____

Transferred to other penal institutions..... _____

Population at end of year..... _____

Daily average population..... _____

For table 1 see statistical cards 2 and 49b.

For daily average population, see official daily count with record clerk.

(Name of institution, city, and State)

TABLE 2. - OFFENSE

Fiscal year ending_____.

Type of offense	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Homicide.....			
Aggravated assault.....			
Other assault.....			
Robbery.....			
Burglary.....			
Larceny, except auto theft.....			
Auto theft.....			
Embezzlement and fraud.....			
Stolen property.....			
Forgery.....			
Rape.....			
Prostitution and commercialized vice			
Other sex offenses.....			
Violating drug laws.....			
Violating liquor laws.....			
Carrying weapons, etc.....			
Nonsupport or neglect.....			
Violating traffic laws.....			
Disorderly conduct and drunkenness.			
Other offenses.....			

For table 2 see statistical card 3b.

(Name of institution, city and State)

TABLE 3. - LENGTH OF PRESENT SENTENCE

Fiscal year ending _____.

Length of present sentence	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
(List here the sentences of prisoners at this institution)			

For table 3 see statistical card 4a.

(Name of institution, city, and State)

TABLE 4. - AGE

Fiscal year ending _____.

Present age	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Under 15 years			
15 years			
16 years			
17 years			
18 years			
19 years			
20 years			
21 years			
22 years			
23 years			
24 years			
25-29 years			
30-34 years			
35-39 years			
40-44 years			
45-49 years			
50-54 years			
55-59 years			
60-64 years			
65 years and over			
Age unknown			

For table 4 see statistical card 10c for received, 49c for released, and 10 a for confined.

(Name of institution, city, and State)

TABLE 5.-COUNTY FROM WHICH CONVICTED

Fiscal year ending _____.

Name of county	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____

(List here all counties of state)

For table 5, see statistical card 2a.

(Name of institution, city, and State)

TABLE 6.-NUMBER OF PREVIOUS CONVICTIONS

Fiscal year ending _____.

Type and number of previous convictions	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Time served: 6 months or over			
3 or more previous convictions			
2 previous convictions			
1 previous conviction			
Time served: less than 6 months			
3 or more previous convictions			
2 previous convictions			
1 previous conviction			
Time served: commitment to institutions for juvenile delinquents			
Time served: none			
Fine without commitment			
Probation			
No previous criminal record			

For table 6 see statistical card 7h.

(Name of institution, city, and State)

TABLE 7 - LENGTH OF TOTAL RESIDENCE IN STATE[1]
(Prior to arrest for present offense)

Fiscal year ending _____.

Number of months	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Less than 1 month			
1 month but less than 3 months			
3 months but less than 6 months			
6 months but less than 9 months			
9 months but less than 12 months			
1 year but less than 2 years			
2 years but less than 3 years			
3 years or more			
Unknown			

1/ Similar tabulation may be made for "Length of residence in county" and "Length of residence in city" if desired.

For table 7 see statistical card 22c.

(Name of institution, city, and State)

TABLE 8.-RACE AND NATIVITY

Fiscal year ending _____.

Race	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Native-born			
Foreign-born			
White			
Native-born			
Foreign-born			
Negro			
Native-born			
Foreign-born			
Chinese			
Native-born			
Foregin-born			
Japanese			
Native-born			
Foreign-born			
Indian			
Native-born			
Foreign-born			
Mexican			
Native-born			
Foreign-born			
All Other			
Native-born			
Foreign-born			

For table 8 see statistical cards 10b and 11.

(Name of institution, city, and State)

TABLE 9.--NATIVITY OF WHITE FOREIGN-BORN PRISONERS

Fiscal year ending _____.

Place of birth	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
England			
Scotland			
Wales			
Iceland			
Norway			
Sweden			
Denmark			
Netherlands			
France			
Germany			
Poland			
Czechoslovakia			
Hungary			
Yugoslavia			
Russia			
Lithuania			
Finland			
Rumania			
Greece			
Italy			
Spain			
Canada			
Mexico			
Central and South America			
All Other			

For table 9 see statistical cards 10b and 11.

(Name of institution, city, and State)

TABLE 10.--MARITAL STATUS

Fiscal year ending _____.

Marital status	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
With children			
Without children			
Single			
With children			
Without children			
Married			
With children			
Without children			
Common law			
With children			
Without children			
Separated			
With children			
Without children			
Divorced			
With children			
Without children			
Widowed			
With children			
Without children			

For table 10 see statistical cards 17 and 19.

(Name of institution, city and State)

TABLE 11.-INTELLIGENCE

Fiscal year ending _____.

Classification	Received from courts	Released excluding transfers	Confined at end of period
Intelligence quotient			
Total.....	_____	_____	_____
Imbecile I.Q. below 50			
Moron I.Q. 50 - 69			
Borderline defective I.Q. 70 - 79			
Dull I.Q. 80 - 89			
Normal I.Q. 90 - 109			
Superior I.Q. 110 or more			
Unknown			
Mental Age			
Total			
7 years or under			
8 years or under			
9 years or under			
10 years or under			
11 years or under			
12 years or under			
13 years or under			
14 years or under			
15 years or under			
16 years or under			
17 years or under			
18 or over			
Unknown			

For table 11 see statistical cards 26a and 26b.

(Name of institution, city, and State)

TABLE 12.-GRADE PLACEMENT

Fiscal year ending _____.

Classification	Received from courts	Released excluding transfers	Confined at end of period
Grade placement or educational age			
Total.....	_____	_____	_____
First year			
Second year			
Third year			
Fourth year			
Fifth year			
Sixth year			
Seventh year			
Eighth year			
Ninth year			
Tenth year			
Eleventh year			
Twelfth year			
Above twelfth year			
Unknown			

For table 12 see statistical card 26c for received, 41c for released, and 41b for confined.

(Name of institution, city, and State)

TABLE 13 - EDUCATION AT ADMISSION

Fiscal year ending _____.

Education	Received from courts	Released excluding transfers	Confined at end of period
Literacy			
Total.....	_____	_____	_____
Can read and write English			
Literate only in a foreign language			
Illiterate			
Unknown			
Last School Grade Completed			
Total			
Common school			
First grade			
Second grade			
Third grade			
Fourth grade			
Fifth grade			
Sixth grade			
High school			
Seventh grade			
Eighth grade			
Ninth grade			
Tenth grade			
Eleventh grade			
Twelfth grade			
College			
First year			
Second year			
Third year			
Fourth year or more			
Unknown			
Special Training			
Total			
Vocational school			
Other special training			
Both vocational and special training			
None			
Unknown			

For table 13 see statistical cards 24a, b, c, and d.

(Name of institution, city, and State)

TABLE 14 - PHYSICAL CONDITION .

Fiscal year ending _____.

Physical condition	Received from courts	Released excluding transfers	Confined at end of period
Total number of prisoners.....	_____	_____	_____
Prisoners in good health			
Prisoners diseased or disabled			
Correction for duplication			
Total number of diseases or disabilities			
Alcoholic			
Drug addiction			
Mentally disturbed			
Neuropathic			
Potentially psychotic			
Psychotic			
Tuberculosis			
Venereal disease			
Syphilis			
Gonorrhea			
Other diseases or disabilities (list from records)			

For table 14 see statistical cards 27a through h for received, 40c for released, and 40b for confined.

(Name of institution, city, and State)

TABLE 15.-NUMBER OF MONTHS EMPLOYED LAST 5 YEARS PRIOR TO ARREST FOR PRESENT OFFENSE

Fiscal year ending _____.

Number of months	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Less than 1 month			
1 month but less than 2 months			
2 months but less than 3 months			
3 months but less than 4 months			
4 months but less than 5 months			
5 months but less than 6 months			
6 months but less than 9 months			
9 months but less than 12 months			
12 months but less than 18 months			
18 months but less than 24 months			
24 months but less than 30 months			
30 months but less than 36 months			
36 months but less than 42 months			
42 months but less than 48 months			
48 months but less than 54 months			
54 months and over			
Unknown			

For table 15 see statistical card 33.

(Name of institution, city, and State)

TABLE 16.-USUAL ECONOMIC STATUS

Fiscal year ending _____.

Usual economic status	Received from courts	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Relief			
Marginal			
Good			
Unknown			

For table 16 see statistical card 34.

(Name of institution, city, and State)

TABLE 17.-OCCUPATION AT ADMISSION

Fiscal year ending _____.

Occupation	Received from courts	Released excluding transfers	Confined at end of period
(here list trade or technical skill in which prisoner is most proficient, under the following headings.)			
Total.....	_____	_____	_____
Professional persons			
Farmers (owners and tenants)			
Proprietors, managers and officials (except farmers)			
Clerks and kindred workers			
Skilled workers and foremen			
Semiskilled workers			
Farm laborers			
Other laborers			
Servant classes			
Indefinite			
New workers			

For table 17 see statistical card, 30a.

(Name of institution, city, and State)

TABLE 18.-RELIGION

Fiscal year ending _____.

Member	Received from courts.	Released excluding transfers	Confined at end of period
Total.....	_____	_____	_____
Protestant			
Catholic			
Hebrew			
Other			
None			

For table 18 see statistical card 35a.

(Name of institution, city, and State)

TABLE 19.--TIME SERVED UNDER PRESENT SENTENCE

Fiscal year ending _____.

No. of years and months	Released excluding transfers
Total.....	_____
Less than 6 months	
6 months but less than 12	
12 months but less than 18	
18 months but less than 24	
24 months but less than 36	
36 months but less than 48	
48 months but less than 60	
60 months but less than 72	
6 years but less than 10 years	
10 years but less than 20 years	
20 years but less than 30 years	
30 years and over	

For Table 19 see statistical card, 48e.

APPENDIX C

INSTRUCTIONS FOR USE OF COOPERATING STAFF MEMBERS

A project for the establishment of prisoners' case records will succeed only to the extent that the staff will cooperate. Its sole justification is to supplement the staff in its work of diagnosing, classifying, and training prisoners. As a preliminary step in the project, members of the staff who are requested by the prison board or the warden to cooperate should agree upon certain fundamental principles and policies to guide them. The following suggestions are offered as a basis for discussion, but each institution must adopt its own program suited to its particular needs.

COOPERATING STAFF MEMBERS

The cooperation of the following members of the staff will ordinarily be essential to any project:

Warden,
Deputy warden,
Record clerk,
Physician,
Psychologist,
Psychiatrist,
Director of education,
Superintendent of industries,
Chaplains,
Director of family welfare,
Recreation director,
Cell house officers,
Work detail officers or foremen, and
Classification officer.

Three duties are required of these members as part of the program:

1. To interview each prisoner on admission and file a report of such interview;
2. To make reports as requested from time to time on the progress of each prisoner under his supervision; and
3. To act when requested as a member of the classification committee to pass upon summaries of each case made at admission, at reclassification, and just prior to parole consideration.

It would be impossible to outline all the duties and problems confronting each staff member cooperating in this procedure. The following suggestions touch only the most obvious. The sample forms proposed for the use of cooperating staff members (forms 1-12 and 35-45) are really suggestive outlines for interviews rather than questionnaires to be filled out. As experience is gained in holding interviews with prisoners, staff members may discard the outlines entirely in favor of their own procedure. Each institution and each staff member must adapt the general principles set forth herein to his own particular needs.

In general, each cooperating staff member should bear in mind two objectives in holding such interviews with prisoners: (1) he needs to discover the attitudes, the interests, and the behavior patterns in his particular field which bear directly or indirectly on the criminal tendencies or behavior of the prisoner; and (2) he should determine what place in his part of the institution program the prisoner shall take.

1. Record Clerk[1]/

Commitment Papers and Prison Register

1/ See also "Record Clerk (Statistical Card)"--below.

The record clerk ordinarily makes the first contact with the incoming prisoner. He receives and files the official commitment papers. He then "enters the prisoner" in the prison register and assigns him a number. He is custodian of the register and the commitment papers; since no prisoner can legally be held without such papers it is essential that they be carefully guarded in the "official file."

Sample forms for commitment papers and prison register are shown in forms O and OO.

Alias Cross Reference File

In some prisons the record clerk also maintains a cross-reference file of true names and aliases as well as commitment names as a check on recidivists.

Indentification Data

Unless there is a special indentification officer, the next duty of the record clerk is to photograph, fingerprint, and make a record of certain identifying physical characteristics of each prisoner. Some prisons take pictures of the prisoner in action to record characteristic gait, posture, etc., but ordinarily only "stills" are taken. If possible, side and front views of the prisoner in civilian clothes as well as in prison clothes should be taken. Fingerprints and other identifying data usually recorded are shown on form 14a. As many fingerprint impressions should be taken as may be needed for field inquiries including Federal and State bureaus of identification, military service, etc.

Case Record Folder

With this routine information in hand, the record clerk may

then proceed to establish the prisoner's case record folder. This may be done by the record clerk, by a case worker assistant, or by a special classification officer. This will depend upon local conditions and personnel. In the simplest form of organization the record clerk may have charge of all prisoners' case records with such assistants as he requires.

Initial Interview

In establishing the case record, the first duty of the record clerk or other officer is to complete the "initial interview." This interview (form 1) covers the most important facts about the prisoner's past life as a basis for acquainting the staff with the prisoner. It should be an interview such as any layman could undertake successfully. In fact, in some prisons the more intelligent prisoners fill out the form themselves under the supervision of the record clerk. This is unadvisable, however, except where many interviews must be held by a single officer in a limited time. The initial interview should not contain questions of a confidential or a professional nature such as might be asked by a physician or a psychologist. It should, however, cover the factual history of every phase of the inmate's life -- personal, family, medical, educational, vocational, religious, recreational, and criminal -- in order to furnish a general background for more specialized interviews by department heads. Where such background data are not covered in the initial interview, each

department head must get it separately, thus duplicating one another's work. Furthermore, the initial interview should furnish leads to field sources of information about the prisoner with which contacts may be made by mail or otherwise while departmental interviews are being held.

At least three copies of the intial interview should be typed -- one to file with the commitment papers, one for the case record file, and one for the field visitor. Sometimes the prison board or the board of parole requests a copy of the initial interview; but in these cases copies should not be sent until the data on the initial interview have been verified and supplemented as far as possible by field reports.

If the prison has a classification officer, sometimes he will take the initial interview. If there is no classification officer, then the record clerk may send a copy of the initial interview to the project supervisor, who will have a case record folder established and a copy of the initial interview attached. The folder is then sent to the prison physician for the medical interview and examination. As each departmental interview is completed, a copy is attached to the case record folder and passed along to the next officer; thus a complete record is accumulated.

2. Physician

The medical examination of the inmate should be made as soon after admission as possible. The sample form shown for the medical

examination (form 2) covers a complete physical examination. Whether all the items given can be covered will depend, of course, upon local conditions and individual needs. The examination should be thorough enough to disclose any existing ailments and any organic weaknesses calling for special consideration.

Such medical tests should be given as are needed. It is practically universal now in all prisons to test for venereal disease. However, not every case will call for a sputum test; but where a history or a tendency toward tuberculosis is shown, such a test should be made. Such precautions should be taken also with other diseases. Sufficient investigations of health habits of the prisoner should be made to indicate whether the prisoner is an alcoholic, a drug addict, or especially inclined toward sex irregularities which might make him either an aggressive or a receptive factor in sex perversion.

Present complaints or ailments should be specifically listed with definite recommendations for treatment. A distinction should be made between acute needs and constructive measures and between medical and surgical treatment recommended. The doctor should decide whether the prisoner is fit for hard work, light work, or no work and whether he should be further examined by a psychiatrist or any other specialist.

Finally, the physician should diagnose the prisoner's physical condition in relation to his criminal tendencies or behavior as a basis for special attention.

3. Dentist

As with the physician, so with the dentist's examination,

the sample form (form 3) shows a complete examination, and the prison dentist may use as much or as little of it as his time, resources, and local facilities permit. The examination should be thorough enough to disclose immediate acute needs and to indicate constructive measures for possible future consideration. Particular attention should be paid to dental conditions requiring special diet, etc., or affecting the inmate's general physical condition.

4. Psychologist

The psychologist's interview (form 4) is undoubtedly one of the most important of all the institution interviews. It is particularly important that the psychologist examine the initial interview and any other data accumulated for any clues concerning the prisoner's behavior patterns, attitudes, tensions, motivations, etc., and that he check on these during his own interview.

The following group of five psychological examinations is suggested for prisoners:

(1) For intelligence quotient (I.Q.) or mental age (M.A.). Tests for intelligence frequently used in prisons include language tests, e.g., Army Alpha (group test), Otis Self-Administering (group), Stanford, Binet (individual), and nonlanguage tests, e.g., Army Beta (group), Porteus-maze (group), Dearborn (individual). The I.Q. or M.A. attained indicates the following mental capacity, using an I.Q. of 100 or a mental age of 14 as normal:

Superior	(I.Q. 110 or above)	(M.A. 15 yrs. 4 mos. or above)
Normal	(I.Q. 90 - 109)	(M.A. 12 yrs. 7 mos. to 15 yrs. 3 mos.)
Dull	(I.Q. 80 - 89)	(M.A. 11 yrs. 2 mos. to 12 yrs. 6 mos.)
Borderline defective	(I.Q. 70-79)	(M.A. 9 yrs. 9 mos. to 11 yrs. 1 mo.)
Moron, low-grade	(I.Q. 50-69)	(M.A. 7 yrs. to 9 yrs. 8 mos.)
Imbecile	(I.Q. below 50)	(M.A. below 7 yrs.)

(2) For Achievement or educational age (E.A.). Achievement tests indicate grade placement based on actual performance rather than on school records. Tests for achievement have been developed showing ability in word and paragraph meaning, dictation, use of language, geography, history, civics, arithmetic, physiology, and hygiene, such as the Stanford Achievement Tests.

(3) For vocational aptitudes. Aptitude tests indicating mechanical or clerical ability have been developed, such as the Stenquist Mechanical Test, Minnesota Mechanical Test, etc.

(4) For attitude. Tests for attitude, such as the Allport Attitude Test, may be used.

(5) For personality. Tests, such as the Bernreuter or the Woodworth Personality Inventory, are of value in bringing out personality traits and habits and behavior patterns.

If conditions make it impossible to give all of these tests, at least the tests for intelligence and achievement should be given in order to get some clue as to the mentality and ability of the prisoners. Sometimes the psychologist tests only for intelligence and leave achievement and vocational aptitude tests to the educational division. Very little technique has as yet been developed for attitude tests, although attitudes are fundamental in dealing with criminal behavior. Some clues may be found in current personality tests, but for the present the psychologist must depend largely on his own interview to disclose attitudes.

The psychological interview is of great significance. Some

students of penology believe that from it alone can be discovered the essential difficulties and maladjustments making for criminality and hence the necessary course of treatment. However that may be, the psychological interview should be something more than merely a set of psychological tests.

A great many questions are sometimes included in social case histories regarding the prisoner's personal life, sex adjustment, parental and marital relations, peculiar traits and characteristics, social attitudes and concepts, needs, and difficulties. These belong in the psychological interview. Answers to these questions are of value when interpreted by a trained psychiatrist or psychologist; they are often unfortunately misinterpreted by laymen. Properly interpreted, undoubtedly, such questions and answers help both officials and prisoners to discover motivations, drives, complexes, tensions, and pressures which underlie attitudes and behaviors. Special questionnaires for such psychological interviews have been developed at several prisons, e.g., at Western Penitentiary, Pittsburgh, Pa., and House of Correction, Detroit, Mich.

In this interview the prisoner's reaction to his present situation, and particularly to his criminal activities, if they can be secured, are of special value. It may be that such reactions must be gained indirectly.

Specifically, the psychologist should be able to report definite conclusions in regard to the prisoner's mental capicity, his

educational and possibly his vocational placement, and to give some evaluation of his personality adjustment or the lack of it. He should note whether a further examination by a psychiatrist is needed. Finally, he should indicate how mental capacity or achievement and personality adjustment are related in any way to the prisoner's criminal tendencies or behavior, and what, if anything, can be done about it.

5. Psychiatrist

A psychiatrist will need to examine only those cases showing sufficient mental disturbance to indicate a pathological or a potentially pathological condition (form 5).

Mentally disturbed prisoners may be classified as follows:

(1) Neuropathic including

psychopathic personality
epileptic
post encephalitic
alcoholic
drug addict
psychoneurotic
otherwise abnormal without psychosis

(2) Psychotic (insane)

(3) Potentially psychotic

The psychiatrist should recommend whether such prisoners should be transferred to a mental hospital. If retained at the prison, the psychiatrist should indicate as clearly as possible the conditions of housing, employment, recreation, custody, and medical care necessary to protect these prisoners and the institution. A psychopathic prisoner may be one of the most dangerous prisoners simply because he does not

appear dangerous most of the time. An epileptic may be unsafe only in certain situations. The alcoholic and the drug addict may be a menace to others besides themselves. The psychoneurotic may be a nuisance unless understood. The psychotic and the potentially psychotic should be removed to a mental hospital. Failure to understand the simple pathology of these cases may cause serious disciplinary problems. The psychiatrist can protect the staff from such difficulties.

6. Director of Education

The officer in charge of education in a prison is an important factor in diagnosing criminality. The attitude of the prisoner toward regular school attendance as a child, toward his former teachers, toward the subjects he studied are often an important clue to his attitude toward social organization in general, toward those in authority, and toward his chief interests. The educational interview may disclose much about the parental attitude and point of view which helped to condition the prisoner's behavior patterns. The questions on the sample form (form 6) are suggestive only of the type of questions which may prove fruitful. Each teacher must follow the leads offered in each interview.

If the psychologist has not already given achievement tests for grade placement, the director of education should do so. Such tests for advanced subjects and for vocational skills as may be possible should also be given.

In mapping out a program of institutional training, whether

it is a formal academic or vocational program, correspondence course, or reading course, the teacher must bear in mind the mental capacity as well as the interests of the prisoner and especially his postinstitution needs as far as they may be forecast. If the school program is limited by personnel or facilities, the teacher may be able to secure correspondence courses from such States as California or Massachusetts or reading courses from Wisconsin or Oregon where special attention has been given to this type of prisoner education.

Both in the preliminary interview and in mapping out an educational program, the officer in charge of education should distinguish between at least two objectives in interviewing new admissions: (1) training which merely raises the general level of literacy or achievement and thus indirectly may affect criminal behavior; and (2) training which bears directly on the criminal problem in any case. For example, many prisoners have not completed their common school education and it is, of course, to the advantage of all that they do so, if possible. However, where criminal behavior can be traced directly to the lack of education, such as vocational training, it is clearly the duty of the prison to provide such training. If there is any question concerning which of the two types of training should be given the latter should be given the preference. For this reason, it is important that the teacher try to indicate whether faulty education or lack of education is in any way related to the prisoner's criminal tendencies or behavior.

7. Superintendent of Industries

In getting at the attitudes, interests, and behavior patterns

shown by the prisoner in connection with his employment, the superintendent of industries may follow a line of questioning (form 7) which will disclose how important (or unimportant) a part regular employment has played in the prisoner's past life, in what occupations or skills he has been most proficient, what difficulties he has encountered in his employment relations, and whether he is a follower or a leader. To supplement the vocational aptitude tests which the psychologist or the educational director may have given, some actual performance tests in shops or elsewhere will be helpful especially if the prisoner claims to be a skilled worker.

The question of what work the prisoner shall do while incarcerated should depend in large part on what he can do after release. Actually, however, the choice is severely limited by the opportunities which the prison industrial program offers. Usually this is limited to (1) maintenance work offering a few trade skills and much unskilled labor, (2) some industrial work offering both skilled and semiskilled employment, and (3) general unskilled labor. The placement of prisoners with special proficiency in maintenance trades, such as plumbing, carpentry, masonry, electricity, cooking, will not be difficult. Prisoners with little or no vocational skill and capacity are likewise easily placed among the unskilled labor groups. Prisoners with little or no vocational skill but with the ability to acquire such skill need particular attention, especially if their criminal behavior is in any way affected by their previous employment or lack

of it. Whether prisoners are skilled, unskilled, or potentially trainable, the place which employment or unemployment has taken in their criminal behavior should be carefully noted as a basis for special case work.

8. Chaplains

The chaplain's place in the prison program may be a very vital one if he uses it with understanding. It is possible that the religion or the philosophy by which a prisoner governs his life may be the starting point in his rehabilitation. Understanding or confession of wrong done, restitution or at least desire to make right such wrong as far as possible, and some serious consideration of those things which make up religion, such as man's relation to God, to right and wrong, to punishment and reward, to prayer or thoughtful contemplation, or to the future, are the elements which may make up the chaplain's first interview with a prisoner. If the prisoner worships in no conventional way, it may be that he has regard for some other human being who may exert a wholesome influence on him. If he has no belief in a life hereafter, it may be that his chief objective in life will give a clue to his motives. It often happens that a prisoner's complete lack of social philosophy rather than any definite antisocial philosophy is his undoing. Whichever it is, the chaplain is by profession the member of the staff to discover what the prisoner's attitude and convictions are in this respect and to plan to mould them toward a constructive social point of view.

The questions set forth in the sample form (form 8) are

offered not as a routine to be followed slavishly but as suggestions which might be fruitful.

Whether the prisoner wishes to take part in any of the prison religious activities or to keep in touch with any church or religious organization outside the prison may be considered as a basis for the chaplain's recommendations. If there is any realistic relation between the prisoner's criminal behavior and his religion or his philosophy of life, or the lack of it, this, too, should be pointed out by the chaplain.

It is assumed that each prisoner will be interviewed by the chaplain of his own religious group, i.e., Protestant, Catholic, Hebrew, etc.

9. Director of Family Welfare

Often the most serious problem confronting a new prisoner is one affecting the welfare of his family. Especially if the man is married, the removal of the principal wageearner from the family causes unusual hardship until an adjustment has been made. Even if the problem is not an economic one, relationships within the family are of deep concern to most prisoners. They must be handled with delicacy, in confidence, and in such a way as to produce concrete results. Sympathy, while sometimes helpful, is seldom sufficient. Since the most stabilizing influence most prisoners possess is their family, it is important that everything be done to maintain such contacts as are helpful.

Are the wife and children "standing by"? If not, how can they be reconciled? Will they visit or write? And if not, what can

be done about that? Can they be counted on to help now or after release? With whom will he make his home after release? Is there a "girl friend" for the unmarried man and is she helpful? Perhaps the family is in need or has other difficulties which need straightening out (form 9)

The answer to these and similar questions should open up the way toward a better understanding of the prisoner's attitude toward a social responsibility which may be paramount in his rehabilitation. If that relationship is in any way connected to his criminal behavior then that should be disclosed. This may be an indirect relationship, such as a home broken by death, divorce, or poverty, or it may be a direct one in which the criminality of other members of the family has been communicated to the prisoner. If the director of family welfare is in close touch with both the mail clerk and the visitingroom, he may also discover many things which are of importance to a better understanding of the prisoner's family problems.

In some institutions family welfare problems are handled by the chaplain or by some other official, and in such instances the two interviews may be combined as one.

10. Recreation Director

The proper employment of leisure time becomes more and more an important element in dealing with crime and criminals. It is proper, therefore, in making a diagnosis or mapping out a training program that a prisoner's attitudes and interests and habit patterns as they are affected by his leisure time activities be included. Furthermore, with the decline of industrial employment in prisons, the problem of keeping

otherwise idle men decently active throws a large problem upon the officer in charge of recreation. Approached in the right way, the leisure time program in a prison can become a powerful influence, both in maintaining discipline within the institution and in building attitudes of fair play, constructive social interests, and behavior patterns founded on cooperation and teamwork. It may be a constant source of insight into the real man whom the prisoner is forever keeping masked.

Inquiry into the leisure time activities and interests of the prisoner prior to commitment may disclose some clues as to the most important objectives in his life. These in turn may have a vital bearing on his criminal activities. They may furnish suggestions for maintaining his morale while in prison or for getting beneath the outer crust which may impede a clear understanding of his case. Occasionally they offer a possible source of income to the prisoner. If the prisoner has been a member of a fraternal, industrial, or social organization, such a group may serve as a stabilizing force on his release, or its individual members may be of valuable assistance in many ways.

To discuss the recreational program of the institution with a new inmate, including athletics, music, hobbies, library facilities, and other activities, may offer the recreational director an opportunity to see the prisoner in a new light. If the prisoner is ordinarily difficult to approach on all other sides, he may be reached indirectly sometimes through the leisure time activities of the institution. If

his use or misuse of leisure time is in any way related to his criminal behavior, this should certainly be noted (form 10).

11. Officers in Contact (Cell House or Detail)

Whether it is possible to segregate new admissions from other prisoners in a receiving unit for a period of observation or not, the cellhouse officer where the prisoner is first lodged and the detail officer or work foreman with whom he first works may be important sources of information regarding the prisoner. Such officers are in a position to observe the day-to-day reactions and the unstudied attitudes which the prisoner discloses as he adjusts himself to prison life. These reactions and attitudes may be directed at the offense, the court, or other factors, involved in his conviction, at the prison and its officers or other inmates, or at work or other parts of the prison routine. He may require disciplinary action shortly after his arrival or he may display certain good points which should be cultivated. The more difficulty he finds in adjusting to the prison environment, the better may be the ultimate prognosis. A "good prisoner" may be a "con-wise" recidivist. However, all these points are of importance, especially during the first 30 days, and should be reported upon (form 11).

12. Deputy Warden

Since the deputy warden is usually responsible for the custody of all prisoners, his interview is confined chiefly to matters pertaining to discipline (form 12). He will, of course, expand it as circumstances warrant, and he will be interested in all the data which have accumulated

in the case folder, especially the observations of the cellhouse and the detail officer. He should first be sure that each prisoner is familiar with the rules and regulations. Then he may inquire into matters affecting the safe-keeping of the new prisoner. If the prisoner has accomplices in crime, or other friends or enemies among the inmates or the staff, it is important that the deputy know these facts. It may be necessary to secure this information by other than direct questioning. Some inquiry about preference as to living quarters may bring out significant information.

If the prisoner has previously been an inmate of a penal institution, it is important for the deputy to get as much information about the inmate's record there as possible, especially as it relates to escapes, contraband, homo-sexuality, drugs, or other serious problems. Likewise, if the prisoner has ever been a "trusty" or performed special meritorious services while a prisoner elsewhere, these facts should be given consideration.

In general, the deputy should know whether the prisoner is a member of a "gang," if so who make up its membership and where its headquarters are. He should know whether the prisoner has a "grudge" against the police or others in authority because of some real or fancied grievance against them. He should know whether the prisoner is "wanted" anywhere and by whom.

To secure such information from some prisoners will not be an easy task, but as far as possible the deputy should satisfy himself

either from his interview with the prisoner or otherwise regarding these important points.

With this information in hand and after checking length of sentence, nature of offense, previous criminal record, family situation, residence in or out of the State, steadiness of employment, amount of education, physical and mental condition, as shown in other departmental interviews, the deputy warden should be able to decide on the custodial program for any prisoner. He should indicate whether maximum, medium, or minimum security is indicated 2/ and what special custodial considerations, if any, should be borne in mind. These latter may affect the prisoner's cell or work assignments, his visitors or prison associates, or they may call attention to peculiar physical or mental characteristics which may affect the prisoner's morale.

If the prisoner's past or present conflicts with his criminal tendencies or if his attitude toward those in authority tends to emphasize his criminal tendencies, the deputy should give these facts special consideration in making up the prisoner's program.

13. Field Inquiries

In the meantime, the project supervisor and the field inquiry clerk have been collecting information about the prisoner's past life from field sources through field inquiries (forms 13-33) and field visitors. The procedure by which this is done is described in appendix B, Field Inquiries. Whether this should be done under the general direction of the record clerk, the classification

2/VII.B. See appendix B, section B, 3, "Sources and Definition of Terms used on the Admission Summary, Security Classification."

officer, or some other staff member will depend entirely upon the personnel of the institution. Whoever has charge of it, all field reports should be filed in the case record folder together with the departmental interview.

14. Classification Committee

Admission Summary

After all other departmental interviews have been made and field reports received, the prisoner should be interviewed finally by the classification committee. Ordinarily this interview should be scheduled not more than 30 days after the prisoner has been admitted.

In the preparation for this meeting, the case history clerk should go over all the information assembled in the case folder, abstract the significant items, and summarize them on the admission summary (form 34) under the first four main topics. The summary is then ready for submission to the classification committee.

A classification committee usually consists of the warden (chairman) and the several members of the staff who hold departmental interviews. Usually, the committee meets at least once a week and goes over the summaries which have accumulated. After due consideration of the case the committee will agree upon an institution program, both "routine" and "special," setup a tentative postinstitution program, decide upon the prisoner's classification, and adopt a general diagnosis and prognosis. As a rule, before the committee has finally decided upon a program, they call in the inmate and discuss his program briefly with him before final adoption. If the prisoner disagrees with the findings of the committee for any reason, the committee excuses him while they decide whether to revise their conclusions, after which the program is presented to him as official.

Copies of the final admission summary as approved by the classification committee should be filed with the official commitment papers and with the case record. Copies may be sent to the State prison board, the State board of parole, or others in authority.

Instructions as to sources and definitions of terms used on the admission summary may be found in appendix B, Sources and Definitions of Terms Used on the Admission Summary.

Reclassification

Since the admission summary is based on short acquaintance and since it is desirable to check on progress within the institution, a reclassification procedure, which follows the same general program of departmental interviews culminating in a reclassification summary, should be undertaken within 6 months, if possible, and certainly within a year of the admission summary. Sample forms for this procedure are shown herewith (forms 35-46). Such reclassification may also be undertaken from time to time, especially on long-term cases, or as special need arises.

Preparole Summary

Just before a prisoner is brought before the board of parole, progress reports and a preparole summary (form 47) should be prepared and submitted to the classification committee for approval. Copies of this summary may then be prepared for the consideration of the members of the board of parole.

15. Record Clerk (Statistical Card)

The statistical card will be prepared by the statistical clerk for

the record clerk (see appendix B, under Statistical Card and Tables). This may be both a source for the statistical tables and a ready reference card for various members of the staff. The sample form presented herewith (form 48) shows such a combination.

Entries on the card relating to preinstitution history may be tentatively made from the initial interview for ready reference purposes; but final entries for both statistical use and ready reference should be based on verified data after the admission summary has been approved. At that time, two entries relating to institution history, i.e., classification and program, may also be entered. Whenever a reclassification or a preparole summary has been prepared, appropriate entries should be made on the card.

Instructions as to sources and definitions of terms used on the card and tables to be compiled therefrom may be found in appendix B, under Statistical Card and Tables.

APPENDIX

INSTRUCTIONS TO PROJECT SUPERVISORS

GENERAL APPROACH

The general purpose of a project for developing prisoner records is to secure as much significant information about prisoners as possible and to enter this information on suitable forms. Such information should ultimately include both prisoners' preinstitution history and their current institutional record. The project should provide an individual case record of each inmate. In addition, the project should provide information about the prison population as a group. The latter development is achieved with a statistical card and tables. A general statement of the steps taken in developing a set of prisoners' records follows. Statements with specific reference to the different types of forms involved are given in appendix B.

Institution Interviews

Ordinarily, the basis of all prisoners' records is the preinstitution case history, which itself is based upon the commitment papers and upon the initial interview with the prisoner. The commitment papers furnish information on certain official sources of data, such as court from which committed, trial judge, prosecuting attorney, sheriff, etc. From these much information and some sources of additional data may be secured. In some States sentencing judges and prosecuting attorneys are required to file with the commitment papers of each prisoner a statement concerning the prisoner for the benefit of those who may have supervision of him during his sentence.

The initial interview with the prisoner, usually conducted by the record clerk or some other specially designated official, provides much of the information and indicates the sources from which the prisoner's record is built. It should be limited to objective questions which might be answered with statements of fact rather than with expressions of opinion or data of a subjective nature.

In addition to these sources are the reports submitted by various specialists--the prison physician, the dentist, the psychiatrist, the psychologist, the superintendent of the prison school, the superintendent of industries, the chaplain, the deputy warden, etc.--as a result of personal interviews with and examinations of the prisoner shortly after his admission to the institution. In contrast to the initial interview these reports may be based on and contain expressions of opinion from both the prisoner and the officials and hence will often contain data of a subjective as well as an objective nature.

Field Inquiries

The next step in the development of prisoners' case records is to make contacts with the field sources of information about the prisoner's past life which are disclosed by the institution interviews. Such contacts include officials connected with the arrest and trial of the prisoner, officials in charge of institutions or agencies which have had supervision of the prisoner previously, relatives, visitors, correspondents, school teachers, employers, and other persons acquainted with the prisoner. These contacts may be made by mail or by personal visits.

Reports from these sources both supplement and verify the information given by the prisoner.

Admission Summary

When all the information regarding a prisoner is collected from within and from without the institution, an admission summary is prepared. This summary which is prepared for each prisoner may be thought of as a digest of the commitment papers, the initial interview, the departmental interviews, and the various field inquiries. It presents in brief the history of the prisoner up to his admission to prison, a statement of his condition on admission, and an outline of the proposed institution program recommended for him. With the completion of the admission summary one of the main objectives in establishing prisoners' case records is achieved.

Progress Reports

The next phase in the development of any project for establishing prisoners' case records provides for reports of progress made by the prisoner in the different departments of the prison program. These should be filed periodically — at the end of the first 6 months and thereafter at least every year by the head of each department; they may be filed more often if desired. Progress reports are essential as a basis for a preparole report. In gathering such reports there will be few, if any, field inquiries, but reports of interviews and performance together with findings and recommendations should be made by institutional department heads as a basis for rediagnosis and program revision or parole recommendations.

Reclassification and Preparole Summaries

Progress reports are summarized in reclassification and in

preparole summaries which represent a digest of the institution history of each prisoner. These summaries represent another main objective in the development of prisoners' case records.

Statistical Card

In addition to the various summaries a record called the statistical card is made up from the data collected through institutional interviews, field inquiries, progress reports, and summaries. This record is the source for the tabulations noted below and with these tabulations represents another main objective in any system of prisoners' case records.

The statistical card furnishes both a ready reference for staff members and a source of data for statistical tables. It should supply three different types of information about the inmate: (1) at admission, (2) during his stay at the institution, and (3) at release. Hence, part of the card should be completed at the time the admission summary is completed, part when progress reports are received, and the remainder when the prisoner is released.

Tabulations

The number of tables which can be made from the statistical card is limited chiefly by the desires of the prison administration and the information which one is able to secure on each case. Forms for a few useful tabulations are shown in appendix B. These can be compiled from the statistical card by clerks without special statistical qualifications if given proper supervision.

All but 3 of the 19 tables shown herewith present admission data, i.e., data taken at admission which do not change for each prisoner thereafter. With respect to these three tables, i. e., for age, grade

placement, and physical condition, the data at admission, at release, and at the end of any period of confinement must be rechecked for changes. There are many tables which could reflect the background or condition of the inmate or his family at admission or show correlation of causative factors. Other tables could show additional data relative to institution history, such as educational, industrial, or other assignment of the whole inmate population at the end of each year, or the year's record of disciplinary or meritorious activities reported. Statistics compiled for prisoners released could show progress made through comparisons of physical condition, of grade placement, or of skills and trades acquired at admission and at release. Such compilations, especially those involving cross tabulations, might require trained statistical personnel and special equipment. Whenever tables are set up, appropriate entries should be made on the statistical cards and new forms devised for such tables.

The sample forms for tables shown herewith are as follows:

Table 1. Movement of inmate population
" 2. Offense
" 3. Length of present sentence
" 4. Age of prisoners
" 5. County from which convicted
" 6. Number of previous commitments
" 7. Length of total residence in State
" 8. Race and nativity
" 9. Nativity of white foreign-born prisoners
" 10. Marital status
" 11. Intelligence
" 12. Grade placement
" 13. Education at admission
" 14. Physical condition
" 15. Number of months employed last 5 years prior to arrest for present offense
" 16. Usual economic status
" 17. Occupation
" 18. Religion
" 19. Time served under present sentence

All of these tables except table 19 (Time served under present sentence) reflect the information regarding new admissions, releases, and the prison population at the end of the period.

Preparation of the statistical card and the resulting tabulations should be carried on from the beginning of the project. This work should not be allowed to pile up. The statistical card for each prisoner should be completed as soon as possible, but it should not be made up only from information given by the prisoner at the initial or departmental interviews, unverified by field inquiries. Since a considerable period of time will have elapsed before all cards are available, they should be tabulated in blocks of suitable sizes. This step will facilitate preparation of the final tables.

OPERATING PROBLEMS

Staff Cooperation

In addition to administering the project, perhaps the most important duties of the project supervisor will be to maintain the schedule of institution interviews, to supervise the field inquiry, and to determine in what order the records shall be developed. As already indicated, an average of 5 to 10 interviews daily, or 25 to 50 weekly, will be the maximum which can be expected from any staff member in addition to his regular duties. However, too much emphasis cannot be placed upon the importance of doing this part of the work with the least possible disruption of regular routine for staff members; this is vital to the success of the whole project and will require skill in handling. It is essential to remember that nothing can be accomplished without the fullest cooperation of the staff.

Ordinarily interviews should be arranged in the following order:

Initial interview	record clerk, classification officer, and/or identification officer
Medical	physician
Dental	dentist
Psychological	psychologist
Psychiatric	psychiatrist
Industrial	supt. of industries
Educational	director of education
Religious	chaplain
Family Welfare	welfare worker
Leisure time activities	officer in charge of athletics or recreation
Officer in contact	cell house officer and/or work foreman
Custodial	deputy warden
Classification	classification officer or committee

However, in such an intensive development as may be required during a project where from 5 to 10 interviews are scheduled daily for each cooperating staff member, it will probably be necessary to arrange interviews in any order to suit the convenience of the staff. Instead of arranging for daily interviews, staff members may prefer to concentrate project interviews on 1 day a week, thus completing 25 to 50 at one time. The project supervisor will have to adapt his schedule to meet the circumstances, and much will depend upon his skill in doing so if he is to secure the average number of interviews daily.

Field Contacts

Field visitors must be tactful and skillful in making their contacts with officials and others. The field visitor is not to be regarded as a case-work investigator or as an officer with authority to demand answers to the questions on the forms. He is rather a messenger from the institution to explain to field sources the importance and value of the

information requested and to urge their compliance in filling out the form. Since many of these field sources of information will be approached on each case record established at the institution, it is vital that these contacts be made tactfully. In some States it may be that field visitors will be assigned to local district or county welfare units in order to coordinate the fieldwork done on behalf of prisoners' records and the fieldwork now being carried on by such units and especially to avoid duplication of visits to certain field sources. All such arrangements for cooperation with local officials and with other agencies should be made by the project supervisor who must be able to handle such relationships harmoniously.

Choice of Records

It will be important also for the project supervisor to determine in what order the records shall be developed. While new admissions are the most logical ones with which to begin, other considerations must be borne in mind. To keep field visitors employed, it may be necessary to undertake a group of records whose commitments are from the same locality. It may also be helpful to check the list of prisoners who may be considered for parole within the immediate future (say 6 months) and secure as much information on such records as possible before the parole hearings.

To what extent it will be useful or expedient to push the gathering of information on records of prisoners who may have been admitted to the prison a considerable period of time before the present project is undertaken will be another important problem for consideration.

It is possible that there will be much information on record pertaining to such prisoners, and all of this should be examined and entered on the new case record forms. To complete the record, it will be advantageous that each such prisoner be interviewed again and reported upon as though he had just been admitted, provided other considerations do not make such a course impracticable or unwise.

Prisoner Cooperation

It will also be important to secure the cooperation of the prisoners in carrying out the project. This will be largely a matter for the staff to handle, but the approach made by the project supervisor is important. It should be made clear to the prisoners, especially those who have been under sentence for some time, that the project is not designed to make more trouble for them, but rather to help the staff to help them. It should be explained that the bulk of information now on file about most prisoners deals only with their past criminal record, while the project program offers an opportunity for securing additional information which will be beneficial to the staff in its efforts to help the prisoner. It may be advisable to start the project with a comparatively small group of prisoners whose cooperation can be assured and let them pass the word along to the others. It would be especially helpful then if the staff would act to carry out some of the constructive recommendations resulting from the departmental interviews for these prisoners as a demonstration of the value of the new program.

Since several days may be required to complete the initial and departmental interviews, it may be necessary to have a prisoner

excused from regular assignments for a week or more while his record is being established. Again the project supervisor will have to adapt his program to local conditions in cooperation with the prison administration.

Installing New Forms

Such additions or amendments to existing forms as may be necessary will have been determined before the project is approved, but the problem of actually putting these changes into practice may fall to the project supervisor. Care should be taken to consult with those staff members who must work with the new forms and to secure their assent to their installation either individually or through the warden. It will be advisable to go over such forms with these staff members before they are finally printed in order that any questions can be satisfactorily settled before it is too late. It is suggested that only a small supply of forms be printed at first and the type held pending possible revisions.

Use of Existing Records

In checking existing records, care should be exercised not to disrupt the present record system or to take such records out of circulation any more than necessary. The project supervisor should arrange to withdraw only such records as may be used, perhaps for a single day, and return them promptly before taking others. Instead of substituting new records for old ones, as fast as revisions are completed, it will be better to let both the old and the new system continue side by side until the new system has been completed and

thoroughly established. Then the old system can be left intact for reference only.

General Considerations

In general, three important considerations should be borne in mind: First, the information obtained for prisoners' records is confidential and under no circumstances is to be disclosed to other prisoners or to unauthorized persons.

Second, at least one master file, containing complete information about each prisoner, should be maintained and should be available at all times to all prison officials. However, for the sake of security official commitment papers should be kept in a separate file apart from the case history file.

Third, no personal contact with prisoners relative to any matter whatsoever should be made by project supervisors or workers without first securing authorization from the proper prison official.

APPENDIX E

INSTRUCTIONS FOR USE OF THE PROJECT STAFF

In addition to the project supervisor and any other nonrelief workers, a project for prisoners' case records will ordinarily employ three types of workers:

1. Clerical or research workers
2. Stenographers or typists
3. Field visitors.

1. CLERICAL OR RESEARCH WORKERS

Institution Inquiry Clerk

The institution inquiry clerk will expedite and supervise the recording of all institution interviews.

He will prepare control form A for each prisoner.

He will provide the staff member designated to conduct the initial interview with form 1. In the case of prisoners already admitted to the institution, he will check to see that the case history clerk has entered data already in existing records in the appropriate places on form 1.

He will provide each cooperating staff member with the proper departmental interview forms. In the case of prisoners already admitted to the institution he will check to see that the case history clerk has attached a memorandum and each form showing data already in existing records.

He must see that the average number of institution interviews is scheduled for each cooperating staff member daily (5 to 10 interviews) or weekly (25 to 50 interviews). (Some staff members will prefer to do all interviewing in 1 or 2 days each week; others daily.)

He will see that as many copies of the initial and departmental interviews are made as may be required by the staff and for the files. (The same procedure will apply to both departmental interviews and progress reports.)

The institution inquiry clerk will not conduct any interviews. His job is primarily one of routing forms and prisoners for interviews according to schedule and recording the results. All interviews with prisoners will be conducted by designated staff members of the prison. Whether the institution inquiry clerk will have any contact with the prisoners themselves will depend entirely upon circumstances. It is quite possible to plan the work so that the clerk will arrange for interviews between department heads and prisoners and receive reports from the former without interviewing the prisoners at all.

Names of prisoners to be interviewed together with forms properly filled in should be in the hands of each department head at least 1 day before interviews are scheduled.

Field Inquiry Clerk

The field inquiry clerk will expedite and record all field inquiries both by mail and through field visitors.

He will prepare control form B for each prisoner, giving the name and addresses of all field sources which are to be interviewed for each prisoner. He will obtain these sources from the case history clerk's information resulting from the initial and departmental interviews recorded in existing records.

He will have letters and accompanying forms prepared and sent to the field sources listed on each case and note the date each is sent on control form B.

He will send a copy of control form B, properly filled out with the names and addresses of all field sources, to the field visitor handling the case.

He will send the field visitor copies of the appropriate letters and forms which have been sent to field sources on each case.

On receipt of replies from the field, whether from the field visitor or direct from field sources, he will note the date each is received on control form B.

If replies are not received from field sources within a reasonable time, he may send another inquiry urging a reply.

Case History Clerk

The case history clerk is the custodian of the case history folder.

He will check all existing records for data concerning each new prisoner on hand for whom a case record is to be established.

He will enter such existing data on the initial interview form for each prisoner or in the case of departmental interviews on special memoranda for cooperating staff members.

He will note all field sources of information in existing records and whether contact has been made with them. If reports have been received, he will notify the field inquiry clerk.

He will check all departmental interviews and field inquiry reports against the initial interview, noting verifications with a "v" and any discropancies or additional information.

He will prepare the tentative draft of the admission summary from an examination of all institution interviews and field reports, and later the draft of the reclassification and/or preparole summary from an examination of all progress reports. In doing this work, he should familiarize himself with the requirements of the statistical card.

After the admission summary has been reviewed and completed by the classification committee, he will see that such copies of the final summary are made as may be required for the staff and for the files.

Although the case history clerk may not interview the prisoner (depending on local conditions and WPA regulations), he should follow each case through from start to finish. His job is primarily that of bringing together all the facts in each case and presenting them for the record in a concise and accurate form.

Statistical Clerk

The statistical clerk will prepare the statistical card and all statistical tables.

He will enter on a tentative statistical card such data as is reported on the initial interview.

On the completion of the admission summary, he will revise the tentative statistical card by noting any revisions and additional information secured from departmental or field reports and by adding information from the admission summary.

He will enter on the statistical card any data reported on the reclassification and/or preparole summaries.

He will prepare the tabulations from the statistical card.

2. STENOGRAPHERS AND TYPISTS

The stenographers and typists will work under the direction of the project supervisor and the clerical or research workers as directed.

3. FIELD VISITORS

The field visitors will make contact with sources of information outside the institution after these sources have been advised by the institution through letters and forms of the information desired.

They will call on the field sources whose names and addresses have been furnished them by the field inquiry clerk; and if these sources have not returned the forms sent them properly filled out to the institution, field visitors will request that the forms be filled out and given to them to send in to the institution.

They will answer any questions about the general purpose and nature of prisoners' case records as may be necessary to explain their usefulness to any field source and to expedite the return of forms in any proper way.

In the case of official sources, they may transcribe information from official records onto the forms if given permission to do so.

In this case they should note on the form, where ordinarily the field source would sign, the source record, the name and address of the official interviewed, and their own names above the words "transcribed by."

If any field source refuses to fill out the form, the visitors should report this to the project supervisor.

They should be persuasive and tactful in their contacts with field sources, and if they work in cooperation with local welfare units, they must fit their programs into the others for the benefit of all.

The field visitors will not act as case workers or case investigators, but rather as collectors of forms which for one reason or another have not been returned to the institution.

The field visitors will not visit private individuals as field sources. If it is necessary that such individuals be visited to secure their cooperation, such visits must be made by other than WPA project workers.