



GENERAL RULES AND COMMENTS IN REGARD TO THE TREATMENT  
OF THE DEFECTIVE DELINQUENTS  
JULY 7, 1945

That portion of the Reformatory in which the defective delinquents have been housed is designated as the Annex for Defective Delinquents. The persons housed in this Annex are to be referred to as patients, not inmates. The Warden of the Reformatory is the executive officer of the Annex and in that capacity is known as Superintendent.

All official stationery is to be captioned: Annex for Defective Delinquents, Box B, Saint Cloud, Minnesota.

The patients on all records are to be considered a separate unit from the inmates and are listed on separate population reports.

The patients are being numbered chronologically: DD-1, DD-2, DD-3, etc.

The patients will be permitted to write one letter each Sunday evening either in pencil or ink as they choose. These letters are to be censored by the officer in charge of the Annex on the day shift. All incoming mail will be censored in the Mail Censor's Office. All mail is to be recorded and distributed in the same manner as that of the inmates. The postage, however, will not be charged to the patients but will be paid by the State. Since the patients are under the guardianship of the State, it is not necessary that they sign authorizations for the censorship of their mail. Patients must have the special permission of the Superintendent to correspond with persons other than relatives and all mail to or from persons not approved is to be referred to the Superintendent. If the patient wishes to write a letter in addition to his regular weekly one, he is to be given the Special Permit Request blank now used by the inmates to fill out and send to the Superintendent together with the special letter.

All packages are to be censored. With the exception of food packages brought at the time of a visit, all packages are to be recorded by the Package Censor.

Patients are of course to be permitted to write the Superintendent or other officials at any time.

There shall be no special rules of conduct applying to the patients. They should in all respects conform to the general rules governing the Reformatory inmates except that it must be remembered that they are mentally deficient. Any violation of the rules requiring disciplinary action is to be reported to the Deputy Warden on the same misconduct report blanks now in use for the inmates. These will be turned in to the Superintendent's office by the Deputy Warden in the same manner as the inmates' reports.

\* No wages will be paid the patients. In addition to the usual clothing, towels, toilet articles, etc. furnished the Reformatory inmates, the State will furnish the following items without charge to the patients: \* cigarette papers or corn cob pipes, combs, plate powder and cleaner, suspensories, toilet paper, tooth powder or paste, snuff, smoking tobacco, and chewing tobacco. These items are to be requisitioned as needed by the Officer in charge of the Annex and the requisition is to be approved by the Superintendent before the issue is made. The Store is then to issue the approved items to the Officer in charge of the Annex who will distribute them as necessary. (Until further notice by the Steward's Office, these items are to be charged on the records to the Annex.)

\* Shaving soap, blades, razors (not individual - kept at desk & lent out), toothbrushes, pencils

patients may fill out Store order blanks or miscellaneous blanks once per month. These are to be sent to the Steward's office for money balances and then to the Superintendent's office for approval. No limits are being placed on the amount of tobacco, candy, etc. to be purchased through cash sales with money sent to the patients.

Rules in regard to correspondence, magazines and newspapers, visits, and packages are listed on the attached circular which is to be distributed to the correspondents through the Mail Office.

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Warden

January 18, 1946

Mr. Jamieson, Steward:

Since money collected for the support of DD patients is deposited to the credit of the General Revenue Fund, there is no necessity for transferring to another institution or collecting from another institution the money already collected for the maintenance of the patient for that fiscal year.

When a patient is released without being transferred to another institution in this state, no refund is to be made of the maintenance allowance already collected except by special instructions from this office.

Superintendent

HBW:v

February 16, 1946

Steward:

Director Carl H. Swanson today authorized me to pay each patient in the Annex, regardless of occupation or idleness, one dollar per month retroactive to November 1, 1945.

Superintendent

HBW:v

cc: Deputy Warden  
Mr. Rosenberger

P.S. Any patient admitted to the Annex before or on the fifteenth of any month will be paid one dollar for that month; any patient admitted after the fifteenth will be paid fifty cents for the month during which he was admitted.