

STATE OF MARYLAND
BALTIMORE CITY CORRECTIONAL CENTER
901 Greenmount Ave
Baltimore, Maryland 21202



INMATE ORIENTATION HANDBOOK
APRIL, 2022

BALTIMORE CITY CORRECTIONAL CENTER
HANDBOOK
TABLE OF CONTENTS

I.	Introduction.....	1
II.	General Information	1-12
A.	Inmate Exerting Control.....	4
B.	Inmate Orientation.....	4
C.	Search Procedures.....	4
	Prison Rape Elimination Act (PREA)	5
D.	Contraband.....	6-7
E.	Fire and Safety.....	7
F.	Medical Services.....	7-9
G.	Medical Appointments.....	9
H.	Food Services.....	9-10
I.	Housing and Sanitation.....	9-10
J.	Laundry Services.....	11
K.	Personal Property.....	11-12
L.	Inmate Bedding and Linen.....	12
M.	Personal Hygiene Articles.....	12
N.	Commissary.....	12
O.	Mail Practices.....	13-14
P.	Visiting Practices.....	14-16
Q.	Religious Practices.....	16
R.	Regular Exercise.....	16
S.	General Telephone Use.....	17
III.	Case Management/Programs and Services.....	17-37
A.	Case Management.....	17
B.	Compassionate Leave.....	18
C.	Administrative Record Keeping.....	18
D.	Education Department.....	18-19
E.	Inmate Program Participation.....	19
F.	Inmate Appointments.....	19
G.	Legal Matters.....	20
H.	Inmate Access to Media.....	21
I.	Access to Records.....	21
J.	Parole and Release.....	21-22
K.	Release Procedures.....	22
IV.	Complaint System.....	22-23

A.	Internal Complaint System.....	22
B.	Administrative Remedy.....	23
C.	Inmate Grievance Office	23
D.	Disciplinary Hearings.....	23-24
E.	BCCC Work Release	24-37

- Attachments:
- BCCC Rules and Regulations
 - Work Release Rules and Regulations
 - DPSCS Rule Violations
 - DPSCS/BCCC Allowable Property List

I. INTRODUCTION

The Baltimore City Correctional Center (BCCC) houses inmates with minimum and pre-release and work release status. One of the primary objectives of the Department of Public Safety and Correctional Services (DPSCS) and BCCC is to protect society. The ultimate goal is to return the maximum number of individuals to their various communities, in order that they may live as productive law-abiding members of society.

BCCC is designated as one of the final phases in the inmate’s incarceration, and provides a transition from medium security to minimum/pre-release security levels by making greater use of community resources, work release, and other leave programs. Inmates are afforded the opportunity to obtain release through the accomplishment of goals and objectives.

General Policy

It is the policy of the DPSCS that a safe, healthful, and humane environment be provided to inmates committed to its jurisdiction. In compliance with policy, BCCC prohibits discrimination against any inmate with regard to programs, services, or activities, on the basis of race, sex, religion, handicap, national origin, or political beliefs. Staff will ensure inmates are protected from corporal punishment, injury, personal and mental abuse, harassment, sexual assault, manipulation, etc.

Inmates are assured equal opportunity to participate in institutional programs, as well as, equal administrative treatment. No inmate shall be coerced to participate in voluntary treatment programs. Refusal to participate in said programming will not constitute reason to punish the inmate. No sanction will be permitted, which adversely affects the health, physical welfare, or psychological well-being of inmates.

II. General Information

A. Inmates Exerting Control

In order to preserve the level of programs and services available, inmates must show respect for themselves and others. It is the policy of BCCC that inmates have no control over other inmates. Employees and inmates have the obligation to report any violations to the Shift Commander.

1. Inmates will not have a role in the decision making process of an adjustment hearing. However, inmates may represent one another and serve as witnesses.
2. Staff members will not display favoritism, preferential treatment, or designate an inmate as supervisor of an inmate work detail.
3. Inmates who serve as aides and/or tutors for the education program, will remain under the control and supervision of staff.

B. Inmate Orientation

All inmates will receive an Orientation Handbook from BCCC within seven (7) days of their arrival. A copy of the booklet will be available in the housing units and case management offices. If you have any questions, please feel free to ask.

C. Search Procedures and Testing

1. Personal or housing area searches will be conducted. In privacy, male officers will conduct a strip search of inmates. Upon approval, in emergency situations, female officers can conduct a strip search. All searches will be conducted in a manner which will avoid unnecessary force or indignity.
2. Periodically, institutional staff will conduct inspections. Therefore, your bed, locker, living area and your person are

subject to search. Any contraband articles found in these areas will be your responsibility. When unattended, you are required to secure your locker.

Frisk searches can be performed by any Correctional Officer anytime.

At any given time, inmates are subject to random urinalysis or Breathalyzer tests. **Refusal to submit to alcohol or drug testing will result in disciplinary actions.**

Prisoner Rape Elimination Act (PREA)

In the event a sexual assault occurs below is a list of contacts:

PREA (Prison Rape Elimination Act)
Hotline #410-585-3177

Additional Agencies Hotlines:
Rape Abuse and Incest National Network (RAINN)
1220 L. Street, NW
Suite 505
Washington, DC 20005
(202)-544-1034

National Sex Abuse Hotline
(800) 656 –HOPE

Maryland Coalition Against Sexual Assault (MCASA)
PO BOX 8782
Silver, Spring MD 20907
(301)-328-7023

The Department of Public Safety has a zero tolerance for sexual abuse of inmates. The Prison Rape Elimination Act hotline is used to report incidents of inmate on inmate or staff on inmate sexual misconduct and harassment, related retaliation or staff neglect that resulted in acts that occurred or are occurring in a Department of Public Safety and Correctional Services Facility. After calling the hotline number, you will be contacted for additional information.

3. Security Counts:

Security Counts are conducted on every shift.

When a count is announced, you are required to report directly to your assigned cell or designated work area. All cell doors are to remain closed while security counts are in progress. There should be no one sitting or standing in cell doors while the count is in progress. On the evening shift there will be a Stand Up ID count call. All must participate in this count. When the counting officer opens your door for this count you are to stand with your I-Card and present it to the officer. Cell doors are to reopen once the pod officer announces the count is clear. No inmate movement will take place until the count is cleared.

4. Boundaries: Mass movement, (i.e., gym, dining room, and yard) are closely monitored by the custody staff. All other movement is limited by job assignments and upon specific direction of custody supervisors. In an orderly fashion, inmates are to move from one area to another.

5. Gray t-shirts, gray shorts and /or gray sweatshirts can only be worn to gymnasium, outside recreational yard, or on the housing unit tiers. All inmate reporting for in-house work assignment (except dietary), educational assignments, meals, and visits are to wear DOC blue shirt (long sleeve or smock) and state issued jeans.

D. Contraband

Inmates in possession of items designated as contraband, which are not listed on the Allowable Property list, are subject to a "Notice of Infraction" for excessive property and contraband. A copy of the infraction with a picture of the contraband will serve as your receipt. Radios and T.V.'s played without headphones will be confiscated.

Effective October 1, 2007, the below pertains to all staff/visitors/inmates:

It is a crime in the State of Maryland to bring upon a place of confinement grounds any firearm, destructive device, ammunition, other objects designed to be used as a weapon or affect an escape, narcotic drugs, tobacco products, smoking materials, controlled substances, alcoholic beverages, cellular phones or any other object that threatens the security, order and discipline of a place of confinement or the life, health, or safety of a person without the knowledge and written consent of the warden.

E. Fire and Safety

In order to remain aware of facility evacuation procedures, the institution is required to conduct regular fire drills. Fully obey the instructions given by Staff and participate in all fire drills that may occur at any hour of the day or night. The fire evacuation routes are posted on the walls throughout the facility. Emergency procedures, i.e. fire, natural disasters, etc. are incorporated in the Life and Safety Codes.

Most importantly, listen to the intercom system and follow evacuation procedures leading you to designated exits and a safe location. The Facility Administrator (FA) or Shift Commander, in coordination with emergency personnel will determine when the emergency has ended and provide you with further instruction.

F. Medical Services

First Aid Kits - are located throughout the facility and in each vehicle for emergencies.

A full range of medical, mental health and dental services are available to inmates on-site through the medical contractor at BCCC, MTC, and/or local hospital. Medication will be dispensed and controlled by the medical provider.

The policy of the BCCC and DPSCS stipulates that no inmate shall consume, or have in his possession, medication that is not prescribed by institutional medical personnel or sold in Commissary as an over-the-counter medication.

Medical care is provided for all inmates assigned to this facility. Policies exist which ensure the continuity of treatment for diagnosed conditions between institutions. Upon arrival, it is recommended that you inform your assigned Case Management Specialist or Correctional Staff of your medical condition and of any medications prescribed.

The Medical Department policy dictates that inmates seeking medical treatment must fill out a sick call slip. Inmates scheduled to work on a detail or educational/vocational training must have their SICK CALL SLIPS in the SICK CALL BOX no later than 7:00 A.M.

If you become ill, or injured, immediately report the illness, or injury to the Officer-In-Charge (OIC) of your area. When in need of a medical diet, or medication; you must sign-up for a SICK CALL to see the Physician Assistant (P.A.) or Doctor on duty. The SICK CALL BOX is in Center Hall. Complete a sick call form and place it in the SICK CALL BOX. (Prior to each sick call, this action will be completed by the inmate). A Registered Nurse (LPN) is available 24HRS. Any Medical Department. Emergencies will be assessed by the onsite Nurse. Base on the condition of treatment the Medical Department will determine where the treatment will be conducted i.e. (BCCC medical, state hospital, Emergency Room).

Psychologists - are available to see inmates for emergency crisis intervention at MTC. Inmates may refer themselves for counseling services by writing to the Psychology Department and informing their Case Management Specialist.

Inmates may not refer themselves for psychological evaluation testing. Case Management Staff, Medical Department, Warden, Assistant Warden, Facility Administrator and the Chief of Mental Health Services may make referrals for psychological evaluations.

Information pertaining to psychological counseling sessions is confidential and will not be placed in an inmate's base file or discussed with other staff. **Exception:** An inmate reveals to a Psychologist he is an endangerment to himself or others. The Psychology Department has the responsibility to safeguard inmates and staff and must report information of this nature to the Assistant Warden, Facility Administrator or Shift Commander of the inmate's institution.

Generally, MTC Psychology Department is alert to cases requiring mental illness treatment. Inmates who have previously taken medication or hospitalized for mental illness should contact the medical department. Questions pertaining to psychological services should be directed to case management or the psychology department.

G. Medical Appointments

Medical, psychiatric, or dental decisions will be made by health care personnel. Inmates requiring appointments for eyeglasses or dental work do not need to be seen at sick calls. The medical provider will complete a consult form for the desired appointment for eyeglasses or dental work. An inmate who completes a sick call form and does not appear for sick call will have "NO SHOW" written on the sick call form. In order to be seen, a secondary sick call form will need to be completed.

If an inmate cannot write, the officer will place their name on the form. The form will be placed in the sick call box and the medical provider will complete the form for the inmate.

H. Food Services

"It is the policy of DPSCS that food shall not be used to reward or punish inmates." In accordance with BCCC policy and The Food Service Department, nutritional and well-balanced meals will be provided. Inmates are served three (3) meals per day with no more than fourteen (14) hour intervals between evening and breakfast meals.

Inmates may abstain from those foods which conflict with their religious beliefs and may substitute alternative items of nutritional equivalence which are made available. An inmate may submit a request to the Chaplain for a specific religious diet. (For example, pork-free or vegetarian diet.)

Special medical diets must be prescribed by qualified health care personnel. Provisions for medical diets will be made through the medical department with cooperation from the dietary department. The medical provider will provide the inmate with a copy of the prescribed diet.

If you receive a diet, you will need to present your diet prescription to the dietary staff. As necessary, ensure your dietary prescription is renewed.

1. Special Diets

Please note: If in the opinion of a physician, a special diet is medically indicated; the medical department will prescribe the special diet.

2. Meal Schedule

In order to provide regular “feed up” times for the inmate population, the following schedule will be adhered to.

BREAKFAST	5:30 A.M. – 6:30 A.M.	7 days a week
LUNCH	11:00 A.M. – 12:00 P.M.	7 days a week
DINNER	3:30 P.M. – 4:30 P.M.	7 days a week

Note: During emergency situations and religious observances, the schedule will go against the regular routine.

I. Housing and Sanitation

Available upon request, an inmate may get cleaning materials and operable equipment from the pod officer. The maintenance of a clean, orderly and sanitary cell is your responsibility. During the entire shift, common areas such as dayrooms, hallways, showers, etc., have inmate sanitation workers specifically assigned to clean these areas.

1. Upon your arrival, you will be assigned to a specific cell bunk and locker; you will be required to sign an acknowledgement form indicating the current condition of the cell and its contents. During your occupancy, if room fixtures or furnishing are damaged, a “Notice of Infraction” will be filed against you, which can result in reimbursement to the State of Maryland.
2. Under no circumstances will light fixtures of electrical outlets be altered or tampered with. The color scheme of the cell will not be changed, nor will the walls be written on or painted upon. No posters or pictures will be allowed on the walls.
3. The door, cell window and screen must be free of obstructions at all times.
4. State blankets and other property will not be used as carpets or rugs resulting as a destruction of state property.
5. Every morning, when you rise, your bed shall be properly made. Bed coverings will be tucked under the mattress, and the top sheet will be folded back over the blanket with a four inch (4”) bed-cuff.
6. Daily, the floors will be mopped and trash cans emptied.
7. Every Saturday, inmates will assist in general clean-up.
8. Inmates will not store cleaning materials inside their cells.

J. Laundry Services

It is the policy of BCCC to ensure that general population inmates have daily controlled access to designated laundry rooms.

1. Laundry Hours: **Monday through Saturday 7:00 A.M. – 11:00 P.M.**

(CLOSED ON SUNDAYS)

2. Laundry Equipment – For inmate use, each housing unit is equipped with washers and dryers. Inmates will not tamper with washers or dryers.
3. To allow use of the machines, you are required to sign your name on a laundry list provided by the tier officer. Clothes lines are not allowed in the laundry room or in your cell. You cannot hang clothes on any other fixtures, such as hallway fans, etc. In order to press your clothes, you may sign out an iron and/or ironing board from your pod officer.

K. Personal Property

Property Receipts: A Property Inventory Sheet listing your property will be provided. In regards to excess property, should you have an increase or decrease in property; the Property Officer will advise you of what you can or cannot have. In order to ensure you are in compliance with the number of allowable items, all incoming property received by mail, will be checked by the officer.

Inmate intake has 90 days to place an initial order package. All other orders will be through catalog purchases twice a year in the months of April and October.

Inmates are responsible for their own personal property. The following guidelines apply to personal property:

1. Allowable Property - Upon arrival, allowable, valuable property must be registered with the Property Officer.
2. Registered Items - Only the valuable items authorized on the "Allowable Inmate Property List," will be registered.
3. BCCC will not accept responsibility for items which are lost or stolen while in the inmates' possession, therefore, it is your responsibility to secure your property.
4. Limited Items – Work Release may receive clothing from outside sources; however, the count of personal property allowed is limited.
5. Excess Property - will be confiscated and mailed home at the inmate's expense. If an inmate is transferred to an institution of greater security, it will be his responsibility to provide the facility with authorization to mail the property home, at his expense; or inform the property officer of arrangements made to have his belongings picked up. If the designated person fails to pick up

the property within thirty (30) days, the property will be deemed abandoned and disposed.

6. State Property - Items will be issued to inmates assigned to this facility. Inmates will sign for this property and they are expected to return all items upon release. Inmates will be held financially responsible for items damaged beyond normal wear and tear or for state property not returned.
7. Clothing Work Detail – Upon written request from the inmate’s case manager specialist, special clothing for outside details may be provided by the Property Officer.
8. Property Food Items – Upon release, only items authorized in BCCC Allowable Property list sold in the commissary are authorized.
9. BOOK ORDERS- can be order thorough 3rd party and issued out by the property officer.
10. Request for undergarments-

L. Inmate Bedding and Linen

Linen will be provided and shall consist of two (2) sheets and a blanket. Blankets in need of laundering can be exchanged by making arrangements with the Property Officer. Only state authorized bedding will be allowed in the facility. Sheets will be laundered weekly and blankets will be laundered as necessary. Sheet exchanged are Monday North Side inmates and Friday South Side inmates at 10am and 12pm.

M. Personal Hygiene Articles

1. Indigent Inmates - In order to maintain cleanliness and good health, indigent inmates will be provided personal hygiene items. Items such as toothpaste, toothbrushes, and other hygiene items may be purchased in the commissary. The Sanitation Department provides and distributes toilet tissue to all inmates. Indigent inmates should see their assigned case management specialist and/or the Property Officer for assistance with a welfare kit.
2. Barber Services - are offered at BCCC Monday through Sunday. The scheduled hours are posted. There is no charge for this service. Barbershops are located on the lower north wing side (A-1-1) and the lower south wing side (C-1-1). Inmates will use the barbershop on the side where they are housed. During initial classification, inmates who are licensed barbers should advise their case management specialist of their barbering skills. Assigned barbers are responsible for lost or damaged tools. Barbershops are supervised by the pod officers and the recreation officer.

N. Commissary

The Keefe Commissary Group delivers personal hygiene items and a variety of snack foods for sale. You may get a commissary order form from the housing unit officer. The commissary request slips are Scantron forms, the forms are not to be folded, creased or otherwise damaged. Submission of more than one commissary order form in a week will result in no commissary being delivered to you.

Failure to fully and properly complete the commissary form will delay commissary delivery or no commissary items delivered. If you request commissary and the order is not filled, Keefe will notify you why the order was not filled. The commissary box is located in Center Hall.

The below schedule will be used for collection of commissary forms and commissary delivery:

Collection – Commissary order forms will be collected every Thursday morning.

Delivery - Commissary will be delivered on Mondays during the 3PM – 11PM shift.

When a purchase is made from commissary, it is your responsibility to check your receipt against the items purchased. **ALL SALES ARE FINAL. No exchanges, no refunds, and no exceptions.** There is a limit of fifty dollars (\$50) per week that can be spent through the commissary account.

If the inmate is transferred to BCCC and his account has not been transferred, the inmate cannot shop until this has been done. Note: this must be done before inmate submits Keefe order forms on Thursdays.

O. Mail Practices

Proper postage must be affixed to out-going envelopes, except in the case of indigent inmate's mail as determined by case management.

The following rules apply to mailing privileges:

- There will be no restrictions placed on mailing privileges for disciplinary reasons unless an inmate has specifically abused this privilege. Incoming mail will be delivered on the evening shift (3x11) by your tier officer Monday thru Friday. Outgoing mail

will be picked up from the Blue Mailbox located in Center Hall Sunday thru Thursday.

- Inmates may write to any State of Maryland Department or Official.
- Under no circumstances are inmates to write to any official's residential address.
- Inmates are not allowed to correspond with another inmate confined in any other penal facility (local, state, or federal) unless they are a member of the immediate family or co-defendant with the Warden's approval from both facilities.
- All outgoing mail must show inmate's name, number, and return address. The address is Baltimore City Correctional Center, 901 Greenmount Avenue, Baltimore, Maryland 21202.
- Indigent inmates should write the Letters "NSF" (Non-Sufficient Funds) on the upper right hand corner of outgoing envelopes for processing. Indigent inmates are allowed to mail seven (7) general letters per week. No limit will be placed on legal correspondence.
- In accordance with OPS.250.0001 (Incoming & Outgoing Mail), Official correspondence from the courts, attorneys-at-law, elected or appointed officials, such as members of congress, shall be opened in the presence of the inmate.
- All incoming mail must bear the name and number of the inmate, and will be opened before delivery to the inmate and inspected only for money orders, cash, stamps, checks, or contraband. (OPS.245.0006) Inmate Finances.
- All incoming money orders should be made out to the inmate with the correct I.D. number behind his name. Money orders sent by family, friends, etc. must use the following address:

Baltimore City Correctional Center
P.O. Box 17111
Baltimore, Maryland 21297-1111

P. Visiting Practices

It is the policy of BCCC to encourage constructive visits of inmates from friends and family. In order to ensure that inmates and visitors' are aware of our visiting procedures; rules and regulations are posted in the front lobby, inmate housing areas, and in the visiting room.

Visiting Guidelines –

Every visitor will go through the FAST-ID system which is the fingerprinting process for visitation clearance. Any visitor who does not clear the FAST-ID system will be denied access into the institution.

A “Visitation Clearance” form will be given and must be completed in its entirety and returned to an officer.

In order for a background check to be performed, a “signature” is required. Incomplete and illegible forms will delay the approval process.

Case Management Staff will forward the forms to the Facility Administrator who will then forward all forms to the Warden for approval or disapproval.

A letter will be generated from the Warden’s office within five (5) business days advising the visitor whether visits are approved or denied. Until the information provided on the form is processed, the visitor will not be allowed to visit.

- Visitors’ violating institutional rules will be subject to forfeiture of their visiting room privileges.
- All visitors’ are subject to search. Any visitor bringing in narcotics are subject to prosecution in accordance with state law. Failure to submit to a search will result in the loss of the visit.

Visiting Process –

1. Inmates are allowed to make changes to visiting records every ninety (90) days. Any request to change a visiting record must be submitted to case management in writing.
2. Due to space limitations, inmates shall be limited to three (3) visitors’ per visit, excluding infants/toddlers.
3. Visiting Hours are :

Tuesday & Wednesday- Video visit 10:30am-1pm & 6:30-9:30pm

Thursday- Video visit 10:30am-1pm In-Person visits 6:00pm-8:45pm

Friday- In-Person visit 6:00pm-8:45pm

Saturday & Sunday- In-Person visit 10am-1:30pm
Video visit 6:30pm-9:30 pm

Monday NO VISITS!

Visiting Hours and Schedule my change due to Covid-19 restrictions. If infect this happens a schedule will be posted throughout the Facility.

Visitors' Dress Code -

During visiting hours, the following visiting room dress code will be strictly enforced. Failure to dress in compliance with this code will delay your visit and could result in cancellation of your visit for that day. The following articles of dress are permitted in the visiting room during visiting hours:

- a. DOC Shirts with sleeves
- b. DOC Long pants
- c. Socks and shoes
- d. Religious head gear

Q. Religious Practices

During orientation, incoming BCCC inmates may re-register their religion of preference on a "Religious Preference Registration Form." This registration is necessary for inmates to attend worship, study meetings, holy day observance and special observance days, whereby, the design of the institution permits it.

Contact the Chaplain for more religious services information. Holy books may not be brought into the visiting room during religious visits. Inmates can have up to five (5) religious items such as rosaries, prayer rugs, or crosses as part of their allowable personal property. This limitation does not include holy books or religious literature. Religious audio compact disc (cd's) are accounted for in the total of eight (8) cd's that an inmate may have in his personal property allowance.

R. Regular Exercise

The Recreation Department at BCCC offers a wide range of indoor and outdoor leisure time activities. Adequate space and equipment is allotted for inmates to exercise for a minimum of one-hour per day.

During emergency situations, if deemed necessary, the yard will be closed. If contraband is thrown over the wall, the yard shall be closed. Activities - A calendar of leisure service activities may be found on bulletin boards throughout the facility. Inmates desiring further

information should contact the Recreation Officer. When passing through center hall for yard or recreation, inmates are allowed to have an audio compact disc or radio player.

S. General Telephone Use

Except for emergency situations, incoming telephone calls for inmates on BCCC telephones will not be accepted. Inmates may make outgoing collect calls on their housing area telephone. Due to the number of inmates housed at the facility, cooperation is required to ensure all inmates are given the opportunity to use the telephones when available.

1. In no cases are inmates allowed to place telephone calls to Department of Public Safety and Correctional Services employees' or to other state officials. Non-compliance with this rule may result in disciplinary action.
2. Third party or credit card calls are not permitted

III. Case Management and Services

A. Case Management

The Case Management Department at Baltimore City Correctional Center consists of a Case Management Supervisor and six (6) Case Management Specialists. The primary objective of our Case Management Department is to prepare inmates for eventual release through cognitive group therapy programs, educational/vocational programs, institutional job assignments, work release, home detention, or transfer to Community Adult Rehabilitation Center (CARC) unit for work release programming.

BCCC Case Managers have offices located within the institution and will meet with inmates within thirty-days (30) of their arrival. The inmate population is divided alphabetically according to the first initial of your last name and a case management specialist is assigned to each caseload. In order to ascertain who your assigned case management specialist is, consult the caseload breakdown bulletin posted on your pod.

Once you determine who your case management specialist is, complete an "Inmate Request Form," and forward it to him/her via institutional mail. Upon receipt of your request, your case management specialist, will either call for you to come to his/her

office, or answer your inquiry via institutional mail within (5) working days.

Inmates should understand that Case Managers have various administrative duties in addition to interviewing inmates on their caseloads.

B. Compassionate Leave

Compassionate leave may be authorized for allowing an inmate to visit a member of his immediate family who is critically ill, or to view the remains of a deceased immediate family member in a funeral home. Immediate family- is defined as grandmother, parent, lawful (through adoption) parent, brother, sister, wife, daughter, son, grandson, or granddaughter.

Upon notification of death or critical illness, notify your assigned case manager, the Chaplain or other available custody staff. Once the information has been verified, provided that the inmate is of pre-release status; case management will submit a “Compassionate Leave Worksheet,” for approval.

The information is forwarded to the Facility Administrator for review and to the Warden or Commissioner for final action. If approved, your case manager will notify the appropriate custody staff of your compassionate leave.

As approved and scheduled, custody personnel will ensure that you go out on your compassionate leave.

Note due to the Coronavirus outbreak this may be placed on hold unto further notice.

C. Administrative Record Keeping

In accordance with Department of Public Safety and Correctional Services Policy, the computation of good conduct time, industrial time earned, and special project days, will be recorded. Credits are awarded based upon applicable laws and consistent with COMAR. Policy governing awarding of credits is available within institution for review. Earned industrial credits and earned special credit days are calculated by the Central Commitment Records on a monthly basis.

When received, your commitment records will be adjusted accordingly. Inmates requesting their current release dates should contact their assigned case managers.

Once you receive your current release date, it is your responsibility to keep it up-to-date by subtracting your monthly credits earned.

D. Education Department

The Education Department at Baltimore City Correctional Center offers a variety of academic programs through the Maryland State Department of Labor and Licensing Regulations (DLLR). Inmates are expected to obey all of the school rules.

A principal, other administrative staff, and assigned inmate tutors are available to instruct inmates. Upon entering the program, students are tested and placed into one of four (4) levels of classes. The programs are General Education Development (GED) Class, Intermediate Class and Basic Classes. There is an Employment Readiness Workshop (ERW) and Special Education Class.

Furthermore, there is an Honor Roll Program, where students can earn achievement certificates through the State. Many students work attentively and earn high-school diplomas.

Inmates assigned to an education program are eligible to receive pay for participating in school. Any questions concerning the school program should be referred to the Education Department or case management staff.

E. Inmate Program Participation

This facility has an assigned Social Worker to offer programming to inmates. Prior to release, the Social Worker may assist you with concerns for special housing and medical needs. The Social Workers conduct the Domestic Violence Program, Anger Management Program and In-and-Out Dads Program.

BCCC Volunteer Activity Coordinator offers programs such as Narcotics Anonymous (NA), Alcoholic Anonymous (AA) and transitional housing resources along with a safe and sober environment to return back to society.

F. Inmate Appointments

Inmates may request to see any staff member, i.e., Case Management Supervisor, Shift Captain, Duty Lieutenant or Facility Administrator, by completing an inmate request slip and dropping it

into the institutional mailbox located in center hall. Request slips are located in the pod housing areas, classrooms, and in center hall.

Once per day, during regular business hours, inmate request slips will be collected from the institution in-house mailbox and delivered to the appropriate staff for response.

Emergency Request – As a result of emergency, inmates that have an immediate need to see staff should request the Housing Unit Pod Officer to call the respective case management specialist, supervisor, or Shift Commander.

Under the provisions established in the Department of Public Safety and Correctional Services directives, staff will respond immediately to all inmate emergencies and provide whatever assistance is available.

In the event a staff person has failed to respond to the inmate's written request for an appointment, the inmate should request to see his/her supervisor. In accordance with DOC.185.0002(Administrative Remedy Policy) and DOC.185.0003 (Institutional Administrative Remedy Procedures), the inmate may file an informal or formal complaint.

G. Legal Matters

It is the policy of BCCC to provide reasonable access to legal representation, legal reference materials, and the court system. All inmates, including those who are indigent or housed in holding cells are afforded access to correspondence materials and visitation with attorney's or legal representatives.

All inmates are free to contact the courts or submit grievances without undue delay. No inmate will be subjected to reprisal, penalty, or interference as a result of an attempt to seek legal information or administrative or judicial relief. The MTC library provides legal materials which are available to all inmates.

The Legal Assistance to State Institution Program (LASI) is designed to help people in Maryland institutions gain access to various legal research materials through photocopying. This service is given free of charge through a federal Library Services and Construction Act, Title IV-A grant (LSCA). Contact your case management specialist for further information.

BCCC, with considerable notice, will provide for private and confidential legal visits between an inmate and his attorney of record or designee. An inmate's attorney and/or legal assistant will not have to be listed on his visiting card.

Unless provisions are made and approved by the Facility Administrator/designee, Attorney's should visit during normal visiting hours. In order for proper arrangements to be made, Attorneys' are advised to call at least 24-hours prior to proposed legal visits.

Legal documents brought in by visitors' for signature, other than the inmate's attorney or legal assistant, must have prior approval. All materials brought into the institution are subject to inspection for contraband.

H. Access to Media

All media interviews, including employees and inmates, will be cleared through the Department of Public Safety and Correctional Services Public Information Officer. While incarcerated, inmates may be called upon for interviews by members of the media. Inmates have the right to refuse being photographed or interviewed by medial representatives.

An inmate may have his picture taken or be interviewed only if he agrees in writing and has prior approval of the managing officer.

I. Inmate's Access to Records

Given prior approval by the Managing Official, The Department of Public Safety and Correctional Services strictly controls who has access to your records in accordance with DOC.020.0012 (Access to Inmate Case Records.)

In accordance with DOC.020.0012, should you or others wish to request access to, or copies of your records; you should file a written request to the Warden. There is a charge for photocopies requested.

Complete a "Request for Expenditure," stating the amount of the copying charges which will be deducted from your inmate account. Once your request is approved by the Warden, staff will arrange for you, or the requested reviewer to review the requested material(s).

For request to access to your medical or mental health records, refer to DOC.130.630 (Access to Inmate Medical Records) or contact the Medical Records Department.

In the event that your request to review or obtain information from your record is disapproved, you may appeal the decision to the Warden in accordance with governing regulations.

J. Parole and Release

Upon an inmate's arrival into the Department of Public Safety and Correctional Services, information regarding his case is forwarded to the Maryland Parole Commission. The Parole Commissioner/Hearing Officer will consider all aspects of your case. Any concerns that need to be addressed will be considered at your parole hearing.

When an inmate is released on parole, the Institutional Associate (IPA) reviews the conditions of parole with the inmate. The inmate is required to sign a statement that he understands his obligations while on parole. In addition, he is provided with the address and is instructed when to report to his Parole Agent.

Mandatory release inmates are subject to the same basic conditions as those inmates being released on parole. An inmate being mandatory released is required to provide his Case Manager with a home plan which includes the name, relationship, address, and phone number of the person with whom he is staying.

Release Procedures

Upon your release, you will be required to return all state-issued property. You will be required to pay for any property not returned or damaged. Mandatory releases and parole releases will be given an exit orientation prior to release.

IV. Complaint System

A. Internal Complaint System

Staff is available to assist you with any type of complaint. Should staff not be able to assist you with your problem or concern, you may file either an informal complaint or a formal complaint Administrative Remedy Procedure Form (ARP.) Informal and Formal Complaint Forms are located on each housing pod, the Center Hall and in your Case Manager's office.

1. Informal Complaint – In accordance with DOC 185 series (Administrative Remedy Procedures Policy), inmates may file a complaint. Complaints against staff or complaints which affect the life, health, and safety of inmates or staff are to be addressed to the Facility Administrator.
2. All other informal complaints may be sent to the appropriate department head or job assignment supervisor for redress. If your complaint is not addressed in a timely manner, you may resubmit your complaint to the Facility Administrator for appropriate action.
3. When filing an informal complaint, clearly state in writing the nature of your complaint that you wish to have addressed.

B. Administrative Remedy

If an inmate does not receive satisfaction through the informal complaint process, he may seek redress through the Administrative Remedy Process. The Administrative Remedy procedure may not be used for case management decisions, parole decisions, or adjustment decisions.

Completed ARP Forms must be filed within thirty (30) days of the incident requiring redress, and should be placed in the ARP mailbox in Center Hall. In certain specified cases, the requests can be sent directly to the Commissioner at Department of Public Safety and Correctional Services Headquarters. Each complaint will be investigated by a non-involved employee, and the inmate will receive a written response. Further details may be obtained as outlined in DOC.185.0002 (Administrative Remedy Procedures Policy).

C. Inmate Grievance Office

If the Administrative Remedy procedure does not provide satisfaction, an inmate may file a complaint with the Inmate Grievance Office. All grievances must be filed within one (1) year of the action being grieved.

The forms for this procedure are available from the housing officer or the shift lieutenant. Further details may be obtained as outlined in DOC.180.0001 (Headquarters Organization and Management).

D. Disciplinary Hearings

All inmates charged with infractions shall receive a fair and impartial administrative hearing to determine their guilt or innocence and/or appropriate sanctions. Inmates are encouraged to refer to the Inmate Disciplinary Process, which governs adjustment rules and regulations.

The designated In-House Hearing Officer will hear all Category violations. Additionally, rule violation sanctions are outlined in the Inmate Disciplinary Process.

There is a listing of the Baltimore City Correctional Center's rules and regulations. These rules, along with Department of Public Safety and Correctional Services rules, are to be obeyed at all times. Failure to obey the rules may result in a Notice of Inmate Rule Violation, which may be written by any staff person who has knowledge of the violation. A violation of a major rule may result in transfer to another holding facility.

The decision of the In-House Hearing Officer maybe appealed Warden within fifteen (15) calendar days of the hearing. The appeal process for a minor rule violation is the same as for major rule violations. Do not use administrative remedy forms for your appeal. You may continue on the reverse (please indicate such) and use additional pages if needed (when doing so please indicate the total number). Your appeal must be submitted to the warden of the facility where you are housed. Failure to appeal within the stated fifteen calendar days will be deemed a waiver of an appeal.

Appendix II

BALTIMORE CITY CORRECTIONAL CENTER
901 Greenmount Avenue
Baltimore, Maryland 21202

From: Case Management Staff

To: Baltimore City Correctional Center
Re: CASE MANAGEMENT INFORMATION

Upon entering the Baltimore City Correctional Center, your file will be reviewed by your assigned Case Manager, who will schedule you for the necessary case management action you may need.

Caseload assignments are made at this institution according to the first letter of your last name. You may find the name of your assigned Case Management Specialist on various bulletin boards located within the facility.

You must attend orientation at this facility to help you become acquainted or reacquainted with the Baltimore City Correctional Center.

This Orientation Manual will answer some questions you may have.

We ask you to use the information contained in this manual to resolve as many of your personal issues as possible. However, if you should need assistance from your Case Manager a procedure is outlined as follows:

1. CURRENT MANDATORY SUPERVISION RELEASE DATES
You may request this information from your Case Manager, or you can write a letter to the Central Commitment Records Center using the following address:
6776 Reisterstown Road Baltimore, Maryland 21215-2342
2. Inmate Accounts
You may request in writing, from your Case Manager, your current account balance. Your Case Manager may only be able to look this information up periodically. Keeping your own financial record is up to you. DO NOT WRITE TO THE INMATE ACCOUNTS OFFICE.
3. Parole Information
The responsibility for scheduling all parole related activities lies with the Maryland Parole Commission. Inquiries related to parole hearing schedules, appeals, and release dates should be sent to that agency at the following address:

Maryland Parole Commission
6776 Reisterstown Road

Suite 307
Baltimore, Maryland 21215-2342

Parole hearings are conducted at this facility every month. In advance of your hearing, The Institutional Parole Agent will come to BCCC and permit you to

review your parole file. After the hearing is held, it generally takes six (6) weeks before the final decision is made. You should contact the Parole Commission in writing if you have any questions. DO NOT CALL THE PAROLE COMMISSION OFFICES.

4. Inmate Requests

If you have a request, this facility has a procedure that you should follow. Inmate request forms can be obtained through out this facility. Please allow ample time for your Case Manager to investigate your request. Informal complaints may be processed by following DOC Directive (DOC.185.0002) (Administrative Remedy Procedure (ARP).

5. Package OPS.220.0004 (Inmate Personal Property)

There are specific guidelines on the types and amounts of items that can be received (see OPS.220.0004) Inmate Personal Property. Should you have any questions, you may submit an Inmate Request to the Property Room Officer or your assigned Case Manager for assistance by way of Request Form.

Appendix II

The Baltimore Metropolitan Re-Entry Program

The Baltimore Metropolitan Re-Entry Program (BMRP) is a collective concept between the Department of Public Safety and Correctional Services, the Maryland State Department of Labor, Licensing and Regulations (DLLR), the Department of Economic and Employment Development, and the private sector designed to provide housing for inmates scheduled to be released in Baltimore and/or provide comprehensive based programming to residents in order to facilitate their phased re-entry into the community.

The BMRP Program is an extension of the Home Detention Programs as a housing and/or programming alternative to long term and institutional incarceration.

This collective program will utilize the resources of the Baltimore City Correctional Center (BCCC), Central Home Detention Unit (CHDU) and Occupational Skills Training Center (OSTC) where inmates are enrolled for vocational training, inmates for re-entry into the community.

OSTC will provide occupational/vocational training, while BCCC and HDU will offer housing and/or work release programming to eligible inmates. A basic breakdown of the functions offered by the BMRP Program are as follows:

OSTC - Vocational Skill Training

The OSTC will offer eight (8) occupational courses, which will be determined by, labor market conditions and employer needs. The current courses offered are:

1. Auto Mechanics/Power Technology Occupations
2. Barbering
3. Heating, Ventilation & Air Conditioning (HVAC)
4. Building Maintenance
5. Warehousing
6. Roofing
7. Plumbing

Employment Readiness Workshop Programming (ERW)

One-month Employment Readiness Workshop (ERW) cycles will be provided for male inmates housed at BCCC by the Maryland State Department of Labor, Licensing and Regulations.

Educational Programming

School is offered to inmates at BCCC, the CARC Units, and the Central Home Detention Unit. Inmates assigned to school are required to attend classes a minimum of four (4) hours per week.

Substance Abuse Programming (SAT)

BCCC offers substance abuse therapy for inmates whose plans specify Substance Abuse Programming (SAT).

Psychological/Medical Services

Residents at facilities will have access to qualified mental health and health care professionals.

Special Leave Programming

Inmates meeting the eligibility criteria of established Department of Public Safety and Correctional Services directive can participate in special leaves at BCCC.

Appendix III Baltimore Metropolitan Re-Entry Program

Appendix #IV

Major Goals of The Baltimore Metropolitan Re-Entry Program (BMRP)

This collective program, which utilizes the resources of several Department of Public Safety and Correctional Services facilities in concert with the Maryland State Department of Labor, Licensing and Regulations and the Department of Economic and Employment Development, is designed to:

1. Maximize the benefits of available resources in the Baltimore Metropolitan region.
2. Ensure targeted inmates are given a comprehensive program plan that addresses their individual needs prior to their re-entry back into the community.
3. Address the vocational and/or work release needs of inmates that participate in specialized programs.
4. Identify and prepare residents who are Home Detention eligible.
5. Facilitate the parole process by increasing the number of available work release beds in the Baltimore region for those inmates who need work release as a prerequisite for parole.
6. Offer educational, vocational and work release programming to eligible inmates as an alternative to long term and institutional incarceration.
7. Provide inmates with the education and vocational skills needed to successfully function in the community subsequent to release.



Baltimore City Correctional Center

Work Release Procedures

A. Case Management

After orientation, you will be seen by your assigned case management specialist who will discuss your initial job assignment; job itineraries; various programs; clothing; eligibility of the Community Adult Rehabilitation Center (CARC); Home Detention; and assist you in any applications you may need, i.e., social security card, birth certificate, etc. Job assignments are determined by your parole and mandatory release status. Only your assigned case management specialist can assign an initial job assignment. The jobs are as follows:

1. Dietary – ten (10) credits
2. Maintenance – ten (10) credits
3. Blood spill – certified – ten (10) credits
4. Barber – ten (10) credits
5. Academic tutor (library clerk) – ten (10) credits
6. Sanitation – five (5) credits
7. CDF Detail – ten (10) credits
8. Outside Sanitation – five (5) credits
9. Outside Detail – ten (10) credits
10. BCBIC Detail – ten (10) credits
11. JI Storeroom – ten (10) credits
12. Pre-Release Utility-ten (10) credits
13. Education- ten (10) credits
14. JRA Eligible Inmates may receive additional credits depending on the JRA job assignment.

Work release case management specialists handle employment. The designated work release case managers are not to be contacted unless you currently have a job or have been assigned a work release case manager. Work release case managers follow the established job bank list; therefore, do not write the work release case managers requesting a job. Periodically, work release case managers receive information on employment openings. When this occurs, an announcement will be made and you may respond accordingly.

Once you become gainfully employed, your assigned work release case manager will go over the work release rules, and the board and room requirements.

B. Work Release Job Bank

It is **your responsibility** to find a job. However, case management staff shall assist you in the greatest extent possible in securing suitable employment. You may submit itineraries (see itinerary section). Your

caseload case management specialist will submit your name for the work release job bank once you are approved for work release. If you are approved for the work release job bank it is not first come first serve, it is based on release date and/or the amount of time required to participate in active work release as a parole contingency.

C. **Personal Property**

You will be allowed to maintain a certain amount of property and only certain food items will be allowed in accordance with OPS.220.004, Inmate Personal Property. Inmates will be permitted to receive an initial interview package upon receipt of an approved itinerary from case management. The following clothing items may be dropped off after you obtain approval from the Facility Administrator which then the property officer will notify you.

- One (1) pair of dress pants (\$50.00)
- One (1) dress shirt (\$25.00)
- One (1) belt (\$20.00)
- One (1) tie
- One (1) coat/jacket (\$75.00)
- One (1) pair of footwear (business/dress shoes) (\$100.00)
- One (1) wrist watch (\$50.00)

You may receive clothing in any color except non-allowable colors as stipulated by Division of Correction (DOC) policy. Non-allowable colors are: dark blue, black, red, orange, royal blue, khaki, military green and camouflage colors. Items may not exceed the allowable values outlined in the property inventory matrix. (see values above)

Additionally, only indigent inmates may have \$12.00 cash dropped off to use as bus fare for interviews when Case Management submits an approved itinerary to the Facility Administrator.

Once you obtain work release employment if your employer requires specific clothing, you may have the required clothing dropped off after receiving permission from your assigned case management specialist and the property officer.

Clothing may only be dropped off between 9:00 a.m. and 12:00 p.m. Monday-Friday

You are responsible for your personal property. It is recommended that items of value not be kept at this facility. However, all personal items of value must be recorded on your property list for your own protection. Excess property will be confiscated and mailed home at your expense in accordance with policy and procedures. You will be required to fill out a property disposition sheet. If for some reason you are transferred to an institution of greater security, it will be your responsibility to provide this facility with an address to mail your property (at your expense), or have someone pick up your property at this facility during any shift. If property is not picked up in 30 days, it will be considered abandoned and disposed of in accordance with policy and procedures.

D. Cash Commissary

Inmates are allowed a cash allowance of up to \$40 per week in accordance with policy and procedures. Commissary money will be distributed **every Thursday at 12:00 p.m.** Any money found in an inmate's possession over the allowable limit (\$85.00) will be considered contraband, the inmate will be given a notice of rule violation and the money placed in the state of Maryland's general fund. The money will not be available to the inmate. It is the inmate's responsibility to have the required bus fare for itineraries/job interviews. Inmates are not allowed to possess monetary bills larger than ten dollars (i.e. \$20.00, \$50.00)

E. Sending Money

1. To mail money from your account, send the addressed and stamped envelope with a complete money expenditure voucher to your assigned case manager. You should have your housing unit officer as witness to the fact that it is your signature.
2. Any requests over the amount of \$250.00 and above **MUST** include the social security number of the person you are sending it. These requests may take as long as 6 – 8 weeks to be completed. These requests shall also include a written explanation of why this amount is required. These requests must be approved and signed by the Facility Administrator/designee.
3. If you are on active work release, you must maintain a minimum balance of \$250.00 in your account (in accordance with work release policy). No expenditures will be approved that would put you below this amount.

F. Inmate Funds

All inmate accounts are maintained by the Central Region Finance Department. Expenditures, with the approval of the facility administrator, may be made from the account for outside purchases, or to send money to someone outside the facility. Whenever you want to withdraw money from your inmate account either for personal use or to mail out to a member of your family, you must complete a "Request for Expenditure" slip, making sure to write as neatly as possible. Money vouchers that are incomplete or poorly written will not be processed. Money vouchers are available from your housing unit control officer.

Case Management Procedures

A. Inmate Programs

It is your responsibility to participate in recommended programs. Your failure to participate in programs may result in a program review by case management and possible transfer to another facility. All programs changes or reviews for program participation are processed by your assigned case management specialist. If you have difficulty in interpreting the eligibility criteria, see your assigned case manager by putting in a request slip. Request slips can be obtained from your housing unit officer and placed in the "Institutional" mailbox located in center hall. Mail is picked up daily from the box.

You are not to stop staff for any reason. If you wish to speak to staff, put in a request or go to your housing unit officer to request that he/she call the case management staff.

1. Access to Records

Under current policy and procedures, inmates are allowed access to their records. Please contact your case management specialist for assistance. You must complete A DC form 20-12aR.

2. Family Leave

Family leave is offered at the facility for inmates who meet the criteria for consideration and are approved by the facility

administrator and warden. Contact your assigned case management specialist for specific information.

2. Compassionate Leave

Compassionate leave will be considered for the purpose of allowing inmates to visit an immediate family member who according to a doctor is near imminent death or for the purpose of allowing inmates to attend the funeral or wake of an immediate family member. An immediate family member is as defined in the case management policy and procedures. Final approval for a compassionate leave is given by the Director of Program Services at Division of Correction Headquarters.

3. Special Leave

Case management will review special leave requests in accordance with established policy and procedures.

5. Work Release

Work release is a privilege, not a right. Your case management specialist and/or work release case manager will go over all rules and regulations of work release once you obtain gainful employment. Violation of work release rules and regulations are considered a Category I and DPSCS Category III violation.

6. Itineraries

An itinerary is completed when you have located an employment lead and would like to schedule an interview. Please adhere to the following guidelines when completing an itinerary request:

- a) Only two itineraries per inmate per calendar week.
- b) You need to plan as far ahead as possible for itineraries. You are to save money with the goal in mind of using funds for payment of travel to and from job interviews. In cases where a valid exception is made, authorization may be granted to issue bus tokens to assist inmates who claim to be indigent. Be mindful that case management sets the time for the interviews. Do not agree to an interview date and time with a potential employer. You must have \$4.60 bus fare per interview.

- c) You must make initial contact with the potential employer. If we contact the employer and they indicate they have not yet spoken with you, your itinerary will be returned without action.
- d) Do not tell the potential employer to contact us. We will contact them after we have received your itinerary information.
- e) If any of the information listed below is not included in your itinerary, it will cause a delay in processing your request. All incomplete itineraries will be returned to you without action.

- (1) Name of Company
- (2) Telephone number
- (3) Contact person's name (and times of availability if known)
- (4) The address of the company
- (5) Position Title

- b. You cannot go out on an itinerary to complete an application. You must have an interview with a hiring authority and only after the potential employer faxes a copy of their workmen's compensation certificate.
- c. You are prohibited from working for friends, family, inmates, former inmates, etc.
- d. If you have active work release employment and wish to search for a different job, you must have worked at the initial job for at least 30 days before you can submit an itinerary for a change. These requests will be reviewed for signs of upward mobility for you, in other words you cannot change jobs for the sake of changing jobs.
- e. Every effort will be made to investigate the itineraries as quickly as possible.

7. Tokens

Once you have gained employment, you may request tokens in the amount of \$20.00 for travel for five days. This amount will only be given until your first work release check or other funds

are posted to your account and are available to you. The token amount will be deducted from your first paycheck. Your work release case management specialist, case management supervisor or the facility administrator must approve any exceptions to this procedure. Inmates may order bus passes through case management for the month. The cost for the bus pass is \$77.00.

The mission of Baltimore City Correctional Center Work Release

is to prepare you to become a productive citizen upon your re-entry into society while ensuring public safety.

BCCC WORK RELEASE RULES AND REGULATIONS

The Baltimore City Correctional Work Release policy dictates that all inmates are to comply with the rules and regulations established within the Division of Correction and the facility. It is your responsibility to read and obey all rules. If you have a problem in comprehending the rules, please contact your case management specialist or any custody supervisor for assistance. Failure to obey the rules will result in a Notice of Inmate Rule Violation that will be written by a staff member who has knowledge of the infraction. Any violation of a major Division of Correction rule will result in your transfer for a disciplinary adjustment hearing.

BCCC Work Release General Rules of Conduct are as follows:

1. You must have your DPSCS Identification Card in your possession at all times and attached to the upper torso area when outside of your cell/bunk area. If you lose your ID card or if it's damaged, inform your housing unit officer immediately. If the ID card has been lost or destroyed due to your negligence, you will be charged \$4.00 to replace it.
2. Smoking is not permitted anywhere in the institution or on State property. Tobacco and tobacco products, matches, lighters and

smoking paraphernalia are contraband and inmates are not allowed to possess these items.

3. Inmates and their clothing should be clean and must be properly worn at all times. When outside of your dorm or room, you must be fully clothed.
4. Your pants must properly begin at the waist level and be fastened with a belt if needed. At no time, an inmate can expose his undergarments. When in the dayroom or en route to the bathroom and/or shower areas in the housing units you must be properly dressed i.e., pajamas, robe or clothing shall be worn.
5. Inmates are not allowed to wear a nylon du-rag or any other type of head gear on their heads while outside of the dormitory areas. The only acceptable head gear will be religious headgear.
6. Colored handkerchiefs or bandanas may not be worn or displayed in any form or fashion. Only white handkerchiefs are permitted by DPSCS regulations. Any colored handkerchiefs worn or displayed will be confiscated.
7. Stairways are used to get from one place to another. Blocking, hanging over and sitting on stairways is prohibited.
8. Loitering in any area of the facility is prohibited. This includes hallways, stairways, etc. You are expected to move quietly and orderly through the building.
9. Inmates are considered out-of-bounds if present in another cell, or bed other than which you are assigned. You are also considered out-of-bounds if you are in an area without proper authorization.
10. Inmates are prohibited from using security equipment, keys, institutional telephones, and other devices intended for use by State employees.
11. Inmates may not participate in martial arts type exercises, wrestling, body punching, or military drills unless approved by the warden.
12. Inmates may sit on chairs or benches only; sitting on tables, on backs of chairs and placing feet in chairs is prohibited.
13. T.V., Tablets, Radios, CD and/or tape players must be used with earphones at all times. Failure to abide by this rule may result in

disciplinary action being taken against you, confiscation of the item and/or the loss of privileges.

14. It is your responsibility to keep personal belongings, radios, food items, etc. secured at all times.
15. All allowable valuable property (radios, watches, television etc) must be registered with the BCCC property officer. Inmates must have ownership papers in their possession or item will be confiscated.
16. Inmates are responsible for being attentive to information relayed by their housing unit officer. When called for a visit, you should make every effort to report to your housing unit control officer as soon as possible and/or notify the nearest correctional staff.
17. Inmates are responsible for keeping their bed space, lockers clean. Cleaning supplies may be obtained from your housing unit control officer. Furniture may not be moved or rearranged this includes both bunks and lockers. Lockers will remain in an upright position at all times.
18. Pictures, photographs, drawings, clothes, linen or any other paraphernalia may not be placed or hung on furniture, walls, lockers, doors, etc.
19. Inmates are not allowed to announce the presence of staff in the housing unit when making rounds or on other specific assignment in the housing area.
20. Personal items which have been tampered with, modified or used to conceal contraband will be confiscated and subject you disciplinary sanction.

Baltimore City Correctional Center
BCCC Rules and Regulation

Rules:

503-1 When count is called, inmates shall report immediately to their assigned bunk or assigned area of work detail, school, etc. All

inmates shall remain in their cells until the pod officer calls their tier count good. Inmates shall remain in their assigned area until the count cleared.

503-2 Loitering is prohibited in all areas of the institutions, including pod duty areas, center hall, hallways, stairs, gym, classrooms, dining room, tier hallways, cell door ,cell that you are not assigned to, etc.

503-3 Inmates are prohibited from yelling or calling through the windows to pedestrian traffic. Inmates are not allowed to announce the presence of staff in the housing unit when making rounds or on other specific assignment in the housing area.

503-4 Inmates shall remain in their assigned area at all times. Permission to move throughout the institution must be approved by the immediate staff or officer (CO, CMO, CDO, CSO, Teacher, Contract Dietary Employee, etc.) with a pass indicating their destination.

503-5 Inmates are responsible for complying with information relayed over the P.A. system. Radio's TV's, CD and/or tape players shall not be played without headphones. Failure to comply shall result in the confiscation of such items and privileges pending a disciplinary hearing. If found guilty item shall be sent home at inmate's expense.

503-6 Inmates shall have their identification cards in their possession at all times. If an inmate loses or misplaces his identification card, he will notify a supervisor for a replacement. A four (\$4.00) dollar charge must be paid for the new identification card.

503-7 Inmates are not allowed to enter any cell, tier, or housing unit other than the one to which he has been assigned. Inmates in violation of this rule will be considered "out of bounds" and shall be given a Notice of Inmate Rule Violation.

503-8 Inmates shall conduct themselves in an appropriate manner. Cursing, profanity, abusive or threatening language or gestures shall not be tolerated.

503-9 Inmates are required to participate in an orderly fashion during fire/natural disaster drills. Inmates shall follow the officer's

directions as quickly and quietly as possible, and follow emergency routed posted in the housing units.

503-10 Running or horseplay during mass movement to gym, commissary, inmate, meals, etc. is prohibited. There shall be no “jumping” of lines for these activities.

503-11 Inmates are to be ready to report to their assignment as scheduled. Tardiness to assigned program, boards, etc. is unacceptable. Continued lateness for a program shall result in removal. Refusal to report to program, board, job assignment may result in transfer to a higher security institution.

503-12 Inmates that are en route to or leaving from, the tier bathrooms shall be clothed, i.e. shirt, shorts, pajamas, robes. Under garments are to be worn when wearing a bathrobe. Inmates must have their upper and lower body covered when they are outside of their cell.

503-13 Inmates shall not be in possession of any tobacco products. Smoking is prohibited.

503-14 Inmates shall not participate in any gambling activities. Gambling paraphernalia is prohibited.

Rules for Inmate Feed Times:

503-15 The dining room is out -of-bounds except during scheduled meal times.

503-16 Food, drinks, or eating utensils shall not be removed from the dining room. Inmates shall clear their tables upon completion of their meal and return tray and silverware to the cleaning area. Large cups and jars are prohibited in the dining room.

503-17 Inmates shall be properly dressed when entering the dining room. Inmates shall wear DOC shirts, DOC trousers, and shoes. Radios, CD players, Tablets, and hats are prohibited.

Rules Governing General Assignments

503-18 Inmates shall report to work as scheduled and continue working until the end of tier shift, unless otherwise authorized to leave by the OIC.

503-19 Inmates shall exercise care in performing their assignments. Negligence or carelessness will not be tolerated. Refusal to work is a Category IV Rule Violation, and will result in immediate disciplinary action.

503-20 If an inmate is sick and unable to report for work, he must notify his supervisor prior to the start of his shift. Four (4) occurrences of sickness in a thirty (30) day period shall result in a medical review to determine the medical status of the inmate. If medical review indicates the inmate is able to work, he shall receive a notice of inmate rule violation for refusing to work or be reclassified to another job or program assignment. Inmates are not paid for sick days. Inmates must have written documentation from the medical department excusing them from their job assignment.

Dietary

503-21 Inmates shall report as scheduled in a clean uniform. Aprons and head covering shall be worn when working in the kitchen. Inmates are not allowed to attend or participate in any recreation event while wearing their dietary uniform.

503-22 Inmates who are assigned to serve food shall wear head coverings and disposable gloves at all time while serving food.

503-23 Inmates shall remain in the dietary department until released by dietary personnel, and must report to the center hall officer after being released.

503-24 Inmates shall wash their hands with soap and water after using the bathroom. Inmates shall immediately report all cuts and/or scratches to the dietary personnel or center hall officer.

503-25 An inmate who is assigned to a specific area (cook, sanitation, etc.) shall work other areas. Whenever deemed necessary by contractual dietary personnel.

503-26 No food shall be removed from the dietary department, unless issued as part of a medically prescribed diet.

Sanitation

503-27 Inmates are responsible for maintaining a clean cell. Floors shall be mopped weekly and trash cans emptied daily. Pictures shall not be displayed on the cell wall. Locker shall remain in the upright position. Windows shall not be covered other than materials placed by the maintenance department. All inmates shall make their bed before departing their cells for their work or program assignment. Inmates who are currently unassigned, but who are not in their bunk must also make their beds before leaving their cell. Beds shall be made daily. Inmates are not allowed to place their state issued blankets on the cell floor or use them as a drape in front of the bunk to obstruct the officer's view.

503-28 Inmates shall assist in the general cleanup of Pod, Dayroom, and Bathroom area when ordered by the correctional staff.

503-29 Inmates assigned to sanitation shall report to the OIC as scheduled. Inmates shall ensure that their assigned area is clean during the entire shift.

503-30 Inmates shall not take for their personal use, nor store in their cell, any materials or supplies (i.e. tools, brooms, soaps, disinfectant, etc.) Inmates are only permitted items listed in OPS.220.0004 or items sold in the institutional commissary.

Maintenance

503-31 Inmate maintenance workers schedules shall be as directed by the maintenance officer. Inmates are required to report for emergencies at any time and shall report when instructed to do so.

503-32 Inmate maintenance workers shall be responsible for the upkeep of the shop tools. All tools shall be used only as authorized and directed. Maintenance inmates shall immediately report all lost or damaged tools to the maintenance supervisor, or correctional supervisor.

503-33 Inmate maintenance workers shall present a pass or work order that specifies the assignment to be performed.

Visiting Room Regulations

503-34 When an inmate is called for a visit, he shall report to his pod officer for a visiting pass and report directly to the center hall officer to be frisk searched before entering the visiting room.

503-35 Inmates are prohibited from touching visitors at the beginning of or during the visit. Inmates are permitted to embrace each other and kiss on the cheek at the very end of the visit. No family member or visitor is allowed to sit on inmate's lap or vice versa.

503-36 Sexual activity is strictly prohibited. There shall be no physical contact made during the visit. Inmates and visitors hands must remain visible above the table.

503-37 Inmates shall conduct themselves in an appropriate manner at all times. Inmates shall respect the privacy of others in the visiting room. Radios are prohibited in the visiting room.

503-38 There shall be no passing of contraband in the visiting room. Inmates are not permitted to handle money.

Recreation

503-39 Proper attire must be worn while participating in recreational activities. Gym/tennis shoes must be worn during activities on the gymnasium floor. No shower shoes, slippers, or boots may be worn by those viewing the activities.

503-40 Inmates shall be designated to assist with the clean up of the recreational areas, gymnasium, and yard.

503-41 Care of recreational equipment is necessary. Misuse of abuse of equipment shall not be tolerated. All weights shall be placed on the appropriate rack after use after gym/yard recreation.

Property

503-42 Inmates shall not tamper with washers, dryers, microwaves or hot pots.

503-43 Inmates shall return irons and ironing boards to the pod upon completion of their use. Irons shall not be stored in the cell. ID is required upon issuance.

503-44 All allowable valuable property (watches, rings, radios, etc.) shall be registered with the property officer.

503-45 Inmates shall not possess commissary items in excess of the limits prescribed in OPS.220.0004.

503-46 Inmates shall not possess any non-commercially made CD's or tapes.

503-47 Inmates are not permitted to trade, loan, borrow, exchange or give away personal property.

Telephones

503-48 Inmates shall not use the telephone in a manner that violates local, state, or federal laws.

503-49 Inmates using other inmate's ID number to make a collect telephone call is prohibited.

503-50 The use of another inmate's GTL number is prohibited. An inmate cannot give another inmate authorization to use his GTL number.

Radios

503-51 Inmates shall not take their radios to their assigned job or program assignment. Walkman radios and/or other radios shall remain in the inmate's cell during his work or program assignment.

Sick Call

503-52 Inmates shall place sick call slips in the Sick Call box by 7:00am each morning to be evacuated. Inmates with a job or program assignments must submit a sick call slip by the above stated time in order to be excused for the day. Emergencies shall be handled by the

medical department. Inmates who are waiting for sick call not participated in any recreational activities.

503-53 Inmates who submit a sick call slip and are assigned to a job or program, must report to sick call when called. Those who fail to report shall be subject to a job or program change and Notice of Inmate Rule Violation.

Names to remember:

Write to BCCC staff if you have any of the following issues.

Damilare Adisa- Facility Administrator

Major B. McDaniels- Head of Custody

Ms. D. Rucker- Case Management Supervisor

Ms. S. Jackson- Handles all Legal Library Forms

MR. A. HILL-Handles all commitment issues

Ms. D. Clemons- Handles all phone issues

Case Management- Handles all issues dealing with your visiting card

Ms. K. Fray- Social Worker

Chaplain C. Wallace- Religious Services

Cpl. C. Martin- Handles all Property issues

Inmate Accounts- Money Issues (Inaccurate Accounts, Money Orders, Etc.)

MAINTENANCE ISSUES:

LT. M. Obi

Sgt. Correa

All request to staff place in the Institutional Mailbox located in Center Hall.

Please note that staff have five workdays to respond to your request

Effective immediately all inmates will be required to be out of bed, and have their bed made by 9am daily.