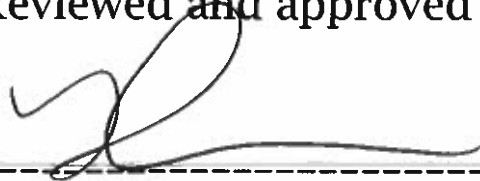


CENTRAL MARYLAND CORRECTIONAL FACILITY

INMATE ORIENTATION MANUAL Revised November 9, 2021

Reviewed and approved by:



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IN THE LIBRARY**

A Spanish version is also available for limited English Proficiency

Introduction

Central Maryland Correctional Facility is one of the three facilities (Dorsey Run, CMCF, and BCCC) located within the Jessup Region. The MCPRS is the point from which most inmates are released for re-entry into the community. Thus, most programs emphasize job readiness training, work crews, work experiences, and actual work release. The Central Maryland Correctional Facility is a minimum/ pre-release correctional institution located in Sykesville MD (Carroll County).

This facility serves several functions. The laundry operation provides laundry services for institutions under the Department of Health, such as Springfield Hospital Center and Spring Grove Hospital. Services are also provided to The Maryland State Police Forensic Laboratory and Carroll Community College for their nursing program. In addition, services are provided to other correctional facilities, such as Maryland Correctional Pre-Release System Facilities and Maryland Reception Diagnostic and Classification Center, Central Booking and Dorsey Run Correctional Facility. The facility also provides work details to the State Highway Administration in Carroll County, the Public Safety Education and Training Center (PSETC) located on property adjacent to CMCF, Frederick County, and Veteran Cemetery detail.

The Central Maryland Correctional Facility provides a work experience and offers other programs that are available to the population. They include Educational Opportunities (GED), Alcoholics Anonymous, Anger Management Program, Youth Challenge Program, recreation activities and religious services.

PROTECTION FROM ABUSE

No staff member, inmate, volunteer, or contractor is permitted to abuse you, either mentally or physically. Corporal punishment is prohibited. Name-calling, harassment, or deliberate abuse will not be tolerated. If you feel you are a victim of sexual misconduct, sexual assault, physical assault or mental abuse, report this to a supervisor.

Central Maryland Correctional Facility along with Maryland Correctional Pre-Release System and the Department of Public Safety and Correctional Services has a zero-tolerance policy for the incidence of sexual abuse, sexual harassment, and prison rape. If you are sexually abused, assaulted, or a victim of sexual misconduct contact a staff member immediately verbally, in writing, or call the **PREA (Prison Rape Elimination Act) Hotline number at (410) 585-3177**; which is posted throughout the institution. Legal Services may be sought through [the Sexual Assault Legal Institute \(301\)565-2277](#) and counseling may be available to you by contacting the Sexual Assault Crisis Center Hotline at (410)222-6800. Furthermore, counseling services are available to you at the facility.

Treatment is provided to you at no-cost.

I. Security and Control

A. Supervision of Inmates

Inmates exerting control - It is the policy of this facility that inmates and groups of inmates, not have control over other inmates. It is the obligation of all staff to report any violations of this policy to the Shift Commander. If you have reasons to believe that this policy is being violated, you are encouraged to report such to a supervisor immediately.

Inmates shall not have a role in the decision making process of an Adjustment Hearing. However, inmates may represent one another and serve as witnesses.

At no time shall a member of CMCF staff display favoritism towards any inmate, allow an Inmate preferential treatment; or designate an inmate supervisor of an inmate work detail Or activity. However, inmates may show or instruct others how to carry out tasks in various Work departments and may act as tutors for educational activities.

B. Substance Abuse Testing

While housed at CMCF inmates are subject to urinalysis testing at any time for the purpose of monitoring drug and alcohol use. Refusal to submit to alcohol or drug use testing shall result in disciplinary action.

C. Counts

Security counts are conducted on each of the three shifts. When a count is announced, you are required to report directly to your assigned dorm and bunk or designated work area with your inmate identification card. You are to remain on your assigned bunk or in your assigned work area until the announcement is made that count is cleared. Lights will be on during count in A Building and turned off when dorm count is complete. Dayroom light will be on during count in B Building (night shift). NO inmate movement takes place while security counts are in progress. Do not interfere with officers conducting a count. Inmates in restrooms and showers shall report to their bunks for counts. **Stand-up counts are also done daily. You MUST stand at your bunk or work area. Failure to comply shall result in disciplinary action. Restroom use** shall be permitted once the count has been cleared or 1 (one) hour after count has been called. Drinking cups, toothbrushes, washcloths, etc. are not permitted in the restrooms during this time. Restroom use is limited to two inmates at a time from each dorm and is restricted to bladder and bowel elimination. No other activity is to occur in inmate lavatories during this time.

D. Behavior

Courtesy and respect shall be shown to visitors and staff at all times. All rules, regulations and policies of the DPSCS, MCPRS and Central Maryland Correctional Facility as well as any Local, State, and Federal laws shall be followed.

E. Searches, Shakedowns and Contraband

Searches may be conducted at any time. Only male correctional officers shall conduct strip searches except in emergency situations. Any correctional officer, male or female, during the daily regimen of the unit may perform frisk searches. These searches shall be conducted in a manner which shall avoid unnecessary force, embarrassment or indignity to the inmate.

Strip searches shall always be conducted in a private area. Periodically, searches are conducted Within the unit and around the unit grounds. Your locker, bed, living area and your person are **Subject to search by staff at any time. You are responsible for any article of contraband found** In any of these areas. Therefore, you are required to secure your storage container every time you leave your housing area.

Contraband is defined as, but not limited to:

1. Money
2. Screwdrivers, scissors or instruments that could be used as a weapon
3. Drugs and/or paraphernalia
4. Alcohol
5. Weapons
6. Escape paraphernalia
7. Excessive allowable property (see allowable property list)
8. Tobacco, tobacco products, rolling paper, lighter and matches
9. Any other article or items not allowed by the institution.
10. Cell Phone (s) Batteries or chargers for cell phones.

"Pursuant to Maryland's Criminal Law Article Sections 9-410 and 412 through 416, it is unlawful for a person to possess, deliver, or possess with intent to deliver contraband in a place of confinement. Such items include but are not limited to telecommunication devices, contraband to assist in an escape, weapons of any type, alcoholic beverages, controlled dangerous substance, and tobacco. It is unlawful for a person to deposit or conceal a telecommunication device in or about a place of confinement or on any land appurtenant to the place of confinement with the intent that it be obtained by a person detained or confined." Violators are subject to arrest and will be prosecuted to the fullest extent of the law. Upon conviction, violators are subject to imprisonment from periods of 3 to 10 years and fines of \$1,000 to \$5,000, or both.

It shall be the policy of the Central Maryland Correctional Facility that Criminal Charges will be sought on any person who violates the above cited Criminal Law Article.

F. Identification Cards

Inmates must carry their identification card at all times and present their identification card upon request by any staff member. Failure to do so may result in disciplinary action. If your ID card is lost or stolen, you must report immediately to the Operations Officer. Lost, stolen, or mutilated ID cards shall be replaced at the cost of \$5.00 from the inmate. If you change your appearance from what is on your ID card you will be required to take a new picture reflecting your current appearance.

G. Boundaries (Out of Bounds)

All areas considered off limits are clearly marked as such. Loitering in any area is prohibited and may result in disciplinary action. The only dormitory you are permitted to enter is the one in which you are housed. B building inmates are not permitted to enter A- Building unless they have a pass. A- Building inmates are required to have a pass prior to entering B- Building.

II. Inmate Safety

A. Medical, Dental and Emergency Services

Medical and dental services are available to inmates, through a medical contractor. If you become ill or injured, you are to report the ailment immediately to the Officer-In-Charge of your area. If you think you need a medical diet or medication, you are to sign up for sick call to see medical personnel. The sick call boxes are located in the back of dietary. If you do have a medical concern, your name, number, bunk location and nature of medical problem are to be recorded on the sick call form and placed in the sick call box. For medical department times consult the bulletin board in your housing unit, the sick call box or staff member. You shall be scheduled to see a medical person within 48 hours after the sick call slip is taken out of the box. Inmates who sign up for sick call are required to arrive promptly. If you do not, you may be subject to disciplinary action.

1. Inmates that are not indigent shall be charged, \$2.00 co-pay for each initial sick call visit that is self referred and not related to any continuing medical problems. No inmate shall be denied access to medical care on the basis of ability to pay.
2. Entry to the Medical Department - to be seen in the medical department, you must be called by medical, have a pass issued by medical or first be cleared by the Duty Sergeant to come to medical. Otherwise, **THE MEDICAL DEPARTMENT IS OUT OF BOUNDS.**
3. Medical Records is **OUT OF BOUNDS** at all times. (Unless required and approved by Staff Nurse) Sick Call - When there is sick call, individual names shall be called. Inmates putting in sick call slips and not showing up to sick call are subject to disciplinary action.
4. Dental - In order to see the dentist, fill out a sick call slip.

5. The scale and toe nail clippers are available on the weekends.
6. Sick Call Clinic is held Monday thru Friday 9:30 am - 2pm.
7. Must have I.D. for Sick call and Medication.

B. Medications

Medications shall only be administered according to the directions of the prescribing physician. If you are receiving non-controlled medication, you shall be given a blister pack of medication. You must take your medication as directed. All medication distribution shall be recorded. Any refusal to accept prescription medication shall be documented and the drug returned to secure storage. Excessive or unused medication must be turned in to the medical department. Inmates with hoarded or expired medications in their possession are subject to disciplinary action.

1. All medications that are ordered on sick call or medication refills are to be picked up during the 7-3 shift, with the exception of holidays.
2. All controlled medications are to be picked up as indicated in section C (Times for Dispensing Medication). All medications are picked up at the medical department or as directed.
3. Medications ordered and not picked up in three (3) working days will be sent back to the pharmacy.

C. Times for Dispensing Medication

1. Medication dispensing times, Monday-Friday.
 - a. Morning meds shall be dispensed from 6:00am-7: 00-am. (Insulin-dependent diabetics and finger sticks are to go to medical at 4:30am)
 - b. Afternoon meds shall be dispensed from 1:00 pm- 2:00 pm (Insulin-dependent diabetics and finger sticks 4:00pm- 5pm) wound dressing from 8pm-8:30pm
 - c. Evening meds shall be dispensed from 6:00 pm-7:00 pm.
2. Medication dispensing times, Saturday and Sunday and holidays.
 - a. Morning meds shall be dispensed from 8:00 am - 9:30pm
 - b. Afternoon meds shall be dispensed at 12 noon.
 - c. Evening meds shall be dispensed from 6:00pm- 7:00pm.

Note: Meds shall be paged according to buildings (A&B).

3. Inmates may be seen at medical department during hours of operation in cases requiring immediate attention. You must notify correctional staff that you have an emergency.
 - a. The Officer shall notify the Medical Department prior to the inmate's arrival.
 - b. Emergencies in Medical shall be determined by the Medical staff.
4. Sick Call - If you need to see the doctor, complete a sick call form and place it in the sick call box. If an inmate claims he's too sick to go to work, he may go to medical ONLY after an officer notifies medical.
5. MEDICAL RECORDS IS OFF LIMITS TO INMATES (except when directed by Medical staff).
6. Use of Scale - Unless your doctor orders a "weight check" for you, do not ask to use the scale during the week. On Sundays the scale will be placed outside of Medical Records in the hallway for your use from 9am-11am, ONLY.

D. Emergency Evacuations

Should a fire or similar emergency occur, you shall be directed by CMCF staff as to the appropriate action. The evacuation procedures are posted on the bulletin boards and you must periodically review the procedures. It is important you always listen to the PA system. Should

you hear the fire alarm or an emergency call over the PA system, follow the procedure for evacuation. At that point, you shall be instructed to leave the building by the designated exit and go to the area indicated by the officer. When the emergency has ended, the Facility Administrator or Shift Supervisor, in coordination with emergency personnel, shall determine whether you shall be permitted back into the building. It is important that all inmates move in an orderly and quiet manner and obey all instructions.

Some emergencies may not require total evacuation of a building. In these cases you are to follow all the orders of the staff or emergency personnel who may direct you to another area of the building, or instruct you to stay away from windows, take your mattress with you etc.

1. Preservation of life is the institution's primary concern. Therefore, during an evacuation, inmates must fully cooperate with staff members and other officials.
2. In the event of a major fire, which cannot be extinguished by institutional personnel, all inmates are expected to cooperate with staff and members of the fire department.
3. The area in which a fire occurs shall be evacuated first. Thereafter, areas not affected by the fire shall be evacuated.
4. The officers and other trained personnel shall alert all persons in the area.
5. Once an area has been evacuated, no one shall be allowed reentry until directed by appropriate staff.

E. Fire Drills

Fire drills are held once a month. They occur on all three shifts and in the laundry plant. When a fire drill is called, all inmates are required to follow the directions given by staff and shall evacuate the area quickly. These drills take place so that in the event of a real emergency, all inmates can be removed from the danger zone safely. Cooperation with staff is mandatory.

III Food Service

A. Meal Schedule (All times include medical and vegetarian diets)

Breakfast	5:00 a m - 6:00 a m
Lunch	9:30 a.m. - 11:00 a.m.
Dinner	4:00 p.m. - 5:30 p.m.

* Meal line shall run at 4:00 p.m., unless the count is still taking place. The meal line shall run immediately after the count. There will be no phones during feed up on morning and evening shifts

No personal items are permitted into the dining room. Three meals shall be available daily. At no time shall food be used as a punishment or reward. No food is to leave the dining area with the exception of a diet bag for diabetics. Hats, headgear shirts with no sleeves and shorts shall not be worn in the dining room with the exception of religious headgear.

Chow Hall Dress Code:

- Spring/ Summer Months: T-Shirts and Jeans or sweats
- Fall/ Winter: Jeans or Sweats DOC Coats or Shirt

B. Medical Diets

The physician or unit nurse shall authorize special diets for medical reasons. Medical diets shall continue until specifically terminated by the unit medical authority. You must present your diet card on request.

C. Regular or Lacto-Ovo Vegetarian Diets

Inmates may choose to eat from the regular meal menu or may choose to eat from the lacto-ovo vegetarian menu. Inmates who choose the lacto-ovo diet must wait 6 months before they can return to the regular menu. Inmates interested in the lacto-ovo diet should see the Dietary

Supervisor, during the first week of transfer to CMCF. Inmates may not eat from more than one of the meal menus.

IV Inmate Housing and Sanitation

A. Personal Hygiene

Inmates may choose to wear their hair, mustache and beards any length or any style, subject to any requirement of security. You are expected to keep yourself clean. If you significantly change your appearance, you shall be required to obtain another ID card at your own expense. Haircuts are free and may be obtained in the unit barber shop from the approved barber only. You must dress in a presentable manner any time you are in an area of the building or grounds where staff and/or visitors may observe you. Personal hygiene articles are available for purchase from the Commissary.

B. Shower Schedule

The showers are open to inmates between the hours of 5:00 a.m. through 11:15 p.m. weekdays and 5:30 a.m. through 7:00 a.m. on weekends. The Showers will be closed and considered out of bounds to all inmates during institutional counts, feed up, medication, sanitation periods, or as deemed necessary by the shift commander. Sanitation periods will be conducted during the morning hours prior to regular daily movement and during the afternoon prior the afternoon movement. During this time, the showers are "OFF LIMITS". You are permitted one shower per day. To conserve energy and water, limit your time in the shower and make sure the showers are turned off when completed. DO NOT leave clothes or trash in the shower room. Inmates are not to wash nor hang clothes in the shower or dorm area. DO NOT leave this area partially clothed. At a minimum, trousers, shorts, undershirts and slippers must be worn to and from the shower room. No one, other than assigned sanitation men are permitted to be in the shower room other than to shower. During non-shower hours, only the assigned sanitation workers are authorized in this area. Chairs and benches are prohibited from being in the showers.

C. Dormitory Housing

You shall be assigned to a dorm and to a specific bunk upon your arrival at the unit. You will be issued two storage container and a clear bag for your personal belongings. All personal items must be secured in the storage container and stored neatly under your assigned bunk in your absence. **Nothing is to be kept under your bed except footwear and dirty clothing in a clothing bag.** These items must be neatly stored under your bunk. Your bunk shall be neatly made and kept clear of any books, papers etc. A state issued blanket must be the top cover at all times. Wet towels/washcloths/wet clothing may be hung on the side of your locker with a plastic hanger **UNTIL DRY.** Heating vents and heating pipes are to be kept clear at all times. All clothes hanging in common areas of dorms or dayroom will be confiscated. The windows and window sills must be kept clear of all items. Nothing may be hung from a top bunk in a manner that obstructs the view of the lower bunk at any time. Nothing is to be hung on walls, fencing or fans. **ALL OF YOUR PERSONAL PROPERTY with the exception of your footwear and dirty clothing bag MUST BE STORED IN YOUR STORAGE BENDS TO INCLUDE COMMISSARY ITEMS, BOOKS, and PAPERS.** Cardboard items outside of your locker such as shoe boxes, and paper trash bags are prohibited. Clothes lines are prohibited. **There are to be absolutely no clothing lines attached to any part of the bunks, or other fixtures inside dorm. Blankets/Sheets put on the floor as a rug is prohibited. There is to be no paper attached to the red lights in B building. All empty bunks shall be free of any items, you cannot store your items on empty bunks.**

You may have a cup/bowl and or a book top of your bunk however, these items must be secured in your storage container when you leave you bunk area. There should be no pictures, stickers, calendars etc. posted on your locker at any time. Any items found on your locker in your absence will be confiscated.

You are required to have an approved combination lock. These locks are sold in commissary. All other locks shall be removed and confiscated as contraband. The contents of your assigned storage container and its security is your responsibility. It is your responsibility to keep your storage

containers locked when you are away from your bunk. Any personal property that is not secured in your storage container shall be considered contraband and subject to confiscation.

A Building Inmate Population is permitted to have chairs in their dorms. Each dorm shall be permitted 32 chairs only. These chairs are to be stacked in 2 columns of (16) under the TV, when not in use. Chairs are to also be stacked prior to each count and prior to "lights out" each evening. Chairs are not permitted in the aisle, next to your bunk, or in the back of the dorm.

D. Restrooms

Do not hang clothes in restrooms. Do not take furniture from other parts of the building into the restrooms. **Trash cans are not permitted in the restrooms.** Leave basins and other areas of these rooms clean when you are finished. Turn off all faucets when finished. **There is no cutting hair in the bathrooms.**

E. Personal Property

Inmate property regulations are governed by the Division of Correction Directive's 220 series. Inmates are permitted to retain a reasonable amount of personal clothing and items that will fit into their lockers and do not pose a threat to order and security of the institution. Inmates are only permitted to have in their possession the items and the numbers of those items that are specified by the regulations outlined in Division of Correction Directive's 220 series.

1. Inmates must register valuable property with the Property Officer. All valuables which include rings, watches, radios, and CD players.
2. Inmates may send out for repair and service such items (must be under warranty) as a radio, watch, etc. at the inmate's expense. See the Property Officer for details.
3. Excess property not considered contraband may be either mailed out of the facility at the inmate's expense or have the facility dispose of the items. After 30 days, all inmate property left unclaimed shall be disposed of by the facility according to DPSCS Regulations.
4. An inmate may not trade, sell, give away or loan any property to another inmate.
5. The institution shall not be responsible for any item that is stolen or damaged, unless it can be proven that the loss or damage was the result of negligence by an employee.
6. Package Periods: August 1 for Winter clothing and February 1 for Summer Clothing
 - a. Inmates may receive regular packages during designated package periods only. Regular packages may contain clothing items and appliances such as a radio, etc.
 - b. A package received without approval will be returned to sender.
 - c. Packages sent in at any other time will be returned to the sender.
 - d. ALL ITEMS MUST BE ORDERED THROUGH CATALOGS APPROVED BY CMCF.

F. Inmate Clothing

Inmates are permitted to wear their own clothing while incarcerated at this unit. Clothes shall be neatly worn, properly maintained, and shall be kept in a clean condition. You shall not be permitted to wear or keep any clothing resembling Officer's uniforms or insignias, badges or chevrons. Female attire and makeup is prohibited. Clothing worn on your job assignment must be consistent with the requirements of the job. Shorts may not be worn on your job assignments unless you are assigned to work in the laundry plant. Headgear may not be worn in the dining room with, the exception of religious headgear. On visits, classes, case management offices, school, and A.A. Meetings, you must be fully dressed (No Sweats or Shorts), unless you are showering or are in bed for the night, you must be fully dressed (shirt, pants and shoes). In hot weather, while in the yard area, you may take off your shirt. Clothing you possess must properly fit your frame. Altered and homemade clothing shall be confiscated. At no time are you allowed to wash you clothing mop buckets or any other object.

G. Laundry

Laundry service at this unit is free. You should launder all your whites on one day and all colored clothing on a separate day. Do not overload the bags as the clothes may not get dry. **DO NOT OVERLOAD!**

The laundry schedule is as follows:

A Building -	Mondays Wednesdays
B Building -	Tuesdays: B-Upper Thursdays: B-Lower
Bed Linen exchange -	Monday (Baltimore/ Frederick) Wednesday (Howard/ Carroll)
Road Crews -	Monday - Thursday

FRIDAYS ARE MAKE UP DAYS

H. **State Property**

Upon arrival, each inmate shall be issued two (2) sheets, (2) totes, (1) clear bag, a mattress and a blanket. Upon departure you shall be required to turn in the same. Inmates shall be held responsible for items lost or destroyed and shall be required to reimburse the unit for unaccountable items. The possession of unauthorized state property or laundry property removed from the Laundry Plant shall result in disciplinary action.

V. **Inmate Rights and Privileges**

A. **Inmate Rights**

All inmates confined within the Department of Public Safety and Correctional Services have certain rights relative to the condition of their confinement that must be recognized. These rights shall include:

1. No inmate shall be subjected to corporal punishment, personal abuse, personal injury, disease, property damage, harassment, use of unnecessary force or be subject to medical, pharmaceutical or cosmetic experiments.
2. Inmates shall be advised of pertinent information necessary for their safety and well being regarding emergency plans, evacuation procedures and fire safety.
3. Inmates shall be restrained only when necessary and only with the minimum amounts of force necessary to maintain control and security of the institution.
4. Inmates will be not supervised, directed or under the control of any other inmates. If you feel you are being subjected to any of these, you have the right to file a complaint with the Shift Commander or Facility Administrator or you may use the Informal Complaint Process or Administrative Remedy Procedure (ARP).

B. **Non-Discrimination Policy**

Non-Discrimination, i.e., equal access for all inmates to program, services, and activities, without regard to the inmate's race, religion, national origin, sex, handicap or political beliefs, unless membership in any of these necessitates the exercise of the constitutional duty to afford an inmate reasonable protection from harm (see Withers vs. Levine). Managing Officers shall ensure that violations of this provision are promptly reported to the Commissioner.

C. **Protective Custody**

Inmates who are threatened or feel threatened may request Protective Custody status. Inmates may be placed on Protective Custody Status on an involuntary basis if necessary.

D. **Legal Matters**

Legal services are available according to Division of Correction Directive 200-2. Any inmate who has a legal problem should see the Case Management Specialist for guidance in obtaining legal assistance. No inmate shall be subjected to penalty or interference as a result of his attempt to seek administrative or judicial relief. Any inmate has the right to file a complaint under the Civil Rights Act.

Access through telephone, correspondence and visits with attorneys or their representative shall be provided in accordance with OPS 195-1. Attorneys visiting their inmate clients shall be granted as much privacy as security permits. Special permission to visit other than during regular visiting hours may be obtained from the Facility Administrator or designee. Attorneys are advised to call in advance of the visit so proper arrangements can be made. All materials brought into the unit are subject to inspection for contraband. Legal documents brought in through other means, such as a visit for signature, requires approval from the Facility Administrator or designee.

E. Mail

This Institution does not require that you provide a mailing list nor is there any limit on the number of letters that you may send. Unless you qualify for Inmate Welfare (see section on Indigent Inmates), you shall be responsible for placing the proper postage on outgoing mail. All letters must conform to current postal regulations. In addition, you should be aware of the following:

1. There shall be no restriction placed on your mailing privileges for disciplinary reasons, unless you specifically abuse this privilege.
2. You may write to any department or state official. All correspondence should be addressed to the appropriate business address. Under no circumstances are you to write to any official's home address.
3. You may write sealed letters to any correspondent except for someone confined in any other penal (state, federal or local) facility unless they are a member of your immediate family or a co-defendant in an active legal action in which you are involved. The approval of both wardens is required. See your Case Manager for the appropriate form. All outgoing mail must show your name, ID number, Institution address, and must have the proper amount of postage affixed to the envelope.
4. To mail money from your account, take the unsealed envelope with a completed Money Request Voucher to your Case Management Specialist.
5. All incoming mail shall be inspected for cash or contraband before delivery to you. Mail on official stationery from the courts, an attorney, a government official or the Inmate Grievance Office shall only be opened in your presence. Stamps, cash or personal checks received through the mail shall be returned to the sender in an addressed, stamped envelope provided by the inmate. Money orders shall be sent to the P.O .Box only and must contain your name and DOC #. It may take up to 30 days for the money orders to be placed in your account and thus available for you to spend.
6. Packages shall be accepted only if they contain approved items and are received during approved package periods.
7. If an inmates' money order is not made out correctly, the inmate shall provide a stamp and envelope to return to sender.

F. Indigent Inmates

An indigent inmate is one who in the previous 30 days has not received pay for an assignment and has not had \$4.00 in his active account. Indigent inmates shall be afforded only those items necessary to maintain proper hygiene or stamps to mail letters home in accordance with OPS 250-1.

G. Postage Allowance

All indigent inmates shall be afforded a reasonable and specified amount of free postage for legal mail, and correspondence necessary to maintain community ties. This advance shall be deducted from your active account when feasible. Accurate records shall be maintained of each inmate's financial status and the provision of postage upon request. For information concerning postage allowance, you are to contact your Case Management Specialist.

H. Telephones

Except for emergency situations, incoming telephone calls for inmates on Central Maryland Correctional Facility telephones shall not be accepted. Inmates may make outgoing collect or pre paid account telephone calls from the housing area telephones. Inmates are only permitted to use phones assigned to their housing area. Inmates may use facility phones only with the permission of a supervisor or case manager. The following rules shall apply to the use of the telephones:

1. Due to the number of inmates housed at this facility, the duration of telephone calls are limited to 30 minutes and at least 45 minutes to place another call.

2. Cooperation shall ensure that all inmates are given opportunity to use the telephones when available.
3. In no case are inmates permitted to place telephone calls to the Division of Correction or to other state officials. Non-compliance with this rule shall result in disciplinary action.
4. Third party or credit card calls are not permitted.
5. When phones not in use they shall be placed on the receiver. At no time shall the phones be placed upside down while on the receiver.
6. Inmates shall not place phone calls for other inmates.

Both State and Federal law prohibits misuse of telephone, equipment, including the making of obscene, abusive or threatening calls or any attempt to defraud the telephone company of its lawful charges.

The phone schedule is as follows:

8:00 a.m. to 11:30 p.m. Sunday through Thursday
 8:00 a.m. to 2:00 a.m. Friday, Saturday, Holidays

NOTE: Phones are equipped with a thirty (30) minute timer that automatically cuts the phone off after thirty (30) minutes of continuous use.

The phones shall be turned off for count and Feed up.

I. Participation in Programming

Inmates can be compelled to engage in work assignments essential to support the operation, safety and maintenance of the facility, adult basic education programs or programs specifically mandated by statute, ordered by the sentencing court or based upon written agreement. Refusal to do so shall result in disciplinary action. Inmates may refuse to participate in religious services, counseling, psychological/psychiatric treatment, recreation/exercise, etc.

J. Access to Media

During this period of incarceration, inmates may be called upon for interviews by members of the media. Inmates have the right to refuse to have photographs taken of them or to be interviewed. An inmate may have his picture taken or be interviewed only if he agrees in writing and has prior approval of the Commissioner of Correction. Inmates desiring to publish a newsletter or periodical must submit a request to the Facility Administrator. All interviews, including employee and inmate, shall be cleared through the Division of Correction Public Information Office.

K. Visits

1. The schedule for visits is as follows:

-In-person Visits-

- a. Friday: 6:45pm- 7:45pm/ 8:00pm- 9:00 pm
- b. Saturday and Sunday: 12:15 p.m. - 2:30 p.m. and 7:00 p.m. - 9:00 p.m.
- c. Holidays (New Year's Day, Independence Day, Thanksgiving and Christmas Day only) will be on a weekend schedule.

-Skype Visits-

- A- Building: Baltimore/Carroll- Tuesday and Saturday evening
 Frederick/Howard- Thursday and Sunday evening
- B- Building: PG/Somerset- Wednesday and Saturday morning
 Talbot/Worcester- Friday and Sunday morning

2. Due to covid restrictions, inmates shall be permitted 2 visits.
3. Only two (2) visitors are permitted to see one (1) inmate. Infants and children are counted as visitors.
4. A visitor shall be permitted to see only one (1) inmate. An exception may be granted by the shift commander when brothers or other close relatives have visits from family members.

5. All visitors must either be listed on the visiting list or the inmate must have written permission from the Facility Administrator or designee. The visitor must present picture identification, i.e., driver's license or age of majority card issued by a government agency. In cases where it is not possible to provide this identification, no visit will be granted. Visitors must all so provide proof of vaccination card or test.
6. The visitor shall provide the name of the inmate they wish to visit to the officer on the Pedestrian gate. Any intended visitor 18 years of age or older must be on the inmate's visiting list. Children under 18 need not be registered on the list. However, children visiting the inmate must be either related to the inmate or visitor. Individuals under the age of 18 must be accompanied by an adult visitor who is listed on the visiting list.
7. Visiting list additions or deletions may only be submitted every ninety (90) days. All changes shall be submitted to the 11-7 shift.
8. Inmates having visits must first report to the A Building Control Office, show the Control Officer their ID card, then report to the Visiting Room Officers. When a visit is complete, all inmates shall be strip searched.
9. If for any reason an inmate wishes to have his visit terminated, he is to report to the Visiting Room Officer for return to his housing unit.
10. All visitors must clear the Ceia scanner. Failure to clear after three attempts shall result in visit denial.
11. During the visits an embrace at the conclusion of the visit is permitted. Physical contact during the visit is prohibited.
12. Each inmate is allowed up to an hour visit. When overcrowding occurs, incoming visits shall be notified of the waiting time. This means that your visit may not be a total hour.
13. Ex-Offender requests should be given to your case manager.
14. All visitors shall be required to submit and pass the finger print FAST-ID-CHECK.

L. Informal Complaints, Administrative Remedy Procedure

Any inmate may submit an informal complaint in writing to the Major. If the inmate is not satisfied with the Major's response, the inmate may attempt to resolve his complaint through the Administrative Remedy Procedure.

The Division of Correction encourages inmates to seek resolution of their problems or complaints at the lowest possible level by presenting them informally to appropriate staff. Historically, if there were no informal resolution of a complaint, the only recourse available to an inmate was to file an inmate grievance or to pursue civil remedies in the federal courts. The administrative remedy procedure was developed to resolve inmate complaints with the Division, when informal resolution has failed, prior to resorting to the Inmate Grievance Office or the courts. The Administrative Remedy Procedure (ARP) provides a means for informal resolution of a complaint, formal presentation of the complaint to the Warden for resolution at the institutional level, and formal appeal of the Warden's response to the Commissioner for resolution for the Complaint at Division Headquarters.

The ARP is a structured procedure to resolve inmate complaints in accordance with specified procedures and within specified time frames as part of a continuum in the formal complaint process. The forms used to file complaints at each step of the ARP process can be obtained from Operations Officer or from an inmate's assigned Case Management Specialist. The time frames and instructions for completing the forms can be found in Division of Correction Directives 185-001, 185-004, 185-401, 185-402, and 185-403. If help is needed to complete a form, assistance can be obtained from the inmate's assigned Case Management Specialist or from the Institutional Administrative Remedy Coordinator.

The Administrative Remedy Coordinator is a staff person designated by the Warden to manage the Administrative Remedy Procedure within the institution. However, formal complaints must first be addressed to the Warden, who also provides a response. The name of the Warden of, the Facility Administrator of CMCF and the institution's Administrative Remedy Coordinator can be found on the welcome sheet each new inmate receives. The name of the Commissioner of Correction, to whom appeals of the Warden's response should be addressed, is also listed on the welcome sheet and bulletin boards. Information about the appeal process and the formal grievance procedure can be found in DCDs 185-400 and Ops 185-403

If inmates or staff has questions regarding the instructions or time frames of the Administrative Remedy Procedure, they should review the Division of Correction Directives or contact the Institutional Administrative Remedy Coordinator.

The following procedures must be followed when submitting an ARP:

1. Inmate must date, sign and submit a request for administrative remedy within 30 calendar days of the date on which the incident occurred or thirty calendar days of the date the inmate first gained knowledge of the incident or injury giving rise to the complaint.
2. ARP forms are now two part carbonless forms. The ARP box has been removed from the housing areas. The following procedures must be followed to submit an ARP.
 - a. You can obtain an ARP form from your housing officer, library, Operations, or Case management.
 - b. Once you have completed your ARP, you **must** turn your ARP into the operations officer. Collection of ARP forms will take place on the 3-11 shift every day during the evening recreation hours. The operations officer will sign and date the top of the form and you will be provided with the yellow copy as your proof of submission. You have 30 days to submit an ARP so ensure you are not out of bounds while trying to submit an ARP. If you are assigned to B building you must obtain a pass from your housing officer to report to operations. Infractions will be issued to out of bounds inmates.
 - c. The operations officer shall put the white copy of the ARP in the Facility Administrator's mailbox and the FA or the Assistant FA will ensure that the completed forms are forwarded to the MCPRS Warden's office Monday through Friday.
 - d. Any request for administrative remedy submitted directly to the Commissioner without first being submitted to the Warden shall be referred by the Commissioner to the Warden for processing.
3. A copy of the new ARP Directives has been placed in the library.

M. Hearings/Disciplinary Procedures

Upon transfer into Central Maryland, the unit rules and regulations shall be reviewed with you. These rules are also posted on institutional bulletin boards. 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 Rule Violation, which may be written by any staff person who has knowledge of the infraction. A violation of a major Division of Correction rule(s) may result in your being transferred to another institution for an adjustment hearing in accordance with DCD 105 series. Some violations of DPSCS rules or unit rules may result in a hearing before a unit hearing officer in accordance with DCD 105 series. The decision of the unit hearing officer may be appealed to the Warden in writing within fifteen (15) calendar days of the hearing, unless they plead guilty. All sanctions imposed by hearing officers begin on the date imposed by the hearing officer.

N. 1983 Civil Action Suit

If an inmate does not get satisfaction from the procedures outlined previously, he may file a 1983 Civil Action Suit with the Circuit Court. These may be obtained from the Case Management Specialists or the Library (DCD 200-2).

O. Recreation

Inmate participation is encouraged in athletic events, but it is strictly voluntary. All work or job assignments and program classes come first:

1. If an inmate becomes interested in athletic events, correctional personnel should direct him to the correctional officer assigned to recreation.
2. The following recreation may be provided at CMCF - Basketball, Horse shoes, Checkers, Ping Pong, Dominos, Pool, Cards, Weight Lifting and Chess.
3. When an inmate desires to participate in athletic events, the recreation officer shall instruct him on the rules and regulations for using recreation equipment. Check the doors to the recreation rooms for the schedule of times.
4. Recreational areas and equipment are off limits until your job assignment is completed.
5. Any willful destruction of recreation equipment is a violation of the unit's rules and regulations and subjects you to disciplinary action.
6. When an inmate is on medical restriction (off-duty), the recreation activities are OFF LIMITS.
7. TV Room in buildings A and B- Buildings. You are permitted to stay up daily, Sunday through Thursday until 11:30 p.m. On Friday, Saturday and the night before major holidays, you may

stay up until 2:00 a.m. On Friday and Saturday nights you may play cards, table games or write letters in the A-Building TV Room until 2:00 a.m. Pool tables in A-Building close at 11:30 p.m. Sunday through Thursday and 2:00 a.m. on Fridays, Saturdays and the night before holidays. B-Building pool table use shall have the same hours as when the TV is on in B-Building. When the TV is on after 11:00 p.m., the volume shall be low and no cheering or yelling shall be permitted. If this rule is violated, the TV shall be turned off. Disturbing the sleep of the inmates in the dormitories shall not be tolerated.

8. When any recreational equipment is not properly used or not put back in its proper place after being used, the shift supervisor will place the equipment in question OFF LIMITS.
9. Inmates wishing to lift weights may only do so when they have a spotter.
10. CMCF does not have a specific time that the yard will open.

P. Case Management

1. The Case Management Department consists of six (6) Case Management Specialists and one (1) Case Management Supervisor. The Case Management Specialists' offices are located in the Admin Building. You will be assigned to a Case Management Specialist based on the first letter of your last name. The assignments can be found on inmate bulletin boards. Management Specialists' mailboxes outside TV Room 1 in A Building. Case Management Specialists are available Monday through Friday between 8:00 a.m. to 5:00 p.m. Request Slips to see your Case Management Specialists are to be placed in the appropriate box in Dietary.
2. Initial Classification: You shall be seen by a Case Management Specialist in accordance with DPSCS Policy within 7 days.
3. Reclassification Process: All inmates shall be reclassified annually or semi-annually during their specific anniversary month by case management.
4. Compassionate Leave: Compassionate leave shall be considered for the purpose of allowing a Pre-Release security level inmate to visit a member of his immediate family who is critically ill or for the inmate to attend the viewing of a deceased family member. Immediate family is defined as mother, father, grandparent, sister, brother, son, daughter, guardian, husband or wife. The relationship must be able to be verified through the base file or birth documents. A family member must call your Case Management Specialist in the event of a death or sickness to initiate the leave. Final approval for all compassionate leaves must be given by the Commissioner of Correction.
5. Access to Records: An inmate may request access to his base file with a written request on Appendix 3 of DCD 185-4 to the Warden through the Facility Administrator to include the following:
 - a. Inmate's name and DOC number
 - b. Reason for request to see recordsFor further information, please refer to DCD 185-4, available in the inmate library.
6. Changes: Any changes or notices in the Case Management Department shall be posted on all inmate bulletin boards. It shall be your responsibility to periodically check for pertinent information.
7. Parole: Parole hearings are held monthly. See your Case Manager for any information concerning a parole hearing or write to the Commission as follows:

Maryland Parole Commission
6776 Reisterstown Road, Suite 307
Baltimore, Maryland 21215

Q. Religious Services

RELIGIOUS SERVICES

General Rules for All Religious Activities: You are afforded religious freedom and beliefs subject only to security, safety, and program limitations. Your participation in religious programming is voluntary. Proselyting or the advancement of one religious faith over another for purpose of membership recruitment is strictly forbidden.

Furthermore, any activity that may be reasonably interrupted to advocate resistance to the lawful authority, insurrection, or racially derisive and inflammatory speech may result in the suspension and/or termination of any given religious group.

Inmates shall register their religion of preference for the purpose of attending congregate activities, i.e., worship, study, holy day observances and special programs, by denomination or sect. Inmates may change a selection of "none" or "unknown" to any denomination or sect at any time; inmates may change a specific choice bi-monthly using the religious preference registration form.

If you wish to have a religious diet accommodation considered submit your written request to the facilities Chaplain. If you need to speak with the chaplain submit a request slip to the chaplain.

1. Religious activities will be covered in an orientation as soon as possible and hopefully prior to activity participation.
2. Access to the areas for study and/or worship is authorized by the Chaplain, Shift Commander or the Facility Administrator via individual or group passes or computer generated count out lists.
3. Loitering in the areas for study and/or worship is prohibited. Inmates are to return to their respective housing units immediately following the conclusion of the religious services.
4. Inmates seeking counseling on personal matters shall submit a request slip to the Chaplain. Request slips can be obtained from Operations.
5. Improper conduct, disruption, disrespect, etc., during any study, service or class will result in expulsion from that activity and subject you to an adjustment.
6. Telephone calls through the Chaplain's Office are restricted to verified cases of emergency to be determined by the Shift Commander, a Case Manager, the Chaplain or the Facility Administrator. Personal/non-emergency telephone calls are available through the housing unit.
7. Orders for religious apparel shall be placed through catalog ordering and coordinated by the Chaplain's Office. Religious head coverings may be worn at any time except the taking of ID photos. Religious clothing may be worn to, at, and from religious activities only.
8. All study, worship and other activities shall have a designated date and time to be determined by the Chaplain in conjunction with security and space limitations. These items are subject to change as necessary.
9. Inmates are allowed to attend one (1) study group and (1) worship service per week and must submit a request slip to the Chaplain to be placed on the proper count out list.
10. When an inmate misses three (3) consecutive studies or services, he will be removed from the count out list. He must submit a new request to be put back on the list.

11. Time schedules for all religious services and activities are posted in the housing units.
12. In bedside religious activities shall not interfere with Institutional counts.
13. Everyone is responsible to keep the entire area used for worship and/or study clean and in proper order.
14. The officer(s) shall have full access to all areas, maintain good order, be physically present and shall not tolerate any disruption of any type or disregard for these rules.
15. Inmates need to be properly dressed when reporting to religious services and/or study.

R. Keefe (Commissary)

The Keefe process is operated on a non-cash basis and offers various personal and food items. For additional information about the Keefe procedures, price list, schedule and purchase limit see the bulletin board in a building hallway. Any schedule changes are posted on the bulletin boards in A and B Building. In order for you to purchase from Keefe; you must have sufficient funds in your account. You must fill out a scantron sheet with the items on it that you want to buy. Scantron Sheets must be complete and legible, incomplete or poorly written sheets will not be processed. The Scantron sheet must be completed and placed in the Commissary box located in the back of dietary. Inmates are not permitted to buy items for any other inmate. A Building inmate shall be paged to report to the case management area when their order is ready and B building inmates commissary shall be delivered to their dorm.

S. Library

CMCF Library is open on Monday and Thursday 700 AM - 1145AM and 130 PM -230 PM.

VII. Administrative Recordkeeping

A. Inmate Funds

All inmate accounts are maintained by the Maryland Correctional Pre-Release System Finance Office located in Jessup. Expenditures, with the approval of a Facility Administrator Secretary, may be made from the account for outside purchases, child support/restitution, deposits to existing savings accounts or to send money to someone outside the institution.

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. Follow the directions carefully, making sure to write as neatly as possible. Money slips that are incomplete or poorly written shall not be processed. If you wish to send money out of your inmate account to a family member or other persons, you are required to fill out the request slip with a specific purpose listed, including with it, a stamped envelope addressed to the person to whom you wish to send the money. Such request must be placed in the Facility Administrator Secretary mailbox.

Additionally, any request amounting to \$250.00 or more, must be approved by the Facility Administrator. It takes approximately 2 to 3 weeks to process this kind of request.

For additional information, contact your Case Manager. Requests of \$250.00 and over must be approved by the Warden and contain the social security number if the money is payable to a person.

B. Job Assignment and Inmate Pay

Jobs shall be assigned in areas of sanitation, dietary, maintenance, tutors, outside details and laundry plant. Rates of pay vary from job to job. Assignment to a job plays an important part in your growth and development at CMCF. It also serves as a prerequisite to work release by helping to develop a good work attitude and work habits. All inmates shall be expected to perform and carry out their job assignment in a satisfactory manner.

C. Computation of Good Conduct Time/Industrial Time/Special Credits

Good Conduct Credits are given at Commitment at the rate of 5 or 10 days for each calendar month. Industrial Credits will be earned at the rate of 5 days a month as long as the inmate is assigned and actively participating in a work assignment. For designated work assignments, Special Project Credits will be earned at the rate of 5 days a month. Special Housing Credits will be earned at the rate of 5 days per month for eligible inmates. A maximum of 20 days a month may be earned. Partial months will be calculated on a prorated basis.

VIII. Laundry Plant

- A. The Laundry Plant is managed by Maryland Correctional Enterprise (MCE).
- B. Laundry Travel In and Out: All inmates must carry their ID card. Inmates may not leave the Laundry Plant unless approved by their job supervisor or custody staff.

- C. DO NOT ENTER any office without first knocking or being called.
- D. Injury on the Job: Any job injuries must be reported to the supervisor or officer immediately.
- E. Inmates are not permitted to take personal laundry to the Laundry Plant.
- F. Absolutely no items are to be removed from the Laundry Plant.
- G. All inmates shall be subject to search entering and exiting the Laundry Plant
- H. Inmates must be to work by 6:30 am.
- I. Absolutely no reading materials.
- J. No other items are permitted into laundry except a 16oz. cup

VIII. Rules for Inmate Visitors

CMCF conducts two forms of visits. Inmates may communicate with their families with visits in person or through internet video conferencing. Rules governing both forms of visitation are as follows:

1. All adult visitors shall be logged in when entering the visiting area. For video visitation visitors are required to complete video visitation forms for approval prior to the visit. The forms can be mailed to the address on file for the visitor or downloaded online. All visitors must produce a valid photo ID or both video and in person visit shall be denied.
2. Visitors are subject to search in accordance with OPS 195.0003 Visitors bringing contraband on facility grounds shall be prosecuted Visitors are not permitted to bring anything into visiting room other than money for vending machines and their ID. Visitors found to be in possession of items of contraband prohibited by Maryland's Criminal Law Article Sections 9-410 and 412 may be subject to criminal prosecution.
3. All children shall be under the direct supervision of the visitor accompanying them. Children are not permitted to stray from the table where the visit is taking place. Visitors shall be held responsible for any damage that results from a child under their control.
4. All visitors under the age of eighteen (18) must be accompanied by an adult and must be either related to the visitor or to the inmate. Children under (18) can take part in video visits conducted with authorization adults without prior registration and do not require identification.
5. For both in person or video visitations adult's visitors may visit with only one inmate at a time. Exception to this may be made when there are brothers or other close relative incarcerated at CMCF, these expectations shall only be **made** by Shift Commander, or Facility Administrator.
6. Visitors are expected to dress appropriately for family type visits. Tube tops, tank tops, halter tops, see-thru clothing, mini skirts, mini dresses and exposed mid-drifts sides or backs are not permitted. Skirts, dresses, may be no shorter than the top of the knee cap. No shorts are permitted. Visitors must be covered by clothing from their neckline to their knee caps. Children older than ten (10) years of age must comply with this dress code. The Shift Supervisor shall be the final authority on proper dress.
7. During both in person or video visitation any visitor whose behavior is loud, disrespectful and/or abusive with inmates, staff or other visitor's, shall have their visit terminated and be subjected to a suspension of visiting privileges.
8. Plating or grooming hair is prohibited in the visiting room.
9. The visiting room is a public place where all visitors and inmates are expected to conduct themselves properly and to be respectful of the other visitors and inmates in the area. A kiss and hug at the completion of the visit is not permitted as of necking, petting, nuzzling, fondling or cuddling is prohibited. Inmates may not hold children at any time during their visit.
10. Smoking and smoking products are contraband and are prohibited.
11. No pets are permitted (except service animal in accordance to OPS.195.0003 & attached B)

12. When visitors leave the visiting room, they are to go directly to the visitors' parking lot and leave the premises, loitering is prohibited.
13. Visitors who refuse to abide with the rules shall be asked to leave and may be banned from future visits.
14. Pursuant to Maryland's Criminal Law Article Sections 9-410 and 412 through 416, it is unlawful for a person to possess, deliver, or possess with intent to deliver contraband in a place of confinement. Such items include but are not limited to telecommunication devices, contraband to affect an escape, weapons of any type, alcoholic beverages, controlled dangerous substance, and tobacco. It is unlawful for a person to deposit or conceal a telecommunication device in or about a place of confinement or on any land appurtenant to the place of confinement with the intent that it be obtained by a person detained or confined.
Violators are subject to arrest and shall be prosecuted to the fullest extent of the law. Upon conviction, violators are subject to imprisonment from periods of 3 to 10 years and fines of \$1,000 to \$5,000, or both.
15. Video visitation days, times, frequency, and length of visit shall be determined by the appointing authority. However, video visitation shall be a minimum of 20 minutes and can be extended at the discretion of the appointing authority.
16. During video visitation inmates may not visit with visitors who are currently banned from in person visits, engage in lewd behavior, sexual or sexually suggestive acts, use obscene language or gestures, or engage in any act that constitutes a rule violation.

X. Inmate Dress Code – General

- 1) Inmates are prohibited from possessing or wearing female attire and makeup.
- 2) Inmates are prohibited from wearing clothing that resembles DPSCS uniforms or any law enforcement agencies. This includes collar pins and badges.
- 3) Inmates are prohibited from wearing dirty clothing. Outer clothes must cover underwear and must be clean. Underwear and pajamas may not be worn as outer garments. Gang colors/identifiers and/or gang paraphernalia are prohibited. All clothes must fit your frame, oversized clothing shall be confiscated.
- 4) Inmates must wear shirts when outside of their dorms.
- 5) Hats may only be worn in your dormitory or outside. The exception to this is religious headgear which may be worn anywhere in the facility.

Dress Code: Dining Room, Visiting Room, School, Trips and Outside Details

Inmates are prohibited from wearing tank tops, pajamas or robes, sweat pants and shorts in these areas. Shirts with sleeves, long pants, socks and shoes are permitted. Headgear is not permitted in the dining room with the exception of religious headgear. Shorts are not permitted in the dining room.

Dress Code: TV Room

Inmates are required to wear shirts, long pants, shorts, sweat suits, socks, shoes or slippers in the T.V. room. The wearing of hats are prohibited in all area except the dorms, and outdoor areas (except authorized religious headgear). The wearing of sunglasses is prohibited in all inside areas (except prescribed or medical purposes and documentation is provided)

Dress Code: Control/Lobby

Inmates are required to wear shoes, socks, slippers, shirt, long pants or shorts. During the hours when lights are out in the dormitories it is not permissible to wear pajamas and robe. The wearing of hats are prohibited in all area except the dorms, and outdoor areas (except authorized religious headgear). The wearing of sunglasses is prohibited in all inside areas (except prescribed or medical purposes and documentation is provided)

Dress Code: Dormitories, Restrooms and Shower Areas

Wearing of only underwear is not permitted in the dormitories when changing clothes or preparing for bed. Robe, pajamas, shirt, pants or shorts (not underwear), shoes or slippers shall be worn when going to and from the restroom and shower at all times. The wearing of hats are prohibited in all area except the dorms, and outdoor areas (except authorized religious headgear). The wearing of sunglasses is prohibited in all inside areas (except prescribed or medical purposes and documentation is provided)

Dress Code: TV Rooms 1 and, Hallways and Day Rooms

Shirts, long pants, shorts (not underwear), sweat suits, socks, shoes or slippers are required. The wearing of hats are prohibited in all area except the dorms, and outdoor areas (except authorized religious headgear). The wearing of sunglasses is prohibited in all inside areas (except prescribed or medical purposes and documentation is provided). This handbook is subjected to change at any time.

Dress Code: Yard

Shoes, slippers, pants or shorts are required.

XI. Institutional Rules

313.1 - Inmates are prohibited from leaving their locker or foot locker unlocked. The only exception to this rule is when the inmate is on his bunk.

313.2 - Inmates are prohibited from the unauthorized removal of any clothing or linen from the laundry plant.

313.3 - Inmates are prohibited from washing clothing, towels, sheets and blankets in the housing areas, showers, restrooms, sanitation closets etc. All the aforementioned articles are too be turned in for cleaning in the laundry plant.

410.1 - Inmates are prohibited from touching or tampering with the ventilation, lighting and heat in all parts of all buildings.

410.2 - Inmates are prohibited from using an unauthorized lock to secure their locker or foot locker.

410.3 - Inmates are prohibited from signaling by any means to other inmates that an employee is approaching any area.

410.4 - Inmates are prohibited from entering any dormitory except for the dormitory they are assigned, and from being in a bunk other than their assigned bunk.

410.5 - Inmates are prohibited from engaging in yelling or boisterous behavior.

410.6 - Inmates are prohibited from plugging any personal appliance into an electrical outlet.

410.7 - Inmates are prohibited from lingering or loitering in any doorway, hallway, bathroom or the entry areas into the laundry, A building (center door, dining room) or B building (pedestrian bridge or lower level stairwell).

410.8 - Inmates are prohibited from having anything except for shoes and a dirty laundry bag outside of a secure locker or foot locker. A wet towel and washcloth may be hung at the head of your bunk or locker until dry then they must be secured. Shoes and your dirty laundry bag are to be stored under your bunk.

410.9 - Inmates are permitted to possess a laundry bag that is assigned to each bunk and marked with a CMCF or CLF heat sealed impression.

410.10 - Inmates housed in B building are prohibited from entering a building unless they have a pass authorizing their entry, are entering the dining room during a meal time or are on an authorized count-out. Inmates housed in a building are prohibited for entering B building unless they have a pass authorizing their entry or are on an authorized count out.

410.11 - Inmates are prohibited from putting food or drinks on the pool tables.

503.1 - Inmates are prohibited from jumping places in the meal line. All inmates must enter the line at the end and stay in place while waiting in the line.

503.2 - Inmates are prohibited from playing cards anywhere except in the A building T.V room and dorm (applies to A building residents) and B building dayrooms (applies to B building residents).

503.3 - Inmates are prohibited from violating the facility dress code.

C: All CMCF Staff
File