



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

**DORSEY RUN
CORRECTIONAL FACILITY**
2020 Toulson Road, Jessup, Md. 20794

**INMATE
ORIENTATION
HANDBOOK
2020**

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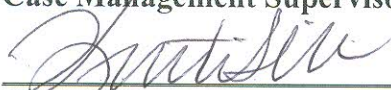
DORSEY RUN CORRECTIONAL FACILITY
INMATE HANDBOOK

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I. Introduction

The mission of the Dorsey Run Correctional Facility (DRCF) is to prepare each inmate for re-entry into the community. This handbook is designed to be a quick reference resource to rules and other important information. You are encouraged to thoroughly review this handbook. If you need assistance in reading or understanding this or any material, contact your assigned case manager for assistance. You are responsible to know all rules and regulations and to comply with them.

II. General Information

A. Department of Public Safety and Correctional Services (DPSCS)

The Secretary of the Department of Public Safety and Correctional Services (DPSCS) is in charge of the entire department. A warden or facility administrator manages each institution.

B. Non-Discrimination Policy

The DPSCS provides equal access to all programs, services, and activities, without regard to sex, race, religion, national origin, disability, or political affiliation. If you feel this right has been violated, you should contact the Warden of Dorsey Run Correctional Facility (DRCF)

III. Institutional Living

Many rules that protect people in society also apply to inmates in institutions. The DPSCS has its own rules. Rules protect your rights and the rights of others. Below are some rules you are to follow. It is your responsibility to know the rules.

A. Inmate Responsibilities

You shall learn and follow all prison rules. If you are not sure about any rule, ask your case manager or a staff member. The rules are included in this orientation handbook. You will be informed of changes in the rules. Again, it is your responsibility to know the rules.

You shall comply with the following:

1. Obey all rules, regulations, and lawful commands from any officer or staff in the facility.
2. Respect the rights and property of officers, staff, volunteers, inmates, and visitors.
3. Follow the rules governing allowable clothing. The DPSCS prohibits trading, buying, and selling of clothing with other inmates and staff.

4. Maintain personal hygiene.
5. Keep your living area clean. Any problem you have complying should be reported to staff immediately.
6. Your personal property is your responsibility. Anything lost, destroyed, or stolen is your responsibility. The DPSCS is responsible only if it is proven that the loss or destruction of your property as a result of staff negligence. Your property shall be registered in your name and you shall maintain proper ownership with documentation. You shall not trade, buy, sell, give away, or receive property or possessions without the approval of staff. Any unauthorized property shall be confiscated.
7. You shall not write personal letters or notes to other inmates. Staff correspondence shall be business related only.
8. You are responsible for all state-owned property issued to you. This includes books or materials provided to you by the school or library. You should always check any new housing area or property you are assigned. Report any lost, damaged, destroyed, or altered items to staff. You are financially responsible for damage, loss, etc. that is your fault.
9. If you have a prescribed medicine, you shall take as directed.
10. Searches are required and shall be conducted as necessary. You shall submit yourself and your property for search upon request. Care shall be taken to prevent any damage, abuse, or loss of your property. When assigned to a bunk area, you are responsible for checking the area and immediately reporting any issues to staff.
11. You shall adhere to telephone procedures. The Automated Enhanced Inmate Telephone System is available in each housing unit. The procedures for this system are posted on the inmate bulletin board.
12. You shall not abuse telephone privileges, make harassing calls or use another inmate's information to make a call.

B. Disciplinary Procedures

Rights of due process are protected within the adjustment procedure. If you are charged with an infraction of the rules, you shall receive a fair and impartial hearing conducted by an independent Hearing Officer. All Correctional staff is under obligation to report violations of rules by inmates. There are five categories of infractions. Violations are categorized by the severity of the offense, with Category I (1) being the most serious and Category V (5) the least serious. Soliciting, being an accessory to, attempting to commit, or aiding in the commission of a violation of any rule shall constitute a violation of that rule. Category I (1), II (2), and III (3) infractions cannot be resolved informally and

SHALL be addressed through a formal adjustment hearing. Category IV (4) and V (5) infractions can be addressed through formal or informal methods.

An informal disposition shall result in a minor penalty such as cell restriction, loss of recreation, loss of phone privileges, work, or visitation privileges. Formal dispositions have time limits and procedures that are outlined in the COMAR 12.02.27 series. Refusal to appear before a Hearing Officer constitutes a waiver of the right to a hearing, and the Hearing Officer will review the case in absentia.

At the Adjustment Hearing you have the right to representation. You may request to have an inmate in good standing in the general population to act as your representative. An inmate at another institution cannot represent you. You shall also have the opportunity to call one or more witnesses if the Hearing Officer determines it to be relevant to your case. Such witnesses may include the accuser and the employee who presented the charges. The Hearing Officer shall allow you to question any witnesses who testify at the hearing, if they deem it to be relevant to your case and the testimony is not cumulative. You do not have to testify in your own defense. Failure to testify is **not** an admission of guilt. You shall be expected to and are responsible to adhere to all rules and regulations. Ignorance of the rules is not an excuse. See your housing unit officer or Case Management Specialist for any clarification needed.

NEW RULES LIST

Category IA

100- Participate in a disruptive act;

101- Commit assault or battery on staff;

102- Commit assault or battery on an inmate;

103- Commit assault or battery on a person who is neither staff nor an inmate;

104- Make threats that include the use of physical harm to objects, property, or individuals;

105- Possess, use, or manufacture a weapon;

106- Escape when assigned maximum or medium security status;

107- Escape when assigned minimum security status;

110- Possess an implement or article that may be used in an escape;

- 116- Possess, misuse, tamper with, damage, or destroy security devices, equipment, property, detection or monitoring equipment, or fire suppression or alarm devices;
- 117- In any manner, arrange, commit, perform, or engage in a sex act or sexual conduct;
- 119- In any manner, arrange, commit, conspire to commit, or participate in an act of masturbation;
- 122- Possess a telecommunication device, SIM card, battery charger, carrying case, or other device or article identified with a telecommunication device; or willfully pose for the taking of an unauthorized photograph or video recording or make an unauthorized photograph or video recording or make an unauthorized audio recording;
- 124- Be involved with or participate in willful or negligent homicide; and
- 125- Be involved with or participate in the taking of a hostage;

Category IB

- 108- Escape when assigned pre-release security status;
- 109- Escape while in the community;
- 111- Possess a drug, controlled dangerous substance, or medication requiring staff observation to ingest, or an intoxicant excluding alcohol;
- 112- Use a controlled dangerous substance, use a medication requiring staff observation to ingest when not prescribed, or use an intoxicant;
- 113- Vacant;
- 114- Possess a drug, controlled dangerous substance, or medication requiring staff observation to ingest, or an intoxicant, excluding alcohol, in a sufficient quantity, or possess packaging materials, suggesting distribution of or the intent to distribute;
- 115- Refuse or fail to provide a required volume of urine necessary for urinalysis testing; or Provide a diluted or an adulterated urine specimen for urinalysis testing;
- 118- Make application for, obtain, or possess articles or materials for an unauthorized financial account; or Use an unauthorized financial account;

- 121- Possess tobacco in sufficient quantity or the materials necessary for packaging tobacco, or other related products that suggests an intent to distribute, or distribution of tobacco;**
- 123- Possess currency in: A facility where currency is not permitted; or an amount that is \$50 or greater in excess of the amount the inmate is permitted to possess;**
- 126- Knowingly provide false reports, claims, accusations or information related to the Prison Rape Elimination Act (PREA) or use the PREA Hotline other than for the intended purpose.**

Category II

- 200- Refuse testing or assessment for the mandatory education program; Refuse assignment to or refuse to participate in the mandatory education program; or Engage in behavior that causes removal from the mandatory education program;**
- 201- Refuse testing or assessment for a program designated as a mandatory remediation program; Refuse assignment to or refuse to participate in a program designated as a mandatory remediation program; or Engage in behavior that causes removal from a program designated as a mandatory remediation program;**
- 202- Refuse: To participate in or submit to deoxyribonucleic acid (DNA) sampling collection; or to be fingerprinted as required by statute, law, or the Department;**
- 203- Disobey a specifically cited facility Category II rule not listed in this regulation as an inmate rule violation.**

Category III

- 300- Administer a tattoo; Receive a tattoo; or Possess tattoo equipment, materials, or paraphernalia;**
- 301- Possess or use alcohol without authorization;**
- 302- Possess equipment, materials, or paraphernalia that may be used in the manufacture of alcohol;**
- 303- Refuse to submit to alcohol detection testing;**
- 304- Possess, use, hoard, or accumulate medication without authorization;**

305- Participate in an act that is in violation of a law, statute, ordinance, or provision of law;

306- Gamble; or Possess gambling paraphernalia;

307- Participate in an act of extortion, bribery, or coercion;

308- Steal State property; Possess stolen State property; Possess State property without permission; or Tamper with, damage, or destroy State property;

309- Steal the property of an individual or entity; Possess stolen property of an individual or entity; Possess property of an individual or entity without permission; or Alter, tamper with, damage, or destroy property of another individual or entity;

310- Participate in an act not included as an inmate rule violation under this regulation that is in violation of a rule, policy, directive, or regulation of a: Department program; Facility program; or Community program;

311- Possess currency in an amount that is \$20 or more in excess of the amount the inmate is permitted, but less than \$50 in excess of the amount the inmate is permitted to possess;

312- Interfere with or resist a search of a person, item, area, or location; Cause the early return of a community detail due to a violation of the rules; Commit any inmate rule violation outside of the confinement of a secure facility;

313- Disobey a specifically cited home detention or work release rule not listed in this regulation as an inmate rule violation;

314- In any manner, commit, conspire to commit, or participate in an act of indecent exposure;

315- Possess or pass contraband; or

316- disobey an order.

Category IV

400- Vacant;

401- Vacant;

402- Enter or be in a location without authorization; Leave an assigned location without authorization; Be absent from or late reporting to an assigned location without authorization; loiter or linger in a location without

authorization; or Refuse or fail to obey or follow an order, rule, policy, or procedure regarding inmate movement or travel within or outside of the facility;

- 403- Provide false information; Alter, misrepresent, or forge a document; or Possess an altered, misrepresented, or forged document;
- 404- Possess currency in an amount that is less than \$20 in excess of the amount the inmate is permitted to possess;
- 405- Vacant;
- 406- Vacant;
- 407- Participate in or operate an authorized business, personal service, or enterprise;
- 408- Vacant;
- 409- Make an authorized telephone call; Make or participate in a three way telephone call; Use a telephone for an authorized or illegal purpose;
- 410- Demonstrate: Disrespect; Insolence; or Use of vulgar language;
- 411- Possess tobacco in a limited quantity that may suggest personal use when there is no other evidence to suggest intent to distribute or distribution.

Category IV

- 500- Fail to possess or properly display a required inmate identification badge or card when directed by staff or required by facility rule;
- 501- Participate in reckless behavior or horseplay;
- 502- Fail to maintain: Personal cleanliness; The cleanliness of the facility or assigned housing area; or The cleanliness of a location other than in the facility; or
- 503- Disobey a specifically cited facility Category V rule not listed in this regulation as an inmate rule violation.

Note: Soliciting, conspiring, being an accessory to attempting to commit or aiding in the commission of the violation shall constitute a violation of that rule and shall subject an inmate to the same penalty.

ADJUSTMENT HISTORY SENTENCING MATRIX

Category of Inmate Rule Violation	Matrix for Imposition of Credit Revocation for Sentenced Inmates			
	First Offense	Second Offense	Third Offense +	
IA	60-90	90-180	180-365	
IB	30-60	60-90	90-180	
II	ALL	ALL	ALL	
III	0-15	15-30	30-60	
IV	0-5	5-15	15-30	
V	0	0	0	

Category of Inmate Rule Violation	Matrix for Imposition of Credit Revocation for Sentenced Inmates			
	First Offense	Second Offense	Third Offense +	
IA	60-90	90-180	180-365	
IB	30-60	60-90	90-180	
II	ALL	ALL	ALL	
III	0-15	15-30	30-60	
IV	0-5	5-15	15-30	
V	0	0	0	

Category of Inmate Rule Violation	Matrix for Imposition of Segregation Sentence or Inmates Less Than 18 Years of Age			
	First Offense	Second Offense	Third Offense +	
IA	0-20	0-30	0-40	
IB	0-10	0-15	0-20	
II	0	0	0	
III	0-5	0-7	0-10	
IV	0	0	0	
V	0	0	0	

Symbols:

Credits = Good conduct or special projects credit range that may be optional or mandatory for revocation.

SEG = Disciplinary segregation period range that may be optional or mandatory for imposition.

Numerical value in a Sanction Cell = Number of days or credits (stated as optional or mandatory periods) that may be optional or mandatory for imposition or revocation.

"0" or "0 or" = No matrix sanctions, or the matrix sanctions are optional.

IV. Classification /Case Management

Upon arrival at DRCF, you shall be assigned to a case manager based upon the first letter of your last name. Your assigned case manager shall assist you with:

1. Consideration for lesser security (if eligible);
2. Consideration for restoration of lost Good Conduct Credits (if eligible)
3. Processing of motions for fast and speedy trials on active detainees (if applicable);
4. Consideration for assignment to a job or school waiting list;
5. Screening for all DPSCS programs;
6. Consideration for Interstate Correction Compact;
7. Understanding DPSCS policy and directives;
8. Reconciling your criminal history;
9. Awareness of the Maryland Parole process;
10. Obtaining identification upon release and re-entry assistance;
11. Developing an Individual Case Plan

Your assigned case manager **cannot:**

1. Make or allow you to make personal telephone calls from his/her office unless it is a verifiable emergency; (Legal calls are not considered emergencies)

2. Act as a legal or spiritual advisor;
3. Get involved as an advisor with personal matters.
4. Intervene in decisions governed by other departments e.g., Commitment Department calculations, etc.

To contact your assigned case manager, write him/her a letter, specifically outlining your progress or programming concern. You shall be contacted as soon as possible and your concerns shall be addressed. Should you wish to research the Case Management Manual, it can be found in the DRCF library.

If you are a sex offender, you shall be required by Maryland State law to register with local authorities upon your release as defined in DCD .095.0006. Any questions dealing with this process should be addressed to your assigned case manager.

Maryland State law requires that those individuals convicted of qualifying crimes provide a DNA sample as outlined in ACM. Failure to provide such a sample shall result in any or all of the following actions:

◆ Disciplinary Segregation	◆ Legal action
◆ Loss of GCC credit	◆ Continued Administrative Segregation assignment until sample is taken.
◆ Notification of Parole Commission	

For a list of qualifying offenses refer to DCD .020.0009 which is available in the DRCF library.

V. General Inmate Information

A. Orientation

You shall attend an orientation session and receive orientation materials about the programs and operations of this facility, to include Prison Rape Elimination Act (PREA) Compliance.

B. Inmate Rights

You may not be subjected to bodily punishment, personal abuse, personal injury, disease, property damage, harassment or use of unnecessary force. You cannot be part of a medical, drug, or cosmetic experiment. You shall be restrained only when necessary and with the least amount of force necessary.

You shall not be controlled or supervised by another inmate.

You have equal access to all programs, services, and activities without regard to race, religion, national origin, sex, disability, or political beliefs. If you believe that this right was violated, you should contact the Warden.

You are entitled to:

1. a proper diet
2. access to health care;
3. sufficient clothing, personal hygiene, bathing and bedding items;
4. access to courts and lawyers;
5. practice your religion if it does not conflict with institutional rules;
6. send and receive mail according to the DPSCS rules;
7. postage for 7 letters a week (if indigent);
8. make requests and state your opinions about your classification to the case management team;
9. special education services set forth in federal and state law, if you are under 21 years old and have a disability that interferes with your learning;
10. access to news media in accordance with DPSCS policy;
11. be informed of the rules and regulations and to have an impartial hearing if you get a notice of infraction;
12. regular exercise and recreation periods when possible;
13. timely computation of good conduct, industrial and special project credits;
14. access to the Administrative Remedy Procedure and the Inmate Grievance Office;
15. proper and secure storage of the personal property confiscated by staff;
16. wear clothing and hair as you wish, provided that it does not violate institutional rules and is safe and clean

- **Inmates with Disabilities**

It is important that Dorsey Run Correctional Facility fulfill Its nondiscrimination and program access duties by effectively addressing the needs of inmates with disabilities, which include, but are not limited to, communications devices for the hearing impaired, proper medication and medical treatment, accessible toilet and shower facilities, devices such as a bed transfer or a shower chair, wheel chair accessible and assistance with hygiene methods for inmates with physical disabilities.

C. Identification Cards (I.D. Card)

You shall always carry and wear your I.D. card. You shall show it whenever you are asked to do so. The warden shall require that you wear your I.D. card when in certain areas or at specific times. You shall not possess another inmates I.D. card. Failure to comply with the aforementioned shall result in disciplinary action. You are responsible for reporting any damaged, stolen or lost I.D. card to staff and are responsible for the cost of replacement.

D. Money

Your account follows you when you transfer from institution to institution. Your account is a record of the following:

1. money you had at entry;
2. money sent to you from outside sources;
3. money paid for work;
4. money taken out of your account for purchases or other fees

There are two parts to your account: Reserve Account and Active Account. Your reserve account has money you may not spend. The DPSCS sets up this account so you shall have money upon release. Some of your money goes into the reserve account every month until the account reaches a certain level. You shall have the warden's permission to spend money from your reserve account.

You shall spend money from your active account. Money from relatives or other sources goes into your active account. **Effective January 1, 2014**, all incoming money orders shall be mailed to the following address for processing:

**P.O. Box 17111
Baltimore, Maryland 21297-111**

No personal mail shall be accepted or processed from the aforementioned address. Your name, institution and DOC/SID number shall be on the money order. You can use money from your active account to buy items from the commissary. You may also, **with staff approval**, send money from your active account to an outside party. You may also

open a savings account with an outside bank. Questions in reference to your financial account shall be addressed through your assigned case manager.

NOTE: You shall not have money in your possession. This includes cash, checks, money orders, "green dot" cards, or any other form of currency.

E. Access to Records

The Warden or designee shall approve all requests for case record material in accordance with the terms and conditions contained in DOC .020.0012. You shall consent to the release of any information from your records by completing DC Form 20-12. The form shall be forwarded to the Case Management Manager for review and processing. Requested records or documents shall only be reviewed in the presence of an authorized DPSCS employee. Inmates requesting to review their records shall list the specific reason for requesting the review and the specific information to be reviewed. Attorneys and legal aid employees may review all allowable information in your record provided their request is approved in accordance with DOC .020.0012. For further information, reference DOC .020.0012 located in the DRCF library.

It is the inmate's responsibility to provide friends and family members with specific case information in accordance with the Right to Privacy Act. Institutional staff shall divulge general case information only to the public as prescribed by COMAR. Any request for information on any health issue by a family member or interested person outside shall be requested in writing. No medical information shall be divulged over the telephone nor shall it be released without your written consent.

F. Repatriation (Return to Country of Birth)

If you are a citizen of a foreign nation; it may be possible for you to serve your Maryland sentence in your country. The United States has treaties with certain countries that allow repatriation of incarcerated persons. You shall prove citizenship in the country or territory.

G. Mail

Mail is correspondence, written materials, or publications. This includes, but is not limited to letters, books, newspapers, magazines and other publications, addressed to or from an inmate. These items shall leave or enter a DPSCS facility via the United States Postal Service, or via a recognized courier system. This definition includes written communication between inmates within an institution. Correspondence between inmates shall be subject to inspection by staff at the sending and receiving institutions. All correspondence between inmates shall be sent via U.S. Postal Service.

Legal mail is identified on the envelope as from a court judge, clerk of court, attorney-at-law, the American Civil Liberties Union, PRISM, Commissioner of Correction, Governor, Attorney General, Member of Congress, Maryland General Assembly, Secretary of Public Safety and Correctional Services, Inmate Grievance Office, or Office

of Administrative Hearings when received on official stationery of the aforementioned individuals or agencies. It is also mail addressed from an inmate to any of the above individuals or agencies. Legal mail shall be opened and inspected only in front of you.

Incoming mail shall bear your first and last name and identification number. It shall be opened before delivery to you and inspected only for money orders, cash, stamps, checks and contraband. Inmate mail shall not be further reviewed unless there is evidence that it contains material that:

1. is contraband;
2. describes escape plans, devices or paraphernalia;
3. describes construction or use of weapons, ammunition, bombs incendiary devices or other means of inflicting bodily harm;
4. describes procedures for brewing alcoholic beverages or the manufacture of drugs;
5. is in code;
6. is sexually explicit as defined in mail directives;
7. describes theory, design, or manufacture of prison security systems or equipment including prison communication systems or equipment;
8. instructs in the commission of violation of DPSCS directives that shall produce breach of security or adversely affect order in the facility;
9. advocates or instructs the formation of inmate unions;
10. poses a direct and immediate danger of violence or physical harm to person(s) based upon current circumstances within the institution.

Outgoing mail shall be sealed with your first and last name, identification number, and name and return address of the institution on the envelope. Postage shall be on the envelope, unless you are indigent. Indigent inmates, as defined in DOC .175.0002, can request postage and writing materials for seven letters each week. Indigent inmates shall ask their case manager for additional postage and writing materials for legal mail. If you have funds, your case manager can tell you how to use money from your account with your letter. Outgoing mail shall be stamped to show that the mail is being sent by an inmate from a correctional institution and the date the mail was processed in the prison.

Withholding Mail: Incoming and outgoing mail, except packages, shall not be held more than 24 hours, except on weekends and holidays, in unusual circumstances or where it is shown that the mail contains materials described above. If mail is withheld, you and the person who sent the mail to you shall be afforded the following elements of due process;

1. You shall be notified that mail is being withheld 48 hours after the decision to withhold your mail. The notice shall tell you the reason the mail is being withheld.
2. The person who sent you the mail being withheld shall receive written notice of the decision and the reason.
3. You and the person who sent the mail shall be told how to appeal the decision to withhold the mail.

H. Visits

1. Visiting Hours

Visitation days are scheduled according to the first letter of the inmate's last name.

Monday

7pm – 9pm A – L shall be here by 8:30pm for last entry into the facility.

Tuesday

7pm – 9pm M – Z shall be here by 8:30pm for last entry into the facility.

Saturday

9am - 11am A - L shall be here by 10:30am for last entry into the facility
 1pm - 3pm M - Z shall be here by 2:30pm for last entry into the facility
 7pm - 9pm A - L shall be here by 8:30pm for last entry into the facility

Sunday and Holidays

9am – 11am M – Z shall be here by 10:30pm for last entry into the facility
 1pm – 3pm A – L shall be here by 2:30pm for last entry into the facility
 7pm - 9pm M - Z shall be here by 8:30pm for last entry into the facility

Holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. Holiday visits shall not be counted as one of the two (2) visits inmates are permitted per week.

NOTE: Due to space limitations, each inmate shall only be allowed three (3) visitors per visit, including children.

Inmates are prohibited from the following:

- * **Touching each other at the beginning and during the visit**

* **Kissing each other on the mouth**

* **Taking pictures during a visit**

At the conclusion of a visit, an inmate and their visitor shall embrace each other and kiss on the cheek only.

2. Legal and Clergy Visitation

Your lawyer or other court official can visit you without being on your approved visiting list. Clergy shall be on your visiting list but shall not be considered part of your maximum number of 15 approved visitors. All legal and clergy visits shall be prescheduled and approved by the Warden/designee.

3. Visiting Information

All visitors shall submit to Fast ID finger scan and are subject to canine, electronic drug detection device, and/or visual mouth searches prior to being allowed to visit an inmate. If a visitor cannot clear the metal detector, they shall be denied entry. Nothing may be brought into the institution except as authorized by the warden or designee. Any item brought into this facility in a manner other than authorized is contraband, and the person bringing the item into the institution shall be subject to criminal penalties.

A visitor 18 years of age and older must present photograph identification.

Individuals under the age of eighteen (18) visiting an inmate must be immediate family to either the inmate or the visitor and must be accompanied by a person 18 years of age or older who is on the inmate's visiting list.

Use of restroom facilities is prohibited during visitation. If either the inmate or a visitor requires the use of the restroom, the visit shall be terminated at that time. Please keep this in mind when visiting with small children.

VIOLATION OF VISITING PROCEDURES MAY RESULT IN DISCIPLINARY ACTION TO INCLUDE: RESTRICTED, SUSPENDED, OR TERMINATED PRIVILEGES. SANCTIONS MAY BE IMPOSED WITHOUT FORMAL DISCIPLINARY ACTION BEING TAKEN.

4. Visitor Dress Code

All visitors, to include children, shall dress appropriately for visitation. Clothing shall cover from the neck to the kneecaps. The following types of clothing are not permitted to be worn:

- a. tube tops, tank tops, or halter tops
- b. see-through clothing
- c. mini-skirts, mini-dresses, shorts, skorts, or culottes (at or above the kneecap)
- d. form-fitting clothes such as leotards, spandex, and leggings
- e. clothes that expose a person's midriff, side, or back
- f. tops or dresses that have revealing necklines and/or excessive splits
- g. coats, jackets, shawls and scarves will be placed in an appropriate area

You shall complete a visitor's form of individuals you would like to have as visitors. This list shall be approved. Names can be added or removed from your visitor list during the housing unit visiting list change schedule.

I. News Media

If you wish to be interviewed by the media, you shall contact them by mail or have your family contact them. If a reporter wishes to interview you and you agree to be interviewed, you shall sign a release form and get approval from the Warden. The reporter's name shall be placed on your visiting list and he or she shall be allowed to come in with writing material to conduct the interview, or you can make a collect call to the reporter and conduct the interview by phone. No inmate shall be interviewed or photographed by someone from the news media without the inmate's written consent. Be further advised, DPSCS shall not release any information about you to the media other than that which is considered a matter of public information.

J. Commissary

You can buy hygiene products, snacks, and other items through Keefe. Keefe Commissary forms are issued weekly to each housing unit via the control center. Commissary slips are collected every Wednesday by 5:30 pm. Keefe delivers all commissary items every Friday between the hours of 3p.m. – 11 p.m. A list of available commissary items will be posted on the inmate bulletin board(s). If you are indigent, you may request welfare commissary through your assigned case manager.

An indigent inmate is:

1. an inmate who at reception has less than \$4.00 in his/her active and commissary accounts
2. an inmate who in the previous 30 days has not received pay for an assignment and has not had \$4.00 in his/her active and commissary accounts

3. for the sole purpose of acquiring a birth certificate, an inmate who has less than \$6.00 in his/her active and commissary accounts

Note: An inmate who meets the above criteria, but has a pattern of receiving and spending funds in a 30-day period that shows manipulation of the account balances to maintain indigent status, will not qualify as an indigent inmate; and, the value of a welfare commissary package received during that 30-day period may be deducted from the inmate's active or commissary account.

K. Institutional Work and Program Assignments

Case management staff determines work and program assignments. Refusing a work assignment may subject you to disciplinary action. Your assigned case manager shall provide you information on job availability.

Mandatory Remediation Program Participation

All inmates found eligible and suitable for participation in any program designated by the Commissioner or mandated by Maryland statute, such as a Mandatory Remediation Program, are required to complete the program. Mandated programs include, but are not limited to:

◆ Participation in Assessment	◆ TC, RSAT, ROTC, ITP, ATP ◆ Mandatory Basic Education
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L. Detainers

A detainer is a request from a criminal justice agency to be notified near the time of your release because you have an open charge or un-served sentence in the requesting agency's jurisdiction. Shortly before your release, commitment staff will advise the agency and coordinate pick-up.

A detainer can be based on an arrest warrant, indictment, commitment order, letter, note, telephone call or other form of communication. Not all detainers are for pending charges, a detainer may be filed against you if you have a sentence to be served in a local jail or in another jurisdiction. If a detainer is placed, you will be notified by commitment staff via your assigned case manager.

Your case manager can help you file for a speedy trial if the detainer is based on an untried criminal indictment, information, or complaint. You cannot file for a speedy trial for a violation of probation, violation of parole or contempt of court.

M. Leaves

If eligible, you may be allowed to leave the prison through an approved special leave, compassionate leave or family leave.

1. **Special leave** may be granted for minimum and pre-release security inmates to participate in designated community activities/programs. **Requires approval from the DPSCS Deputy Secretary/Designee.**
2. **Compassionate leave** may be granted only to inmates in pre-release security in cases of very serious illness or death in the immediate family. **Requires approval from the DPSCS Deputy Secretary/Designee.**
3. **Family leave** provides eligible and appropriate pre-release security level inmates on work release jobs with the opportunity to visit family at home for up to 48 hours. **Requires approval from the Warden/ Designee.**

No leave is automatic regardless of the circumstances. Your assigned case manager can tell you if you are eligible for the particular leave status and will process accordingly. If approved for leave, you must follow specific instructions. Violations may result in disciplinary action, loss of future leaves, and potential criminal charges.

N. Property

The DPSCS has certain restrictions on allowable inmate property. You will be told these restrictions as part of your orientation. The DPSCS has a list of allowable inmate property. Your property must be registered in your name and you must have documentation to verify ownership. You may not sell, trade, give away or lend any property to another inmate, without the express approval of the warden. Any unauthorized property will be confiscated.

Allowable property is listed in the appendix to DOC .200.0004, unless you are at MRDCC, MCAC, MCPRS, MHC, MHC-A or MCIW. Since you are at a Minimum/Pre-Release facility there are additions, substitutions, or restrictions to the DPSCS's allowable property.

Inmates needing uniforms shall be provided with properly fitted, climatically suitable, durable and presentable clothing.

DRCF Allowable Inmate Property

CLOTHING

Belt, max 2" buckle, no logos or designs (\$20)	1
Coat, jacket ¾ or fingertip length max (\$75)	1
Footwear (any combo max 2" heel, 8" high boots, White or gray athletic shoes, shower shoes, slippers, sandals, shoes)	4
No battery powered or pump type tennis shoes or metal shanks in shoes (\$100 per pair)	
Handkerchiefs, white only max size 16"x18"	6

Hats (knit style) (seg only) (\$10 ea.)	1
Hat (baseball style hat) (\$10)	1
Hat (stretch style)	2
Shirts (jerseys, sweatshirts, sweaters) (\$25)	6
Shorts-athletic (no cargo pockets) (\$25)	4
Socks pair (\$4)	9
Special work clothing	As Permitted
Thermal Underwear (set) (\$15)	2
Trousers, pants, sweatpants/leisure pants, (no cargo pockets) (\$50)	4
Undershirts/T-shirts short sleeve, no sleeveless or Tank tops (plain white males) (\$4 ea.)	8
Underpants Boxers/briefs (or any combo) (\$4 ea.)	8

JEWELRY AND PERSONAL ACCESSORIES

Clothes hangers (plastic)	6
Combination locks (as necessary)	2
Religious articles (Bible, Koran etc.)	
Jewelry (\$25)	1
Clothing (seg-headwear only)	3
Other	4
Ring, wedding ring plain no stones (\$75)	1
Sewing Kit (safety scissors only)	1
Shoe/Boot laces (spares)	3
Trash can max 3 gallon plastic	1
Wrist watch (\$50)	1

APPLIANCES AND ACCESSORIES

Alarm clock, clear case, battery or wind up only (\$15)	1
(No clock radios)	1
Antenna, (TV) (as needed)	1
Batteries, (to include watch battery, plus one additional set)	As Required
Beard and mustache trimmer (cordless battery-operated Plastic clipper attachment), commissary or catalog	1
Book lights clip on, clear, battery operated (\$15)	1
Calculator (pocket size-battery only) (\$10)	1
Cassette Tapes, Commercial, CD's factory sealed (NO DVD)	8
Fan, (battery operated, commissary only) 12" max	1
Hand Held Game System (Game boy type, no internet Capacity or accessories except AC adapt \$100)	1
Game Cartridges for handheld game system \$35 (Permissible rating: "E" for everyone, and "T" for teen games No "M" for mature permitted.)	6
Headphones (clear) \$25	1

Radio, AM or AM/FM, Walkman type (clear case type only) with or w/o cassette or CD, or headset (no recording capabilities or detachable speakers) \$75	1
Television or AM/FM radio combo (13" max screen) \$200	1
After November 1, 1998: clear case type only with or w/o remote.	
Typewriter (portable /manual or electric with word processing capability) catalog sales only, no detachable monitors or disk capability \$250	1
Other accessories for appliances (e.g. typewriter ribbon earphone	As Required
Extension a/c appliance adapters coax connectors	As permitted
No universal adapters	

MISCELLANEOUS

Air Freshener solid	2
Comb (brush pick or regular)	1
Drinking cup (non-institutional 16oz max)	1
Hairbrush	1
Mirror (plastic)	1
Nail Clipper (small)	1
Over the counter meds-includes	
Aspirin/Tylenol, antacid, cough drops (pack)	
Vitamins multiple (container) (no amino or creatine type supplements)	8
Total any combo)	
Razor (disposable only)	5
Soap dish (plastic)	1
Toothbrush	2
Toothbrush holder	1

HYGIENE ITEMS – NO GLASS, CLEAR SUBSTANCES OR CONTAINERS

Hygiene items listed but not sold in commissary, includes:	30
Aftershave lotion, chap stick, contact lens cleaner and solution, cotton swabs, denture adhesive and cleanser, deodorant (nonflammable no aerosol), eyewash, hair conditioner and dressing, mouthwash, shampoo, shaving cream, skin cream or lotion, (no baby oil) soap, talcum powder or toothpaste (total any combo)	
Toilet paper rolls	3

STATIONARY ITEMS

Binder (notebooks, no metal)	1
Books and paper (personal, legal, etc.) (e.g. 12x12x18)	1.5 cu ft.
School books	as required
Greeting Cards number	as approved

Pencils/pens (ball point) plastic refills only or flair	18
Photo album (no metal)	1
Photograph w/plastic frame	1
Postage stamps/stamped envelope	20
Ruler, plastic	1
Scotch tape rolls	2
Writing paper tables (no metal)	2

LINEN ITEMS

Laundry bag	2
Personal sheets and pillow cases (set)	1
No white or banned colors (self-laundered) Towels, hand or bath	6
Wash cloths	4

RECREATION MATERIALS

Art brushes	5
Art Sets (commissary only)	1
Board games/ Dominoes (no dice) \$20	1
Chess Set (solid) \$20	1
Guitar (no electric) \$150 w/ or w/o case	1
Guitar strings,	exchange only
Playing cards	2
Support belt/athletic supporter	as required

MEDICAL ITEMS

Dentures and containers	as prescribed
Eyeglasses/contact lenses and case	as prescribed
Other items (braces etc.) elastic joint support and other medical	
Items or equipment prosthetics	as prescribed

FOOD/DRINK ITEMS – NO GLASS CONTAINERS

Beef Jerky	6
Candy, bags	5
Candy bars	24
Canned goods and packaged meals (tuna/soup, potted meat)	15
Cereals	2
Coffee, Hot Chocolate	24
Cracker/Cookies/Cakes (boxes)	3
Creamer-Non-Dairy	2
Instant drinks (containers)	5
Potato Chips/Popcorn/ Pretzels/Nuts	8
Pudding (packages)	2

Soft Drinks/Juice case 24 as permitted	1
Soups/noodles	24
Spreads, condiments/mayo/honey/jelly	6
Tea bags	1
Sweetener (box)	1
Plastic bowl	1
Plastic fork & spoon (pack)	1

VI. Services

A. Medical

All inmates receive medical and dental services. If you are sick or injured, use a sick call form to request help. Sick call slips are available upon request in each housing unit. A nurse will pick up the sick call slip from the sick call box located in the inmate dining hall. Your sick call slip shall be triaged within 24 hours of receipt. Your appointment shall be arranged within 24 to 48 hours Sunday – Thursday, 72 hours Friday, Saturday and Holidays. You may receive your treatment in the dispensary, a regional infirmary, or in a local hospital depending on the seriousness of your condition. Cooperate with the doctor and staff when they prescribe treatment. The medical staff shall decide whether you may work or do other activities. The facility shall follow the medical recommendations about work, other activities and/or diets. Do not abuse health care services.

In 1994 the Maryland General Assembly passed a law that requires the Department to set up inmate co-pays for medical services. This co-pay is decided by the medical provider. This medical co-pay is only for an initial sick call request by an inmate. There is no co-pay for all other health services (including emergency services, hospital services, physical examinations, chronic care, prenatal care, follow-up visits, and referrals by staff, etc.). **NO INMATE WILL BE DENIED MEDICAL SERVICE AT ANY TIME BECAUSE OF LACK OF FUNDS TO MAKE THE CO-PAY.**

1. Medical and Dental Emergency Medical Services

For all medical and dental emergencies, the nurse shall be notified of the inmate's complaint and apparent symptoms. A nurse or physician's assistant shall decide whether further attention by medical staff is warranted. If the Shift Commander concludes that life-threatening emergency exists, 911 shall be called immediately.

2. Sick Call Schedule:

*Nurse Sick Call
Monday-Friday, unless deemed urgent

*Provider Sick Call
Monday-Friday, 3:00pm-11pm, unless deemed urgent.

*Medication Times:
4am-6am (AM Workers)
7am-9am
11am-12pm
4pm-9pm

*Insulin Times
3am-4am
4pm-5pm

Days and times are subject to change that shall be announced on the public address system. Sick Call slips will go to medical. Inmates must attend sick call if they submit a sick call slip. If you miss your sick call appointment, you shall be re-scheduled until a release of responsibility is submitted. Inmates shall not come to the Medical Department unless they are paged. Inmates who have an emergency shall tell a correctional officer, who shall contact the medical department. Dental call shall be conducted in the same manner as sick call.

B. Mental Health

To receive mental health services, you may contact your case manager, obtain a referral through sick call or make a direct request in writing to the DRCF's Psychology Department.

C. Education

The Department of Labor, Licensing, and Regulation (DLLR) provides the educational program at Dorsey Run Correctional Facility. A teacher provides educational programs, which include adult basic and adult secondary education. The Department of Public Safety and Correctional Services and The Department of Labor, Licensing, and Regulation (DLLR) value the importance of education. Persons committed to the Department after June 1, 1996 who are not high school graduates (or have not earned their GED) and have 18 months or more to be served must attend school successfully for 120 days. Students assigned to school under this policy receive a daily stipend. Mandatory education is a mandatory remediation program with serious consequences for non-participation.

Improving your education is important because it:
Allows you to qualify for vocational training
Qualifies you for employment with MCE
Qualifies you for institutional jobs
Prepares you for employment upon release

1. Academic Program Areas

The Maryland Correctional Education Academic Programs offer a full learning continuum for students. Instruction is provided to inmates from the beginning levels of instruction in mathematics, reading, and writing to high school completion. Classes are organized into different instructional levels based on student skill levels. The following are descriptions of the individual courses skill level requirements and curriculum.

2. **Beginning Literacy**

Students who have no or very minimal skills begin at this level. Class instruction includes learning the skills of new readers and very basic math skills of addition and subtraction. Writing is at the sentence level.

3. **Basic**

Students who have developed beginning level skills continue to develop reading, math, and writing skills. At this level students are able to do addition, subtraction, multiplication, and easy division. Phonics and decoding skills are learned in reading. Writing focuses on writing multiple sentences about the same topic.

4. **Intermediate**

Students at this level are learning the skills equivalent to grades four and five. Skills and knowledge developed allow students to read a variety of materials, such as newspapers. Writing a paragraph is learned. Math skills include fractions and the beginning of decimals.

Skills continue to be developed and the knowledge and skills allow the student to read, compute, and write efficient enough to enter a high school level curriculum. Writing a simple essay is learned. Reading skills build on critical reading and comprehension skills.

5. **Adult Secondary Education (Low and High)**

Students at the lower level are beginning to prepare for the GED Test and have the skills equivalent to a ninth to tenth grade student. Social Studies and Science are introduced as a skill area emphasis. Writing a specialized essay to persuade or prove a point is learned. Students are introduced to algebra, higher level geometry, and basic probability.

Students at the high level are preparing to take the GED Test. Skills are being refined and the knowledge and skills of eleventh to twelfth grade are included at this level. The content areas of Social Studies and Science are refined. Reading in the content areas is the set of skills refined. Writing a research paper is learned. Higher level mathematics is taught including statistics and probability, integers, exponents, and more advanced algebra. The content is designed to meet the state standards for graduation.

6. **Employment Readiness Workshop (ERW)**

Students gain skills for employment in preparation for community re-entry. Students prepare for entering the workforce by completing career assessments, developing career plans, using tools for job searches such as resumes, applications, identification cards, and comprehensive job search plans. Students utilize assessment tools, current labor market information, and community resource information to develop realistic short and long term employment plans as they prepare to re-enter the community.

7. **Library Services**

Correctional Education Libraries provide services that meet the information, recreational, lifelong learning, and transitional needs of inmates, preparing them to be successful ex-offenders.

The libraries provide legal reference, legal and general databases, listening stations, and general reading materials on a variety of high interest and educational topics to all the inmates.

Library Access - The library is open to inmates in the Maryland Correctional Education system. For inmates who have no physical access to the library, librarians use the institutional mail to provide services. Where institutions allow, librarians or library clerks make weekly visits to the segregated units. Maryland inmates who are housed out-of-state receive legal responses through the mail.

D. Substance Abuse Treatment

If you have abused alcohol or drugs, your case manager shall help decide which treatment program/activity best suits your needs. Programs/activities include but are not limited to the following:

1. Residential Substance Abuse Treatment Program (RSAT)
2. Therapeutic Community
3. Alcoholics Anonymous.
4. Narcotics Anonymous.

Note: Placement is dependent upon your individual addiction assessment score. Contact your assigned case manager for more information about these programs.

E. Social Work Counseling

The Social Work Department assists individuals and facilitates groups throughout the DPSCS. Programs include but are not limited to the following:

1. Education, counseling, and dealing with HIV/AIDS.
2. Release planning services for anyone with a serious medical or mental health problem are provided for issues such as: HIV, diabetes, cancer, depression, etc. Referrals are made by Medical, Case Management, or Psychology.
3. Various social work groups, topics, meeting frequency, and meeting times will be announced within the facility. Groups offerings may include:
 - a. Communications
 - b. Relationships
 - c. Thinking, Deciding, Changing
 - d. Domestic Violence
 - e. Parenting (Various support groups)

F. Religious Programs

Religious freedom will be observed. Your opportunity to practice your religion is limited only by restrictions consistent with the safety, security, and order within the prison. Your participation in religious activities is voluntary. Any questions should be forwarded to the DRCF Chaplain's Office.

1. You may select only one religion on your religious preference form.
2. You may not participate in more than one religious group activities at a time.
3. You may change your religious preference once every six months.

G. Leisure Time and Recreation Activities

Some activities available are:

- Weight lifting, board games, outside recreation, dayroom recreation, basketball court

H. Legal Services

You may have law books and other materials to read. The number of books and amount of material you may have is based on the safety and security needs of the institution. Inmates may help each other with legal matters. Inmates may not charge each other for this help. You may get help from:

1. your lawyer;

2. a legal referral service or directory
3. clerks of court;
4. PRISM (Prisoner Rights Information System of Maryland, Inc.)- a group of attorneys who contract with the Department of Public Safety and Correctional Services to provide legal services to inmates with certain types of legal claims;
5. Public Defender's Office;
6. trial judges (for special cases);

If you need legal help and cannot pay for a lawyer

1. The courts shall provide you a lawyer when your legal action falls under the
2. Uniform Post-Conviction Procedure Act, Article 27 § 645 A-J of the Annotated Code of Maryland.
3. The courts shall give you a lawyer when you make a direct appeal to the Maryland Court of Special Appeals or Court of Appeals.
4. The U.S. District Court will give you a lawyer when the court decides it is necessary.

If you wish to file a Federal civil right complaint, ask your assigned case manager for copies of the directions and the applicable forms.

I. Administrative Remedy Procedure (ARP)

The Administrative Remedy Procedure (ARP) is a formal way to resolve complaints or problems you have been unable to resolve informally. You may use the ARP for all types of complaints **except** the following:

1. case management recommendations and decisions;
2. Maryland Parole Commission procedures and decisions;
3. disciplinary hearing procedures and decisions;
4. appeals of decisions to withhold mail

You should try to resolve problems informally by contacting the staff that can help verbally, or submit an informal complaint form. When this does not work, you may submit a formal "Request for Administrative Remedy" to the Warden. You must use a

form that you get from the case managers or housing unit officers. You should pay attention to the directions and filing deadlines on the forms.

The ARP has rights of appeal. You may appeal the Warden's response to the Commissioner. Then you may appeal the Commissioner's response to the Inmate Grievance Office within 30 calendar days from your receipt of the Commissioner's response. The Inmate Grievance Office (IGO) will not accept complaints that can be handled through ARP, unless you have already filed an ARP with the warden and appealed to the Commissioner. The next level of appeal after the IGO is the court.

J. Inmate Grievance Office (IGO)

The Inmate Grievance Office reviews grievances and complaints of inmates against the Department of Public Safety and Correctional Services after the inmate has exhausted institutional complaint procedures, such as the Administrative Remedy Procedure. The Inmate Grievance Office conducts a preliminary review of each complaint. Complaints received late or wholly lacking in merit are administratively dismissed without a hearing. Such dismissal is a final decision. Complaints that are not administratively dismissed are accepted and a grievance hearing date is set.

Grievances are heard before an administrative law judge from the Office of Administrative Hearings. The Office of Administrative Hearings is a state agency that makes decisions on grievances. The administrative law judge has the authority to issue subpoenas and administer oaths.

Hearings are held at the institution. Hearings may be conducted in person or via video conferencing equipment. You may, at your cost, have a lawyer at the hearing or you may have another inmate represent you. The Division does not have to transport inmates from one prison to another to represent you. An employee selected by the warden will represent the agency. Witnesses may be examined or cross-examined, under oath, by you or your representative. There will be a taped record of the hearing. The IGO and law judge have the right to review official records relating to a complaint and to subpoena evidence or witnesses. They may also examine and copy any documentary evidence and have access to any person institution being investigated or proceeded against.

A final decision may be appealed to the circuit court to the county where the inmate is confined. It must be filed within 30 days of the date of the final decision.

Meritorious decisions and meritorious in part decisions are sent to the Secretary of Public Safety and Correctional Services. Within 15 days the Secretary affirms, reverses, or modifies the judge's Order, and directs the Order to be carried out. The Secretary's Order is a final decision.

1. Filing an IGO Complaint

A complaint must be filed within 30 days of the date on which the Division's procedures have been exhausted, i.e., 30 days from the date of the adjustment decision, case management decision, or ARP decision; or 30 days from the date the decision was due. The time limitation maybe waived for a grievance that is a continuing problem. The grievance should include the following:

- a. Your commitment name and number;
- b. Date of correspondence;
- c. The problem;
- d. The person(s) involved;
- e. Facts and evidence you have about important details (give dates, ties, and names of any person(s) involved, if known);
- f. Names and addresses of any witnesses you have and the nature of their expected testimony;
- g. The name and address of the person you would like to appear at the hearing as your representative;
- h. ARP appeals to include copies of your ARP complaints to the warden and the Commissioner, along with their responses, if any.

Mail it in a sealed envelope to:

**Executive Director
Inmate Grievance Office
115 Sudbrook Lane- Suite 200
Baltimore, Maryland 21208**

K. Work Release

The Department allows eligible pre-release inmates to participate in work release programs in the community. The work release privilege offers an opportunity to gain work experience and earn money.

NOTE: Inmates assigned to active work release shall be assessed a fee for room and board for each hour worked as well as a transportation fee.

VII. Parole

Parole is a "conditional release" from prison. Parole is not a right. The Maryland Parole Commission (MPC) makes informed judgments about who is to be released on parole. Upon

intake into the DPSCS, information regarding your case is forwarded to the MPC. The MPC then determines your initial parole hearing eligibility. This date is primarily based upon your offense, sentence length, and sentence start date. Parole is a privilege and not all inmates are eligible.

VIII. Inmate Safety

A. Emergency Evacuation Situations

Emergency evacuation routes are posted throughout the facility, and you should get to know these routes. Instructions shall be made over the public address system. If the system fails, an officer shall be sent to each housing unit and location to tell everyone the situation. You shall be directed to a safer, more secure area. You should stay away from windows and doorways. Move in an orderly manner and obey all instructions given by staff or emergency personnel. If you are told to report to your housing area, go immediately to your bunk. Stay there and wait for instructions.

B. Fire Evacuation Plan and Fire Drill Procedure

The Control Officer and officers shall alert all inmates if there is a fire in their area. Announcements shall be made with evacuation instructions. You must follow all instructions from staff.

IX. Security and Control

A. Inmates Exerting Control

Inmates shall not have authority to control other inmates. Inmates, who find themselves in a position where inmates are controlling them, with tactic or verbal approval of staff, should report this fact to the Shift Commander, Shift Supervisor or Facility Administrator.

B. Shakedown and Searches

Staff can search you as well your locker, bed and living area at any time. You are responsible for any contraband found in any of these areas. If staff finds contraband, you shall be charged with a rule violation. Lockers and drawers should be locked at all times. Inmates are subjected to a strip search at the following times.

1. When entering and leaving the facility;
2. Anytime the Shift Commander designates;
3. When suspected of having contraband;
4. When returning from a visit;

5. When returning from family leave, special leave, work release and outside detail jobs.

C. Security Counts

Security counts are taken several times during the 24-hour period. Counts shall be announced over the public address system. Officers shall inform inmates when the count begins and when it is good/clear. Upon hearing that a count is being taken, inmates shall always respond as follows:

1. Immediately go to your assigned bunk.
2. Stay at your bunk until the count is announced cleared. Leaving the bunk shall result in disciplinary action.
3. If you are working on job assignments, waiting for sick call or meeting with a case manager, you shall ensure that an officer knows your location.
4. When the count is announced 'cleared', inmates may move from their bunks but shall stay in the dorm.

X. Inmate Telephone

The inmate telephones are contracted with a private company called GTL. Telephone information and usage instructions are posted on the inmate bulletin board. Money for telephone services can be added to your telephone account by completing a money voucher. Inmates shall record first and last legal names. If an inmate is found to be not in compliance with the telephone name policy, your account shall be deactivated for a period of six (6) months.

XI. DRCF Dormitory Requirements

Listed Below is the way your living area is to be set up at **ALL** times. Failure to comply may result in receiving a Notice of Infraction of Inmate Rule Violation.

1. One (1) laundry bag (plastic or cloth) hung at the head of the bed. No paper bag allowed.
2. One (1) towel and/or wash cloth hung on a clothes hanger hung on the side of the locker.
3. Four (4) pairs of shoes, including shower shoes/slippers, may be under the bed in a neat line.

4. **ALL** other personal property **must** be kept in storage bin and drawers. **NO EXCEPTIONS**. **Storage bins and drawers should be secured at all times.** If the property does not fit into the storage bin or drawer, it must be sent home. **No cardboard boxes are allowed in the lockers.**
5. When not sleeping, the bed shall be neatly made with the **State issued blanket** on top of the bed. All blankets and sheets shall be tucked under the mattress. (No bed spreads, personal sheets, or pillows are permitted).
6. **Living areas to be neat and clean at all times. Inmates are responsible for dusting the top of the locker, sweeping, mopping, and washing dirty marks off the walls, cleaning the window ledge and screen.**
7. **Nothing shall be attached or hung on the outside storage bins,** with the exception of one (1) coat, to be hung on the side of the locker only.
8. Nothing shall be attached or hung on the walls.
9. Nothing shall be hung in the window, covering the window, sitting on the window ledge, or attached to the window screens.
10. Nothing shall be placed on top of the walls dividing the dormitory.
11. No rugs, newspapers, towels, blankets, etc. are permitted on the floor.
12. All housing units are smoke free. Any inmate caught smoking in any building shall receive a Notice of Inmate Rule Violation. Ashtrays are contraband and shall be confiscated.
13. Any clothing found in **any** unauthorized area of the dormitory, shall be considered abandoned property and shall be disposed of in accordance with DCD 220-003
14. **Each inmate is responsible for making sure his bed is directly under the bunk number on the wall.**
15. If applicable, stools/chairs shall be placed upside down on top of the bed before leaving the dormitory for any reason. Stools/chairs shall be kept next to the bed when not in use. Inmates shall not stand on the stools/chairs.
16. No clothing is to be stored on the chair. No food or drink is to be kept on the chair. Inmates shall not stand on the chair for any reason.
17. No books, papers, or paper bags shall be allowed under the bed unless stored in the storage bin.
18. No writing or defacing the walls, lockers, etc.

19. No pictures or photographs shall be visibly displayed outside your or at your bunk area.
20. Inmates shall not loiter near an emergency exit hallway.

XII. Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) is a federal law signed in September 2003 by President George W. Bush. When PREA talks about "sexual misconduct", it means offender on offender sexual assault, sexual abuse, sexual harassment, and consensual sex acts. It also includes staff-on-offender sexual harassment, staff sexual misconduct, and staff misconduct of a sexual nature. Staff includes Department employees, volunteers, contract personnel, and any other person providing services in Department facilities or offices.

It is the policy of DRCF to have zero tolerance for sexual misconduct. This includes both inmate-on-inmate and staff-on-inmate contact whether non-consensual or consensual. To increase prevention and aid in intervention, all staff shall be trained to recognize signs of assaults/rapes and how to report any incidents. Therefore, any inmate that has been involved in a sexual assault/rape or is being threatened or coerced to have sexual contact with anyone, can report any incident(s) to any staff member they feel comfortable in confiding. In addition, a PREA HOTLINE number will be posted throughout DRCF. Please note this HOTLINE is to be utilized for PREA specific issues only.

XIII. Methicillin-Resistant *Staphylococcus aureus* (MRSA) Fact Sheet

What is MRSA?

Staphylococcus Aureus, often referred to as "staph", is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain staph bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to antibiotic therapy. MRSA is NOT the "flesh eating" bacteria.

How is MRSA spread from person to person?

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA?

- Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet or before every meal.

- Never touch another person's wounds, infected skin, or dirty bandages.
- Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of you bed linens.
- Don't ever share personal hygiene items with others, including toiletries and towels.
- Clean off recreational equipment such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities wherever possible.
- Don't even get a tattoo while in prison, use injection drugs, or have sexual contact with other inmates.

How does a person know he or she has a MRSA infection?

Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA.

Can MSRA be treated?

Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital. Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

XIV. DRCF Packages

Please be advised all incoming packages to DRCF shall only be permitted from the catalogs or companies approved by the Department and must be sent via UPS. **WE WILL NOT ACCEPT ANY PACKAGES FROM HOME** without prior approval from the Facility Administrator as defined in policy. Approval for initial packages shall be given to inmates upon arrival from designated direct intake units only. In order to be eligible for an initial package you must be within 90 days of admission to a direct intake unit.

Initial packages at DRCF shall only contain the following items:

1. (9) pair of white socks
2. (8) white t-shirts (no A-Line/Tank tops)
3. (8) pairs of white briefs
4. (4) white wash cloths
5. (2) white towels

6. (2) light gray sweat/suits (no logos)
7. (2) light gray cotton sweat/shorts (no extra pockets/no logos)
8. (1) pair tennis shoes/gray or white
9. (1) gray skull cap
10. (2) sets of whit long Johns (white only)

The inmate population shall be made aware of the provisions and restrictions for the procedures of ordering regular packages 30 days prior to the regular packages period. An information bulletin shall be posted 30 days prior to the start of the package period. There shall be two package periods (winter & summer) in addition to the scheduled Keefe Property ordering periods.

An inmate shall be responsible for completing all catalog orders forms associated with any catalog purchase. The inmate shall forward this form with approved institutional money voucher to the property officer. The institutional money voucher shall be made payable to the particular catalog ordering company/store. This shall include the full amount of the purchase and all associated cost in a stamped, addressed envelope.

Upon approval by the property officer, the order form and the institutional money voucher shall be forwarded to the Service Supervisor for processing, along with a stamped envelope. Catalog orders with vouchers having insufficient funds shall be returned to the inmate, indicating the funds were not available to cover the requested order.

Damaged, exchangeable and returnable items shall be processed as appropriate by the property officers at the inmates expense.

A catalog purchase received after the inmate's release from DRCF shall be returned to the sender.

If an inmate is transferred within the Department of Public Safety and Correctional Services (DPSCS), the package shall be forwarded to the facility in which the inmate is housed.

The DRCF inmate shall be permitted to receive packages to meet special needs of inmates, i.e. medical-related needs, running shoes, prosthetics, electric shavers, corrective lenses, etc.

XV. DRCF Housing Unit Field Day

Each housing unit will have regularly scheduled field days. All inmates from the field day housing unit shall exit the housing unit to the inmate dining hall or yard after the morning count clears and have their bunk made and area clean by 7:30 a.m. There shall be nothing on top of lockers, walls, or window sills inside the dorm areas. ALL property shall be stored locked in storage bins and/or drawers.

XVI. DRCF Barber Shop Schedule (times are posted on bulletin board and may vary)

Housing Unit 1-4 (Monday- Saturday)

6x2 Shift- 7:30am to 10:00am

2x10 Shift- 6:00pm to 9:00pm

Housing Unit 1,2,3,4 A/B Dorms Mondays Only

Housing Unit 1,2,3,4 C/D Dorms Tuesdays Only

Housing Unit 1,2,3,4 E/F Dorms Wednesdays Only

Housing Unit 1,2,3,4 G/H Dorms Thursdays Only

Housing Unit 1,2,3 Friday is make up day for any new men who might have missed their assigned dorm day.

Housing Unit #4 Friday Work Release Only

Housing Unit #4 Saturday Road Crew Only

Note: You must sign-up the night before at your Housing Unit Control Center to go to the Barber shop.

XVII. DRCF Meal Times are called by housing units (Start Times)

Breakfast: 0300 a.m.

Lunch: 10:00 a.m.

Dinner: 1530/1600p/m or when count is cleared

XVIII. Getting Around DRCF

East Compound

SSB Control

Inmate Dinning Hall

Medical and Dental

Medical Service Offices

Property

Classroom

Major's Office

Security Chief Office

Service Supervisor Office

Audit Office

Visiting Room

Housing Units 1 & 2

Classrooms

Multipurpose Rooms

Case Managers Offices

West Compound

Master Control

Library

Administrative Offices
Traffic
Inmate Dining Hall
ARP Office
Housing Units 3 & 4
Classrooms
Multipurpose Rooms
Case Managers Offices
Road Crew Coordinator Office

Department Staff

All service requests shall be submitted in writing to the appropriate staff.

Mr. A. Anakaraonye & Ms. K. Silk & Ms. E. Fitch
Case Management Supervisor

Mr. A. Aladeseyi
Religious Services

Mr. R. Hale
Dietary Manager

Ms. M. Pipersburgh
Health Service Administrator
Medical

Dr. Temesgen
Medical Director

Ms. E. Esther
Mental Health Nurse

Ms. Greene
Mental Health Psychology

Dr. L. Johns
Dental

Ms. E. Scott
Social Worker

Ms. J. Torbit
Service Supervisor

Property
Commissary
Money Voucher Processing
Refund Check Processing

Ms. T. Davis

GTL
Fast ID Background checks for inmate visits
Special Visit request
Visiting list registration (Secondary Contact)

Ms. T. Davis

Work Release Paycheck processing
Money Voucher Processing
Inmate refund check processing (from outside vendors)

Cpl. B. Henry

Inmate visiting list registration (Primary Contact)
Inmate mail processing

Cpl. G. Kinney

ARP'S

Cpl. E. Ndi

Adjustments

Sgt. J. McClellan

Audit
Inmate Policies

***Any questions or concerns about the inmate handbook shall be address in writing to your assigned case manager.**

