

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



EASTERN CORRECTIONAL INSTITUTION ANNEX

INCARCERATED INDIVIDUALS ORIENTATION HANDBOOK

INTRODUCTION

Eastern Correctional Institution - Annex is a minimum-security facility located in Somerset County, Maryland. The Annex houses approximately 608 minimum-security incarcerated individuals.

ECI-A is one of the newest correctional facilities in the State. The institution is designed to provide a secure, safe, healthful, smoke-free environment and freedom from corporal punishment, injury, personal and mental abuse, harassment, sexual assault, and manipulation. At the same time ECI-A provides programs that allow you opportunity for self-change prior to your release or transfer to a facility of lesser security. All incarcerated individuals have equal access to programs, services, and activities without regard to race, religion, national origin, sex, disability, or political beliefs.

This manual gives you a brief introduction to the services, activities and programs that are available to you. More details can be found in the library in the directives that cover each area. The numbers of those directives are listed after the title of the sections in this manual. The manual also contains rules, regulations and procedures to be followed while you are incarcerated at ECI-A. It is important for you to read them. Understanding and following these policies is necessary for your adjustment to living within this institutional community. Copies of this manual may be found in the incarcerated individual library and in each Housing Unit.

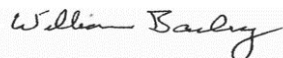
If there is anything you do not understand, please ask any Officer or staff member.



6/27/23

John Milligan, Facility Administrator

Date



8/02/23

William Bailey, Warden

Date

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I. GENERAL INFORMATION

Eastern Correctional Institution – Annex is located at 30430 Revells Neck Road, Westover, MD 21890, at the 16-mile marker off US Rt. 13 South; phone 410-845-4000. Up-to-date public transportation information is posted in your Housing Unit and in the Lobby for your visitors.

A. Access to Incarcerated individual Records DOC.020.0012, ECI.020.0012

The institution keeps a base file, medical records and psychological files on each incarcerated individual. Your counselor can give you a form to fill out to ask for information or copies from those files.

B. Counts

Security counts are taken several times per day. Counts will be announced over the unit's public address system. When a count is in progress, you must immediately return to your assigned bed location and sit quietly until count is clear. If you are working an institutional job assignment, awaiting sick call, seeing your counselor, etc., you must remain in that area until count is clear.

C. Incarcerated individual Control over Other Incarcerated individuals

Incarcerated individuals may show others how to carry out tasks in the dietary, maintenance or other departments. Only staff members may supervise, control or have authority over incarcerated individuals.

D. Legal Services

You may have uncensored and unlimited mailing privileges to the Governor, Attorney General, courts, attorneys, police agencies, and court commissioners. If you have a legal problem, you're Case Manager or librarians aren't attorneys but can guide you in getting help.

You are allowed to have law books or legal materials as long as you follow institutional rules about space, fire, safety, and security. Another incarcerated individual can help you prepare legal material. The institutional library has books available for reference.

II. INSTITUTIONAL LIVING

A. Access to Media

There are occasions when an incarcerated individual or the media may request contact. You may contact the media by using regular telephone privileges. Contact with the media will not be prohibited unless it represents a direct threat to the order and discipline of the institution. You must consent in writing to be interviewed and/or have your picture taken.

B. Adjustment Process and Rules COMAR 12.03.01.04. Incarcerated individual Disciplinary Process

When you were admitted to the DPSCS in Baltimore, you were given an Incarcerated individual Handbook that describes the Adjustment process and lists the major rules of behavior. In addition, there are rules of behavior at ECI-A that are considered minor. A copy of these rules is attached. It is your responsibility to know these rules and follow them.

C. CDS / Alcohol Testing OPS.110.0015

CDS, alcohol and other unauthorized substances will not be allowed in the institution at any time and will be confiscated. You are subject to testing to detect usage of alcohol or drugs at any time. Refusal to submit to drug or alcohol testing will result in disciplinary action.

D. Commissary DOC and ECI ID 175 Series

The Commissary is operated by a private company called "KEEFE", on non-cash, pay-as-you-go

basis only and must be pre-ordered on the Commissary order form. The "Commissary Order Forms" are passed out on Dayshift by the officer in your housing unit or Dorm, on Sundays of each week. The completed forms are then collected by the Evening shift officers. The commissary order forms

will be forwarded to the Finance Department for processing. The commissary items that you requested on your commissary forms will delivered to you on each Friday of that week. Personal hygiene, some stationary items and a variety of snacks are available for purchase. There is a list of items (menu) posted in your housing area. **Please be advised that just because “Keefe” sells an item does not mean it is an allowable property item under institutional rules. Know what items are allowable incarcerated individual property items (a list of allowable property is in the back of this handbook) and make your requests accordingly.** Commissary price lists are updated regularly and posted in the housing units. The maximum amount you can spend in one week is \$85.00 not including any amount that you place in your telephone (GTL) account. ECI-A provides Welfare Commissary (hygiene items, writing materials, etc.) to incarcerated individuals identified as indigent.

E. Contraband Executive Directive OPS.105.0001

Contraband is anything that is not authorized for you to have in your possession. It may be an alcoholic beverage, CDS, a weapon, any kind of telephone including cellular, digital, or picture, or any part of anything that is used to transmit communications regardless of whether the part itself is able to transmit. It is against Maryland State law for you to have contraband or for anyone to try to deliver contraband to you. It is punishable by up to ten years in prison or \$5,000 fine, or both.

It is your responsibility to notify all visitors on your visitor list of the contraband law and the punishment for delivering or attempting to deliver unauthorized items to you.

F. Fire Safety and Emergency Evacuation

The institution has emergency plans for fires, natural disaster, civil defense, power outage, and other emergencies. Generally, you will be told to stay away from windows or doorways or go to a safer, more secure location. Look at the posted evacuation routes in all areas so that you will know how to react in an emergency situation. You must quickly and quietly follow the instructions given to you by staff. Drills will be held to help familiarize you with the evacuation procedure.

G. Haircutting Procedures

You will have the opportunity to have your hair cut by incarcerated individual barbers. The schedule for barber services is available in the housing units.

H. Hazardous / Toxic Materials DOC.080.0004, ECI.080.0004

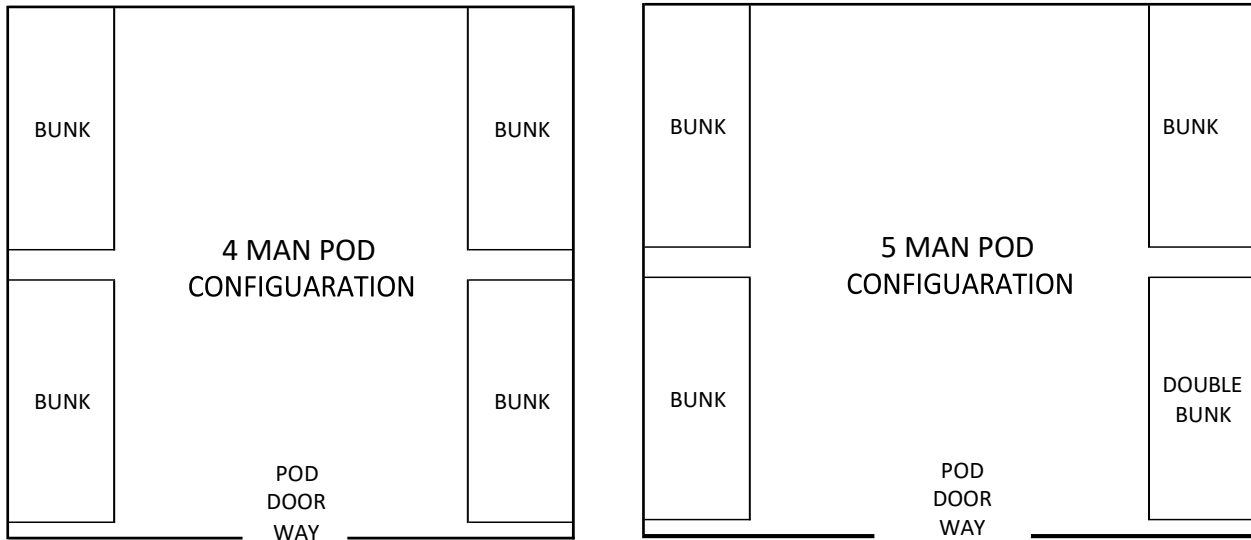
We will provide you with guidelines on how to use various toxic chemicals within the facility. Toxic materials can include anything from soap detergent to a highly concentrated acid. This facility maintains data sheets on each substance, the purpose for its use, the proper handling of that substance, and what measures to take in case of an emergency. Incarcerated individuals working with chemical substances should notify their immediate supervisor if they have any questions.

I. Housing Unit

You are expected to keep yourself neat, clean and dressed in a presentable manner. Showers are available on your wing. The hours they may be used are posted in the unit. Washers and dryers are provided on each wing for your laundry. The laundry man assigned to your wing operates the machines and does the laundry. You will have the opportunity to exchange your linens for clean linens once a week.

You shall be assigned to a specific bunk when you get to this facility. Your bed is to be neatly made when unoccupied. The area around your bunk must be kept neat and clean at all times. There will be (2) plastic chairs and (1) Desk per pod (Daily inspections shall be made).

This is a Basic Pod Configuration



J. Incarcerated individual Contact with Institutional Staff

You are not permitted to contact staff members during non-working hours. If you do, or try to, it shall result in disciplinary action and/or suspension or revocation of your telephone privileges.

K. Incarcerated individual Funds ADM and ECI ID 245 Series

Be sure to put you SID and DOC numbers on your vouchers.

All incarcerated individual accounts are maintained at the Eastern Correctional Institution accounting office. You can withdraw money from your account for the commissary, outside purchases, donations to charity, child support/restitution, deposits to savings accounts, or to send money to someone outside the institution. You cannot transfer money to another incarcerated individual at ECI. Whenever you want to withdraw money from your account, either for personal use or to mail outside, you must complete a Money Voucher that you can get from your housing unit officer. Follow the directions carefully, making sure to write as neatly as possible. Money vouchers that are incomplete or poorly written shall not be processed. If you are sending money out of the institution, you must fill out the money voucher with a specific purpose or reason, include a stamped, properly addressed envelope with the request and give it to your tier officer.

You will get a receipt for incarcerated individual pay and money orders deposited in your account.

Only you can get information about your account. If you want to ask about your account balance, submit a request to Incarcerated individual Accounts. It takes about ten working days for your money to be transferred from a previous institution. If the money does not transfer to ECI on time, contact Incarcerated individual Accounts and ask for help.

L. Lacto Ovo Vegetarian Diet ECI.130.0400

Two meal plans are available: the regular diet and the Lacto-Ovo Vegetarian diet. You may select either plan unless you are on a prescribed medical diet. Menus and schedules are posted on the bulletin boards. Requests for medical special diets must be submitted to the Medical Department for approval. Religious diets are provided for incarcerated individuals of commonly recognized faiths with the approval of the Facility Administrator and the Chaplain.

M. Mail OPS.250.0001, ECI.250.0001

You are free to correspond by letter as often as you like. **No greeting cards of any type are allowed at any time.** All incoming mail must bear your committed name, DOC/SID number(s) and a full return address. **Mail not following this procedure will be returned to the sender or the U.S. Post Office as undeliverable.** Non-allowable items received in the mail will be returned to the sender. Cashier checks, certified checks and money orders intended for you must be made out to Eastern Correctional Institution with your committed name and DOC/SID number(s) in the lower left hand corner. **All items not following this procedure shall be returned to the sender at your expense.**

N. Packages / Catalog Orders OPS.220.0007, ECI.220.0007

You may receive regular packages twice a year directly from a catalog company. The facility Property Officer can give you directions and answer questions about packages and catalog orders.

O. Personal Property, Valuables and Clothing OPS.220.0004 and ECI ID 220 Series

An allowable property list is attached at the end of this manual. You can have the personal property listed. Items that are not authorized, as well as allowable items in excess of authorized limits are considered contraband. Contraband will be taken and disposed of. The institution will give you items that you need, including clothing. In addition, you shall be issued bedding and linen. You are allowed two sheets, one pillowcase, one pillow, one mattress, blankets (as issued seasonally) and one bed. You are responsible for securing your tote anytime you are out of your cell. Cell furniture cannot be rearranged. You may not trade, sell, give away, or loan any property to another incarcerated individual.

P. Recreation OPS.145.0001, ECI.145.0001

Each housing unit has a day room for your use during specified time periods. Cards, chess, checkers, television, etc., are available. An outside recreation area is available for softball, basketball and weight lifting. Recreation yard hours are posted on housing unit bulletin boards.

Q. Religion OPS.140.0002 Religious Manual

You are permitted to practice the approved religion of your choice as long as institutional security is not affected. If you did not specify a religious preference at the time of intake you may do so at anytime. If you wish to change from one denomination to another you may do so at specified times. Correctional staff will monitor religious services. A monthly schedule will be posted with information concerning the times and places for religious services. The Chaplain is available to address matters such as religious preference, marriage, name changes, pastoral counseling, etc.

R. Search Policy

Searches are required to control contraband and weapons. Inspections are conducted in the unit and around the grounds and the staff can search you, your tote, bed, and living area at any time. You are responsible for any article of contraband found in any of these areas. You can be present during a search but are not required to be. We will try to prevent any damage, abuse or loss of your property. Any and all items can be confiscated for investigative reasons during a search or pack-up.

Only male correctional officers will conduct strip searches except in emergency situations. Male or female correctional officers can perform frisk searches. These searches will be conducted in a manner that avoids unnecessary force, embarrassment or indignity to you.

Contraband may be, but is not limited to:

1. Any articles or items not allowed by the institution.
2. Excessive allowable property.
3. Screwdrivers, scissors or any instruments that could be used as weapons.

4. Any type of gambling paraphernalia.
5. Any specific items designated as contraband by the institution.

Maryland's Criminal Law provides penalties of imprisonment for up to ten years, a fine not exceeding \$5,000, or both, to a person who provides or attempts to provide, to an incarcerated individual, any prohibited object or assists in an escape. Prohibited objects include, but are not limited to, firearms, ammunition, drugs, tobacco products, smoking materials, alcoholic beverages, and cell phones. Whoever receives any such item(s) is subject to the same penalties.

S. Telephone Procedures

All telephone calls must be pre-paid or collect. **Any telephone call that you make or receive in any State correctional facility may be intercepted, recorded, monitored, or divulged.** The only exception is properly placed telephone calls to or from your attorney, the Prison Rape Elimination Act (PREA) or other hotlines specifying caller anonymity.

The Incarcerated individual Telephone System is supplied by GTL Technologies and is regulated under OPS.200.0002 Incarcerated individual Telephone System (This Directive can be found in the Incarcerated individual Library). Incarcerated individual Telephone Dialing Instructions are attached to this Handbook.

T. Visiting Schedule and Procedures OPS and ECI ID 195 series

Visiting hours for the Annex are as follows:

In person:	Saturday and Sunday	8:00 a.m. – 2:00 p.m.
Video Visits:	Monday thru Thursday	4:00 p.m. – 9:30 p.m.

Visitors must be registered one half hour before the closing of the visiting room. Scheduled Appointment only. Each general population incarcerated individual is allowed a maximum of one visit per week. Visits may be no longer than one hour and are limited to a maximum of one visit per week. The visiting time begins when the visitor is seated in the visiting room. A maximum of five visitors are allowed to visit an incarcerated individual at one time with no more than three adults or no more than three children in the group of five. Children visiting you must be an immediate family member of you or the visitor, and must be accompanied by an adult 18 years of age or older. Religious visitors approved by the institutional chaplain must be on your visiting list but do not count as one of your visits. Attorneys, legal assistants or representatives need not be on your visiting list. They may visit you anytime provided their request is made 24 hours in advance to Case Management. Legal Assistants may not be a member of your family or ever have been on your visiting list. Visitors are expected to dress in a non-provocative fashion in keeping with good taste. Visitors' dress must be appropriate for a place of business. All clothing must cover from the neck to the knees – no V-neck or scoop neck tops. Everyone must wear sleeves – no halter or tank tops. A more detailed listing of prohibited clothing is in OPS.195.0001 and ECI.195.0001. You and your visitors are not allowed to bring anything to the visiting room and visitors cannot bring any items to the institution for delivery to you. Special visits can be arranged through the Chaplain or your counselor.

You are allowed 15 visitors' names on your visiting list, not counting children. Visitors 16 and older need to have a current DMV issued drivers' license, age of majority card, school ID, or military ID and must be on your visiting list. To make your initial visiting card, submit the names, full address and relationship on the attached Incarcerated individual Visitor Change List to the Shift Commander within ten days of your arrival here. Changes to your visiting list are allowed every 60 days. Beginning the first week of the month.

- Contact between incarcerated individuals and visitors shall be limited, as follows:
 1. Incarcerated individuals are allowed to embrace and kiss their visitors on the cheek upon departure in the Visiting Room.
 2. There shall be no embracing in any other area of the visiting room at any time.
 3. Nothing is to be received or given in the Visiting Room without prior approval of a supervisor.

4. All incarcerated individuals and visitors must obey institutional rules and procedures. Disruptive behavior or violation of institutional rules by either the visitor(s) or the incarcerated individual shall be grounds for termination of the visit.
 5. Children must be supervised by an adult at all times. Visits may be terminated if the visitor fails to prevent children from disturbing other persons in the Visiting Room.
- Visits may be terminated by a supervisor:
 1. When there is excessive physical and / or socially inappropriate contact between incarcerated individual and visitor(s).
 2. When verbal and/or physically disruptive behavior by a visitor or incarcerated individual threatens the reasonable order of the visiting room or the security of the facility.
 3. When there is indication that the visitor(s) is under the influence of alcohol or drugs.
 4. When there are children not properly supervised and / or disturbing other persons in the Visiting room.

III. PROGRAMS AND SERVICES

A. Case Management DCM 100-001, ECI.100.0001

You have been assigned to a counselor who will meet with you for initial review and to determine what programs you may be eligible for. You can be referred to programs like school, addictions, employment readiness workshop, etc. Classification related matters will be explained to you and your case, institutional adjustment, etc., will be reviewed. Any time you need to see your counselor, submit an incarcerated individual request slip.

B. Commitment DCM 90 Series

Questions about sentencing information are to be directed to your counselor. These questions will be sent to the Commitment office and you will get an answer from them. Credits are applied toward your diminution of confinement by the Commitment Department, not Case Management.

C. Educational Offerings DOC and ECI ID 135 Series

Educational and vocational programs will be offered through the Maryland State Department of Education. Educational needs will be addressed at your initial classification.

D. Health Care and Psychology Services DOC and ECI ID 124 Series, Clinical Services Manual & OTS Manual

Health care staff are employed at this institution full time. If you need to go to sick call or dental, you should complete a Sick Call Encounter form indicating your name, commitment/SID number(s), cell location, and reason for the request. This slip should be placed in the Sick Call box located in the incarcerated individual dining hall. All incarcerated individuals submitting a Sick Call Encounter form will be placed on bed rest for 24 hours. Incarcerated individuals are required to pay a \$2 co-payment, which will be taken out of your account, for each initial sick call visit that you request. You will not be denied access to medical care because of an inability to make the required co-payment.

Complaints regarding health care services can be directed to the Medical Department by completing a request slip or you may use the Administrative Remedy Procedure described in the previous paragraph.

E. Incarcerated individual Activity Council ECI.170.0005

An Incarcerated individual Activity Council (IAC) is established at ECI to provide a way for communication between the incarcerated individual population and administration of the institution. This council is made up of representatives appointed by staff and the incarcerated individual population. The group meets regularly to discuss issues that affect the entire population and meets with the Warden or designee on an as-needed basis to discuss programs, proposals, problems, etc. You are encouraged to get to know your IAC tier and housing unit representatives to the council.

F. Incarcerated individual Remedies and Grievances COMAR 12.02.28

You are encouraged to settle any complaint on an informal basis with the person you have the problem with. If that doesn't work, you may file a formal Request for Administrative Remedy, which you can get from the incarcerated individual library, a housing unit officer or from your assigned counselor. You may file a complaint about many issues except: classification recommendations and decisions, Maryland Parole Commission procedures and decisions, disciplinary hearing procedures and decisions, and appeals of decisions to withhold mail. Grievances may be filed with the Incarcerated individual Grievance Office concerning claims of discrimination, denial of access to courts, abuse or corporal punishment, denial of basic medical or dental care, denial of the right to practice religion, or complaints on adjustment hearing results.

G. Library DOC.135.0002, ECI.135.0002

Satellite library services will be available by using the library resources of the main compounds of Eastern Correctional Institution. A librarian is available every other Wednesday afternoon or you may contact your counselor for further information.

H. Parole Process DCM 100-001

The Maryland Parole Commission schedules and hears cases for parole release and revocation, issues warrants for alleged parole violators, and can revoke parole. Prior to a hearing you will be given the opportunity to review your parole file and pre-parole summary. You may dispute any information you think is wrong and may affect the outcome of your hearing. The DOC Handbook you were given gives additional information concerning parole and you may ask your counselor about parole eligibility.

I. Prison Rape Elimination Act DPSCS.020.0026, ECI.050.0001

Eastern Correctional Institution has a policy of zero tolerance for sexual assault/rape in the institution. This may involve threats of sexual attack or any physical sexual contact, from unwelcome sexual touching to forcible rape. If you have been the victim of any incident of sexual assault/threat or rape, report it to any institutional staff member immediately or call the PREA Hotline # 410-585-3177. Medical care, counseling, and housing changes will be provided as needed. Counseling will be provided by the Psychology Department and / or the Social Work Department. The attacker will be subject to institutional and criminal prosecution.

J. Addictions Programs

The Addiction Services Department provides assessment and treatment for individuals with substance abuse problems who meet certain criteria. To receive these services, a person must first be referred by their classification case management specialist.

K. Social Work Programs

The Social Work Services Department provides a range of cognitive treatment groups to improve thinking skills and social skills. To receive these services, a person must first be referred by their classification case management specialist.

L. Incarcerated individual Voting Rights and Procedures DPSCS.200.0008

You are eligible to vote if you are a United States citizen, a Maryland resident, being held in a pretrial status; serving a sentence of imprisonment for a misdemeanor offense(s) or convicted of a felony who is not currently serving a sentence for the felony. You are given the opportunity to vote in a local, state and federal elections. If you are serving a sentence for a felony, upon your release for the Department Correctional Facility your voting rights will be restored. You will be provided with a Voter Registration application in accordance with the procedures established in OPS.230.0005 - Release Procedures.

**EASTERN CORRECTIONAL INSTITUTION
PERTINENT NAMES AND ADDRESSES**

Eastern Correctional Institution
30420 Revells Neck Road
Westover, Maryland 21890

Secretary of Public Safety & Corrections
6776 Reisterstown Road
Baltimore, Maryland 21215

Commissioner of Corrections
6776 Reisterstown Road, Suite 311
Baltimore, Maryland 21215-2342

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

Public Defender System -- Incarcerated individual
Services Division 300 West Preston Street, Room
213
Baltimore, Maryland 21201

Incarcerated individual Grievance Office
6776 Reisterstown Road, Suite 200 A
Baltimore, Maryland 21215-2342

Legal Aid Bureau
Prisoners' Assistance Project
500 East Lexington Street
Baltimore, Maryland 21202

Prisoner Rights Information System of
Maryland, Inc. (P.R.I.S.M.)
100 Church Alley
Chestertown, MD 21620

STATE COURTS

Court of Appeals of Maryland
Court of Appeals Building
Annapolis, Maryland 21401

Circuit Court for Baltimore City
111 North Calvert Street
Baltimore, Maryland 21202

Court of Special Appeals
361 Rowe Boulevard
Annapolis, Maryland 21401

District Court of Baltimore City
5800 Wabash Avenue
Baltimore, Maryland 21215

FEDERAL COURTS

U.S. District Court/Maryland Office
101 West Lombard Street, 8th Floor
Baltimore, Maryland 21201

For the address of other Public Safety agencies or State courts, you may contact the incarcerated individual library or your counselor.

Incarcerated individual Rule Violation
Summary COMAR 12.03.01.04

Category IA Incarcerated individual Rule Violations. An incarcerated individual may not:

- 100** — Participate in a disruptive act;
- 101** — Commit assault or battery on staff;
- 102** — Commit assault or battery on an incarcerated individual; **103** — Commit assault or battery on a person who is neither staff nor an incarcerated individual;
- 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, 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 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 Incarcerated individual Rule Violations. An incarcerated individual may not:

- 108** — Escape when assigned pre-release security
- 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 incarcerated individual 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 Incarcerated individual Rule Violations. An incarcerated individual may not:

- 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 incarcerated individual rule violation.

Category III Incarcerated individual Rule Violations. An incarcerated individual may not:

- 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; 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 incarcerated individual 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 incarcerated individual is permitted, but less than \$50 in excess of the amount the incarcerated individual 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 incarcerated individual 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 incarcerated individual 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 Incarcerated individual Rule Violations. An incarcerated individual may not:

- 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 incarcerated individual 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 access of the amount the incarcerated individual is permitted to possess;
- 405** — Vacant;
- 406** — Vacant;
- 407** — Participate in or operate an unauthorized business, personal service, or enterprise;
- 408** — Vacant;
- 409** — Make an unauthorized telephone call; Make or participate in a three way telephone call; Use a telephone for an unauthorized or illegal purpose; or 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 V Incarcerated individual Rule Violations. An incarcerated individual may not:

- 500** — Fail to possess or properly display a required incarcerated individual 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 incarcerated individual rule violation.

EASTERN CORRECTIONAL INSTITUTION
ECI- Annex Minor Rules

- I. The following Minor Rules are applicable to ECI – Annex in addition to those listed in COMAR Title 12 DPSCS Chapter 03, Incarcerated individual Disciplinary Process. Any violation of these rules may subject you to a Notice of Infraction and / or disciplinary actions.

503 – 01 Obey All Rules

- (1) All incarcerated individuals shall read and obey all rules written and verbal given by all employees or agents of the Maryland Division of Correction. These rules include Minor Rules and Regulations per COMAR Title 12 DPSCS Chapter 03, Incarcerated individual Disciplinary Process.
- (2) All incarcerated individuals shall obey all verbal orders and commands given by DOC Staff, and shall obey the rules listed below.

503 – 02 General Movement in Any Area of the Institution

- (1) If an incarcerated individual's access to his destination is denied / delayed preventing access to the pod, the incarcerated individual is to stand quietly and wait.
- (2) Incarcerated individuals shall stay on the sidewalk or pavement at all times; no running.
- (3) Incarcerated individuals must be properly dressed at all times. All clothing must be clean.
 - (a) Pants must be worn around the waist and not around the buttocks.
 - (b) Trousers must be worn with pant legs rolled down to the top of the foot.
 - (c) Shirts must be worn during movement between the dorm / day room, and while on the compound.
 - (d) Any shirt that is six inches below the natural waist must be tucked inside the pants.
 - (e) Incarcerated individuals may not wear hats other than authorized religious headgear inside any area. Hats with brims shall be worn with the brim facing forward. No homemade headgear is permitted.
 - (f) Incarcerated individuals may not wear sunglasses inside any area.
- (4) ID cards shall be carried in the incarcerated individual's possession at all times, and displayed above the waist.
- (5) Incarcerated individuals shall not block any thoroughfare, hallway, or stairway at any time.
- (6) Incarcerated individuals shall not litter at anytime, anywhere in the institution. All trash shall be placed in appropriate trash receptacles.
- (7) There shall be no display or use of gang signs, signals, colors, paraphernalia, greetings, and / or handshakes, at any time, in any area of the institution.
- (8) Incarcerated individuals are required to wear authorized clothing when outside the housing unit, with the exception of gym / courtyard, where shorts or sweat suits may be worn.
- (9) Incarcerated individuals are prohibited from possessing and / or wearing any black, dark blue, light blue, predominantly dark colored garments, orange, khaki, dark brown, or clothing made from camouflaged material.

503 – 03 Housing Unit Rules

- (1) Incarcerated individuals who play their; radios and / or tape players, etc., must use earphones or earplugs at all times, inside or outside.
- (2) All dayroom TVs are to be turned off at 11:30 p.m. (Sunday - Thursday), and at 1:00 a.m. (Friday & Saturday). Earphones / ear plugs must be used on personal TVs after 11:30 p.m. (Sunday - Thursday), and 1:00 a.m. (Friday & Saturday). Friday late night recreation shall be for Worcester and Wicomico. Saturday late night recreation shall be for Somerset and Dorchester. Holidays: Worcester and Wicomico 1 hour. Somerset and

Dorchester 1 hour. The first two units shall come out after count clears. The second two units shall come out when the first two units are secure.

- (3) Television programming is to be determined by a majority vote, except as directed by the Facility Administrator during "quiet hour."

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- (4) There shall be no fastening or hanging of pictures, posters, or any other item directly to cubicle wall(s), windows, furniture or ceilings, including air vents.
 - (a) At no time, shall any items or materials be hung or fastened on the end of any bunk other than the placement of one towel.
 - (b) There shall be no open display of nude pictures of any kind, including leaflets, flyers, etc., containing lewd, obscene, or racially explicit and / or offensive language or epithets.
- (5) It is the incarcerated individual's responsibility to lock his tote anytime he leaves his bunk area.
- (6) At no time is an incarcerated individual allowed to enter a wing other than that to which he is assigned. (7) Incarcerated individuals must be properly dressed when out of their pod.
 - (a) At no time shall an incarcerated individual be allowed to be out on the wing dressed solely in his underwear.
 - (b) Pajamas or robes shall not be worn in the day rooms.
- (8) Bedroom slippers / shower shoes shall not be worn outside the housing unit.
- (9) Only authorized headgear may be worn off the wing.
- (10) No floor covering is permitted in the pods (i.e., towels, blankets, rugs, etc.) at any time, as this is a safety violation. The only exception is the use of religious prayer rugs for praying only.
- (11) Handkerchiefs / bandanas may not be worn as an item of clothing, with the following exception:
 - (a) Incarcerated individuals registered as Native Americans (religious preference) may wear an approved olive green or Native American multicolored design bandana as a headband (religious headgear);
 - (b) Incarcerated individuals must have written proof of their religious preference signed by the Chaplain on their person to wear the bandana as religious headgear.
- (12) Prior to departure from the pod, each incarcerated individual's area is to be neat and orderly including all bunks being neatly made in a manner that allows the officer to view under the bunk.
- (13) There shall be no sitting on recreation hall tables. All chairs shall remain with all legs on the floor (i.e., no tipping).
- (14) All personal items shall be secured inside the tote.
 - (a) There shall be no items left on the floor or bed (i.e., books, rugs, etc.); the only exception to this is that one pair of shoes / footwear shall be allowed to be placed neatly under the bunk.
 - (b) No flowers, or other unauthorized items, shall be permitted in living quarters.
- (15) Incarcerated individuals are not allowed to play games in the recreation room after 10:00 p.m.
- (16) Group prayer in the day rooms is prohibited; prayer shall be done in the area designated by the Facility Administrator.

503 – 04 Dining Room Rules

- (1) Incarcerated individuals must be properly dressed in the dining area at all times. The following attire is not allowed: tank tops, pajamas, sweat pants, cut off shirt sleeves, thermal underwear worn as an outer garment, and hats, other than authorized religious and medically approved headgear. Shoes and socks must be worn.
- (2) No radios are allowed.
- (3) No line jumping is permitted.
- (4) Incarcerated individuals are not allowed to leave trays, cups, or food portions on the tables after any meal.

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- (a) Incarcerated individuals shall scrape leftovers from their trays into trashcans.
- (b) Incarcerated individuals shall stack the trays at the dishwashing area, and place the utensils in the receptacle provided.

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(5)The incarcerated individual shall have his eating utensils in his possession anytime he leaves his table (i.e., getting drinking water).

503 – 05 Dress Code

- (1)Recreation Yard – Incarcerated individuals are to wear attire that is appropriate for the courtyard, i.e., sweat pants, shorts, cut off shirts, etc.
- (a) The following items are not allowed in the courtyard: shower shoes; hand wraps.
 - (b) The wearing of ace bandages is allowed, if medically approved.
 - (c) Shirts may not be removed in the recreation yard, except as directed by the Facility Administrator. No other garment, other than underwear shall be permitted under work clothing: i.e., jump suits, kitchen whites.
 - (d) All minimum-security detail incarcerated individuals shall be allowed to wear the following with their minimum security uniform:
 - (i) All white tee shirt (no writing or markings of any type allowed);
 - (ii) All gray tee shirt (no writing or markings of any type allowed);
 - (iii) If the incarcerated individual(s) has none of the above mentioned white or gray tee shirts, then no tee-shirt of any type shall be worn with the minimum security uniform when the incarcerated individual(s) leaves his housing unit to report to his assigned minimum security detail;
 - (iv) Insulated underwear is allowed during cooler weather;
 - (v) While working, tennis shoes or boots shall be worn. No other footwear is acceptable.
- (2)Support Building / Visiting Room – Incarcerated individuals who report to the Support Building for any reason, i.e., Commissary, Property, Education, Medical, etc., shall be properly attired. The following attire is not allowed in this area:
- (a) Sandals;
 - (b) Shower shoes;
 - (c) Tank tops;
 - (d) Insulated underwear (top / and / or bottom) used as an outer garment;
 - (e) Shorts and sweat clothes;
 - (f) Hats other than authorized religious headgear shall be removed upon entry into this area.
 - (i) Authorized medical headgear is permitted.
 - (ii) It is the incarcerated individual's responsibility to have supporting medical documentation on his person if he has to enter an area where headgear is prohibited and unauthorized.

503 – 06There shall be no military drills or exercises in the martial arts (i.e., Karate) at any time.

503 – 07Physical exercise is limited to those areas specifically provided for such activity (i.e., Courtyard).

- (1)Nothing may be carried to the Courtyard except a walkman type radio / CD /tape player with headphones and two commissary items.
- (2)Any other article found in an incarcerated individual's possession is a violation.

503 – 08There shall not be any yelling or conversing of any kind into, or out of any exterior pod windows, from housing unit to housing unit, or across the compound.

503 – 09Incarcerated individuals may play guitars, other musical instruments, or any other facility provided instruments in the appropriate designated area only. There shall be no playing of musical instruments between the hours of 11:00 p.m. and 7:00 a.m.

503 – 10Incarcerated individuals leaving the dining room, housing units or any other areas are not permitted to feed the birds and / or other animals.

503 – 11Dormitory Regulations

- (1) You shall have 24 hours to report any contraband found in your assigned area to the Shift Supervisor.
- (2) You shall not change or relocate any totes.
- (3) When rising in the morning, your bed is to be made with your sheet and blankets tucked under the mattress.
 - (a) The pillow shall be placed toward your assigned tote, which shall be the head of your assigned bunk.
 - (b) Do not deface or destroy your assigned sheets, pillowcases or blankets in any manner.
 - (c) Nothing is to hang at the head or foot of your bed except the following:
 - (i) The incarcerated individual sleeping on the top bunk may hang one towel and one washcloth at the foot of his bunk.
 - (ii) The incarcerated individual sleeping on the bottom bunk can hang one towel and one washcloth at the head of his bunk. No other articles are allowed in these areas.
 - (iii) Nothing shall be hung on the bunk that covers the bunk number.
- (4) Nothing is allowed on or under your bunk or mattress except:
 - (a) One framed picture;
 - (b) One pair of shoes under the bunk or inside of stool;
 - (c) State blankets, sheets and assigned stool. The stool must be placed upside down on your bed, prior to leaving your dorm in the morning.
- (5) Anytime you are not in your immediate bunk, you are required to have your tote locked with approved State lock. You are not to damage, modify, or deface your assigned bunk.
- (6) Do not place any articles or items on window ledges, pipes, walls, or fans. You are not permitted to tamper with ceiling lighting.
- (7) You are not permitted to enter any other dormitory for any reason, at any time, except the dormitory you are assigned to. This includes standing in the doorways of other dormitories.
- (8) Loud and boisterous behavior shall not be tolerated in the dormitories. Talking and visiting other incarcerated individuals at other bunks after 10:00 p.m. is not permitted.
- (9) Games are not permitted in the dormitories, except chess or checkers.
- (10) Battery sound equipment (radios and tape players) may be used in the dormitory with earphones. The earphones must be worn properly when being used.
 - (a) This equipment shall not be plugged into any electrical outlet in this Facility.
 - (b) Headphones or earphones must be used properly when playing radios or tape players inside the facility, or when you are within fifty feet of the Facility.
- (11) It is your responsibility to exchange your dirty linen (sheets and pillowcases) for clean linen at the Clothing Room, when the announcement is made.

II. It is your responsibility to learn and follow ECI-Annex rules as stated. If there are any questions, see your Housing Unit Officer.

Maryland Department of Public Safety and Correctional Services
EASTERN CORRECTIONAL INSTITUTION
Allowable Incarcerated individual Property

CLOTHING

Belt, max 2" buckle \$20. no logos, insignia or designs	1
Coat, Jacket – State issued	1
Footwear (any combination, max 2: heel, 8: high boots, athletic shoes, shower shoes, slippers, sandals, shoes)-no battery-powered or pump-type tennis shoes or metal, plastic or fiberglass shanks in shoes - \$100 per pair (MCE commissary sales only)	4
Handkerchiefs, white only, max size 16" x 18"	6
Hat (knit style), white or gray, \$10. each	1
Hat (baseball style hate), no logos, \$10. each	1
Hat (stretch nylon type) white or gray only	2
Pajamas, sets, \$20.	2
Rain poncho or raincoat (clear), \$15.	1
Shirts including sweatshirts - State issued (combined total) gray only	6
Shorts, athletic (no pockets or logos), gray only, \$25. each	4
Shower robe, \$20.	1
Socks, pair, \$4. per pair white or gray	9
Special work clothing	as permitted
Thermal underwear (set) \$15. each	2
Trousers, pants – State issued	4
Sweat pants/leisure-style pants (no cargo pockets, no extra snaps, fasteners or zippers) \$50. each (combined total)	4
Undershirts/tee-shirts, \$4.00 each, short sleeve, no sleeveless or tank tops (white or gray)	8
Underpants, \$4.00 each, boxers/briefs (or any combo) white or gray	8

JEWELRY AND PERSONAL ACCESSORIES

Clothes hangers (plastic)	0
Lock, available from Commissary (as necessary)	2
Religious articles (Bible, Koran, etc.)	
Jewelry, Religious only \$25.	1
Clothing, white, gray, cream only	3
Other	4
Ring, wedding - \$75. Plain, no stones	1
Sewing Kit	1
Shoe/boot laces (spares)	1 pack
Shoe polish - no wax	1
Shoeshine brush	1
Shoeshine cloth	1
Sunglasses (no wraparound or mirrored) (commissary only)	1
Trash can - max 3 gallons (plastic or fiberglass only)	1
Wristwatch 2/bands - \$50. (must be clear with no metal backing; basic functions/time/stopwatch/alarm)	1

APPLIANCES AND ACCESSORIES

Alarm clock, clear case, battery or wind-up only, \$15. (no clock radios)	1
Antenna, TV (as needed)	1

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Batteries, (to include watch battery, plus one additional set)	as required
Beard and mustache trimmer (cordless, battery-operated, plastic clipper attachment), commissary or catalog – clear case	1
Book lights, clip-on, clear only \$15. battery operated	1
Calculator (pocketsize – battery only) \$10.	1
Cassette tapes, compact discs commercially recorded, factory-sealed, any combination (NO DVD)	8
Surge Protector – 6 or less outlets, 9ft. max cord based on need, no power strips; UL approved	1
Fan, where electrical system allows or battery-operated – commissary only – max 8” clear plastic	1
Play Station Console must have controllers with cords (wireless controllers are unauthorized), or Xbox 360 with controller cord which only attaches to the console and the controllers for incarcerated individuals, with authorized televisions only; or Hand held game system Stationary or Game Boy type; or accessories except AC adaptor; \$375, clear case if available; Items Can only be purchased from Walkenhorst, and Game Dude may not have internet, Ethernet or Wi-Fi capacity. (Incarcerated individuals order these items at the risk of having the warranty voided).	1
Game cartridges for hand held game system, \$50. each (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, MP3 Player (Walkenhorst model #38428-918 only) with pre-loaded music (this model does not have a USB port), (No recording capability or detachable speakers) - \$75.	1
Television or TV/AM/FM radio combo (15” max. screen) \$350, flat panel Clear case with or without remote.	1
Typewriter (portable/manual or electric with word processing capabilities) – catalog sales only, no detachable monitor or disk capabilities \$350. Clear case type only.	1
Other accessories for appliances; for example, typewriter ribbon, earphone extensions – maximum 6 ft., AC appliance adaptors, coax connectors (as permitted). No universal adaptors.	as required

MISCELLANEOUS

Air freshener, solid	2
Comb (bush pick or regular)	1
Drinking cup clear only. (non-institutional – 16 oz. max)	1
Hair brush	1
Laundry soap	2
Mirror (plastic)	1
Nail clipper (small)	1
Over the counter medications, includes:	
Aspirin/Tylenol (pack)	
Antacid (pack)	
Cough Drops (bag)	8
Vitamins-Multiple (container)	
(no amino or creatine type supplements) Total in any combination	
Razor (disposable only)	2
Roach/Ant motel	3
Soap dish (plastic)	1

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Toothbrush	2
Toothbrush Holder	1

HYGIENE ITEMS - NO GLASS. CLEAR SUBSTANCES OR CONTAINERS ONLY

Hygiene items not listed but sold in commissary include: aftershave lotion, bunion and callus pads (box), Chap stick, contact lens cleaner, contact lens solution (if approved), cotton swabs (box), dental flossing instruments with floss less than 3", dental loops, denture adhesive denture cleaner, deodorant (non-flammable, no aerosol), eye wash, hair conditioner, hair dressing, mouthwash, shampoo, shaving cream (non-aerosol), skin cream or lotion (no baby oil), soap, talcum powder, toothpaste	25
Toilet paper rolls	3

STATIONERY ITEMS

Approved extension course material	as required
Binder (notebook/no metal)	1
Books and papers (personal, legal, etc.) 1.5 cu. ft. (e.g. 12" x 12" x 18") Magazines and newspapers by subscription are included	1.5 cu. ft.
Books, school	as required
Greeting cards	as approved
Pencils/pens (ballpoint – plastic refills only or flair)	8
Photo album (no metal)	1
Photograph w/plastic frame	1
Postage stamps/stamped envelopes	20
Ruler, plastic	1
Scotch tape, rolls	2
Writing paper tablets (no metal)	2

LINEN ITEMS

Laundry bag	2
Personal sheets and pillowcases – 1 set State issued	1
Towels, hand or bath	6
Washcloths	4

RECREATIONAL MATERIALS

Art brushes	5
Art sets (chalk/watercolors/charcoal coloring pencils/non-toxic) where permitted – commissary only	1 Set
Board games/Dominoes (no dice) - \$20.	1
Chess set (solid) - \$20.	1
Guitar (no electric), \$150. with or without case	1
Guitar strings, exchange only	exchange
Harmonica, \$25. with case	1
Jigsaw puzzles (maximum size)	2
Playing cards	2
Support belt/athletic supporter	as required

MEDICAL ITEMS

Dentures and container	as prescribed
Eyeglasses/contact lenses and case	as prescribed
Other items (braces, etc.) elastic joint support, other medical items or equipment	as prescribed
Prosthetics	as prescribed

FOOD/DRINK ITEMS – NO GLASS CONTAINERS

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Beef jerky	6
Candy, bags	5
Candy bars	24
Canned goods & packaged meals (tuna fish/soup, potted meat) combined total	15
Cereals	2
Coffee, Hot Chocolate individual packs	24
Crackers/cookies/cakes (boxes) - combined total	3
Creamer - non-dairy (50 pack box)	2
Instant drinks (containers)	5
Potato chips/popcorn/pretzels/nuts – combined total	8
Pudding (packages)	2
Soft drinks/juice (case of 24 or as permitted) No cans, Plastic Only	1
Soup noodles	14
Spreads – condiments/mayo/honey/cheese/jelly – combined total	6
Sweetener (box)	1
Tea bags – box	1
Plastic bowl (1 quart maximum)	1
Plastic spoon	1

NOTES:

Dollar figures represent maximum permissible values. Any items above these value amounts are not allowable.

Any item not clearly approved by this document or made available through the commissary is prohibited.

ECI uses incarcerated individual uniforms so personal articles of the following clothing items are not allowable: shirts, shorts, trousers, and coats. Clothing is supplied through State issue or MCE commissary sales. Hoods are prohibited.

You are not allowed to have colors of outer wear or any type of clothing that conflicts with security or that could be construed as a uniform, military or medical, etc. No logos, writing, insignia or appliqués except professional sports or college logo, a manufacturer’s logo, or an institutional logo when supplied by the institution.

Clear case is described as: transparent, may be colorless or tinted (internal components must be visible).

Personal Photos: You may possess photographs as long as they are not detrimental to personal safety or security. A personal photograph is defined as a photograph, either individual prints or copies, intended for individual viewing as opposed to a photograph published for commercial use. Nude or sexually suggestive photos in which the subject is partially or completely nude or depicts sexual acts such as intercourse, fellatio or sodomy, are not permitted and shall not be retained, received or possessed.

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 health person. 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 response 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 and 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 your 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 whenever possible.
- Don’t ever get a tattoo while in prison, use injection drugs, or have sexual contact with other incarcerated individuals.

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 MRSA 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.



NOTICE TO PRISONERS USING THE PHONE SYSTEM

Phone List Deployment

You can only place calls to telephone numbers on your Incarcerated individual Telephone List. Please read and understand the following information before the telephone list deployment:

- You may have up to ten (10) telephone numbers on your phone list.
- Your phone list will be automatically created by the telephone system.
- The first ten (10) unique numbers you attempt to call (which are not blocked and able to receive calls from the incarcerated individual platform) will be automatically added to your phone list.
- You will have the ability to change your incarcerated individual telephone list during the first 10 days of the specified change period at your facility. Change periods occur every 90 days.
- Attorney numbers will NOT be added to your incarcerated individual telephone list. If you have an Attorney number on your telephone list, please use the Discrepancy form to notify the GTL site Administrator. The GTL site administrator will guide you through the process of correcting.

Phone List Rules

1. Change requests.

When you have 10 numbers on your list, you will not be able to change a telephone number until the next change period. All requests will be denied.

2. Emergency change requests.

When the limit of 10 numbers has been reached, any EMERGENCY telephone list change requests need to be submitted to facility administration for approval.

3. Request of phone list.

Using the Auto Enrollment IVR you have the ability to listen to phone numbers in your incarcerated individual telephone list during the change period at your Facility. Requests for a phone list printout will be denied.

4. Numbers added fraudulently.

All requests to change a number, due to the number being added against your will, will be referred to Intel.

5. You are under suspension and cannot make calls.

GTL will not remove your suspension without approval of the facility.

All requests or complaints need to be submitted to GTL via the Incarcerated individual Discrepancy Form.



OFFICIAL NOTICE

Auto Enrollment IVR Incarcerated individual
Instructions Maryland DPSCS

The Auto-enrollment IVR allows you to review, remove, and add phone numbers in your allowed number list during the change period at the facility.

Notice: The Auto Enrollment IVR will only be available during an official change period. The number of phone numbers you can add during the change period is determined by the facility. **DURING MARCH, JUNE, SEPTEMBER & DECEMBER**

1. Pick up the telephone handset and Press 1 for English Press 2 for Spanish.
2. To auto enroll your allowed number list, dial 114.
3. Enter your S.I.D number.
4. State your name when prompted.
5. Enter your 4 digit private code.
6. Main Menu:
 - **To review and listen to the entire list of your allowed numbers, press 1.**
 - The system will play each phone number in your allowed number list.
 - Press any digit to go back to main menu.
 - **To remove numbers from your allowed list, press 2.**
 - Enter the 10 digit phone number you want to remove (area code+ phone number). For international numbers, press 011, country code, city code, and then the number.
 - The system will repeat the number to be removed, press 1 if the number is correct. Press 2 to re-enter the number.
 - **To add numbers to your allowed list, press 3.**
 - The system will identify how many allowed numbers may be added during the change period.
 - Enter the 10 digit telephone number to be added (area code+ phone number), then press the pound key. For international numbers, press 011, country code, city code, then number. Please press the pound key when finished.
 - The system will repeat the number to be added, press 1 if the number is correct. Press 2 to re-enter the number.

EASTERN CORRECTIONAL INSTITUTION
INCARCERATED INDIVIDUAL

DATE: _____

NAME: _____ I.D. NUMBER: _____ HOUSING UNIT: _____

ADD THE FOLLOWING NAMES TO MY VISITOR'S LIST:

	NAME OF VISITOR	VISITOR'S COMPLETE ADDRESS	RELATIONSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

INCARCERATED INDIVIDUAL SIGNATURE: _____

!.....! !

INCARCERATED INDIVIDUAL RETURN SHEET

FILL IN THE SAME INFORMATION AS ABOVE SO THAT IT WILL COINCIDE WITH THE TOP LIST FOR YOUR RECEIPT:

DATE: _____

NAME: _____ I.D. NUMBER: _____ HOUSING UNIT: _____

ADD THE FOLLOWING NAMES TO MY VISITOR'S LIST:

	NAME OF VISITOR	VISITOR'S COMPLETE ADDRESS	RELATIONSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

PLEASE DELETE THE FOLLOWING NAMES FROM MY VISITOR'S LIST

	NAME OF VISITOR	VISITOR'S COMPLETE ADDRESS	RELATIONSHIP
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

INCARCERATED INDIVIDUAL SIGN.

SEC/OFC. SIGNATURE: _____

DPSCS VIDEO VISITATION ACKNOWLEDGEMENT FORM

As a result of the COVID-19 pandemic the Department of Public Safety and Correctional Services has implemented a new video visitation system to allow incarcerated individuals and detainees to communicate with their families, friends, and loved ones. You are being sent this form because you are already on an approved visitor list. If you would like to participate in this program please:

- **Complete this form and return it to the institution's administration:**
Do not return this signed form to the incarcerated individual/detainee listed below. This may delay your ability to participate in visitation.
- **Complete all the required sections of the form.**
- **Print neatly and clearly. Each adult visitor must complete a copy of this form.**
- **All visitors 16 years of age or older must sign and date the form acknowledging the rules and guidelines required to participate. All visitors 16 years of age or older must show a valid photo ID at the time of visitation.**

Example: MCI Administration
123 JFX Way
Baltimore, MD 11111

Incarcerated individual Name: _____ DOC & SID Number: _____ Housing Unit: _____

Adult Visitor's Name	Residential Address	Relationship	Email Address
Child Visitor's Name(s)	Relationship(s) to Incarcerated individual/Detainee (e.g. son, niece, grandchild)		Age(s)

Criteria For Visitation

In order to participate in video visitation **you:**

1. Cannot have an open arrest warrant
2. Cannot be suspended from visitation at any State correctional facility
3. Must possess and display a current photo I.D. (e.g. driver's license, age of majority card, military I.D). The name and address on the photo identification must exactly match the information on the incarcerated individual's visiting list
4. Must agree to comply with the institutional dress code (see No. 5, 6 below)
5. Must already be on the incarcerated individual/detainee's approved visitor list
6. Must return this form to the facility within 2 weeks any planned visitation
7. Must provide a valid email address for video visitation
8. Must be accompanied by an adult if you are under the age of 18
9. Must have a Microsoft Teams Account (To create an account go to: <https://www.microsoft.com/en/>)

Visitor's Video Visitation Rules

Visitors are prohibited from:

1. Use of three way calling
2. Taking snap shots of screen captures of the incarcerated individual or screen
3. Engaging in lewd behavior, indecent exposure, or sexual acts. Video visitation occurs in an open space, recorded acts of indecent exposure will be provided to local law enforcement.
4. Displaying of drugs or drug paraphernalia
5. Using Obscene language or gestures
Wearing the following clothing: Tube Tops, Tank Tops, Halter Tops, See-through clothing, Mini-Dresses, Shorts, Skorts, Culottes,
6. Form-fitting clothes such as leotards and spandex, clothing that expose a person's midriff, side, or back, tops or dress that have revealing necklines, and excessive splits or both.
7. Any other action, communication, or activity that violates the law, regulation, or the security of the correctional facility.

I, _____ hereby acknowledge that I have received, read, understand, and will abide by the rules and criteria outlined in this document for DPSCS Video Visitation. I further understand that a violation of any of these rules will result in the automatic termination of the visit and possible suspension of my visitation privileges under Code of Maryland Annotated Regulations (COMAR) 12.02.16.08. I also understand that my words, behaviors, and actions may result in a disciplinary action against and possible loss of visiting privileges for the person I am visiting.

Visitor's Signature Date

Child Visitor Signature (if 16 or 17 y.o.) Date

Eastern Correctional Institution
**INCARCERATED INDIVIDUAL
VISITOR SIGN-IN LOG**

DATE: _____ HU & CELL LOCATION: _____

DOC/SID

NAME: _____ NUMBER: _____

PLEASE ADD THE FOLLOWING NAMES TO MY VIDEO VISITORS LIST:

	NAMES OF VISITORS	VISITOR'S EMAIL ADDRESS	RELATIONSHIP TO INCARCERATED INDIVIDUAL	<u>STAFF ONLY</u>	
				Approve Visiting List	Acknowledgement Form Received
				<input type="checkbox"/>	<input type="checkbox"/>
1)				<input type="checkbox"/>	<input type="checkbox"/>
2)				<input type="checkbox"/>	<input type="checkbox"/>
3)				<input type="checkbox"/>	<input type="checkbox"/>
4)				<input type="checkbox"/>	<input type="checkbox"/>
5)				<input type="checkbox"/>	<input type="checkbox"/>
6)				<input type="checkbox"/>	<input type="checkbox"/>
7)				<input type="checkbox"/>	<input type="checkbox"/>
8)				<input type="checkbox"/>	<input type="checkbox"/>
9)				<input type="checkbox"/>	<input type="checkbox"/>
10)				<input type="checkbox"/>	<input type="checkbox"/>
11)				<input type="checkbox"/>	<input type="checkbox"/>
12)				<input type="checkbox"/>	<input type="checkbox"/>
13)				<input type="checkbox"/>	<input type="checkbox"/>
14)				<input type="checkbox"/>	<input type="checkbox"/>

15)

INCARCERATED INDIVIDUAL SIGNATURE: _____

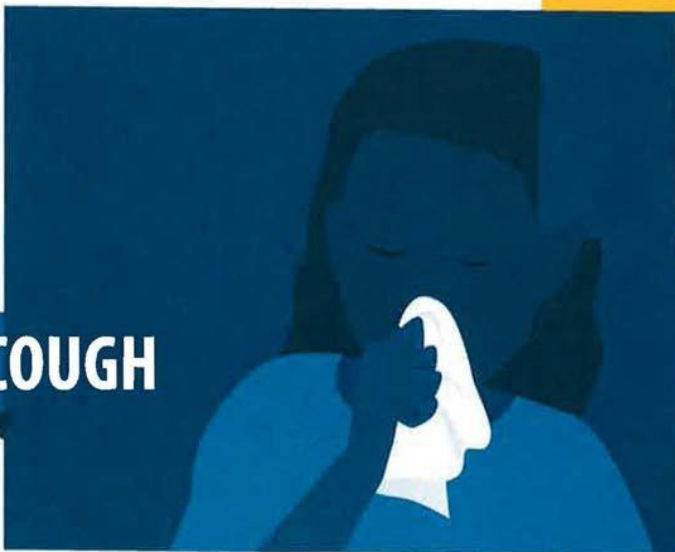
Patients with COVID-19 have experienced mild to severe respiratory illness,

Symptoms* can include

FEVER



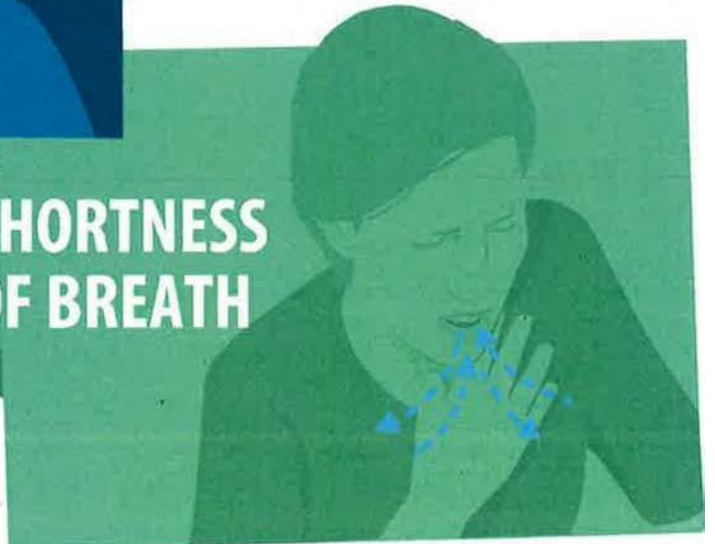
COUGH



***Symptoms may appear 2-14 days after exposure.**

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

SHORTNESS OF BREATH



**Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors .
Diseases can make anyone sick regardless of their race or ethnicity.**

FACT
1

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19

FACT
2

Some people are at increased risk of getting COVID-19, People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

FACT
3

Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

FACT
4

You can help stop COVID-19 by knowing the signs and symptoms:

- **Fever**
- **Cough**
- **Shortness of breath**

Seek medical advice if you

- **Develop symptoms – AND**
- **Have been in close contact with a person known to have COVID-19 or you live in or have recently been in an area with ongoing spread of COVID-19.**

FACT
5

There are simple things you can do to help keep yourself and others healthy.

- **Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, sneezing: going to the bathroom; and before eating or preparing food.**
- **Avoid touching your eyes, nose, and mouth with unwashed hands**
- **Stay home when you are sick**
- **Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**

DETENGA LA PROPAGACIÓN DE LOS MICROBIOS

Ayude a prevenir la propagación de virus respiratorios como el nuevo COVID-19.

Evite el contacto cercano con las personas enfermas.



Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar y luego bótelos a la basura.



Evite tocarse los ojos, la nariz y la boca.

Limpie y desinfecte los objetos y las superficies que se tocan frecuentemente.



Quédese en casa si está enfermo, excepto para buscar atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



Para obtener más información: www.cdc.gov/COVID19-es

CS314915-B

COVID-19 Qué hacer si contrae la enfermedad del DEI 19 coronavirus 2019 (COVID-19)

Si usted está enfermo con COVID-19 o sospecha que está infectado por el virus que causa el COVID-19, tome las medidas mencionadas a continuación para ayudar a prevenir que la enfermedad se propague a personas en su casa y en la comunidad.

Quédese en casa, excepto para conseguir atención médica. Debe restringir las actividades fuera de su casa, excepto para conseguir atención médica. No vaya al trabajo, la escuela o a áreas públicas. Evite usar el servicio de transporte público, vehículos compartidos o taxis.

Manténgase alejado de otras personas y de los animales en su casa

Personas: en la medida de lo posible, permanezca en una habitación específica y lejos de las demás personas que estén en su casa. Además, debería usar un baño aparte, de ser posible.

Animales: mientras esté enfermo, no manipule ni toque mascotas ni otros animales. Consulte El COVID-19 y los animales para obtener más información.

Llame antes de ir al médico

Si tiene una cita médica, llame al proveedor de atención médica y dígame que tiene o que podría tener COVID-19. Esto ayudará a que en el consultorio del proveedor de atención médica se tomen medidas para evitar que otras personas se infecten o expongan.

Use una mascarilla

Usted debería usar una mascarilla cuando esté cerca de otras personas (p. ej., compartiendo una habitación o un vehículo) o de mascotas y antes de entrar al consultorio de un proveedor de atención médica. Si no puede usar una mascarilla (por ejemplo, porque le causa dificultad para respirar), las personas que vivan con usted no deberían permanecer con usted en la misma habitación, o deberían ponerse una mascarilla si entran a su habitación.

Cúbrase la nariz y la boca al toser y estornudar

Cúbrase la nariz y la boca con un pañuelo desechable al toser o estornudar. Bote los pañuelos desechables usados en un bote de basura con una bolsa de plástico adentro; lávese inmediatamente las manos con agua y jabón por al menos 20 segundos o límpieselas con un desinfectante de manos que contenga al menos 60 % de alcohol, cubra todas las superficies de las manos y fróteselas hasta que sienta que se secaron. Si tiene las manos visiblemente sucias, es preferible usar agua y jabón.

Evite compartir artículos del hogar de uso personal

No debe compartir platos, vasos, tazas, cubiertos, toallas o ropa de cama con otras personas o mascotas que estén en su casa. Después de usar estos artículos, se los debe lavar bien con agua y jabón.



Para obtener más información: www.cdc.gov/COVID19-es

Límpiese las manos con frecuencia

Lávese frecuentemente las manos con agua y jabón por al menos 20 segundos. Si no hay agua y jabón disponibles, límpieselas con un desinfectante de manos que contenga al menos un 60 % de alcohol, cubra todas las superficies de las manos y fróteselas hasta que sienta que se secaron. Si tiene las manos visiblemente sucias, es preferible usar agua y jabón. Evite tocarse los ojos, la nariz y la boca con las manos sin lavar.

Limpie todos los días todas las superficies de contacto frecuente. Las superficies de contacto frecuente incluyen los mesones, las mesas, las manijas de las puertas, las llaves y grifos del baño, los inodoros, los teléfonos, los teclados, las tabletas y las mesas de cama. Limpie también todas las superficies que puedan tener sangre, heces o líquidos corporales. Use un limpiador de uso doméstico, ya sea un rociador o una toallita, según las instrucciones de la etiqueta. Las etiquetas contienen instrucciones para el uso seguro y eficaz de los productos de limpieza, incluidas las precauciones que debería tomar cuando aplique el producto, como usar guantes y asegurarse de tener buena ventilación mientras lo esté usando.

Vigile sus síntomas

Busque atención médica rápidamente si su enfermedad empeora (p. ej., si tiene dificultad para respirar). Antes de hacerlo, llame a su proveedor de atención médica y dígame que tiene COVID-19, o que está siendo evaluado para determinar si lo tiene. Póngase una mascarilla antes de entrar al consultorio. Estas medidas ayudarán a que en el consultorio del proveedor de atención médica se pueda evitar la infección o exposición de las otras personas que estén en el consultorio o la sala de espera.

Pídale a su proveedor de atención médica que llame al departamento de salud local o estatal. Las personas que estén bajo monitoreo activo o automonitoreo facilitado deben seguir las indicaciones provistas por los profesionales de salud ocupacional o de su departamento de salud local, según corresponda.

Si tiene una emergencia médica o necesita llamar al 911, avísele al personal del centro de llamadas que tiene COVID-19 o lo están evaluando para determinarlo. De ser posible, póngase una mascarilla antes de que llegue el servicio médico de emergencias.

Interrupción del aislamiento en la casa

Los pacientes con COVID-19 confirmado deben permanecer bajo precauciones de aislamiento en la casa hasta que el riesgo de transmisión secundaria a otras personas se considere bajo. La decisión de interrumpir las precauciones de aislamiento en la casa debe tomarse según cada caso en particular, en consulta con proveedores de atención médica y departamentos de salud estatales y locales.