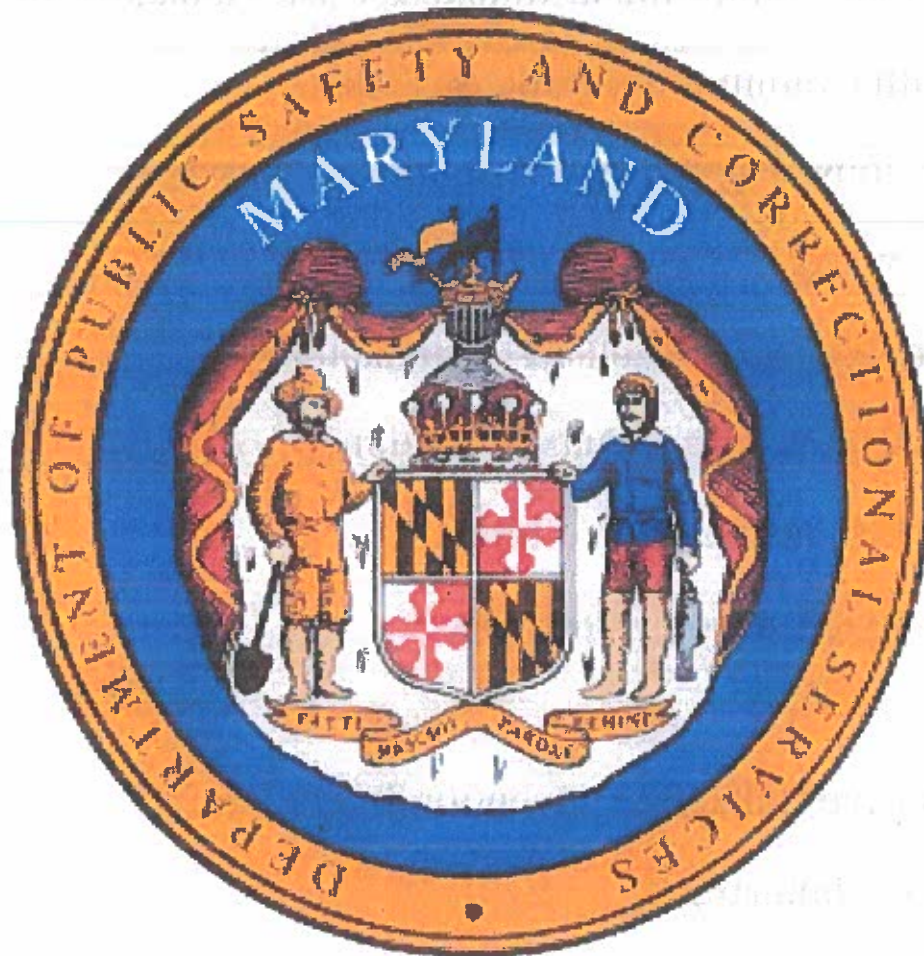


# Jessup Correctional Institution

P.O. Box 534 Jessup, MD 20794



## Inmate Orientation Handbook

*Revised April 2023*

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## ***Introduction***

The Jessup Correctional Institution (JCI) is a Medium/Maximum security facility, which houses sentenced inmates of all security levels. Our goal at JCI is to provide a safe environment and re-entry services that offer you the opportunity to leave here better prepared for your return to society or to a lower level security facility.

This handbook provides reliable information on programs, services, rules and regulations that can assist in making your stay here as productive as possible. As a recommendation, you shall participate in these programs as they provide opportunities for growth and self-improvement. Failure to know and follow the rules and regulations can lead to disciplinary infractions and affect eligibility for progress in the DPSCS as well as parole.

Please take advantage of the orientation session during your arrival and ask questions so you may leave with a full understanding of the requirements within this institution. It is advisory that you use this handbook as a guide to help you evolve towards rehabilitation, whether it is a lower security institution or home.

If you have questions referring to this handbook, you may read the Division of Correction Directive (DCD) on the subject (located in the JCI Library) or ask your Case Manager for more information.



Robert S. Dean Jr., Warden

## **JESSUP CORRECTIONAL INSTITUTION INMATE ORIENTATION HANDBOOK**

The purpose of this manual is to familiarize you with the policies, programs, and rules of this institution. Many rules that protect people in society also apply to inmates in correctional institutions. It is your responsibility to follow both institutional and the Department and Public Safety and Correctional Services regulations and policies.

### **ORIENTATION**

Upon arrival to JCI, inmates are assigned to a case manager; during the intake process you will be initially assigned to the Intake Unit and Intake's case manager. You are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities. While assigned to the Intake Unit, you will learn about the programs, services, policies, and procedures of the institution. Also, you will hear lectures from the staff regarding their programs and departments. During the intake process you will be given a medical screening and will also be screened by the mental health staff. After the completion of the intake process period, you will be assigned to a housing unit here at JCI or sent to another institution for housing.

### **"ZERO TOLERANCE" PRISON RAPE ELIMINATION ACT (PREA)**

#### **How to report:**

- **Tell a Supervisor or a Staff Member immediately**
- **Submit an Inmate Statement in writing**
- **Contact the PREA Hotline at (410) 585-3177**

**\*ALL SEXUAL ABUSE ALLEGATIONS ARE INVESTIGATED CONFIDENTIALLY\***

### **GENERAL CONDUCT**

You will conduct yourself in a respectful manner toward all persons. Loud and/or vulgar language is not permitted. Your behavior must be acceptable to others. Deviant behavior will not be condoned or tolerated. JCI does not tolerate discrimination based on race, color, religion, national origin, disability, age or sex.

### **INMATES EXERTING CONTROL**

The Jessup Correctional Institution's policy is that no inmate or group of inmates will be given control or authority over other inmates. The administration and personnel of this institution will not forfeit or surrender authority to inmates under any circumstance.

## **DAILY INMATE LIFE/SECURITY PROCEDURES**

As of June 30, 2001 Jessup Correctional Institution is a non-smoking facility. Any inmate caught possessing any contraband or smoking will be subject to disciplinary actions.

### **NOTICE TO INMATES:**

#### **MALE AND FEMALE STAFF ROUTINELY WORK AND VISIT INMATE HOUSING AREAS.**

### **COUNT**

One of the most realities of institutional life is being counted. You will be counted on a regular basis. All noise shall be kept to a minimum during counts. The 9:30 p.m. count is a standing ID count. During a standing ID count, you are expected to stand and quietly approach the cell door, displaying your state issued identification card until the officer verifies your identity. During all other counts, you may sit or lie on your bunk. During sleeping hours, you must leave your head exposed. You must be seen during all counts and note that an officer may wake you if they are unable to confirm signs of life.

#### **Counts are as follows:**

- 7-3 shift: 7:00 a.m. (Informal Count)
- 3-11 shift: 3:00 p.m. (Formal Count)  
9:30 p.m. (Formal Count/Stand-Up Count)
- 11-7 shift: 11:00 p.m. (Formal Count)  
3:00 a.m. (Formal Count)

You will receive a Notice of Inmate Rule Violation for interfering with count or leaving an assigned area before count is cleared.

### **WAKE-UP**

Wake-up call for breakfast will begin at 4:00 a.m. for inmates receiving insulin, controlled meds, MCE Shop workers, court and transfer inmates. Standard breakfast movement will follow in the order called by Compound Officer in Charge (OIC). Main lights will be turned on at 6:00 a.m. in the housing units; Living areas should be cleaned and beds made, no later than 7:30 a.m. On weekends and holidays, living areas shall be cleaned and beds made prior to 10:00 a.m.

### **LOCKDOWN**

You will be required to be locked down prior to each count on every shift. The institution may be locked down for security reasons and/or inclement weather at any time.

### **INMATE IDENTIFICATION CARD**

Once assigned to JCI, you will be issued an identification card, which contains your picture, DOC/SID number. The identification card is required to be on your person at all times once you exit your assigned cell. This card is used for identification purposes and you should be aware that drastically changing your appearance could result in the need for a new ID card. Inmates who require a new ID card due to change in appearance and/or loss of the card will be required to pay \$4.00 for a replacement card. Reissuance of cards due to normal wear and tear will not incur the fee.

### **LIVING ETIQUETTE**

In an effort to keep “the cleanliness up and the violence down”, JCI has come up with the following list for you to follow:

- Keep all body parts to yourself and away from other people.
- Respect other person’s space.
- If it is not yours, do not touch it.
- Clean up your own mess. (including the dining room area)
- Respect the need for quiet time. (keep radios and television volumes at a minimum)
- Take care of your hygiene daily.
- If you do not know or unsure... ask.

### **CONTROLLED MOVEMENT**

Movement throughout the institution is regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure safety and security of the institution. The beginning and end of each movement will be announced by your tier officer. During the period of controlled movement, inmates shall move in an orderly fashion from one approved area of the institution to another. The first controlled movement will begin after the 7:00 a.m. count is cleared and end before the 9:30 p.m. count is conducted. You must have an institutional pass signed by an officer to move anywhere throughout the compound; however, during mass movement passes are not required. (i.e. dining hall, gym, big yard, and library)

### **CONTRABAND**

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and makes an effort to locate, confiscate, and report contraband in the institution. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. You may not purchase any item from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging state property is a violation of institutional rules and the cost of the damage will be levied against the violator.

## **SHAKEDOWNS**

Any officer member may search your cell for contraband or stolen property. It is not necessary for you to be present when your room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

## **INMATE DRESS**

The authorized uniform consists of the blue jeans, blue DOC shirt (short or long sleeved), and authorized shoes. The gray sweatpants and gray DOC sweatshirts are also authorized uniform items.

You are required to wear the following items in the areas listed below:

- Blue jeans and a blue DOC shirt for any movement to the Multipurpose Building or Control II ;
- Blue jeans and a blue DOC shirt for any movement to the dining hall, white or gray t-shirts are permitted;
- Any of the above mentioned attire to include, gray sweatpants and gray DOC sweatshirts for any movement to the yard, gym, and/or barbershop;
- In the event a religious service is being held in the above-mentioned areas, Blue jeans and a blue DOC shirt and/or religious attire shall be worn.
- If you are assigned to a job you must still wear the assigned uniform while working, if no uniform is assigned to the detail then you must be in the proper dress code for the area in which you work.
- You may wear personal athletic clothing in the housing unit and to the recreation areas, but may not enter any other areas of the institution wearing these items.

You are required to follow the following clothing guidelines:

- Altered institutional/personal clothing is considered contraband and will be confiscated.
- Clothing of any sort is prohibited from being tied around your waist.
- Pants shall be worn pulled up around the natural waistline.
- Cut of altered shirts are prohibited.
- When on a work assignment, you are required to bring those items required to complete your job assignment for the day ONLY.

## **CLOTHING AND BEDDING**

Upon your arrival, you shall sign for and receive the following items, subject to inventory availability:

- One Mattress (one-time issue)
- One bed sheet
- One blanket (one-time issue)
- Towel (one-time issue)
- One wash cloth (one-time issue)
- One roll of toilet paper (additional roll issued weekly via assigned housing unit)

You will be responsible for this mattress until you leave this facility. If it is damaged other than normal wear and tear, you will be charged financially to pay for its' cost.

If you do not have adequate clothing, you may request replacements or additional clothing by submitting a "Clothing Room Request Slip" to the Inmate Clothing Room. The clothing room will issue passes by housing unit, based on the date of receipt. You are allowed to exchange the following items ANNUALLY:

- One DOC shirt (long sleeve/short sleeve)
- One pair of jeans
- One pair of sneakers
- One set of thermal underwear
- Two pair of boxes
- Two T-shirts
- Two pair of socks
- Hats are issued by request only as supply allows

Note \*One sheet and one pillow case can be exchanged through institutional Laundry\*

The following conditions also apply:

- Inmates shall be issued a coat on a one-time basis.
- Any item altered or destroyed will not be exchanged. This includes altering sleeves on DOC shirts.
- Boots will be issued only to those inmates working in dietary, maintenance or MCE with pay slip verification. Boots are exchanged annually.
- When you are released, all state clothing must be returned or you will be charged a fee.



**DRUG SURVEILLANCE**

The State of Maryland operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine sample for this program, and you do not comply, you will be subject to disciplinary action.

**ALCOHOL DETECTION**

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

**EMERGENCY, FIRE AND/OR DISASTER PLANS**

Jessup Correctional Institution has emergency plans for fire, natural disaster, civil defense, power outages, pandemic event, and other emergency situations. You will participate in fire drills to orient you to the proper emergency evacuation procedures. You will conduct yourself in a serious, orderly manner during these drills. You will assemble quietly, follow staff directions closely, and conform to procedures for your own safety and welfare. In the event of a hazardous material spill in the Jessup region, all normal activity will cease. You will return to your housing unit where you will remain until the emergency is over.

Some emergencies such as natural disasters (tornadoes, high winds) would not require evacuation from the institution. Staff will be responsible for your welfare. They will direct you to the safest, most secure areas in the institution. You must follow directions quickly and quietly for your own safety.

A key point to remember is to keep your personal living space clean, clear of excess property, debris, furniture decorations, excess books and magazines, etc. that can catch fire. Finally, familiarize yourself with fire exits and evacuation routes in your housing and work areas. If you are unsure, ask an officer.

**SAFETY INFORMATION**

Feeding, petting or harassing of all wildlife (including geese) on institution premises is prohibited. Unsanitary and unhealthy conditions are transmitted by feeding of wildlife due to increased exposure to animal feces. In addition, feeding of wildlife increases their dependency on humans for food which enhances unsanitary and unhealthy conditions. Failure to adhere to this institution policy will result in receiving a Notice of Inmate Rule Violation.

### **SANITATION**

It is your responsibility to check your living area immediately after being assigned, and to report all damage to the assigned tier officer. You may be held financially liable for any damage to your personal living area.

You are also responsible for sweeping and mopping your personal living area. The area must always be clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

### **SEARCHES**

Searches are required and will be conducted in the institution as needed. You are required to submit yourself and/or your property for search upon request. Searches will be conducted any time correctional staff has reasonable basis for conducting a search. Care will be taken to prevent any damages, abuse or loss of your property. You can expect to be strip searched before and after visits. All visitors are subject to be searched before visits. Your person, your property, and your living area are subject to search by any officer at any time. Housing unit searches will be performed on an unannounced and irregular schedule.

\*\*\*CONTRABAND IN CELLS: Prior to moving into a cell, staff will have searched your cell for any contraband. If however, upon entering your cell, you locate/find contraband and/or unauthorized item(s) in the cell then immediately report it to the housing unit Officer in Charge. Any contraband or unauthorized items found within the cell 72 hours after the movement is completed, you will receive a charge with the appropriate adjustment violation. \*\*\*

### **HOUSING UNIT RULES**

Housing Unit Officers inspect living areas daily. Pictures cannot be posted on walls. Nude pictures may not be posted in public view. Sexually suggestive photographs are NOT authorized for display. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are permitted during recreation periods and after the completion of a job assignment at the tier officer's discretion. Inmates returning from the recreation yard after working out may utilize the shower with permission from the assigned officer. Additionally, you must obtain prior permission by unit staff if an emergency situation occurs requiring the use of the shower. There should be no congregating in the shower area at anytime. At no time should you be partially or completely nude outside of your living area.

Visitation is not allowed in the units by inmates from another unit or wing. You are not permitted to enter the living quarters for any reason. You are only authorized to enter the living quarters where you reside, unless you are on an approved worked detail.

Removal of food from the dining room is not permitted. The only exception is for diabetic snacks.

Inmates may play cards and approved quiet games provided. The appropriate noise levels must be maintained.

Personal radios may be played only with the headset on and at a moderate level of volume. No horseplay is allowed in the unit. Loud and boisterous talk is not permitted. This includes singing, clapping, whistling, snapping fingers, and humming.

### **LAUNDRY**

Each housing unit is equipped with washing machines and dryers. Your personal clothing and issued undergarments are to be washed at least once per week by inmate laundry workers. A schedule is posted in each housing unit. Beddings, linens, and blankets are collected weekly to be laundered by the facility. It is prohibited to launder your clothing in the sinks, wash basins, or showers. Clotheslines in the housing units are strictly prohibited.

### **PERSONAL PROPERTY**

Authorized inmate personal property is subject to limitations established in the Allowable Inmate Property Matrix (attached). Property that exceeds the established limits is subject to confiscation and disposition according to Executive Directive OPS.220.004. Any inmate that receives or accumulates more than 180 days of disciplinary segregation, personal property in excess of that permitted on segregation matrix shall be handled as follows:

- Mail property at inmate's expense to an address designated by the inmate
- Donate the property to the facility (not another inmate)
- If the inmate refuses mailing or donating, property shall be disposed of according to procedures for handling and disposing of inmate's property.

If you receive any segregation time, un-opened food items shall be mailed at your expense or disposed of for health reasons. If the manufacturer's date is expired, it shall be destroyed according to procedures.

### **KEEFE COMMISSARY NETWORK**

The commissary is a privatized store operated by Keefe Commissary Network (KCN), an outside agency. Through this vendor you can purchase food, snacks, beverages, hygiene items, cosmetic articles and other items. You will be allowed to purchase commissary once a week. Inmates may spend a maximum of eight-five dollars (\$85.00) a week. Each inmate must complete the Keefe commissary scantron sheet of all the items you desire. The commissary scantron sheets are passed out by JCI staff on Saturday and collected on Sunday. A (KCN) staff member will pick the forms up on Monday for processing. Commissary orders are issued primarily to the inmate population Wednesday- Friday from 3 p.m. - 11 p.m. If you have any issues with your commissary orders you can fill out a Commissary Complaint Form, and forward it to your institutional Commissary

Liaison for investigation. All your complaint forms should be sent through the institutional mail and placed in the commissary box located in the JCI mailroom to be picked up by the Commissary Liaison.

**GUIDELINES WHEN FILLING OUT YOUR KEEFE COMMISSARY COMPLAINT FORMS**

- Must be legible
- Brief and to the point
- Put your Keefe order number and reason for the complaint
- If your claim can not be solved by the Institutional Liaison, it will be forwarded to a Keefe representative to investigate
- If you add multiple complaints about different orders, they will be addressed separately
- Any vulgar language in the complaint will result as being returned to you unanswered
- Refunds are submitted daily
- If you already submitted a complaint about an order and you have not received a response, wait 30 days before resubmitting
- Before you submit a claim, wait a week to see if your refund has been processed and posted to your account
- You must sign your complaint form

**JCI COMMISSARY PROCEDURE**

The following procedures are proposed to ensure the timely delivery of commissary utilizing controlled movement from the housing units to the commissary area. Keefe delivers commissary Wednesday through Friday following as:

- **Wednesday:** F, A and B Buildings;
- **Thursday:** C and D Buildings;
- **Friday:** E Building & Regional Hospital

The building will follow a four (4) week wing rotation (subject to change) to ensure equity. (**Week 1:** A, B, C, D; **Week 2:** B, C, D, A; **Week 3:** C, D, A, B; **Week 4:** D, A, B, C- Wing)

**COMMISSARY WELFARE PACKAGE:**

A commissary welfare package contains basic personal hygiene items, as well as materials for inmates who are indigent (no money). If eligible for a package, you may receive one every (30) thirty days by submitting a welfare request form. An indigent inmate is:

- An inmate who at reception has less than \$2.00 in his active account.

- An inmate who in the previous 30 days has not received pay for an assignment and has not had \$2.00 in his active account.

### **TELEPHONES**

General telephone use is available during institutional recreation periods. There are no limits to the number of phone calls with each phone call limited to a 30-minute duration. If you have any questions, then communicate those concerns with your current housing unit OIC. Abusing telephone privileges may result in the restriction and/or suspension of usage.

Global Tel\*link (GTL) is the telephone provider for the Department of Public Safety and Correctional Services. In order to initiate use of the telephone system you must enter your State Identification Number (SID) then state your first and last name for identification purposes. If you do not know your SID number, refer to your ID or contact your Case Management Specialist for assistance.

GTL phone time is purchased through Keefe commissary along with the inmate commissary orders. The purchase made for GTL is not deducted from the allotted \$85.00 commissary spending limit. If you have any problems with the telephone system, or the charges that you were charged, complaint forms are located in your housing unit and the institutional library. Complete the forms and submit them via institutional mail.

### **INMATE ACCOUNTS**

The Central Region Finance Office handles all inmate finances; your money is placed into an account and follows you when you transfer from institution to institution. Your case management specialist can provide you with a copy of your account balance. We urge you to maintain your own finance records. Your account is a record of the following:

- Money you had at entry
- Money sent to you from outside sources
- Money paid from work
- Money taken out of your account for purchases or other payments
- Money taken out for your reserve account (release funds)

Staff in the inmate finance office manages your account; you cannot have in your possession cash, checks, money orders or any other currency. Checks that are received from outside sources are placed in your account but are on HOLD for a period of 30-36 days (until they clear), and all incoming money orders of \$250.00 and above before you are allowed to spend it. All money orders must shall be sent to the following address:

John Doe  
State Identification (SID) #1234567  
P.O. Box 17111

Baltimore, Maryland 21297-1111

You may have a savings account with the outside bank of your choice, but the passbook and a log of the monthly statements are kept with the finance office. Checking accounts are not permitted. Cash, personal, certified, and cashier's checks will not be accepted at the Institution or through the CFO Lockbox.

When you complete a *money voucher* requesting an outside purchase or disbursement you shall:

- Provide the payee name, address and the amount of the check request;
- Provide a stamped, addressed envelope;
- Get approval from a Correctional Officer (Signature);
- Disbursement of \$250.00 or more shall be approved by the Managing Official or designee;
- Disbursement of \$500.00 or more and multiple disbursements to the same person totaling \$500.00 or greater you shall:
  - Include the payee's complete mailing address,
  - The payee's federal identification number or social security number, &
  - The payee's telephone number.

(This request will be forwarded to the Comptroller of the Treasury for processing)

- *Money vouchers are turned in into the Lieutenant during feed up.*

### *Commitment, Intake, Classification & Case Management*

#### **COMMITMENT**

Your sentence has been calculated and is maintained by the Department of Public Safety and Correctional Services Commitment Office staff. Case Management Specialists do not calculate your credits. All inquiries should be directed to the commitment office staff at the following address:

Central Commitment Records Center (CCRC)  
90 Painters Mill Road, Suite 110  
Owings Mills, MD 21117

#### **INTAKE**

All new intakes/retakes are primarily housed in A- Building & B-Building (overflow). During the intake process you will be given a phone call, medical screening and will also be screened by the Mental Health Staff.

As a new intake you shall be issued the following clothing items:

- 1 Mask
- 2 sheets

- 1 blanket
- 1 Towel
- 1 Washcloth
- 2 DPSCS Shirt
- 2 Pair of Jeans
- 2 pair of boxers
- 2 pair of socks
- 1 pair of shoes (if the shoes worn by the inmate is not allowed)
- 1 Welfare Kit

Your unallowable personal clothing shall either be sent home at your expense; or destroyed at your request.

After the completion of the Intake Process period, your case manager will notify the JCI Traffic Officer whether you will be sent to another institution for housing or you will be absorbed into JCI's population.

### **CLASSIFICATION**

The Maryland Classification process has been established to help determine your appropriate security level and programs. This system has four (4) security levels which are Maximum-Security, Medium-Security, Minimum-Security and Pre-release. JCI houses all four levels mainly for medical reasons. It is your responsibility to put yourself in the best position to get to a lower security level or released.

The Classification Instrument consists of the following Security Factors and Institutional Assessment Factors:

#### **SECURITY FACTORS:**

- Most severe current offense
- Total terms of confinement
- Type of detainer or pending charge
- Prior incarcerations
- History of escapes/attempts
- History of violence
- Category infractions within the last three years
- Age

#### **INSTITUTIONAL ASSESSMENT FACTORS:**

- Time to serve
- Time since last category I, II, III infractions
- Serious rule violations

- Frequency of rule violations
- No rule violations for substance abuse in past 3 years
- Job and program participation

Job/program participation along with a good institutional adjustment record are important when being considered for lesser security. When you are eligible for consideration, your case management specialist will schedule you for a review. The case management specialist makes a recommendation that is approved/disapproved by the case management manager with final approval by the warden/designee.

If you wish to appeal the case management decision, do not file an ARP. Case management decisions are not to be filed within the administrative remedy procedure. Instead, they are filed with the Inmate Grievance Office by completing the Administrative Remedy Procedure form then send it to the Inmate Grievance Commission.

JCI has three (3) different types of housing for inmates: general population, disciplinary segregation and administrative segregation. Case Management Specialists recommend security levels through the initial Classification Process. Re-classification is done for each inmate at regular intervals, either one (1) year or (6) months from the date of the last classification action.

### **CASE MANAGEMENT**

Inmates are assigned to case management specialists by the assigned housing unit you reside in. Your case management specialist completes paperwork regarding:

- Lesser security consideration when eligible
- Restoration of good conduct time
- Fast and speedy motions for some detainees
- Job assignments
- Institutional transfers
- School, programs and vocational shops

### **YOUR CASE MANAGEMENT SPECIALIST CANNOT:**

- Make personal calls.
- Be a legal or spiritual advisor.
- Do anything for you, which would contradict DPSCS regulations.

To contact your case management specialist, write him/her a brief letter outlining your problem. Your case management specialist will contact you in writing or in person as soon as possible.



### **ACCESS TO RECORDS**

State law and DOC regulations allow inmates access to certain records to include your base file, medical records and psychological records. To view these records you must submit a written request to the warden stating the reasons you wish to examine the file. You must also submit a "Consent of Release of Information", DC Form 20-12a, to the warden. This form can be obtained from your case management specialists or the library.

If allowed to review your base file, the correctional case management supervisor is notified of the warden's approval. Your case management specialist will allow you to review your files under supervision.

If you wish to review either your psychological or medical records file, you must write the chief psychologist (psychological records or the medical services director). If you are allowed to review your file, you will be notified by medical services then review your file under supervision.

### ***Contact with the Community/Public***

### **ACCESS TO MEDIA**

You are permitted to access media i.e. newspapers, radio, television, etc. You are free to contact media representatives by letter or telephone. Media visits to the institution are coordinated through the Department of Public Safety and Correctional Services Public Information Officer and the facility Warden.

### **MAIL**

Population inmates shall deposit mail in the locked mailbox located on the Compound, outside of the inmate's dining room. Inmates housed in B-Building will present their mail to the officer on duty, whose responsibility is to place this mail in the locked mailbox located in the unit. Inmates housed in A-Building and F-Building, C-wing shall deposit mail in the locked mailbox located in the unit. Mailroom personnel will collect mail from all locked mailboxes located within the JCI compound, Monday-Friday excluding holidays. Letters from attorneys, judges, courts, clerks of the court, elected officials and the Inmate Grievance Office are considered legal mail and will be opened in your presence by a correctional officer. The mailroom staff will not open legal mail. Mail addressed to any legal agency may be forwarded to the mailroom for postage. If you are indigent, print the letters NF on the upper right-hand corner of the envelope before you send it to the mailroom. Refer to the Department of Public Safety and Correctional Services Directives 250-1 and 245-6 for more guidance.

### **VISITS**

JCI now offers two different types of visits, which are in-person visits and virtual visits.

In-Person visits shall be held on:

- Saturdays, Sundays & Mondays

Video (virtual) visits shall be held on:

- Tuesday, Wednesday, Thursday & Fridays

Jessup Regional Hospital (JRH) visits are on:

- Saturdays and Sundays from 1:00 pm until 3:00pm, with registration ending at 2:00pm.
- **Children under 18 years of age are not allowed to visit JRH.**

In-Person Visits Schedule

- |                   |                 |
|-------------------|-----------------|
| ➤ 10:00am-10:45am | ➤ 5:00pm-5:45pm |
| ➤ 11:00am-11:45am | ➤ 6:00pm-6:45pm |
| ➤ 12:00pm-12:45pm | ➤ 7:00pm-7:45pm |
| ➤ 4:00pm-4:45pm   |                 |

Approved double visitation sessions will be held on Monday's only between the hours of 10:00am-12:00pm with prior approval from the Chief of Security's office. You must submit your request in writing prior to the visiting day.

**Virtual (Video) Visits Schedule**

Virtual visits for general population inmates are held in the visiting room area between 9:00am - 1:40pm on the 7x3 shift and from 4:00pm-8:20pm on the 3x11 shift.

**Viewing a funeral in real time during virtual visitation is not permitted.**

Each general population housing unit is assigned to the following day:

- Tuesday ..... F-Building
- Wednesday ..... D-Building
- Thursday ..... E-Building
- Friday ..... A & C Buildings

Visits are allowed in the combination of no more than two (2) adults or one adult with up to two (2) children to include infants per visiting session. Children under the age of fifteen (15) years of

age will be permitted to visit without an ID, children sixteen (16) and over need a School ID or a State ID. You may have a maximum of fifteen (15) adults on your visiting list. Changes on your visiting list may only be made once every ninety (90) days. Each general population inmate is permitted to receive two (2) visits per week; one (1) virtual visit and one (1) in-person visit. In person visits will be of forty-five (45) minute duration, as scheduled; while virtual visits will be of fifteen (15) minute duration. In the event the inmate wants an Out of State or Double Visit, the inmate must submit this request during scheduling. Out of State and Double Visits are only to be scheduled to take place on Mondays, ONLY. Out of State visitors must be on your visiting list but do not count against the allotted list limit of fifteen (15) visitors.

### **VISITATION CLEARANCE**

All visitors entering any Department of Public Safety and Correctional Services facility will be processed and must clear the Visitation Clearance process before they are allowed entrance for visits, effective November 1, 2013. If it is determined, that your visitor is not allowed entrance at this time, they will be given a Visitation Clearance form to complete. The Warden or his/her designee of this institution will determine, at a later date, to approve/disapprove their entrance into the institution.

It is the responsibility of the inmate to notify all potential visitors of the new visiting changes.

### **LEGAL VISITS / CALLS**

It is not required for your attorney and/or legal assistant to be on your visiting list. Attorneys and or legal assistants shall submit a written request at least 24-48 hours prior to the requested visit, via fax or U.S. Mail to the Chief of Security. They need to present proper identification upon arrival to the institution. In accordance with visiting directives, as much privacy as possible will be given to you and your lawyer during the visit.

All Legal Telephone Calls and Legal Virtual Zoom requests must be submitted to the Chief of Security for approval through email. Once approved, a confirmation email will be provided within 24-48 hours to your attorney and the Legal Matters Coordinator will schedule them. It is very important that you arrive to you scheduled Legal Call or Legal Visit in a timely manner.

### **CLERGY VISITS**

Members of the clergy may be placed on the visiting list. A clergy visit will not be counted as one (1) of your eight monthly (8) visits. The clergy member must provide proper identification/clergy credentials and not be related to the inmate.

### **SPECIAL VISITS**

Special visits may be granted, at the discretion of the institution, when special circumstances exist or for out of town visitors where travel one way exceeds 200 miles. All in state and out-of-state visitors shall be on your visiting list; however, out-of-state visits will not count against visit allotment. Arrangements shall be made at least two business days in advance of the intended visiting time.

### **DISCIPLINARY/ADMINISTRATIVE SEGREGATION VISITS**

In the event that your visits have not been suspended due to an adjustment or pending investigation, inmates on disciplinary segregation status will be allowed one (1) visit every seven days. Administrative Segregation and Disciplinary Segregation will receive virtual visitation within the assigned segregation-housing unit whereas in person visits will be conducted within the visiting room.

#### *Education, Jobs, Psychology, Programs & Services*

### **SCHOOL**

The JCI Education Department provides inmates the opportunity to continue their formal education. There is a wide array of programs available from basic reading courses through **General Education Development (GED)** courses. The adult basic and adult intermediate programs are designed to assist inmate students with their academic needs in reading, writing, and mathematics. The adult secondary education program is for inmate students preparing to take the high school equivalency Examination (GED).

Continuing Education is optional for general population, offered by college and university volunteers. College credits will not be offered at the expense of DPSCS.

Certain inmates who do not have a GED or High School Diploma must attend school for a minimum of **240 days**. The Case Management Department handles assignments to all school programs. The inmates name will be placed on a waiting list for the first available classroom opening.

### **MANDATORY REMEDIATION PROGRAMS**

When a case management specialist assigns you to an institutional job assignment, you are required to work the assigned job. DPSCS offers mandatory programs to include the Addiction Treatment Program (ATP) and Mandatory Education. JCI currently offers Mandatory Education.

### **JOBS AND JOB BANK PROCEDURES**

There are a limited number of jobs at JCI. If you are eligible for a job, your name will be placed on a job bank waiting list in chronological order. You will be assigned a job in order of placement on the job bank, with those inmates who have been on the list the longest being assigned first. If you have prior experience or a skill needed by the Institution, you may be chosen for a specific job

though your name is not at the top of the job bank list. If you are selected for a job, you cannot start the job or receive pay until the appropriate managing authority has approved you. You must then remain on a job for six (6) months before a job change can be considered. You are only permitted to work for 40 hours a week unless approved by the managing authority. If you are a parole violator pending a 90 day hold, you are not permitted to work.

### **PSYCHOLOGY**

There is psychology staff located at JCI. For urgent/emergent mental health crises only, you should contact a supervisor. Otherwise, you can refer yourself by submitting a sick call slip. Psychology department offers limited cognitive behavior groups once or twice during the year. If interested, please write directly to the psychology department to find out what groups are being offered. Information discussed during individual sessions is confidential and will not be noted in your base file. The limits of confidentiality will be discussed during your first meeting with the psychologist, psychology associate, or mental health professional.

The Psychology Department staff does not submit recommendations to the Parole Commission or make suggestions for movement based on participation in services within the psych department.

The Psychology Department staff screens inmates, to work as observation aides, to assess for mental stability only.

### **SOCIAL WORK**

Social Work Department at JCI offers three main services:

Release Planning services for individuals with special needs such as: serious mental illness, HIV, cancer, dialysis, intellectual disability, traumatic brain injury, physical disability, etc. Services may include application for disability and other benefits, scheduling doctor or clinic appointments, ensuring medications are ordered and contacting housing resources. Individuals may self-refer or be referred by staff. Referrals will be screened by social work and the individual must be found eligible before assignment for services. The Social Work Department will notify you in writing of your eligibility status.

Social Work Groups- A variety of cognitive behavioral treatment groups may be offered throughout the year. These groups provide help with social skills, better decision making, and overall self-growth. General population inmates are eligible to write to the Social Work Department to request for a list of available groups and to be added to the waitlist. Individuals will be screened for eligibility and treatment readiness before being enrolled in the group. Participation in many of these groups may qualify you to earn diminution of confinement credits and pay during the time you are enrolled and actively participating in the group.

Individual Requests- Inmates should explain briefly their need in a written request, being as specific as possible. Face to face sessions are limited and the social worker will respond to most requests by mail. Information on housing resources and other community resources can be sent upon receipt of requests for inmates who are nearing release. The more specific the request, the better equipped the social worker will be able to provide information and response.

### **RELIGION**

Religious services are scheduled on a regular basis. The chapel is provided for worship and prayer. Your opportunity to practice your religion is limited only by restrictions consistent with the safety, security and order within the prison. Modes of dress required by the religious order will be permitted to the extent that they do not interfere with identification and security. The office of the Chaplain also organizes count-outs for all worship services, bible study and holiday observances.

You must register a religion of preference through the Chaplain's office. If no activities are available for your denomination or sect, you may request an alternate congregational activity through the Chaplain. The Chaplain is also available to perform services such as family counseling, individual counseling, and wedding preparation.

### **VOLUNTEER ACTIVITY (VAC)**

JCI has an excellent volunteer activities program that uses outside as well as institutional resources to address leisure time activities. The Volunteer Activities Coordinator office will handle all requests for pictures, Family Day, and all other activities that it coordinates. You may contact the VAC office for further information, but generally, any upcoming activity is posted throughout the facility. You may also get information from your assigned Inmate Advisory Representative.

### **RECREATION & LEISURE**

Leisure activities and recreation programs are also supervised by the VAC. These programs help develop an individual wellness concept for participants. Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as soccer, and basketball.

Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relationships and stress reduction. In addition, inmates can learn to use their free time constructively.

General population inmates shall receive out of cell activities daily. Out of cell activities include but not limited to the following:

- Gym
- Big Yard

- Small Yard
- Day Room etc.

**All out of cell activities operate on rotating schedule according to your assigned housing unit.**

### **LIBRARY**

A large, well-stocked library is open Monday through Friday. Its collection includes popular fiction and non-fiction titles of general interest. In addition to books and magazines, the library has intra-library loan and LASI services. LASI (Library Assistance to State Institutions) is a legal citation service designed to help you to gain access to officially published judicial opinions. The library is not a legal aid or counseling service, nor a research agency. Computers of various databases are also found in the library such as LexisNexis (legal), Ex-Offenders Resources and Directory on Disk, Federal Benefits, Incarcerated Veterans Guide, and a limited amount of legal reference books.

A professional librarian is on staff with trained inmate clerks to assist you in finding information and materials you need. You are scheduled for library time each week by your housing unit and once or twice a week, there are evening hours reserved for inmate workers who have conflicting day work schedules. Inmates assigned to disciplinary and administrative segregation may write to the librarian for needed information. The library inmate-clerk will also provide request forms and materials to those in segregation. Regional Hospital inmates will receive library material request forms and materials on a regular basis.

### **COPIES**

A photocopier is located in the JCI library for inmate use. You must purchase a photocopier card from the library, which costs \$2.25 and allows you to make twenty (20) copies. Fill out a money voucher then turn it in to the assigned library officer. The librarian will issue the cards to the patrons once the approvals are received. Indigent inmates requesting copies, shall contact their assigned case manager specialist. In the event the copier is not working, contact the librarian or your case manager specialist.

### **NOTARY SERVICES**

JCI does provide notary services. If you have a document that must be notarized contact your assigned case management specialist for assistance.

### **SUBSTANCE ABUSE PROGRAM**

Generally, inmates who are within four years of release will be assessed for substance abuse. Your case management specialist will schedule you for an assessment when eligible. The results of this screening will determine the type of substance abuse treatment you will be required to attend.

Participation in recommended treatment is mandatory and failure to do so may result in disciplinary action.

**AMERICANS WITH DISABILITY ACT (ADA)**

JCI abides by ADA standards. The Assistant Warden is the institution's ADA coordinator. Any inmate with disabilities of any kind shall be accommodated in compliance with ADA. Reasonable efforts shall be made to make the institution ADA compliant.

All inmates upon their arrival shall notify staff immediately if they are visually or hearing impaired. If you develop a visual or hearing impairment throughout your incarceration at JCI, you must notify staff. You shall fill out a sick call slip and submit it to the medical department as soon as possible so the appropriate action can be taken.

**PERSONAL GROOMING**

Department of Public Safety and Correctional Services regulations and Maryland Correctional Standards guarantee inmates freedom of personal grooming. The barbershop is available for this purpose. The barbershop is located in the Multi-Purpose building and the schedule of operation is Monday thru Thursday by your assigned housing unit schedule.

In the event that you are on Segregation/ Administrative Segregation status, haircuts will be provided on the third Saturday of each month.

***Dietary Services***

All meals in the Department of Public Safety and Correctional Services are nutritionally adequate and are approved by a registered dietician. Meals are served according to a schedule that allows a fourteen (hour) interval between the evening meal and the breakfast meal. JCI provides three meals a day to the inmate population at the intervals listed below:

- Breakfast is served between 4:00 a.m. and 6:00 a.m.
- Lunch is served between 10:30 a.m. and 1:00 p.m.
- Dinner is served between 3:30 p.m. and 6:00 p.m.

Meal times are approximate and subject to change for emergencies.

Food will not be used as punishment or reward. Food will not be withheld for disciplinary reasons, nor will extra portions be given as a reward.

Inmates housed in general population will have their meals served in the dining halls located in the Multi-Purpose building. Inmates housed on disciplinary segregation and administrative



segregation as well as inmates with medical documentation will have their meals served in their cells. This service is provided through dietary, "Meals on Wheels."

Inmates that are scheduled for court or outside hospital appointments will receive a bag meal. If the inmate is going to another institution for any reason, that institution will provide the meal(s).

### **MEDICAL DIETS**

To initiate a clinical diet, the inmate must go to sick call and have a clinical diet prescribed by a physician. Authorized medical personnel will then order the diet. Medical staff will determine your need to continue on the clinical diet prior to its expiration upon reevaluation. The food service department personnel shall prepare the meals as prescribed, and will do so for the duration of the issued diet order. If you want any changes made to your clinical diet, you must put in a sick call slip to see medical staff.

### **RELIGIOUS DIETS**

If you belong to a recognized religious organization that specifies a special religious diet, you must apply for it through the administrative chaplain.

### **DINING ROOM RULES**

- You will go to the dining hall with the inmates from your housing unit.
- You must properly dress in blue jeans with a blue DOC shirt, white shirt or gray shirt.
- You will be permitted to pass through the serving line once to receive only one meal.
- You will be seated under the direction of the officer.

### ***Health Care Services Rights & Responsibilities***

Medical and dental care is provided by contract through a private company. There's a (\$2.00) two dollar co-pay for each initial sick call visit. The dispensary is staffed twenty-four hours a day with qualified medical personnel. Sick call is provided each day Monday through Friday. To put in a sick call request, simply fill out a sick call form (available throughout the institution) and place it in the sick call box located in the lobby of each housing unit. If you are housed in the special housing unit your sick call request can be given to medical personnel when making their daily rounds. It can also be given to your tier officer to place in the sick call box.

**NO INMATE WILL BE DENIED MEDICAL SERVICES AT ANY TIME BECAUSE OF LACK OF FUNDS TO MAKE THE CO-PAY.**

## **HEALTH AWARENESS**

### **HOW CAN I PREVENT BECOMING INFECTED WITH INFECTIOUS DISEASES?**

- 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.
- Do not share personal hygiene items with others, including toiletries and towels.
- Clean 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.
- Do not engage in any form of tattooing while in prison.
- Do not engage in illegal drug injection.
- Do not have sexual contact with other inmates.

### **IF YOU THINK THAT YOU ARE INFECTED OR AT RISK OF INFECTION, PLACE A SICK CALL SLIP IN THE DESIGNATED SICK CALL FORM BOX.**

#### ***Administrative & Disciplinary Procedures***

Jessup Correctional Institution **does not house or offer protective custody**. If you feel that you are in need of this type of protection, contact your housing officer or any other officer in the area and request placement on administrative segregation.

**Administrative Segregation** is also utilized when an inmate requires close supervision and segregation from the general inmate population for either short or extended periods for the following reasons not limited to:

- Preventing escape
- Inability to conform to rules and regulations
- Pending disciplinary action
- Pending investigation
- Medical or mental health reasons
- Threat to security of the institution, staff and inmates

The warden or designee may place an inmate on administrative segregation. A case management team will hear your case within 5 days to decide whether you should continue on this status. Once you are placed on administrative segregation, a classification team will review your case monthly.

**Disciplinary Segregation** isolates an inmate from the general inmate population for violations of established rules. Inmates may only be assigned to disciplinary segregation when found guilty of a rule violation. Inmates on this status are to be handcuffed during any out of cell activities. The only exceptions to this requirement are emergencies, while showering, for medical reasons that are documented or when authorized by the Warden or Shift commander. Inmates on this status have restrictions that may include:

- Televisions, radios, and telephone use are NOT allowed
- Meals are received in the cell
- Visiting privileges may be restricted
- Commissary items are limited to hygiene items only, no food

Inmates that are assigned to Disciplinary Segregation or Administrative Segregation will be housed in designated areas in the Special Confinement Housing Unit at JCI. All inmates assigned to the Special Confinement Housing Unit may be housed in double cells with inmates of the same status unless security considerations or authorized staff dictates otherwise.

### **DISCIPLINARY PROCEDURES, HEARINGS & INMATE RULES OF CONDUCT**

Inmate rules of conduct, disciplinary procedures and sanctions are found in COMAR section 12.02.27. Your rights of due process are protected by the disciplinary procedures. If you are charged with a rule violation, you will receive a fair and impartial hearing by a Department of Public Safety and Correctional Services Hearing Officer. The institution, at its discretion, has the option of offering you an informal sanction if you are charged with a category 400-500-rule violation. This informal sanction could be loss of some privileges such as telephone calls, commissary, radio, television use, or visits. If you refuse informal sanctions, a hearing officer will conduct a formal disciplinary hearing.

At an adjustment hearing, you have the right to request any general population inmate willing to represent you. Witnesses (staff and inmates) may be requested. However, you must document your request when the infraction is being issued. If you are found guilty, the hearing officer could impose an alternate penalty such as loss of social visits or other privileges. The severity of the penalty will depend on the nature of the infraction and your adjustment history. Generally, inmates with poor or marginal adjustment histories who commit major infractions will receive more severe penalties.

JCI will make every effort to obtain criminal charges on all inmates who assault staff to include assault by liquids. Attempting to commit a violation, soliciting, conspiring, being an accessory to, or aiding in the commission of a violation shall be considered a violation and subject an inmate to that violation's prescribed sanction.

For more complete information concerning disciplinary procedures, see the EMD.DOC.100.0003 Division of Corrections Behavior Management Manual on file in the Library.

### **APPEAL RIGHTS**

If you object to the hearing officer's decision, you have the right to appeal:

- To the Warden of the institution you are housed in within 15 days;
- To the Inmate Grievance Office within 30 days; or
- To the Court System

### ***Inmate Rights & Responsibilities***

While incarcerated, you maintain certain rights within the Department of Public Safety and Correctional Services that include the following:

1. Safety and Security within facility
2. Non –Discrimination
3. A nutritionally adequate diet
4. Health Care Services
5. Sufficient clothing
6. Adequate personal hygiene supplies and equipment
7. Access to courts and legal system
8. Freedom to practice one's religion within the parameters of institutional rules
9. Sending and receiving "legal mail" consistent with facilities rules and regulations
10. Specified free postage for legal mail and correspondence for "indigent inmates"
11. Participation in the Case Management process
12. Reasonable access to media communication
13. Being informed of facility rules and regulations and having an impartial hearing to determine guilt or innocence when charged with a violation of those rules
14. No penalty for rule violation shall include physical punishment
15. Recreation periods except when facility emergencies occur
16. Reasonable protection of your property
17. Timely computation of diminution of confinement credits
18. Having complaints and concerns heard through the Inmate Grievance Process

## **ADMINISTRATIVE REMEDY PROCEDURE**

You are encouraged to resolve any complaint informally by discussing the complaint with the appropriate staff person(s) or by completing an informal complaint form. This form can be obtained in your housing unit. The informal complaint form will be forwarded to the appropriate department. If you need help in completing a form, ask your case management specialist or the institutional administrative remedy coordinator for assistance.

The administrative remedy coordinator is the staff person designated by the warden to manage the administrative remedy procedure within the institution. If your informal efforts are unsuccessful, you may seek redress by filing a formal request for Administrative remedy via (DOC Form 185-002c), which is available in the housing unit, the library, or case management specialists. Formal complaints must first be addressed to the warden who will respond to your complaint. Issues for which inmates may seek Administrative Remedy include, but are not limited to:

- Institutional Policies and/or Procedures
- Medical and Mental Health Services
- Access to courts
- Religious liberties
- Lost, damaged, stolen or improperly confiscated property
- Complaints against staff
- Use of force
- Institutional Conditions affecting health, safety and welfare
- Commissary
- Inmate telephone system

Inmates may NOT seek relief through the Administrative Remedy Procedure on the following issues:

- Classification team decisions and recommendations
- Maryland Parole Commission procedures and recommendations
- Appeals for decisions to withhold mail
- Resolve a complaint concerning rape, sexual misconduct or PREA
- Disciplinary Hearings Decisions

All complaints must be filed within 30 days of the incident (or knowledge of the incident). The Request for Administrative Remedy form must be given to a Lieutenant or above, who will sign and give you a copy. The complaint(s) will be investigated and a written report shall be submitted to the warden. The warden will ensure that corrective action is taken if your complaint is found to have merit. Staff will notify you in writing of the final disposition. You may appeal the warden's decision to the commissioner of correction by completing the Headquarters Appeal of Administrative Remedy Response (DOC Form 185-002fR). This appeal should be sent to the

commissioner's office within 30 calendar days of your receipt of the warden's response. You may appeal the commissioner's response to the Inmate Grievance Office by completing the request for Administrative Remedy Form and sending it to the Inmate Grievance Commission within 30 calendar days from your receipt of the commissioner's response. The forms used to file complaints at each step of the Administrative Remedy Response process can be obtained from the inmate library, the housing unit officer, or from your assigned case management specialist. The time frames and instructions for completing the forms can be found in Division of Correction Directives 185-001, 185-002, 185-003, and 185-004.

### **INMATE GRIEVANCES**

If you have a complaint or wish to file an appeal from the Warden's and Commissioner's response to a Request for Administrative Remedy that has happened to you during your incarceration, you may write to the Executive Director of the Office of Inmate Grievance. The staff will review your complaint and, if appropriate, schedule a hearing. Hearings are held in the institution and are conducted by an administrative law judge. You can mail your complaint to the following address:

*Executive Director*  
*Office of Inmate Grievances*  
6776 Reisterstown Road, Suite 200  
Baltimore, Maryland 21215

Information about the formal grievance procedure are found within the DPSCS Directive 185 series.

### **PAROLE HEARINGS**

Parole is a conditional release from prison. Parole allows you to complete your sentence while in society under the supervision of the Division of Parole and Probation. Prior to the parole hearing, you will be given the opportunity to review your parole file by the Parole Associate from the Maryland Parole Commission. The Parole Commission is responsible for setting your initial parole hearing date.

A Case Management Specialist will attend the parole hearing. If you have any questions about the information found on the pre-parole summary, you may ask the case management specialist at the hearing.

The Parole Commission prepares a written recommendation after your hearing. An institutional parole agent will give you a copy of the parole commission's decision. If the commission decides that it needs more information about your case, your decision may be held up until the parole commission staff has received and reviewed that information. A final decision will be rendered promptly unless the parole commission elects to re-interview you.

### **PAROLE VIOLATORS**

JCI has two types of parole violators. (1) Inmates with a new sentence to serve, pending a parole revocation hearing on a prior sentence (Law II violators). (2) Inmates that have been continued on parole by the Maryland Parole Commission pending a ninety (90) day hold. If you are a ninety day (90) hold inmate, the Maryland Parole Commission will release you upon the completion of the ninety days. If you are a Law II violator, they will schedule your revocation hearing. JCI Case Management Staff cannot release you or schedule your revocation hearing.

### **PROTECTION FROM ABUSE**

No staff member is permitted to abuse you, mentally or physically. Corporal punishment is prohibited. Name-calling, harassment or deliberate abuse will not be tolerated. If you feel you are a victim of abuse, report this to a supervisor or file a complaint under the Administrative Remedy Procedure. If force is needed to restrain you, excessive force will not be used.

### ***PRISON RAPE ELIMINATION ACT (410-585-3177)(PREA)***

Directive DPSCS.020.0026 establishes a policy for the Department of Public Safety and Correctional Services concerning sexual abuse and sexual harassment of an inmate. Federal law mandates this policy.

The department is committed to your safety and the safety of staff. Sexual abuse and sexual harassment compromises everyone's safety.

DPSCS has **ZERO TOLERANCE** of sexual assault. That means we are committed to investigating **EVERY** allegation, getting services to **EVERY** victim, and holding **EVERY** perpetrator accountable.

What is sexual abuse?

- Anytime another inmate or person sexually touches the sexual parts of your body, forces you to touch the sexual parts of their body, has sex with you without you ok, it is against the Law.
- Anytime a staff member makes sexual advances or comments, sexually touches you, or has sex with you, it is against the law. Even if you wanted or invited it.
- Anytime you sexually touch a staff member or force them to touch you, it is against the law.

What is sexual harassment?

- Repeated sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive nature by one inmate, detainee or resident directed toward another: and
- Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

If you experience any of the above circumstances, notify staff or a supervisor immediately, or you may contact the PREA hotline at 410-585-3177.

### **“NOTICE TO INMATES”**

A general announcement will be made at the beginning of each of the three primary shifts, verbally announcing to the inmates in each housing unit, including segregated housing areas, that “Male and female staff routinely work and visit inmate housing areas

**MALE AND FEMALE STAFF ROUTINELY WORK AND VISIT  
INMATE HOUSING AREAS.**

**EVERY PERSON HAS THE RIGHT TO BE SAFE FROM SEXUAL  
ABUSE**

The Department of Public Safety and Correctional Services has a

**“ZERO TOLERANCE POLICY”**

If you or someone you know has been a victim of sexual abuse/assault,  
you should immediately:



**SPEAK UP – TELL SOMEONE – REPORT IT!**

**ALL SEXUAL ABUSE ALLEGATIONS ARE INVESTIGATED  
CONFIDENTIALLY**



**Institutional Contact List**

<b>AREA</b>	<b>Designee</b>
<b>Administrative Remedy Coordinator</b>	Sergeant S. Sellman
<b>Chaplin</b>	Sajid Settles
<b>Clothing Room</b>	A/Lt. Anderson
<b>Dietary Supervisor</b>	India White
<b>Intel</b>	Lt. Ahmed & Officer Fashae Officer Akinwekomi
<b>Keefe Liason</b>	Officer J. Shomoye
<b>Legal Matters</b>	Officer D. Myles
<b>Mailroom Supervisor</b>	Captain Sieracki
<b>Maintenance</b>	Major Albright
<b>PREA Compliance Managers</b>	Assistant Warden B. Harris Sergeant T. Stone Officer C. Johnson
<b>Inmate Property</b>	Sergeant E. Walker Officer E. Garnett
<b>Recreation/Gymnasium Officers</b>	Officer C. Greenwood Officer D. Lesane Officer J. Murray
<b>Sanitation</b>	Sgt. E. Ramos
<b>Social Worker</b>	Vacant
<b>State Property</b>	Officer C. Uchendu Officer J. Matthews
<b>VAC</b>	Ms. T. Jones
<b>CASE MANAGERS AREA</b>	
<b>CASE MANAGERS</b>	
<b>Manager: Litigation Coordinator</b>	Gilbert Abraham
<b>Standing Population Supervisor</b>	Nichole Daugherty
<b>Intake Supervisor</b>	Tamara Jeffrey
<b>TPV Supervisor</b>	Dayna Gunn
<b>A Building</b>	Karen Wouldridge
<b>B Building</b>	Ayo Ogunmolasuyi
<b>C Building</b>	Pierre Cox Nitika Chhetri Mark Omolade
<b>D Building</b>	Shannon Sims Jael Jackson
<b>E Building</b>	Barron Thatch
<b>F Building</b>	Daniel Fox
<b>Job Bank/Inmate Work Assignment Coord.</b>	Keith Martucci
<b>Intake Case Load Assignments</b>	Adenike Akinseli Priscilla Sekellick Eric Nichols

