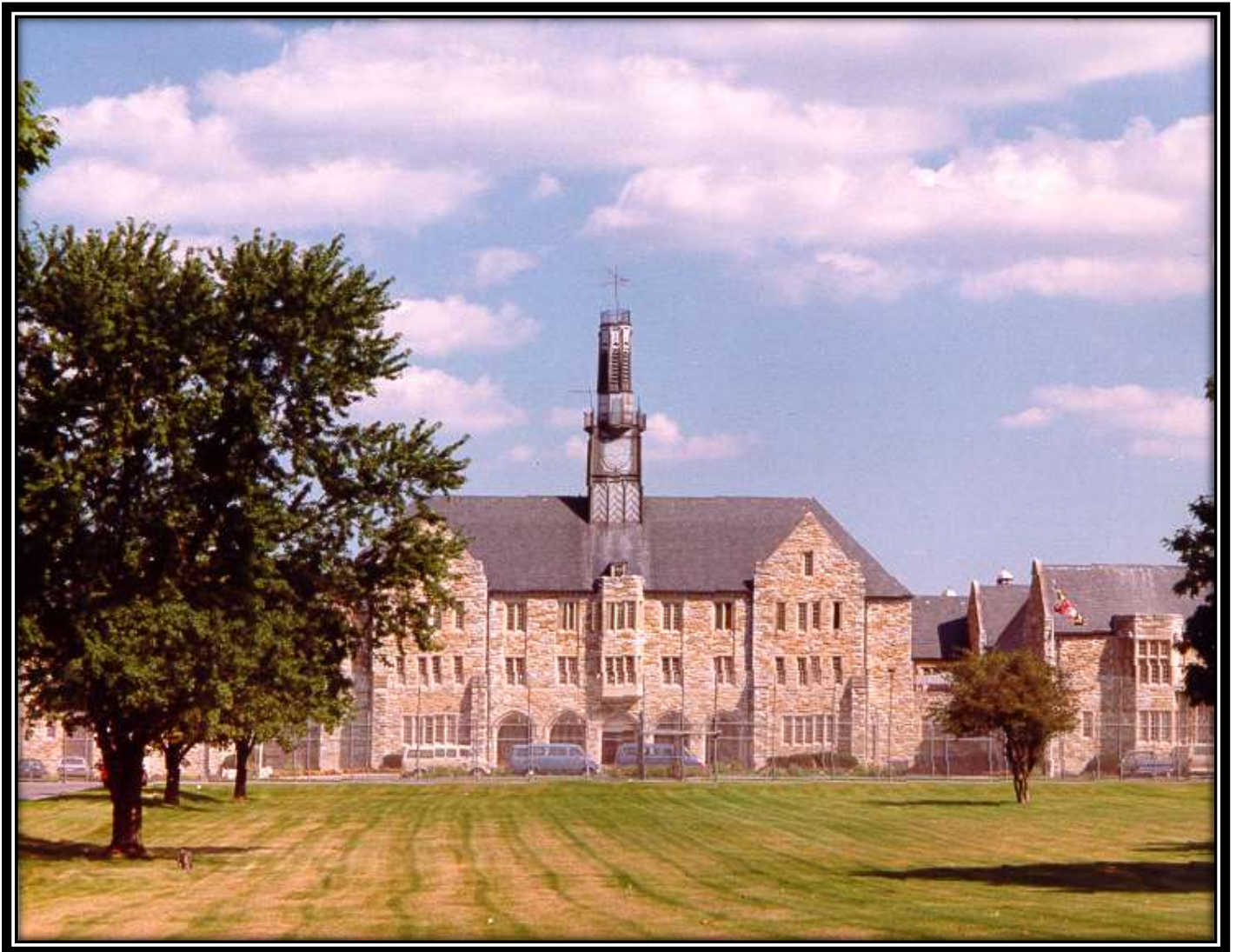


**MARYLAND CORRECTIONAL
INSTITUTION - HAGERSTOWN**

INMATE HANDBOOK



18601 Roxbury Road, Hagerstown, MD 21746

Main Phone: 240- 420-1000

INTRODUCTION

MCI-H and its staff are pleased to provide the *Inmate Handbook* to in processing inmates as a general reference guide to acquaint you with the Institution. Read the material carefully as it will answer many of your questions and assist you in making a rapid adjustment to this Institution.

This booklet provides general guidance and general information for rules, procedures, department information, programs, and services available to you through MCIH. Be advised that in this environment, information and procedures are subject to change and you will be informed of these changes through various sources such as Information Bulletins (published by the Institution and posted throughout the facility), announcements on the inmate broadcast system, or through tier/representative meetings.

I encourage you to make full use of the Programs and Services offered to you here and throughout your Correctional journey, in the hope that your experience overall will be of positive value, and one that will assist you to prepare for a satisfying future upon release.

Gregory Werner

Warden Gregory Werner
Effective Date: 2023

DIRECTIONS:

Maryland Correctional Institution- Hagerstown (MCIH) is located off Interstate 70 and MD Route 65 (Sharpsburg Pike) in Washington County, Hagerstown, Maryland.

Traveling from or through Frederick County on I-70 W, use Exit 29 (MD-65 S), toward (Sharpsburg/Hagerstown). Keep left to take the ramp toward Sharpsburg/ Maryland Correctional Facilities/ Antietam/ Battlefield/ MSP/ MVA. Follow MD-65 S (Sharpsburg Pike) for approximately 3 miles, turn left onto Roxbury Road. MCIH is located on the right.

Traveling from counties to the west of Hagerstown: follow I-70 E toward Hagerstown use Exit 29A, toward Sharpsburg (Sharpsburg Pike/ MD -65 S). Follow MD-65 S for approximately 3 miles, turn left onto Roxbury Road. MCIH is located on the right.

TABLE OF CONTENTS

General Inmate Rights	3
Non-Discrimination Policy	3
Prison Rape Elimination Act (PREA).....	4
Informal Complaint.....	4
Administrative Remedy Procedure (ARP)	5
Inmate Grievance Office (IGO)	5
Inmate Rules of Conduct and Penalties (COMAR).....	6-7
Inmate Rules of Conduct Specific to MCIH.....	7-10
Weapons.....	11
Search Policy	11
Fire Evacuations / Emergencies / Toxic Materials	11-12
Inmate Telephone Calls	12-13
Inmate Phone System (Calling instructions)	13-14
Visitation Rules and Procedures (In-person and video visits)	14-17
Mail and Mailroom Procedures	17-19
Package Room	19-20
Commissary Procedures.....	20-22
Case Management.....	22-24
Access to Inmate Records.....	24
Legal Assistance/ Resources.....	24-25
Prison Litigation Act.....	25
Education Department	25-26
Rules of Conduct.....	26-27
Library Services	27
Vocational Education.....	27-28
Maryland Correctional Enterprises (MCE).....	28-29
Inmate Organizations	29
Religious Services.....	29-30
Dietary / Meals.....	30
Recreation & Gym.....	31
Psychology	31
Social Work	31-32
Medical Department	32-36
Sick Call.....	32
Passes	33-34
Medication	34
Inmate Personal Property	36-40
Allowable Personal Property	36-40
Inmate Property Loss	40
Clothing.....	40-41
Inmate Welfare.....	41-42
Parole	42-46

* Executive and Facility directives referred to in this Handbook are available from the Inmate Library.

Why Do I Need to Read the Inmate Handbook?

It is your responsibility to become familiar with the rules and procedures of this Facility. A satisfactory behavior record influences progress within the correctional system. This Handbook provides a brief overview, guide, and resource for the procedures of MCIH-while you are here. Policies are in place for the safety, health, and welfare of MCIH staff and inmates.

This Handbook is should be used together with facility and executive directives (Policy) (if any) that support each section quick reference guide only and. If you have questions, inmates can ask housing unit officers, a unit manager (Lieutenant or Captain in your unit), or your case management specialist—depending on the question or assistance needed.

GENERAL INMATE RIGHTS

(Refer to DOC 200-0001 AND MCIH 200.0001)

Inmates may not be subjected to (unnecessary, unwarranted, or unlawful): corporal punishment, personal abuse, personal (physical and mental) injury, disease, property damage, harassment, unnecessary Use-of-Force, or be subjected to medical, pharmaceutical or cosmetic experiments.

Inmates may exercise a reasonable choice of their hairstyle, personal grooming and appearance, subject only to the need to ensure proper hygiene, safety, and identification. However, if an inmate changes his outward appearance to drastically, it may be cause to issue another I.D. to match the inmate's current appearance – a new I.D. due to drastic appearance changes will be charged to the inmate's account.

Inmate rights include, but are not limited to, the following (which are subject only to restrictions necessary to maintain facility order and security): 1) a safe and secure environment; 2) non-discrimination; 3) an adequate and wholesome diet; 4) health care services comparable in quality to those in the general population of the State; 5) sufficient clothing for basic needs; 6) adequate toilet, bathing, and bedding facilities along with personal hygiene supplies; 7) access to the courts and legal services; 8) practice of one's religion of choice and access to clergy and religious publications and services; 9) sending and receiving of mail in a legal matter consistent with institutional regulations; 10) a postage allowance for indigent inmates, participation in the case management process; reasonable access to the news media; 11) being informed of institutional rules and regulations; 12) regular exercise; 13) personal grooming choices (limited only by requirements for safety, security, identification, or hygiene); 14) timely computation of good conduct and industrial credits; 15) property not retained by the inmate-- inventoried and secured to prevent loss; 16) and having complaints heard by this Facility and Division Administrative Remedy Procedure (ARP) and Inmate Grievance Office (IGO).

Inmates have the right to decline to participate in activities, services, programs with the exception of work assignments, adult basic education programs, or programs specifically mandated by statute, ordered by the sentencing court, or based upon written agreement.

NON-DISCRIMINATION POLICY

MCIH provides equal access for all inmates to programs, services, and activities without regard to the inmate's race, religion, national origin, sex, handicap, or political beliefs unless membership in any of these classes necessitates the exercise of the constitutional duty to afford

an inmate reasonable protection from harm.

THE PRISON RAPE ELIMINATION ACT (PREA):

(Refer to MCIH.020.0026, OPS.020.0026, COMAR for further information)

MCI-H (and the Hagerstown Complex) which includes all (but not limited to) MD state employees, inmates, volunteers, contractual workers, interns, and anyone that enters State Institutional property is governed by a zero-tolerance policy for sexual misconduct of any kind. No one is to commit, participate in, support, or condone any form of sexual misconduct on the premises. This Facility (and surrounding Hagerstown Complex) and anyone that enters this facility and its premises are to follow and adhere to policies and procedures of COMAR, Executive, and Facility Directives relating to PREA to prevent, detect, and respond to all acts of sexual misconduct.

MCI-H staff are trained and MUST respond to any reported incident of sexual misconduct. MCI-H provides training for all inmates for awareness and education to properly define sexual abuse and misconduct, and how to report a complaint or incident. MCI-H will screen and assess each inmate for prior victimization of sexual abuse and for sexual abusers. You shall be referred for medical and mental health treatment and follow up services if a victim of sexual abuse.

The PREA hotline: (phone dial) 0-1-410-585-3177, can be used to report incidents of inmate-on-inmate abuse; staff-on-inmate sexual misconduct or harassment; related retaliation (such as staff neglect) which results from acts that occur or are occurring within (DPSCS) Department of Public Safety and Correctional Services facility.

MCIH will provide inmates with access to outside victim advocates for emotional support services related to sexual abuse. This Facility has a PREA Coordinator that can assist with getting the correct mailing addresses and telephone numbers, including any toll-free hotlines of any local, state, or national victim advocacy groups or rape crisis organizations. One service available to Washington County, Maryland is: CASA, Inc. 116 West Baltimore Street, Hagerstown MD 21710; Phone: (301) 739-4990; or the Hotline: (301) 739-8975.

INFORMAL COMPLAINT

FIRST, inmates are encouraged to resolve Complaints by addressing your situation to the appropriate staff verbally or by letter.

SECOND, if the verbal discussion or letter to the appropriate staff does not handle the problem—next available is an informal complaint. An informal complaint is found through DOC.185.0002, Attachment D, Informal *Inmate Complaint* form (available from a Unit Manager, case management specialist, or Inmate Library). These are submitted to the Department Head (Manager) or area where the Complaint is against, and staff shall attempt to provide a resolution and/or reply to the complaint within *fifteen calendar days*.

Please note that an inmate is not required to submit an *Informal Inmate Complaint* form before, instead, starting an Administrative Remedy Procedure (ARP).

ADMINISTRATIVE REMEDY PROCEDURE (ARP)

(Comar 12.02.28)

The Administrative Remedy Procedure (ARP) is a structured procedure and includes several processes that are in place to assist and resolve inmate complaints in accordance with Comar 12.02.28. As stated, the inmate is encouraged to first try the “informal complaint” process for resolutions to problems, as stipulated by Comar 12.02.28. If your complaint cannot be resolved at the informal complaint level, or is more serious in nature, the *formal* process (formal complaint, ARP) is available. The ARP will allow a formal appeal of the Warden’s response to the Deputy Secretary for a resolution of the complaint (at Division Headquarters).

ARP processes include that:

- ARP’s shall be accepted daily.
- A Sergeant or above, only, may sign and date an ARP.
- The lieutenant making tier rounds, or a sergeant, will collect ARP’s for the segregation population.
- The yellow copy of the ARP is given back to the inmate for his records.
- The inmate must ensure all sections of the ARP are neatly completed (legible), if not, the ARP shall be returned with instructions for completion.
- ARP forms (and ARP appeal forms) are located in each Unit Manager’s office and in the Library.
- Make sure you are using the correct ARP form that includes a seven-digit red number on the front page.

INMATE GRIEVANCE OFFICE (IGO)

The law establishing the IGO is a separate resource and Agency that will hear, consider, and advise the Secretary of the Department of Public Safety and Correctional Services (DPSCS) as to the merit of any complaint or grievance filed by an inmate.

Grievance Filing Procedure: The complaint must be filed within 30 calendar days of the event, the final ARP decision, the disciplinary process decision, or the classification action. The complaint may be filed in letterform, it may be typed or handwritten (specifying exactly and briefly the nature of the complaint).

The complaint or grievance should include the following in the order shown below:

1. The date on which the incident occurred;
2. The name and DOC number of the inmate filing the grievance;
3. The name and the address of the institution where the inmate is incarcerated;
4. The nature of the grievance;
5. The facts or evidence on which the grievance is based, including dates, times and names of any persons, officials or other inmates involved;
6. The names and addresses of any witnesses, lawyer or representative desired.

The complaint should be mailed directly to: Inmate Grievance Office, Executive Director
6776 Reisterstown Road, Suite 200A, Baltimore, MD 21215.

INMATE RULES OF CONDUCT AND PENALTIES

Relating to Code of Maryland (COMAR), Title 12.03.01

Inmates should refer to COMAR Title 12, Subtitle 03, Chapter 01 for a list of all current rule violations, sanctions, and procedures related to the disciplinary process. It is located in the inmate law library.

COMAR STATES: (Refer to COMAR 12.03.01.03.B2(a-b)) Inmates who attempt to commit a violation or are found soliciting, conspiring, or aiding in the commission of a rule violation are also guilty of that rule violation and subject to its sanctions.

Any staff person has the obligation to report a violation of rules by an inmate. There are five categories of infractions. The shift supervisor may reduce some infractions to an incident report or may offer informal disposition, which would then not be a guilty finding, although the parole commission may consider them in making parole decisions. You may refuse the informal sanction, in which case the infraction shall go before a hearing officer. Refusal to sign is a rejection of the offer. If you fail to fulfill the terms of the informal disposition, you shall be scheduled for a formal hearing before a hearing officer

Once the infraction goes to a hearing officer, the hearing officer may reduce some infractions to an incident report or offer an informal disposition on some categories. Informal disposition is not a guilty finding for Case Management purposes or eligibility for program purposes although may be considered. The hearing officer cannot offer an informal disposition if you have previously refused an offer of informal disposition or failed to fulfill the terms of an informal disposition.

No sanction may be suspended for probation. The Warden may supplement any sanction imposed with any alternative disciplinary or informal sanction. In addition to any other sanctions, you shall have the following restrictions placed on your visiting privileges:

1. Visiting privileges shall be suspended for a period of 6-months when you have been found guilty of an Institutional offense involving ANY of the following:
 - Assault or battery on staff, being involved in any manner in the death of another; Taking of hostages;
 - Possession of or the making of a weapon;
 - A disturbance;
 - The possession or use of a controlled dangerous substance without authorization, or the unauthorized use or possession of any drug;
 - The refusal or failure to provide a urine sample for testing;
 - The possession of or any attempt to pass or receive contraband in the visiting room;
 - The possession of escape paraphernalia, any attempt to escape, or an escape from custody;
 - The refusal or failure to provide DNA sampling;
 - Refusal to participate in any mandatory remediation program.

2. Second conviction of one of the above rules: visiting privileges are suspended for 12 months.

3. Third conviction of one of the above rules: visiting privileges are suspended indefinitely. After 18 months, reinstatement may be applied; and requires clearance through your case manager specialist, the Chief of Security, and the Warden.

You are entitled to receive a fair and impartial hearing if you are charged with an infraction regarding institutional rules. *Due Process* rights are protected within the DOC's disciplinary process.

Mandatory Program Violation Infractions (200-206): Being found guilty of one of these rules has drastic consequences that include loss of all good conduct credits (GCC) or special project credits. Restoration of some, or in rare cases, all credits is discussed in the Case Management Manual, and depends on approvals from case management, the Warden, and headquarters (HQ).

Carefully read, review, and understand the rules you are expected to follow during your sentence; review the Sentence Matrix and Alternative Sanctions that follow. You should note that an offense that occurs in a security-sensitive area and/or during a mass movement are disciplined under a more severe category of the Sentencing Matrix. See your case management specialist or your team leader for any clarification needed on any rules you do not understand.

INMATE RULES OF CONDUCT SPECIFIC TO MCI-H

General Rules of MCIH:

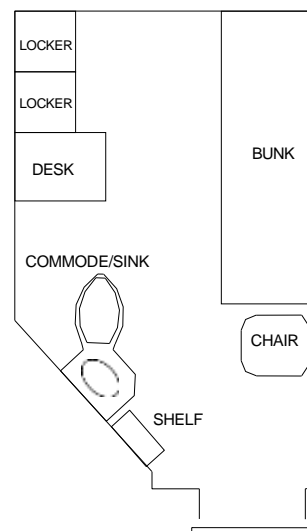
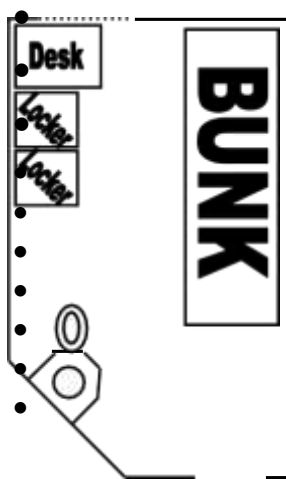
In addition to the Department's inmate rule violations listed in COMAR 12.03.01.04, inmates are required to follow rules specific to COMAR and MCIH. Violating a "503 Rule," (refer to COMAR 12.03.01.04H(4)) or failure to follow the rules of the Facility, or any other applicable charges under COMAR, Title 12.03.01.00-34, *Inmate Discipline*, will result in sanctions.

503-1: Housing Area/ General Rules

- Inmates are required to immediately inspect their new housing assignment area and report any broken, damaged, tampered or altered structural items (bars, window screens, doors, fixtures, etc.); equipment items (beds, mattresses, pillows, lockers, etc.); or contraband in their assigned cell/dorm living area to their tier/dorm officer.
- Inmates must remain seated or lying on the bed during security/cell inspection and count. Head and face must be visible during count for identification purposes, except for the 3:00 PM formal count. During the 3:00 PM count, inmates are required to physically stand in their housing area (cell or bunk area). Inmates in open housing areas shall remain in their bunk area until count is completed.
- At no time shall an inmate enter a cell, other than their assigned cell, or allow another inmate to enter their cell. Inmates are prohibited from entering dorms other than where they are assigned.
- Inmates may not tamper with any facility structures (windows, bars, electrical, fire suppression, etc.). The presence of a hot wire or hook-up to any electrical fixture is prohibited.
- Facility furniture may not be moved (bunks, tables, etc.). Bunk drawers are to be kept in bed compartments and may not be removed for seats, tables or other unauthorized use.
- Consistent with State Fire Codes, excessive accumulations of cardboard, newspapers, magazines and other combustible materials are not permitted in living areas.

- Pictures, photograph, or drawings displayed on the outside of a locker may not contain any nudity. Personal pictures, photographs, or drawings may not be displayed anywhere other than the inside or outside of the inmate’s assigned locker.
- Inmates on cell restriction in open housing areas (non-cell) will remain within three feet of either side of their bunk. If an inmate needs to leave their restricted area to the bathroom or showers, the inmate must first report to the tier officer for permission; surrendering his ID until returning to report to the Officer; and retrieve his ID—and go immediately back to the restricted area.
- Throwing trash anywhere, other than a facility provided trashcan, is prohibited.
- White plastic buckets may only be used for laundry purposes. To obtain a white plastic bucket, an inmate must surrender his ID to the Tier officer and return the bucket before the end of that scheduled shift.
- No sanitation items may be kept in living areas.
- Keep feet off the grilles, tables, benches, chairs, radiators, windowsills and walls. Sitting on any tabletop, radiator, windowsill or structural divider is not permitted.
- While seated in the institution, proper posturing, and full seat contact is required. Straddling, sitting on backrest, forward edge of chair or rocking on two legs of a chair is not permitted—four chair legs must be on the floor.
- Loud talking and yelling are not permitted. Noise must be kept to a minimum at all times.
- Showers are limited to ten (10) minutes. The washing of clothes is prohibited in the shower. Inmates shall be properly dressed prior to entering or exiting the shower. Showers must be vacated five (5) minutes prior to institutional count.
- Removal of chairs, coffee urns, microwaves, etc. from one area to another is prohibited. Rec hall washing machines and dryers are off limits to inmates unless assigned to the laundry detail.
- Smoking substances of any kind is prohibited. Unless authorized and approved for specific uses (allowed specifically under a controlled environment for religious services and during religious services only—never in a housing unit, cell, rec. hall, or any other place not designated a religious service area or, that which is not under the supervision of a chaplain or facilitator under the chaplain’s direction). COMAR 12.03.01.02B.10(b)(i.-v) defines *contraband* as any property, substance, or material that is allowable but is used for a purpose other than what is permitted, is altered or modified from its original purpose, form, design, or use.

• **FURNITURE PLACEMENT IN CELLS**



- **DIAGRAM I**

DIAGRAM II

- The diagrams show two proper arrangements of a typical cell. All residents are to position their cells in either of these two ways. During all shifts, and whenever you are out of the cell, it must be arranged in either manner. If there are two chairs in the cell, they will be stacked and placed out of the way as not to impede the Officers making bar check.
- Please be advised that I have authorized general population inmates to have their door slots opened in June. These slots will be closed in October, or in the event that there is any misconduct or abuse.
- Segregation and Special Housing (Administrative Segregation) cell door slots will not be opened because of the security related issues associated with this housing.

503-2: Visiting Room Rules

- Inmates must comply with all policies related to visitation including but not limited to: OPS 195.0003, MCI-H ID 195.0001, Education Department Rules of Conduct, Annex Housing Rules, or the MCI-H Inmate Orientation Handbook.
- No kissing on the mouth, no touching during or at the beginning of the visit, no inappropriate physical contact.
- The only touching allowed by policy is a quick hug and kiss on the cheek at the end of a visit.

503-3: Dining Room Rules

- Inmates shall enter the dining room in an orderly manner and be seated where directed.
- Water may be obtained from the water cooler, after you leave the serving line, and before you are seated, or as directed by staff. You may only return to the water cooler for additional water if permitted by the officers after everyone is seated. Only two persons are allowed at the water cooler area at any one time. Once the collection of eating utensils has started, no one is permitted access to the water cooler.
- You may not leave the table after being seated.
- Passing food, or other items, from table to table is prohibited.
- At all meals, inmates are responsible for eating utensils issued to them. It is their responsibility to see that they are returned in the proper manner at the end of the meal. During collection, inmates shall hold the utensils in one hand, so it can be easily seen by the officer, before depositing it in the container.
- Inmates are prohibited from taking food items from the dining areas.
- Food Service (including O.D.R.) inmate workers are prohibited from bringing anything with them when reporting to work (i.e. books, magazines, cups) and are prohibited from taking any items from the work area (including food) back to their housing area. Food or drink in the workers waiting area is strictly prohibited.
- White clothing may only be worn by Food Service workers to and from their work assignments and while working in food service areas. Food Service inmate workers are prohibited from loitering, failing to remain properly seated, or going to any area other than their assigned work or staging area—unless prior approval to do otherwise is granted by a staff member.

503-4: Dress Code Rules

- Inmates must be properly dressed when leaving their assigned housing area. Proper dress is defined as: long pants, shirts, leisure or sweat suits, shoes, socks, etc. Shirts and pants shall be completely buttoned or fastened, clean and in good condition. Underwear (including thermal underwear) shall not be worn as outer garments. Clothing shall not be worn turned inside out. Pants will be worn properly above the hips.
- Athletic wear (i.e., shorts, tank tops, etc.) are not to be worn except to yard, recreation room or gym. Only in the yard, gym and rec. halls are sweatpants or shorts permitted to be worn; jeans must worn everywhere else.
- Hooded coats and sweatshirts may only be worn by inmates who are issued the hooded garments as part of their uniform for their job assignment. These garments may only be worn to and from work. They are not allowed to be worn in the yards, recreation halls or on pass.
- Hats (with the exception of approved religious headgear), sweatbands, headbands and other head coverings are not permitted to be worn inside the institution, except in the living area (cell, bunk area).
- Pajamas and robes are allowed to be worn only in cells/housing area. Shower bags are not permitted. Shower shoes and bedroom slippers are permitted to be worn in the shower, on the tier, and in recreation halls only for those inmates housed on that tier.
- Segregation inmates shall properly wear their assigned coveralls outside of their cells.
- Inmates without proper authorization from medical personnel may not wear sunglasses inside the institution.

503-5: Personal Property Rules

- Inmates are responsible for the security of his personal belongings by furnishing locks for his lockers and drawers in any type housing. Inmates, assigned to cells, must ensure their cell door is secured properly prior to leaving the housing unit.
- Personal items (i.e., clothing, appliances, foods, etc.) must remain in your assigned living area unless reasonably required for an institutionally approved activity or you have your housing officer's permission for possession.
- Appliances are not to be loaned or borrowed, ever. Appliances such as TV's, radios, fans, etc. found in the possession of anyone other than the owner are confiscated and sent home at the owner's expense. Trading, lending or borrowing of other items without the authorization of the proper institutional authority is prohibited.
- Radio, television, or other devices with a volume setting must be kept to a minimum at all times. Unless with the use of earphones, radios, televisions or other devices with volume settings must be turned off between the hours of 12:00AM (midnight) and 5:00AM, Monday through Friday, and between 2:00AM until 5:00AM on Saturdays, Sundays, and holidays. Inmates are required to turn off their appliances, (i.e. T.V.'s, radios, gaming devices) and other electrical appliances under their control when leaving their assigned living area. Earphones or headsets are required at all times in dorm style housing.

503-6: Recreational Activity Rules

- Gathering in large groups (15 or more in the large courtyard or gymnasium, five (5) or more in open housing areas and game room) is not permitted.
- The gathering of groups of inmates for the purpose of preaching or practicing religious activities in open housing and recreation areas is strictly prohibited.

- The practice of martial arts, military drills, or sparring with another person is strictly prohibited. Only the courtyards or gymnasium is shadow- boxing permitted, (without an opponent).
- Exercising (push-ups, sit-ups, running in place, calisthenics, etc.) is not permitted in any open living area or Rec. hall; only identified recreation areas such as courtyards or gymnasium may be used for these activities. NO running is permitted inside the institution.
- No later than 15 minutes prior to a shift's closing, recreational games, equipment, irons and hot water pots will be returned to the housing area officer.
- An officer will supervise adjustments to an area's television. Television programs are selected by majority vote, except when championship games, special programs, or other games (approved by the Warden, or designee) are scheduled. If a Rec Hall has more than one television, both sets will be tuned to the same station. Card playing shall not be permitted at front tables or benches under an area television to minimize distraction of those watching programs.
- No cutting or braiding of hair, shaving heads or other type of hair removal is allowed outside of a cell or the Barber Shop due to hygiene concerns; unless authorized by the Warden due to exigent circumstances.
- Inmates are not allowed in the area between the white line and the fence in the large courtyard. No items shall be hung on any fence at any time. Contact with any fence at MCI-H is strictly prohibited.
- Inmates must remain on sidewalks when going to, or returning, from the large Yard or Gym.
- Inmates are not permitted to yell into any area while in route, to or from, the large any yard or gym. Inmates violating these rules shall be returned to their housing area or a holding area.

WEAPONS

If an inmate is found to have in their possession, either physically or within their living quarters, any type of dangerous and/or deadly weapon, that inmate is subject to criminal prosecution in the courts of Washington County, Maryland. Filing for formal charges shall not exclude you from administrative procedures (Inmate Disciplinary Process) as found in COMAR.

SEARCH POLICY

Searches are required and shall be routinely conducted by the institution. The search may be one of four types:

1. Frisk search
2. Strip search
3. Body cavity search (Performed by medical personnel only)
4. Housing unit, tier, dorm, cell, or room search.

Searches shall be conducted as you move through various parts of the institution, and before or after events such as visits, meetings, transfers, etc. The search may involve running hands across clothing worn to detect any hidden objects, the use of metal detectors, the complete removal of all clothing, and visual inspection of body cavities.

Inmates must submit yourself and/or their property for search upon request. Failure to submit to a

search is a violation of Rule 312. You are allowed to be present during a cell search unless it is determined by staff that you are a threat to institutional security. Care shall be taken to prevent any damage, abuse, or loss of your property.

Gender Dysphoric Inmates

Unless a Personal Search Exception Card has been granted by the warden as described in OPS.131.0001, an inmate will be searched in accordance with the policies applicable to searches of the gender associated with the institution or housing assignment in which the inmate is assigned.

The inmate is responsible to carry the Personal Search Exception card at all times and to present this card to the correctional officer prior to the start of the personal search.

Failure of the inmate to present this card may subject the inmate to a frisk/strip search in accordance with the gender associated with the inmates' assigned correctional facility or housing unit.

A gender dysphonic inmate who is granted an exception by the warden pursuant to this policy may have the exception:

- (a) Reversed by the warden if the inmate is found to have exploited the exception and violated the contraband policy or any policy concerning the safety and efficiency of the correctional facility; or
- (b) Temporarily suspended during exigent circumstances.

FIRE EVACUATION / EMERGENCIES

MCIH has emergency plans in place for all types of emergencies: fire, natural disaster, civil defense, power outage and other such emergencies; and staff will direct you to the safest, most secure part of your area for each situation. Know where the posted evacuation routes are throughout the Facility. Evacuation drills are held periodically to help familiarize the Facility (staff and inmates) with the evacuation procedures.

MCIH is responsible for the preservation of life during emergencies, but acts of violence, or rule infractions, during an emergency or evacuation situation will not be tolerated. Violators will be accountable.

There are safety precautions to keep in mind: 1) Stay away from windows or doorways; 2) when possible, close the door to your cell/housing area/room upon leaving; 3) Follow staff and follow instructions in an orderly manner during all emergency situations.

FIRE:

- Fire drills are held on a quarterly basis.
- Inmates, in good standing (ONLY), are required to participate.
- If evacuation is necessary because of a life-threatening fire and/or severe smoke, listen to your housing area officer.
- When your door is opened and the order is given for you to evacuate, exit the area calmly by staying as low to the floor as possible. Staff will be available to assist you for security, medical treatment, and guidance to a safe area once out of immediate danger or hazardous areas.

TOXIC MATERIALS:

Maryland DPSCS and Maryland Occupational Safety and Health Administration (OSHA) have the responsibility with providing the inmate population with guidance and educating on proper use of various toxic chemicals available for use in the Facility. HOWEVER, all inmates are

responsible to be cautious and practice safety measures around chemicals, toxic materials, and ALWAYS use Personal Protective Equipment (PPE); as required by the Chemical Manufacturer's Material Safety Data Sheet (MSDS). Violations of safety precautions and requirements may result in employment termination and/or disciplinary action.

A toxic material can be described as any substance-- from a simple soap detergent to a highly concentrated acid. A complete breakdown of each substance, the purpose of its use, the proper handling of that substance, and what measures to take in case of emergency are posted in all areas of the Facility. If there is uncertainty-, ASK your SUPERVISOR OR A STAFF MEMBER.

Inmates assigned to Sanitation details, or other job assignments which may utilize cleaning agents (Food Service) are required to demonstrate a basic understanding of chemical safety, and must attend an institutional training program. Personal Protective Equipment (PPE) is issued by this Facility, and required by the MSDS Safety Guidelines.

INMATE TELEPHONE CALLS

MCI-H shall provide inmates in good standing with a regularly scheduled telephone-call period. Inmate phone calls shall be made collect at the expense of the person called or through deductions from your phone call account. Telephone calls are a privilege and not a right. Any abuse of this privilege shall result in the loss of future telephone calls. Your Housing Officer shall inform you of the schedule for phone calls.

TWO TYPES OF PHONE CALLS ALLOWED:

Emergency Calls:

Emergency calls are considered for situation like a serious family illness or death, hospitalizations, or other matters of serious consequences, which appropriate institutional personnel determine, are best handled by a telephone call. Emergency telephone calls are arranged by a written request to the Chaplain, your case management specialist, the Unit's Team leader, or the shift commander; and the need for an emergency phone call is evaluated and approved, or disapproved. Emergency phone calls are collect calls; unless calling a hospital.

Scheduled Calls:

Scheduled Calls are allowed to inmates in good standing during the time-periods, designated by the shift's commander. The housing unit officers control access to the phones.

RULES FOR TELEPHONE CALLS:

1. Your telephone-call period is limited to 30 minutes. After 30 minutes, the telephone shall automatically shut off. You are restricted to one 30-minute period during each designated calling period until all inmates who want to use the phone are through. After that, you may be allowed to make additional calls as time permits. You may call any number of parties during your 30-minute time period;
2. The person called must accept charges;
3. There shall be no abusive, vulgar, or boisterous language used by inmates while using the telephone;
4. A telephone call is not an excuse to be absent from work or school;
5. After your 30-minute period expires, the phone shall shut off and you shall be locked out of the system for 45 minutes. If no one else is using the phone, you are eligible to use the phone again after the 45 minutes have expired;
6. No phone calls may be made for other inmates; any abuse of this privilege shall result in

loss of future phone calls;

INMATE PHONE SYSTEM CALLING INSTRUCTIONS

GTL: Inmate VPIN and Private Code Registration Instructions

Pick up the handset and follow the steps below *to register* for V-PIN and establish your 4-digit private code.

1. Press (1) for English or (2) for Spanish.
2. Enter (111) to begin registration.
3. Enter your digit SID number (6-7 digit number).
4. Say your first and last name: Speak directly into the phone in a clear and natural voice. You shall have five seconds to say your name.
5. Please confirm your first and last name by restating them after the tone.
6. If your VPIN registration is successful, your name shall be repeated back to you.
7. If you get a message that your voice did not match, *do not hang up*. You will be asked to say your name up to (3) times.
8. If you do not successfully register after your third attempt, you will hear, “Your voice or name did not match. Please try your call again. Goodbye”. The system shall hang up.
9. You will be prompted to register your secure four digit private code. Enter your four-digit code on the telephone keypad. You will need to remember this code when making future calls. Do NOT share this code with anyone.
10. You will hear, “You entered (your private code number)”. Press (1) to confirm; otherwise, press (2). You shall hear “Your four digit code is registered.” If your code becomes compromised, please dial (112) to reset.

DIALING INSTRUCTIONS:

1. Pick up the phone. Press (1) for English or (2) for Spanish.
2. Press 0 for a collect call.
3. Press 1 to make a debit call.
4. Enter the 10-digit phone number you are attempting to call.
5. Enter your SID number and say your first and last name.
6. Enter your 4-digit private code.

GTL Auto Enrollment IVR Instructions MD 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. Auto enrollment IVR shall 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.

1. Pick up the handset -Press (1) for English or (2) for Spanish.
2. Press (114) to auto enroll your allowed number list.
3. Enter your SID number and state your name when prompted.
4. Enter your 4-digit private code.

MAIN MENU. (Phone)

Press 1: To review and listen to the entire list of your allowed numbers.

The system shall play each phone number in your allowed number list. Press any digit to go back

to main menu.

Press 2: To remove numbers from your allowed list.

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 shall repeat the number to be removed. Press 1 if the number is correct; Press 2 to re-enter the number.

Press 3: To add numbers to your allowed list.

The system shall 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 and then the number. Please press the pound (#) key when finished. The system shall repeat the number to be added. Press 1 if the number is correct; Press 2 to re-enter the number.

No forms shall be accepted for calling lists or changes to a calling list. Your calling list is activated as calls are accepted. Please make your calls as soon as possible to prevent others from making calls using your DOC number during each change period. If you move from facility to facility, your calling list follows you; there is no need to fill out a transfer form or a change form. Complaint/request forms are the only forms that are accepted.

GENERAL INFORMATION CONCERNING INMATE PHONE SYSTEM

Inmate phone calls are 30 minutes. As the end of thirty (30) minute period approaches you will hear two warnings:

- At two minutes prior to end of time period: *“Two minutes remaining.”*
- At thirty seconds prior to end of time period: *“Thirty seconds remaining.”*

The call will be automatically terminated if you fail to end your phone call before the end of the thirty (30) second warning period.

Notify your Tier Officer, Housing Unit Manager of problems involving no dial tone, broken handsets, broken switch hooks, visible wires, etc.

VISITATION RULES AND PROCEDURES

(OPS.195.0003 & MCIH.195.0003)

Refer to the above-listed Visitation directives, and any facility information for any departmental or institutional changes that may occur and change the processes and procedures for inmate visitations. Visitation days and times are posted in the recreation halls.

Much of the following detailed procedures pertain to the *physical attendance* of visitors but, the general rules and procedures that apply to in-person visits also apply to the conduct of video visits (and for *anyone* participating in the video visit), in accordance with OPS.195.0003 and its referenced resources and directives.

VISITATION INFORMATION: During alternate visitation situations, such as video visits—Refer to the Executive Directive and Facility Directives

Identification:

- A maximum of three adult visitors, and three minors, are permitted to visit at any one time. An adult visitor escorting minors, must maintain direct supervision of the minor at

all times while on State property. Failure to supervise properly or to control the behavior of visiting minors will result in termination of the visit. For example, horseplay of any kind is not permitted.

- All visitors are required to present proper identification upon arrival. Identification must show date of birth and a photograph; such as a driver's license or an authentic identification card from a state, federal or county agency. A maximum of 15 persons are allowed on an inmate's visiting list (must 18 years or older). Minors, under 18 years of age, do not need to be registered on the visiting list, BUT they must be related to the inmate or the visitor. While identification is not required for minors; staff may question individuals that appear older. Persons on return visits who still do not possess the proper identification, as described above, will be denied visitation.
- In cases where it may not be possible to provide these types of identification, the Warden may approve the visit if other identification is provided; such as a birth certificate, a social security card, or photo ID school card.

Visitation Entry:

- Persons who appear to be under the influence of alcohol, drugs, controlled dangerous substances, or anyone unruly in any manner will be denied future visits, and is required to leave the State premises immediately. Any kind of abuse (verbal or physical) shall result in removal from all visiting lists and may result in prosecution to the full-extent of the law.
- Cellphones, cameras, recording equipment, weapons, or contraband of any kind are NOT permitted BY a visitor within the Facility at any time.
- An inmate or visitor will never bring personal items into a visiting room (other than allowed for infants as later stated, or medical item as authorized only, by the Visitors' Center). Inmates will enter the Visitation Room in possession of no more than their DOC ID; visitors with ONLY a pass and locker key (or other authorized item), any other items will be considered contraband and shall immediately terminate the visit
- Minors are NOT permitted to bring any item(s) into the visiting room--this includes security blankets and hand-held toys.. (A single clear sippy-cup or plastic baby bottle (no more than 8oz. capacity), and one pacifier will be permitted for an infant child, following the inspection of the contents). Drinks and food, including gum, and candy are strictly prohibited in the Visiting room.
- Visitors in need of immediate medication for respiratory and heart conditions ARE permitted to bring that medication into the institution as long as acceptable medical documentation is provided. That information is included on the Visitor's Pass.
- All visitors entering this institution are subject to being searched. Visitors refusing to permit such a search are denied entrance/visitation- no exceptions. Visitors are also required to pass through a metal detector before entering the Institution. Visitors are given chances to clear the metal detector. If not cleared, the visitor will not be allowed visitation. Personal belongings such as purses, handbags, briefcases and overcoats are subject to being searched, and will also be required to be secured in lockers at the Visitors' Center. Visitors are required to return the locker key to the Visitors' Center prior to leaving State property.
- The metal detector or a handheld metal-detection wand (also known as a "transfrisker") will not be used on a person who has a medical document from their doctor stating that person has a heart pacemaker implanted in the body; instead, a physical pat-down search shall be conducted. Someone of the same sex shall conduct the pat- down search. A hand wand is used on persons who cannot clear the metal detector. (Visitors MUST bring

medical documentation with you to prevent any potential injury a metal detector may have on pacemakers; and to verify placement of any other metal implants, etc. on a visitor).

- After registering, visitors leaving the Visitors Center must go directly to the designated Visiting Room. If a visitor goes to any area other than the visiting room, the visit is immediately terminated. Following completion of the visit, a visitor must return directly to the Visitors Center before returning to his/her vehicle or transportation. Visitors are not allowed beyond any "No Trespassing" signs in the institution, and will be subject to penalty for trespassing, or any wandering within the Facility or Facility grounds. Visitors are prohibited from visiting/talking with, or passing items to inmates, from outside the fence.

Changes: Changes to your *Visitation List* are made once every 60 days, except in cases of an emergency, (as determined by the supervising senior correctional officer). Inmates must legibly sign the *Inmate Visitors List* form (page 2) before submitting.

Out-of-State Visitors: Inmates with out-of-state visitors and, who expect these persons to visit more than four times per year, are required to be included on the inmate's "Visiting List." Out-of-state visitors not on a visiting list and whom are not expected to visit more than four times per year must obtain permission in advance by the inmate or visitor(s) writing to the Facility Warden or Assistant Warden's office at least two weeks in advance of an anticipated visit.

Special Requests: Special requests for visits by clergy should go through the Chaplain's office. An attorney should contact the Wardens office for an in person request. A minimum of 24 hour's notice is not required, but should be considered. Past or prospective employees that would like to visit require permission from the Warden. Special family visits shall be processed by the Wardens office. Legal and Clergy visits are not to be charged against the inmate's allotted number of visits. A certified religious visitor may be recorded on the inmate's visitor record but not counted in them maximum of (15) visitors. Certified religious visitors may visit one inmate at a time.

Criminal History (Visitor): The existence of a criminal conviction alone does not preclude visits. Visitors shall submit to a *Fast ID scan*. Any visitor that alerts the FastID is given a form to fill out in order to conduct a criminal background check. Upon review, Facility staff shall give consideration to the nature, extent, and recentness of any criminal convictions Specific approval of the Warden is required before a person with a criminal record is allowed into the Facility.

VISITING ROOM RULES: The following is a brief overview of visiting room rules. The inmate should be aware of these and other Facility directives regarding visitation with the ability to inform their visitors of proper conduct prior to visitation.

INMATES AND VISITORS ARE EXPECTED TO ABIDE BY THE PROCEDURES AND RULES POSTED IN THE VISITORS REGISTRATION CENTER AND ANY DESIGNATED VISITING AREA. VIOLATION OF THESE PROCEDURES AND RULES SHALL RESULT IN TERMINATION OF THE VISIT WITH THE POSSIBILITY OF REVOKED OR RESTRICTED VISITING PRIVILEGES.

1. MCIH is not only an all-male prison environment, but a place of business, therefore revealing, indecent, or suggestive attire is prohibited. The following clothing is not permitted: halter tops; tube tops; tank tops; see-through garments; short-shorts; "hot pants"; mini-skirts or mini-dresses; form-fitting clothes (i.e. spandex, leotards, leggings); clothing that exposes a person's

midriff, sides, or back; tops or dresses that have revealing "V" necklines/or excessive splits, spaghetti straps, or sundresses; hats or headwear (except religious, or if medically necessary); sunglasses. Revealing, indecent, or suggestive clothing are not to be worn during video visits, and may terminate the visit at the discretion of the Visiting Room officer.

2. Inmates and visitors are prohibited from touching each other, or kissing, at the beginning of the visit; kissing on the mouth is always prohibited. At the conclusion of the visit, the visitor and inmate may embrace each other and offer each other a cheek kiss (only).
3. Seating in the Visiting Room shall be at the direction and discretion of the Visiting Room officer(s). Once seated, there shall be no changing of seats, unless directed by a Visiting Room officer(s). All inmates and visitors shall be required to sit in their chairs with full-seat contact during the visit. Sitting on the outermost edge of the chair does not meet full-seat contact requirements. Chairs shall remain, at all times, on the Visiting Room lines provided on the floor.
4. No part of the inmate or a visitor's body may rest or cross any barrier between the inmate or visitor at any time. These restrictions are strictly enforced. Any violation will result in immediate termination of the visit. Children are to remain in their seat or on the visitor's lap. If minors become disruptive during the visit, at least one adult shall have to leave with the minor in the Visitors' Center, or their vehicle.

Note: Inmates who test positive for use of any controlled, dangerous substances or are found to be in possession of drug paraphernalia shall be subject to loss of their visiting privileges for a designated period.

5. If a visitor or the inmate leaves the Visiting Room for any reason, the visit is terminated. If a visitor leaves, the other visitors visiting the same inmate may remain, BUT no new visitor may replace a departed visitor. In the event more than three adults want to visit, only three may visit at one time; however, upon completion of their visit, a second visit may be granted; provided it does not exceed the allotted two visits for that week.
6. Visitors requesting to utilize restrooms must return to the Visitors' Center (Gatehouse Reception Center) and forfeit their visit. It is recommended that visitors use the restroom prior to entering the institution. Emergencies due to illness, etc., shall be reviewed for additional restroom needs.

MAIL AND MAILROOM PROCEDURES

(See OPS 250.0001 & Facility Directive MCIH.250.0001)

GENERAL PROCEDURES:

1. Outgoing, sealed letters may be mailed as often as desired by all inmates including those on segregation. Letters containing money vouchers shall be given to the Tier officer unsealed. All letters must have the inmate's full name, commitment number, and address on them. Certified mail forms are available upon request from the mailroom. Outgoing mail shall be stamped as coming from MCI-H.
2. Personal stationery can be purchased from Commissary; it cannot be sent in from outside the facility to you. Indigent inmates are entitled to materials and stamps for letters for

personal use (7 per week). (See Indigent Inmate section of this booklet).

3. Outgoing mail will not be read or censored, except as circumstances may warrant. Outgoing mail shall be documented to the appropriate officials if it is processed as being read or censored. Incoming inmate mail may be reviewed if there is evidence that the correspondence poses a threat to the safety and security of the institution.
4. Inmates may not write to another incarcerated person (without prior approval from the both Wardens' office at both facilities where the inmates are housed). The inmates must be immediate family and must not be a co-defendant(s) in any active case.
5. Effective July 1, 2020, all money orders are processed through an online kiosk. For more information, family/friends may call 1-866-345-1884. Effective July 1, 2020, the Mailroom only accepts checks or money orders received through legal mail from approved vendors, government agencies, and other business and legal related sources (as previously stated in section "Inmate Funds" of this booklet).
6. The following is a general list of items that will be returned sender, at the inmate's expense, and are not accepted through this facility's Mailroom (for further detail see MCIH 250.0001, *Incoming & Outgoing Mail* directive): 1) cash; 2) personal checks; 3) stationery (paper/envelopes), cards (greeting, musical, and trading); 4) stickers (photo, amusement); 5) stamps; 6) Polaroid pictures; 7) sexually explicit photos; 8) photos with inappropriate hand gestures. Items without an appropriate "Return to Sender" address will be destroyed. This process will be handled by OPS.250.0001 Attachment A, Notice of Decision to Withhold Mail.
7. All incoming mail must have your full name and commitment number (DOC or SID) on it to ensure the proper inmate is receiving his mail and include a return address on the envelope.
8. Legal correspondence received from courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, and members of the paroling authority received on official legal stationery shall be opened in the presence of an officer and the addressed inmate simultaneously.
9. Third party book orders only. Magazines, newspapers and periodicals are allowable and must be purchased by subscription. Enrollment in record, CD, tape, and book clubs are prohibited. Posters, of any type, newspaper or magazine clippings are prohibited.
10. Mail requiring a Public Notary (notarization) can be handled by an appointment with your case management specialist—there are several qualified Public Notaries within the facility.
11. First class mail will be forwarded for up to (30) days after you leave the institution and with a valid home plan address or other forwarding address, but if a forwarding address is unavailable it will be returned to sender.

PACKAGE ROOM

(See Facility Directive, MCIH.220.0007, *Inmate Packages and Catalog*)

Orders, and MCIH.220.0002, Clothing for further information)

CATALOG ORDERS:

Orders may be placed during designated times from authorized catalogs. Orders must be for items listed on the allowable catalog order list (Appendix 1 to MCIH.ID.220.0007.1) and in compliance with restrictions on allowable property list. All items must be ordered through the Package room and ordered within the allowable limits.

Ordering Process:

- Fill out the MCIH order form completely in ink and be sure to mark the form with your commitment number (DOC/SID), and housing location on the form and accompanying envelope.
- The unit catalog clerk may assist you in preparing orders.
- The order form, money voucher (approved by the Tier officer), and a stamped, pre-addressed envelope must be forwarded to the Package Room officer for review and approval.
- Any order form not approved will be returned to you.
- No third party orders are permitted.

Only the following items may be ordered at any time:

- Art Supplies
- Typewriter supplies
- Board Games
- Musical instruments/music supplies

Clothing & Shoes:

Clothing may be ordered three times a year in February, June, and October, from approved catalogs on forms from the tier. Shoes may be ordered three times a year in March, July, and November, from approved catalogs, the only allowable colors for sneakers are white and grey.

Appliances:

Appliances may be ordered three times a year in April, August and December. Items considered to be appliances are listed in the handbook and in Appendix 1 to MCIH. 220.0007. Warranty issues or repairs are your responsibility. Units which have non-allowable features shall not be permitted and must be disposed of per OPS.220.0004. No appliance may have recording capabilities. Each appliance must have earphone capabilities.

Accessories/Musical Item Orders:

Accessories/Musical items must be in compliance with OPS.220.0004 and are listed in the handbook and in Appendix 1 of MCIH. 220.0007.

Sent Out Items:

All packages sent out of the institution are subject to inspection.

Restrictions:

Allowable catalog order items are listed in Appendix 1 to MCIH.220.0007. Items must be ordered from catalogs supplied by the Unit catalog clerks and Library and must be ordered through the Package Room (does not apply to paperback or hardback books). The allowable items and amounts are outlined in the handbook and in OPS.220.0004. An inmate on Disciplinary Segregation may not order or receive any type of package.

COMMISSARY PROCEDURES

The Inmate Commissary for the State of Maryland, Dept. of Corrections is currently managed by Keefe (contractor with the State of Maryland, and subject to change):

- One Commissary order is allowed per week, spending limit is \$85 per week;
- A commissary schedule will be distributed each week detailing what day of the week your unit will go to the Commissary; if that day falls on a holiday, it shall be made up some other time during that week.
- Some products may have quantity limitations on how much you can purchase at a time;
- Order forms shall be handed out on Saturday evenings, these forms shall be collected on Sunday evening by each Housing Unit by the (4-12) shift;
- Please assist any inmates that may need help filling out the forms/Scantrons;
- Scantrons need to be filled completely with a number two pencil or ink pen. (Do not fill them out with a felt tip pen or crayon), Scantron forms cannot be copied or duplicated, only original ones shall be accepted. More than one Scantron form can be used if necessary. All Scantrons need to be submitted in good condition, they cannot be folded, torn or get wet!
- All Commissary except for Segregation shall be received from the Commissary Room; you must be present to receive your package, if for some reason you cannot make this date attempts shall be made during the same week to complete the delivery;
- If you do not have enough funds to cover the entire order your list shall be prioritized by and distributed as: legal material, hygiene, food items, etc.
- A quarterly property menu has been developed for inmates to order regulated items as well as a few clothing items—see Clothing section of this booklet and directive MCIH 220.0002 for further details on clothing orders.
- Any issues an inmate may have regarding Commissary are to be addressed through the use of the Commissary Communication forms that are available in each housing unit. These forms should be filled out and placed in the Institutional mailboxes. In filling out these forms, the problem must be specific and clear, to include the date of the discrepancy, as well as any corresponding documentation, such as the receipt.
- Unresolved issues pertaining to Keefe (or current contractor managing Inmate Commissary, if not currently Keefe) can also be addressed through the Administrative Remedy Process per COMAR 12.02.28.04a12. (See also the ARP process in this booklet).

COMMISSARY RULES:

- No inmate shall be allowed to attend Commissary without his or her I.D. card.
- Report to Commissary when your tier/area is called (unless you cannot attend because of a valid Pass—medical, school, work schedule does not permit, etc.). Therefore, you cannot go to Yard in the AM and decide to go to Commissary in the PM. You must have a valid A.M. PASS THAT caused you to miss an AM Commissary run in

order to attend the PM Commissary run.

- All inmates must be properly dressed—shorts are not allowed and pants MUST NOT be sagging; but worn properly about the waist;
- There shall be no loud talking or yelling while at Commissary or the inmate will be returned to their housing area, with or without your Commissary requests.

I.D. CARD: (for Commissary purposes, and otherwise).

- When an inmate loses possession of their identification card (i.e. lost/ stolen) it is the inmate's responsibility to notify a supervisor immediately. It shall be the inmate's responsibility to notify a supervisor of the need for a new I.D. card.
- It shall then become the responsibility of the supervisor to notify the Commissary in writing that a particular inmate reported his I.D. card lost or stolen, and the date it was reported missing.
- If an inmate's I.D. is mutilated or deteriorated to the extent that the commissary supply officer cannot make a positive identification, the commissary account card shall be placed in the inactive file and his account shall be frozen, until such time as the Commissary is notified that a new I.D. card is issued.

INMATE VOUCHER PROCEDURES:

- In order to prevent any possibility of one inmate forging a money voucher on another inmate's account, the following procedure shall be followed:
- All money vouchers shall be completed in the presence of an officer from population inmates. The inmate must have his I.D. card in his possession and present it to the officer at that time. The officer shall accept no previously completed vouchers. Inmates on segregation must give the completed voucher to the officer with his I.D. card for positive identification.
- There shall be no exceptions to this procedure: No I.D. -- no Voucher.

COMMISSARY PROCEDURES:

The Inmate Commissary for the State of Maryland, Dept. of Corrections is currently managed by Keefe (contractor with the State of Maryland, and subject to change):

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- A commissary schedule will be distributed each week detailing what day of the week your unit will go to the Commissary; if that day falls on a holiday, it shall be made up some other time during that week.
- Some products may have quantity limitations on how much you can purchase at a time;
- Order forms shall be handed out on Saturday evenings, these forms shall be collected on Sunday evening by each Housing Unit by the (4-12) shift;
- Please assist any inmates that may need help filling out the forms/Scantrons;
- Scantrons need to be filled completely with a number two pencil or ink pen. (Do not fill them out with a felt tip pen or crayon), Scantron forms cannot be copied or duplicated, only original ones shall be accepted. More than one Scantron form can be used if necessary. All Scantrons need to be submitted in good condition, they cannot be folded, torn or get wet!
- All Commissary except for Segregation shall be received from the Commissary Room; You must be present to receive your package, if for some reason you cannot make this date attempts shall be made during the same week to complete the delivery;
- If you do not have enough funds to cover the entire order your list shall be prioritized by

and distributed as: legal material, hygiene, food items, etc.

- A quarterly property menu has been developed for inmates to order regulated items as well as a few clothing items—see Clothing section of this booklet and directive MCIH 220.0002 for further details on clothing orders.
- Any issues an inmate may have regarding Commissary are to be addressed through the use of the Commissary Communication forms that are available in each housing unit. These forms should be filled out and placed in the Institutional mailboxes. In filling out these forms, the problem must be specific and clear, to include the date of the discrepancy, as well as any corresponding documentation, such as the receipt.
- Unresolved issues pertaining to Keefe (or current contractor managing Inmate Commissary, if not currently Keefe) can also be addressed through the Administrative Remedy Process per COMAR 12.02.28.04a12. (See also the ARP process in this booklet).

CASE MANAGEMENT

Each inmate is assigned a case management specialist, which is determined by the last two-digits of the DOC (commitment) number. The Case Management Specialist may assist you in some or all of these areas:

- Job and education assignments and waiting lists.
- Program screening, referral for substance abuse, and other available programs.
- Security reclassification and transfers.
- “Fast and Speedy Trial” requests for eligible detainees.
- Referral to appropriate departments for issues outside the scope of case management.
- Notarization of documents.
- Preparation of your pre-parole summary, post-release reporting, and any special conditions upon release.
- Re-entry services, including ordering your birth certificate, social security card and MVA card, if you are eligible.
- Recommendation for restoration of revoked good conduct credits.
- Special confinement housing status reviews (Administrative and Disciplinary segregation reviews, and Protective Custody matters).

If you have questions on your progress and the effectiveness for your programming for your case management specialist, submit a written request detailing your question or concern. By policy, you should have an opportunity to address general issues with your case management specialist at least every sixty days. Your specialist may see you in person, or respond in writing, as they deem appropriate. Your specialist has two weeks to respond to your written request.

Inmates in *Special Confinement Housing* (Administrative segregation, Disciplinary and segregation) shall have scheduled reviews every thirty days. Any case management issues are addressed at these reviews; unless they require immediate attention outside of the scheduled timeframes.

Case management concerns should first be addressed to your case management specialist. If you are unsure whether the matter can be handled by your case management specialist—ask, write them, and wait for your response. Contact a case management supervisor if you are not given a proper response by your case management specialist within the 2-week time period, and the

matter IS something that a case manager specialist can assist you with. If so, and you are still not able to receive an answer, you may then and only then address your matter with the case management manager. Inmates may appeal any case management decision by filling out the MCIH 020.0002, Appendix 2, Inmate Request form.

SECURITY REVIEWS:

Security level reviews are scheduled annually. Out-of-schedule reviews may be held if there has been a change to your status due to a parole decision, sentence modification or, a detainer has been lifted. Security level is determined based on an objective point system combined with subjective factors. Even if a security review score determines you are eligible for a security decrease, this does not guarantee or imply the decrease will occur (it is only a suggestion of eligibility). Further, certain factors may make some inmates “exclusionary;” which means they cannot be reduced below medium security until within three years of a release date. All inmates may appear at their classification hearing and shall be given notice within 48 hours prior to the hearing however, the inmate in writing may waive such notice.

JOB ASSIGNMENTS:

You may only request assignment/waiting list changes once every six months. Assignments following Disciplinary Segregation sentences shall occur within ninety days of sentence completion.

Placement on a preferred detail waiting list requires that you:

1. Satisfactorily complete an institutional work assignment for at least 90 days (and have at least 6 months since last case management action.)
2. Must be infraction-free for the past three months and be off all disciplinary restrictions for at least 90 days.
3. Meet minimum job requirements if applicable.
4. Have a GED or High School Diploma.

Any deviation from these criteria requires the approval of the Case Management Manager. Time served for disciplinary segregation shall automatically remove you from your current position on any waiting list for assignments. At the discretion of a case manager, inmates removed from a job for punitive reasons may receive an “unassigned.” Inmates cannot earn pay or diminution credits for assignments, until you have been assigned through the case management process. The effective start date for your assignment is the date that final approval of the action is granted by the Warden or designee.

Refer to OPS.245.0005, Inmate Assignments and Payroll, for more information. Your case management specialist can provide you with a copy of your inmate account and confirm your assignment dates. Payroll issues should be addressed to your detail supervisor or housing unit manager.

Diminution credits (days) for assignments are awarded to inmates who are eligible. There are three types of credits awarded: industrial, special project, and educational – depending on your assignment. Your case management specialist can provide you with a printout of your diminution credits/release date and answer general commitment questions. You may also review “General Commitment Information for Inmates” in section 4 of the Case Management Manual (DOC.100.0002.) Your case management specialist may NOT calculate your credits (days) for you. For complex issues with your sentence or credits please write to the Hagerstown Regional

Commitment Office (HRCO) via institutional mail.

Please note that diminution credits awarded for assignments are different from any pre-trial credit awarded by the Court for time spent in a local facility prior to sentencing. Pre-trial credit will backdate your sentence start date; this is recorded in your commitment papers and will not appear as credits in your diminution of confinement record.

Local credits are awarded by a local detention center for the period an inmate was held before sentencing. The Division applies local credits upon receipt of written certification from the local detention center if the sentencing Court awarded credit for time served before sentencing. An inmate must direct concerns related to the awarding of credit for time spent in custody before sentencing to the sentencing Court. An inmate must direct concerns related to the awarding of local diminution credits to the Detention center where he/she was held before sentencing.

ACCESS TO INMATE RECORDS

(See also MCIH 020.0012, *Access to Inmate Records*)

Inmate records (Base file) are confidential and are only available for review by authorized and approved persons, having a bona-fide “Need- to- know” access to the Inmate’s records and base file. The following procedures do not apply to, EXCLUDES, any of the following records: medical, education, mental health, social work, or addictions counseling; for access to these records submit a written request to the specific Department that holds those records.

To request copies of information contained within a base file, complete Appendix 1, DC Form 20-12aR, Application and Consent Form for Release of Inmate Case Record Information from (DOC 020.0012). State specifically what you or your representative are requesting and why and forward this form to the Warden for approval; case management clerical staff shall arrange for the review or producing copies of the approved information.

FEES: Copies for legal or administrative purposes are charged at .15 cents per page. This fee may be waived for indigent inmates and determined as such prior to the copies being made. (See Indigent Inmate section for details).

LEGAL ASSISTANCE/SERVICES

(See also MCIH 200.0002, *Legal Assistance*)

Your Case Management Specialist is not an attorney and cannot provide legal advice; they may however, refer you to Legal Assistance (courts, public defender’s office, or PRISM). You may also obtain Federal Civil Rights (F.C.R.) petitions (1983 forms) and instructions from your case management specialist, along with copies of your inmate account to meet the requirements of the Prison Litigation Act.

The Court system will appoint counsel to represent indigent inmate defendants in direct appeals from criminal convictions to the Court of Appeals, Court of Special Appeals of Maryland, and proceedings under the Uniform Post-Conviction Procedure Act, Article 27, Section 645(A), of the Ann. Code of Maryland.

Attorney phone numbers can be added to your Inmate Phone List, however, understand that attorney calls from off your regular phone list may be recorded. Instead, your attorney is

encouraged to contact your case management specialist to schedule a phone call. You may not use staff telephones to contact your attorney, unless it is a verified emergency (generally, emergency legal calls are only arranged at the request of your attorney).

You are allowed to read and possess law books and other legal materials. There is a legal reference section in the MCIH Inmate Library. The amount of materials allowed in your cell at one time is subject to institutional limitations on total allowable property. Copies of legal material are .15 per page (subject to change).

An inmate may provide legal assistance to another inmate may not charge any services or assistance provided. Further, the assistance cannot interfere with the routine operations of the institution, or pose a risk to safety.

PRISION LITIGATION ACT

The Prison Litigation Act was passed by the federal government in January, 1996, and has been implemented by the Department of Public Safety and Correctional Services. Inmates are required to submit:

1. An affidavit that includes a statement of all of your assets and;
2. A certified copy of your six month account analysis from the Maryland Offender Banking System (MOBS). (This information is available from your assigned case management specialist).

EDUCATION DEPARTMENT

(Refer to your Case Management Specialist, Education Dept., & MCIH 135.0005)

Mandatory Schooling:

Inmate participation in institutional vocational, religious, psychological, psychiatric, recreational/exercise, and community activities is voluntary except for mandatory schooling and certain mandatory remediation programs as designated by the Commissioner. (See your case management specialist for details).

Current law:

Inmates who have 18 months or more left until their mandatory release date and whom cannot provide proof of a GED or high school diploma, are required to attend school for at least 240 days per DPSCS regulations and current law; the only exceptions to the law are provided only for verified medical, developmental, or learning disabilities. If case management agrees that a Vocational Shop is appropriate, a vocational shop may be substituted for the 240-day requirement. Students are encouraged to continue attending school after the completion of the 240-day mandatory term.

Academic School:

The main objective of academic school is to provide you with the opportunity to advance your academic skills to that point necessary to complete your training at MCI-H and to further your opportunities upon release from the DOC. Assignment to any school program waiting list is done through the Case Management Department.

Placement in School:

The Education Department may contact you for testing to determine where you will be placed in school after you have been placed on the education waiting list.

- *Literacy Lab placement:* Inmate students with a Reading score below 2.0.
- *Adult Basic Education placement:* Inmate students achieving a Reading score above 2.0, but below these minimums for basic adult literacy: (Reading, 9.0; Math, 8.9; and a Language score of 8.9).
- *GED Placement:* Inmate students achieving scores *above* the “basic adult literacy” scores in all three areas (Reading, 9.0; Math, 8.9; and a Language 8.9); these score minimums **MUST** be reached before placement into a GED program.

Note: When you earn your GED certification send the original home, or keep in a safe place; and a copy should be retained in your base file for future reference.

Classes:

Most classes are conducted with individualized instruction. Each student works at your own speed; and progression through school depends upon your ability and effort you exert in your classes. Testing occurs from time to time to test your abilities and progress.

Special Education Assistance:

Students under twenty one years of age, who have had special education services who believe they have a learning disability or have received special education assistance in the past may write to the School Principal with this information.

EDUCATION DEPARTMENT RULES OF CONDUCT

Disruptive or Indifferent Behavior:

If inmate behavior is such that it violates institutional rules, the teacher shall write a disciplinary report and forward it through the proper channels; a copy will be placed in the student's educational file for future reference. Students reassigned out of school for disciplinary concerns in school should not be reassigned to school without the approval of the Principal.

Excessive and Unexcused Absences and Lateness:

Students shall not be paid for days for which they have an unexcused absence and as a matter of record a report is written on each student and sent to the case management department when these unexcused absences occur.

Students who sign out sick from school receive an unexcused absence, unless the medical department verifies that the illness justified the absence from school.

Students with two unexcused absences in a semester may be reassigned.

Unsatisfactory or Marginal Academic Progress:

If a student's work is unsatisfactory at the end of the semester, the teacher may complete an evaluation forms for each student and those students could be recommended for removal from the school program for a period of at least sixteen weeks. If the Education staff agrees, at the end of the sixteen weeks the student may request to return to school and may return—with approval.

If, in the professional opinion of the education staff, a student has reached an educational plateau (not progressing), the Principal may recommend that the student be removed from school with an evaluation listing abilities and possible recommendation for the student's future needs. These

individuals should remain out of school for a period of six (6) months or longer before being placed on the Education waiting list again.

LIBRARY SERVICES

The Library is part of the Correctional Education Department. (See MCIH 135.0002, *Library Services*)

The following services are available for all inmates: 1) Books (circulating); 2) Magazines, newspapers, and Audiobooks on CD; 3) Intra-library loan; 4) satellite services (PC, segregation, hospital).

Reference materials: Library resources that are available to the inmate, as made available to the Institution, may include all or some of the following: 1) general, facts, directories; 2) MD Laws (COMAR) and Annotated Code of Maryland, executive and facility directives and other policies and regulations, case research, encyclopedias, the Maryland manual, Driver's training, and other computer resources; 3) LASI (Library Assistance to State Institutions) and access to legal cases and materials; 4) Transition Center (including education, housing, re-entry, employment and other information; 5) Spanish language books and resources; and, 6) other media access resources.

Library request slips are available in the library and on each tier. Request slips (or requests in writing) may be turned in through Institutional mail. All inmates must have a pass in order to use the library. Library passes do not take precedence over work, medical, or other passes.

VOCATIONAL EDUCATION

The main objective of the vocational training program is to provide basic job skills, which would enable you to pursue employment once released.

PLACEMENT IN VOCATIONAL EDU. CLASSES:

1. If you are interested in one of the vocational classes, you should notify your case management specialist.
2. Upon successful completion of a vocational class (approximately 20 weeks in length) a certificate is earned; a copy of which is placed in the inmate's basefile.
3. You may receive vocational training in no more than one vocational trade area during your incarceration.
4. You must have sufficient time remaining on your sentence to complete the class.
5. The two vocational classes are Sheet Metal and Office Technology. Other vocational classes are available at other institutions. Consult your case management specialist for information or inquire in the library.

ATTENDANCE: Inmates enrolled in vocational shops have the following attendance requirements:

1. No more than four (4) passes or absences per month, excluding sick call. This includes AA, NA, etc., so you will need to prioritize your programming during the time that you are enrolled in a vocational shop.
2. Once you are assigned to a vocational shop, you must be able to complete it prior to reassignment, or transfer to another institution.
3. If you are removed from the shop, you may be required to complete a period in unassigned

status.

MARYLAND CORRECTIONAL ENTERPRISES (MCE)

(See MCIH 150.0001)

The mission of MCE is to provide structured employment and training activities for offenders in order to improve employability upon release, to produce saleable goods and services, and to be a financially self-supporting state agency. MCE seeks to approximate a real world work situation within the correctional setting. Prior reassignment from any MCE plant or operation in the DPSCS for punitive reasons excludes the inmate from MCE employment in any other MCE plant without the direct intervention and approval of a Regional Manager.

Strict attendance rules are enforced. Upon employment, each new employee will be fully advised of rules and regulations.

MCE CARES is a job placement and reentry plan for MCE employees who have had at least one year of MCE experience and are within 12-24 months of release-- contact your case management specialist for further information regarding this Program.

GUIDELINES FOR PLACEMENT ON MCE WAITING LIST

1. A verified high school diploma or GED at time of placement on list. No exceptions.
2. Must have resided at MCI-H for at least six months immediately preceding placement on the waiting list. The only exception to this requirement is for inmates who are transferred to MCI-H for the express purpose of obtaining MCE training.
3. Must be infraction-free for the past three months and be off of any type of probation or restriction for ninety days.
4. Must have an institutional job assignment at time of placement on list.
5. Placement on an MCE waiting list is a case management specialist action simply meeting the above guidelines does not guarantee placement on the list.

The following factors are considered:

- History of any of the following: Escape (or escape attempts); assaults and/or use of weapons; of stealing or contraband dealing (especially in a MCE setting).
- History of being a Security Threat Group member.
- Housing history (disciplinary or administrative segregation, protective custody, chronic housing problems).
- Institutional work history.
- Recent changes in medical or mental health status.
- Recommendation from MCE Manager for, or against placement.
- Prior removal from an MCE shop for disciplinary or performance.

APPRENTICESHIP PROGRAM: Currently, the only MCIH apprenticeship program available is Meat-cutting. The apprenticeship program provides for job assistance when you reach work release status or make release.

For entry into the Meat-cutting apprenticeship, you should qualify for and request placement on the Meat-cutting waiting list. After working in the program, you will be evaluated for your eligibility for the apprenticeship.

Candidates for the apprenticeship need to be within a suitable timeframe for release and have suitable behavior and work records. A Case Management Team comprised of an MCE representative, an apprenticeship coordinator, a security representative, and case management specialists/supervisor will make the final decision on your acceptance into the program.

INMATE ORGANIZATIONS

A major part of the volunteer activities program involves the community support for institutional organizations. There are two types of inmate organizations at MCI-H: 1) Self-help groups, which consist of inmates joined together for rehabilitation, therapy, and a common purpose or need; or 2) Service groups, that are established to provide a service to a target population, either the inmate population or a segment of the outside community. Inmates are not to have control over, or be controlled, by other inmates in any group per DCD 200-1, Section V.A.4.

The Volunteer Activities Coordinator (VAC), or designee, can advise you of meeting places and times for your group.

Short-term special-interest classes or functions are posted on the Tier bulletin boards. If you are interested in participating in any of these activities, you must specify in writing which inmate organization you wish to be considered; and send your request (VAC), or designee. Inmates on cell restriction or segregation may not attend either type of group.

Passes for Participation in Group Activities:

1. When passes are called, go directly to the location of the meeting. When leaving the pass locations, you must always return immediately to your respective housing unit before going anywhere else within the Facility (i.e. before gymnasium, or Rec. Hall);
2. Only business pertaining to a specific program will be conducted while in the various rooms for that activity;
3. If your name does not appear on the pass list, attendance at that group function shall be denied.

RELIGIOUS SERVICES

(Refer to MCIH 140.0001, *Religious Services*)

All study groups are conducted under authorized supervision such as the institutional chaplain or an authorized religious representative/volunteer. For groups that do not have a qualified volunteer/facilitator, the institutional chaplain shall make every attempt to recruit a qualified facilitator. The Chaplain will coordinate all study groups. You may sign up for religious study according to your choice of religion as stated on your *Religious Preference* form. Reminder: Everyone must register a religious preference for the purpose of attending worship, study, Holy Day observances, and special services. You may change your religious preference choice twice during the year either in January – June, or July – December. Some study groups shall be limited in number, and a waiting list shall be maintained. You may attend only one study group of a religion listed on the facility *Religious Preference* form.

Those who desire may add one religious visitor of your choice to your visiting list. This visit shall not count against your 15 allotted visitors.

WORSHIP SERVICE SCHEDULES (subject to change; changes will be posted)

Friday Morning:	Rastafarian
Friday Afternoon:	Sunni

Friday Evening:	Moorish Temple, MTSA Small Circle #5, Nation of Islam, Seventh -day Adventist, Nondenominational Spanish
Saturday Morning:	African Methodist Episcopal, Catholic
Saturday Evening:	Apostolic
Sunday Evening:	Native American, Nondenominational Protestant
Monday Evening:	Jewish

DIETARY AND MEALS

Meal schedules are posted in each Housing unit.

The Dietary Program for the DPSCS consists of two meal plans.
The two meals are identified as:

1. Master Cycle Menu, or;
2. Lacto-Ovo Vegetarian Diet: does not contain meat, fish, or poultry. A variety of non-meat items are provided in the Lacto-Ovo Diet that meets the recommended dietary allowance just as the Master Cycle menu does. If you elect to choose the Lacto-Ovo Diet, you are required to submit a *Meal Preference* form to the Food Service manager stating your preference. Forms are available for new inmates by contacting the Food Service manager and requesting a "Meal Plan Preference" form. Individuals, who have selected the Lacto-Ovo Vegetarian Diet, receive a new ID card to enable them to receive their requested meal.

Note: MCI-H does not serve religious diets, however the Lacto-Ovo vegetarian diet is available to meet the needs of recognized faiths.

Once an inmate has indicated the meal preference, that inmate is required to adhere to that choice for at least six (6) months. Changes may occur during January and July; the only exceptions to this rule are inmates who transfer into the Institution. The form must be completed and sent to Food Service within fifteen (15) days of transfer.

An individual who takes a diet other than his registered diet is subject to disciplinary action per DCD/DOC 105 Series.

MEDICAL DIET:

A physician or a dentist must order a medical diet. A dietary officer will prepare an Incident Report when an inmate is observed in non-compliance of the meal by the patient/inmate to include any of the following: 1) refusal of a meal; 2) not going through regular meal lines; 3) receiving food not on the diet, or giving food away.

RECREATION

(Refer to MCIH 145.0001, *Rec./ Leisure Programs*)

These out of cell recreation activities shall continue depending on inmate behavior as well as institutional operational requirements. It is the policy of Maryland Correctional Institution to

provide recreation activities for the inmate population. All yard periods are conducted at the Shift Commander's discretion. A cancelled yard period is a missed yard period –no make-up schedules. All inmates in good standing, (those that are not on restrictive status), are allowed access to yard activities. Schedules for all yard and recreation periods are posted in each housing unit.

Outside weights are to be used in assigned gravel/ grass areas and are not permitted to be moved out of the designated weight pit to areas such as pavement or other concrete structures.

Inmates are allowed to possess the following items during 8-4 and 4-12 shift's Rec. Hall:

- One package of potato chips, popcorn or cookies
- One cup each of coffee and soup (no cans are allowed)
- Newspapers and magazines (one of each)
- Checker, Chess or Monopoly games (no dice)
- Playing cards
- Writing materials
- Art sketch pad (18 x 12 max.) (pencils only; no paints or pastels)

GYMNASIUM

The gymnasium is operational during the fall and winter seasons when access to outdoor fitness equipment in the recreational yards is unavailable due to inclement weather. Intramural sports are organized by the Correctional Recreation Officer. Announcements shall be posted.

PSYCHOLOGY DEPARTMENT

Inmates that wish to receive psychological services should write to the Psychology Department. The Psychology Department provides counseling services that are brief and goal directed. The Psychology staff provides counseling on issues relating to crisis intervention, self-development, problem solving, improving communication skills, mental illness, as well as other mental health related concerns. Cognitive/behavioral, life skills, and mental health support groups are provided by the Psychology staff on regular intervals. The Psychology department also handles risk assessments for inmates eligible for lesser security levels at the request of the case management specialist.

SOCIAL WORK

The Social Work Department offers the following services:

Social Work Groups: (subject to change)

1. *Thinking, Deciding Changing*: A twenty-session group meeting two times a week. Participants learn skills for making better decisions in their daily lives. A variety of learning activities are used- discussion, homework, role plays. Requests for the group are sent to the social work department. Inmates shall be interviewed prior to being selected for the group. Group size is limited to 12 persons and a waiting list shall be offered.
2. *Domestic Violence*: A thirty-session group geared towards men who have a pattern of violence against a domestic partner (e.g. spouse, girlfriend). Participants learn and practice skills that promote healthy domestic relationships through discussing and learning about past mistakes and negative situations. Inmates may self-refer or be referred by staff to the group. Eligibility is required before entering this group; participants will be assessed prior to acceptance.

Requests to Meet with Social Work: Inmates should explain briefly their need in their written request, being as specific as possible. Telephone calls are not routinely given. Individual counseling is not handled by the social worker. Interviews are limited, and the social worker responds to most requests by mail.

Release Planning Services:

Housing resources and other community resources can be sent, upon request, for inmates who are nearing release. Services may include application for disability and other benefits, scheduling doctor or clinic appointments, helping to obtain medications and contacting housing resources; especially for inmates with serious medical or mental health condition to ensure their health care continues after they are released. Inmates must be eligible for services and are screened before being accepted.

MEDICAL DEPARTMENT

SICK CALL PROCEDURE:

1. Twenty- four hours a day the dispensary at MCI-H is staffed with a registered nurse, there is a medical doctor available, or on call, twenty-four hours every day, and sick call is available 5-days a week.
2. At each Sick-Call visit, the inmate must sign the *Co-Pay Log*.
3. A co-pay (approximately \$2.00 at this time) for sick call services requested by an inmate. Medical visits that are exempt from inmate account charges will be marked as “No charge” (or N/C), or ROR by a nurse. The following services are exempt from the inmate account medical co-pay: follow-up services; hospital services; mental health services; Intake or a DOC physical; chronic care; emergency services - which are determined by the medical provider; or program screening (i.e. CARC, Food Service).
4. Treatment will not be denied for indigent inmates, or for lack of funds.
5. The Medical Co-pay Program is intended to develop inmate responsibility and provide faster and better utilization of medical services in response to the growing inmate population.

How to see the Nurse or P.A.

1. Inmates should alert the Medical Department of their health care needs by using an “Encounter Form” (Sick Call slip), which is available in each housing unit. It is important that these Encounter Forms be filled out completely. The top portion should include the inmate's name, DOC#, date, and housing location. Any allergies should be noted. The next section should include a description of the inmate's concerns or problems. This part of the Encounter Form needs to be as complete as possible.
2. Place completed Encounter Forms in the locked medical boxes located in the Inmate Dining Hall. Encounter Forms should not be placed in the institutional mail—they will be returned to the inmate if found.
3. Encounter Forms are collected daily by the medical department. The forms are then screened by the nurses, and passes are issued to the inmate to come to the dispensary. Nurse treatments are completed daily as needed. Passes are issued to any inmate requiring a treatment, for example: dressing change, blood pressure check. Treatments are scheduled for

- both the day and evening shifts as required.
4. If an inmate fails to report to the Medical Department when called, or chooses to leave before being seen by a health care provider, he forfeits his clinic appointment and must submit another Encounter Form stating the problem to be rescheduled.
 5. If the inmate fails to report to sick call due to court, parole hearing, case management meeting, or other official business, he must advise the tier officer who shall notify the Medical Department so that other arrangements can be made.
 6. If the Physician or PA leaves the facility due to an emergency, before seeing all scheduled inmates, the nurse shall reschedule the remaining inmates for the next available clinic.
 7. If the nurse refers you to the physician's assistant or a doctor, you should expect a waiting period prior to your appointment. Also, if you are referred to a specialist for any matter, expect to have a waiting period.
 8. Security rules forbid the Medical Department to tell you when and where your appointment is scheduled.
 9. When the doctor orders medications for you, expect a waiting period for the prescription to be filled.
 10. You have a responsibility in your treatment to: 1) report for sick call (the medical staff cannot remind you or come to check on you); 2) follow the doctors' instructions; 3) take your medications as prescribed—this is your responsibility; 4) while prescribed a specific medically prescribed diet (such as diabetic) you are responsible for compliance. (The facility will not write an order for a special diet because of religious or personal preferences). See dietary plan section of this booklet.
 11. This facility follows HIPPA laws therefore confidentiality laws prevent this facility and its contractors from openly discussing your medical information with family, friends, or attorneys; unless that person can be positively identified as your next-of-kin or has been authorized by the inmate to discuss an inmate's medical information
 12. If you have medical questions or concerns, ask them at the time you see the medical provider, or complete another sick call request form to be seen again.
 13. Abusive language will not be tolerated—expect to be removed from the medical department immediately with a recommendation for disciplinary action for any abusive language or actions.
 14. Unscheduled appointments are for true emergencies. Notify your tier officer of the emergency, and the medical department shall be notified. Information shall be obtained, and your tier officer shall be directed on how to receive medical attention.
 15. If you feel that your medical needs are not being met, please contact the Supervisor of the Medical Department to assist you before filing a formal complaint. Many problems can be resolved quickly if the appropriate staff is made aware of the issue. We are committed to providing you with quality health care.

MEDICAL PASSES:

Inmates Must Go on Medical Passes. Medical passes take priority over any other Facility Pass, such as commissary, yard, or rec. hall. If an inmate has more than one pass, they must go on the first pass (remember medical passes take precedence) then return to the tier/dorm and check in with the Tier officer before going on a secondary pass. Inmates must check in with the Tier officer before going to yard or a recreation hall.

MEDICATION:

Medication lines start every morning at approximately 9:00AM and every evening at approximately 8:00PM.

Medication blister card refills: To receive a refill of your medication, the procedure is as follows:

- Remove the sticker on the blister card and place on a sick call slip; after completing the top portion of the form.
- Place the sick call slip in the medical boxes in your area on the day specified on the blister card.
- The slips shall be picked up by the medical department and processed.
- Do not request refills until you have only three (3) days of medication left.

Authorized medication is delivered and administered as prescribed by medical staff. Inmates are required to either take the medication as prescribed, or immediately complete and return an Encounter Form (or letter) that advises the medical staff that you have decided not to take the medication; and request arrangements to return the unused medication. Failure to dispose of the unused portion of medication as prescribed above may result in an adjustment report for violation of Rule 15 (hoarding or accumulating authorized medication).

INFECTION CONTROL, BLOOD/ BODY FLUID CONTACT AND ENCOUNTERS:

If you, as an inmate in this institution, encounter a situation, involving blood and/or other forms of body fluid spills, you are to report this encounter to correctional staff, IMMEDIATELY.

Correctional staff of this institution has received training for the proper cleaning and disposing of these types of fluids and the following precautionary measures taken:

- Wear protective gloves and use disinfectant solution such as household bleach diluted 1:10 along with soap and water to clean area.
- Remove contaminated clothing as soon as possible and wash in hot water, detergent and bleach. (Extra clothing shall be maintained by each shift in the event that uniforms become contaminated).
- Dispose of all contaminated containers properly.

Methicillin-Resistant Staphylococcus Aureus (MRSA) Facts

Staphylococcus aureus (often referred to as Staph.) is a common type of bacteria found on the skin and in the nose of healthy persons. These bacteria may cause minor 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 is referred to as MRSA. These are more difficult to treat, but usually respond to antibiotic therapy. MRSA is NOT the “flesh-eating” bacteria. Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA.

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 to prevent becoming infected:

- 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 YOUR personal hygiene items WITH others including toiletries and towels, ever;
- 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;
- Do not get tattoos while in prison, use injection drugs, or have sexual contact with other inmates.

How is MRSA 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.

HEALTH & HYGIENE:

Drinking Water:

To emphasize continual good hygiene habits, if individuals are drinking water from their cells or recreation hall water fountains, it is recommended that the faucet be flushed for 15-30 seconds before drinking.

Mattresses and Pillows:

All inmates shall keep in their possession the mattress and pillow that they currently possess. When you move for any reason from one housing area to another, you must take the mattress and pillow along to your new housing location. This process shall help prevent the potential spreading of infectious materials. You are responsible for the condition of these items. Mattresses: may be exchanged every two years if there is a need. You may request a replacement mattress or pillow for normal wear by writing the Property Room officer, or by requesting assistance from your housing unit officer during the hours the Property Room is open. The exchange may be for new or reconditioned one. Pillows may be exchanged once a year, as needed and verified by the Tier officer. White cotton blankets are issued upon arrival.

Inmates are accountable for any mattresses, pillows, and bedding (along with other state issued items), damages resulting from suspected abuse may be handled through the disciplinary process or informally by issuing a money voucher for state reimbursement.

Cleaning of cells when moving:

Each inmate moving into a vacant cell or living area shall be given the opportunity to clean the cell/area with a disinfectant solution by the tier/dorm officer.

TB Testing:

Tuberculosis screening shall be conducted on all inmates. This procedure will allow for your protection in early detection and, if needed, isolation and treatment. Inmates refusing the tuberculin skin testing and chest radiograph shall be placed on medical administrative segregation without routine visitations for public health reasons after receiving counseling from the regional infection control nurse/designee. The reason(s) for refusal shall be documented in the medical record by the regional infection control nurse/designee. The inmate may at any time be released from medical administrative segregation if he complies with the division's tuberculosis screening program.

INMATE PERSONAL PROPERTY

(See OPS.220.0004 and Facility Directive, MCIH. 220.0004, *Inmate*

Personal Property and MCIH.220.0002, Clothing)

1. All property is sent with the inmate when an inmate transfers to another institution. Any inmate leaving the institution by way of a transfer must comply with the amounts listed for the incoming institution. The inmate responsible for sending home non-allowable property at the inmate's expense (this includes food items as well).
2. Property received in this institution by incoming inmates is governed by the rules of this facility; an excessive property is sent home at the inmate's expense. The warden may limit use of or authorize removal of any personal property which presents a security, health, sanitation, or fire safety hazard.
3. Excess property accumulated by an inmate shall be controlled by means of cell searches to include inventory of property items and confiscation of contraband items in accordance with OPS.220.0004. Due to the operational limits of this facility, personal property will not be permitted to be sent home through persons coming on visitation.
4. This Facility will not be responsible for any damaged items unless it can be proven that the loss or damage was the result of malice or negligence by an employee.
5. There shall be no lending, trading, selling, etc. of any appliances from one inmate to another. Any violation of this rule shall result in the appliance being sent home at the owner's expense. Proof of ownership will be required.
6. If an appliance is confiscated due to no proof of ownership, it shall be held for 30 days pending ownership verification—during the verification process the appliance will be held by the Property room. If your appliance was confiscated for proof of ownership, contact your case management specialist for a copy of your ownership papers for that appliance.
7. The following list represents the type and amount of personal property and clothing that may be in your possession. Any item not included on the list is subject to confiscation.

ALLOWABLE PERSONAL PROPERTY:

1. The items listed below are the only items which may be received through the mail, through the United Parcel Service (via the inmate catalog program), or when the Warden makes an individual exception based on documented reasons.
2. Dollar figures listed is the *maximum* permissible dollar value of an item.

NOTES

- (+): For institutions utilizing inmate uniforms, personal articles of these clothing items are not allowable. No hoods except ones issued by this facility.
- (++): Excludes colors of outerwear or any type of clothing that conflict with security or that could be construed as a uniform, military, or medical garb, etc. (such as black, dark blue, dark green, olive green, dark brown, orange, yellow, camouflage. No clothing darker than a light blue color (excluding blue jeans and jean jackets or coats). No logos, writing, insignia or appliques except a professional sports team or college logo, a manufacturer's logo or an institutional logo when supplied by the institution.
- (*): Items with an asterisk are allowable up to the maximum quantities through a combination of State-issued and personal property. (See Note 2 for certain jobs.)

Note 1: (OPS 140-0002) There may be certain approved religious articles of clothing ordered out of Crescent Imports Catalog. These items must be approved by the appropriate religious coordinator and must be commonly accepted religious apparel essential to practicing, attending, or conducting one's recognized faith. These items are also placed on the inmate's Property card (under the nearest or appropriate items heading), and counted like against the maximum amounts allowed for that item on the Clothing list.

Note 2: (MCIH.220.0004) Inmates assigned to MCE, Loading Platform, Grounds Detail, Maintenance Details, Vocational Shops, Control Center, Hospital Custodial, and Main Laundry may be supplied with an additional two pairs of work pants, two additional work shirts, and a State-issued coat. Upon transfer, the two extra pairs of work pants must be returned to the clothing room. Inmates in Units 1 and 2 may have a State-issued coat.

(See section "NOTES" above for these symbols: (*, +, ++, & Notes)

CLOTHING ITEMS	Quantity allowed / Dollar limit per item
Belt: Maximum 2" buckle. No logos, insignia, designs.....	1/ 20.00
Coat: (++) Fingertip or ¾ length max.....	1/ 75.00
(No leather, fur, over-stuffed, puffy, reversible, black liners or hoods)	
Footwear: All shower shoes, slippers, sandals, shoes, boots, tennis shoes, more than a 2" heel, no steel shank or metal supports, and boots(*) can be no more than 8" high. (per pair)	4/ 100.00 ea
Handkerchiefs: white only, max size 16"x18"	6
Hat: (+) Knit style	1/ 10.00
No dress hats, religious headgear or caps w/ adjustable drawstrings	
Hat: (++) Baseball style hat	1/ 10.00
Hat: Stretch nylon style.	2/
Pajamas sets:	2/ 20.00 ea
Rain Poncho or raincoat: Must be clear	1/ 15.00

CLOTHING ITEMS	Quantity allowed / Dollar limit per item
Religious clothing: (See Note 2, below)	
Shirts: (+/++)Jerseys and sweatshirts, etc.....	6 / 25.00 ea
Shorts: athletic; no cargo shorts 4@ \$25.00 each	
Shower Robe:.....	1/ 20.00
Socks, pair: (*).....	4/ 9.00
Special work clothes: (*)	as permitted
Thermal Underwear: Tops or bottoms; gray, white, or neutral; (Quantity allowed = 2 tops; OR 2 bottoms; OR 1 set consisting of one top and one bottom)	2/ 15.00 ea
Trousers, pants: (+/*) Sweatpants/ leisure-style pants (No cargo pockets; no military striping; NO BLACK JEANS; no excessive holes or tears; no more than four pockets and a watch pocket; no extra snaps, fasteners or zippers	
	4/ 50.00 ea
Undershirts or T-shirts: (*)	
Short sleeve; no sleeveless or tank tops; plain white.....	8/ 4.00 ea
Underwear: (*).....	8/ 4.00 ea

JEWELRY and PERSONAL ACCESSORIES

Clothes hangers (plastic).....	6	
Combination lock.....	2	
Neck Chain, 24"x1/16"(gold/silver)	1/	50.00
Religious articles (also <u>See</u> MCIH 140.0001)	5/	20.00
Ring, wedding.....	1/	75.00
Sewing kit (safety scissors only).....	1	
Shoe/boot laces (packs).....	3	
Shoe polish (no wax)	1	
Shoeshine brush	1	
Shoeshine cloth.....	1	
Sunglasses.....	1/	25.00
Trash can (max. 3 gallons; plastic only)	1	
Wristwatch (no larger than 2"x 2" & ½" thick).....	1	

APPLIANCES and ACCESSORIES

Alarm Clock.....	1	
Antenna, TV.....	1	
Batteries, dry cell (as required, plus 1 additional set, commissary only)	as required	
Beard/mustache trimmer and attachments	1	
Book Light	1	
Calculator (pocket size-battery only).....	1/	10.00
Can opener (commissary only)	1	
Cassette tapes, CD's, commercially recorded, factory-sealed, any combination	8	
CD and cassette cleaners – dry types only.....	1	
Extension cord (9 ft. maximum; UL listed)	1	
Fan (when electrical system allows) Commissary only; Max 12', plastic	1	
Game System (handheld).....	1	
Game Cartridges	6/	35.00

APPLIANCES and ACCESSORIES (continued)

Headphones (clear) (pair)	1/	25.00
Other accessories for appliances (e.g., typewriter ribbon or battery for watch)	as permitted	
No universal adaptors, coax connectors.....	as permitted	
Radio: (*) AM or AM/FM with or without cassette, or CD.....	1/	75.00
Radio must not have recording capability or detachable speakers		
Television or TV/AM/FM Combo (with or w/o remote).....	1/	200.00
(13" color or black and white-electric only)		
Typewriter (portable/manual or electric with word processing ability)	1/	250.00
Sales only, no detachable monitor or disk capabilities		
Universal Remotes: 1 permitted; (NOT 1 per appliance).....	1/	

MISCELLANEOUS (general overview)

Air Freshener, solid.....	2	
Comb.....	1	
Cup, drinking, 16 oz. max.....	1	
Hair Brush.....	1	
Laundry Soap	2	
Mirror (plastic).....	1	

Nail Clipper (small)	1
Razor (Disposable only)	5
Roach/Ant motel	3
Soap Dish (plastic).....	1
Toothbrush	2
Toothbrush Holder.....	1
Over-the-Counter Medication:	
Such as: Aspirin/Tylenol (pack); Antacid (pack); Cough drops (bag);	
Vitamins – Multiple (container) (no Amino or Creatine). Total combined.....	8

HYGIENE ITEMS - (NO GLASS, OPAQUE SUBSTANCES, OR CONTAINERS)

Hygiene Items: (not all- inclusive), Aftershave lotion; bunion /callus pads; Chapstick; contact lens cleaner; cotton swabs; denture adhesive and cleaner; deodorant; eye wash; hair conditioner and dressing; mouthwash; shampoo; shaving cream, skin cream and lotion; soap; talcum powder; toothpaste. (Total Combined= 30 items). Toilet paper= 3 rolls total.

STATIONERY ITEMS

Approved Extension Course materials approval: **Go** through your case management specialist for approval prior to receiving any materials in the mail, otherwise mailroom will not allow you to receive them.

Binders (notebook/no metal).....	1
Books/ newspapers (personal, religious, legal, etc.)	
1.5 Cu. Ft. (e.g. 12"x12"x18")	as permitted
Books (Textbooks) for current courses	as required
Greeting cards	as approved
Pencils/Pens	18
Photo album (No metal).....	1
Photograph; w/plastic frame	1
Postage stamps, stamped envelopes (available in commissary)	20
Ruler, (plastic only)	1
Scotch tape-rolls.....	2
Writing paper/ paper tablets (no metal)	2

LINEN ITEMS

Laundry Bag.....	2
Personal Sheets & Pillow cases (seg)	1
*Towels, hand or bath (6 total, state-issued or personal)	6
Washcloths.....	4

RECREATIONAL MATERIALS

Art Brushes	5
Art sets (chalk, water, charcoal, non-toxic) must be ordered from the catalog (designated by the Warden) <u>THE SAX ART CATALOG</u>	1 set
Board games/Dominos (No dice).....	1set/ 10.00
Chess set (solid pieces)	1/ 10.00
Guitar (no electric)	1/ 150.00
Guitar strings.....	(exchange only)
Harmonica w/case.....	1/ 25.00
Puzzles (jigsaw)	2

Playing cards.....	2 decks
Support belt/athletic supporter.....	as required

MEDICAL ITEMS

Blister pack (Current prescription only)	as prescribed
Dentures	as prescribed
Eyeglasses/Contact Lenses	as prescribed
Other items (braces, etc.)	as prescribed
Prosthetics	as prescribed

FOOD/DRINK ITEMS (NO GLASS)

Beef jerky (any combination)	6
Candy bags (any combination)	5
Candy bars (any combination).....	24
Canned goods (tuna fish/ mayonnaise/soup/ potted meat/ honey).....	15
Cereals.....	2
Coffee, Hot Chocolate-individual packs.....	24
Crackers/ cookies/ cakes (boxes).....	3
Creamer (non-dairy)-boxes.....	2
Instant drinks (containers).....	5
Potato chips/popcorn/ pretzels/nuts	8
Pudding (packages).....	2
Soft drinks/juice (Case of (24)).....	1
Soup, Noodles (packages)	24
Spreads (condiments, mayo, honey, cheese, jelly)	6
Sweetener (box)	1
Tea Bags (box)	1
Plastic Bowl	1
Plastic fork and spoon (pack).....	1

INMATE PROPERTY LOSS CLAIM

If you have property lost, stolen, damaged, destroyed, or improperly confiscated by an MCI-H employee, you may submit a claim for restitution or reimbursement using the established Administrative Remedy Procedure (ARP) explained in this handbook. **NOTE: There is a 15 calendar day limit in which to file.**

CLOTHING

(Refer to MCIH 220.0002, Clothing)

You are ONLY authorized work boots when assigned a job/detail that requires use of work boots such as: maintenance; main laundry; vocational shops; food service(dishwasher/pots and pans/cooks); truck detail; garbage; rear compound; control aide; athletic detail; (sanitation detail is not authorized work boots). Boots issued may be new or used depending on inventory status. MCE Meat cutting issues boots for their workers. Coats are a ONE TIME ONLY issue. Clothing may be exchanged on a one for one basis as needed. Thermal underwear may be exchanged once a year for a new set; they are not an automatic reissue.

New arrivals from MRDCC only, shall be issued TWO each of the following items: jeans,

print shirts, pair socks, briefs, and t-shirts; also, ONE each of the following items: grey sweatshirt, hat, long johns (thermal underwear), and coat. (Sweatpants are not issued at this facility). Inmates transferring from other institutions shall not be issued clothing if they have a sufficient amount.

Inmates are held accountable for the loss, theft, or damage of state issued clothing, Inmates are subject to adjustment proceedings for loss, theft, or damages to state-issued clothing (including footwear).

Be patient when submitting request slips, you are one of many inmates therefore your requests will be processed as soon as possible.

Bed Linens: may be purchased through catalog orders. Submit all catalog orders for the bed linens to the inmate clothing room.

Clothing Room Rules: Do not try on any clothing in the Issue-Point Area—violations result in an adjustment. You must sign the inventory sheet for all items you receive. It is your responsibility to ensure your sizes are correct before you leave. ONCE YOU LEAVE THE AREA YOU MAY NOT RETURN.

Request slips: Print all information correctly. You may fill out a request slip every two months (only). Clothing Room boxes are available in each unit to deposit your request. Do not send requests through the institutional mail.

Segregation inmates: You may receive clothing once you are released from segregation. While on segregation status, you are allowed only minimum clothing per the Allowable Property Matrix.

Bona fide Gender Dysphoric Inmates: whose gender is male, expressed gender is female, and who is housed in a male facility is permitted to purchase and retain clothing items and other articles authorized for other male inmates at the facility, as well as items authorized for females at a female facility.

INDIGENT INMATES

(Refer to OPS.175.0002 AND MCIH.175.0002)

An indigent inmate is one who at reception has less than \$2.00 in his active and commissary accounts, or who in the previous two (2) weeks has not received pay for an assignment and has not had \$2.00 in his active and commissary accounts. Patterns of spending and receiving funds that shows manipulation of the account balances to maintain indigence will not qualify the inmate as indigent.

If the inmate does not already possess the items, the property officer may issue a welfare packet upon arrival. After reception, a welfare package shall be issued on a monthly basis only to indigent inmates upon request upon submission of a welfare commissary slip on the first Monday of the month. The slips shall be sent to the Welfare Officer via institutional mail. Razors are only given on an exchange basis. Additional paper and envelopes for legal correspondence will be provided upon request.

In the event of an emergency need for a welfare package, your tier officer may contact the

shift commander.

Indigent inmates may request toilet articles needed for personal hygiene by obtaining a welfare commissary slip from the 8 - 4 shift on the first Monday of the month, completing and sending it immediately to the commissary/ welfare officer. The commissary/ welfare officer will verify the status of your account before any welfare package will be issued. Welfare packages are generally issued the last week of the month. Postage will be provided for indigent inmates for 7 letters a week and unlimited for legal mail. Addressed letters should be sent to the 4-12 shift, Operations Officer, marked NSF.

INMATE FUNDS

Money you are paid for your institutional assignment and receive from any other sources will be managed by the Business Office. You may receive a regular statement of your spending reserve and spending account balance. The Business Office maintains two accounts for each inmate. When you receive your monthly pay, a percentage of your money is placed in your reserve account until \$50.00 is accumulated in your reserve account. The reserve account is non-spendable until you are released from incarceration, at which time it will be given to you. The remainder of the money and other funds received will be placed in your spending account. Money may be transferred from the spending account to the commissary account. You must put a dollar value on your commissary transfer. Funds must be available in the commissary account to receive commissary. Inmates serving life sentences are not required to maintain a reserve account.

The Business Office follows all accounting procedures outlined for State facilities. By using receipts, vouchers, and notices, you will receive all information on deposits or withdrawals from your account. A charge of \$12.50 will be made for each "Stop Payment" on a check.

A printout of your account may be obtained from your Case Management Specialist.

PAROLE

Parole Commission Duties and Responsibilities

By law, the Parole Commission of the State of Maryland has certain powers:

- It hears cases for parole release and revocation. The Commission authorizes the parole of persons sentenced to 6 months or more under the laws of this State from any penal or correctional institution.
- The Commission evaluates information on the activities of alleged violators of parole as reported by Community Supervision (formerly the Division of Parole and Probation).
- The Commission requests warrants for the return to custody of alleged violators of parole and mandatory release. It can revoke a parole or mandatory release upon proof of a violation of the conditions of supervision.
- It makes recommendations to the Governor with respect to life cases, pardons, and commutations of sentences.

Parole Eligibility: Maryland law requires that all confined persons serving a parolable sentence receive a parole hearing at their parole eligibility date. Determining the parole eligibility date has become more complicated recently with the new "non-parolable" sentences and sentences for which 50% must be served prior to a parole hearing. The Parole

Commission sets the policy establishing the initial parole hearing date. You should consult your case management specialist to determine the guidelines for parole hearings. Inmates serving a life sentence or life suspended sentence generally are eligible for a parole hearing after serving 15 years.

Mandatory Supervision Release (Mandatory Parole):

Your mandatory date of release, if you are refused parole, shall be determined as follows:

1. Determine your maximum expiration date (day for day end of your sentence(s))
2. Subtract your diminution of confinement credits (good conduct time, double cell credit, industrial credit)

Rules for how much credit you are eligible for (double good conduct time, double cell credit, etc.) are complicated. Consult the Commitment manual in the Inmate library for further information. Your case management specialist may be able to assist you with this information.

Your mandatory supervision release date is documented on your Annual Security Reclassification form. When placed under mandatory supervision release the inmate will remain on mandatory parole until you reach your sentence expiration date. The requirements to report for parole supervision are provided to you before your release—DO NOT hesitate to ASK for the information from your case management specialist. It is your responsibility to report at the proper date and time to the Community Supervision Office; so make sure have a good understanding of the processes.

Parole, Retake, and Revocation: It is the responsibility of the Community Supervision office to supervise parolees. It enforces parolee rules and special conditions and reports to the Parole Commission on all matters of importance. The Parole Commission may issue a Retake Warrant or a Subpoena. The Retake Warrant shall set forth the alleged violation, while a subpoena shall order you to appear to answer charges.

As an alleged repeat and returned violator, you shall receive a hearing before a Preliminary Hearing Officer. The Preliminary Hearing Officer shall determine if there is a probable cause to detain you. You shall then be given a Parole Violation Notice. It indicates your right to counsel and witnesses at your revocation hearing. If you wish to proceed with a prompt revocation hearing, you may waive the preliminary hearing. If you return to an Institution as a parole violator, you should contact your case management specialist about your status and rights.

Administrative Review: The Parole Commission administratively reviews sentences of twenty-five years, or parole eligibility (if greater than 5 years or more), at five year intervals until within five years of parole eligibility. Reviews are conducted in the office of the Parole Commission without notice to the inmate.

There are three purposes of a Review:

1. Study the inmate's progress in the Institution and the inmate's past history;
2. Ensure all documents needed to conduct initial Parole Hearing are in the file and;
3. Schedule an initial Parole Hearing --if within five years of parole eligibility.

Notice of Parole Hearings and File Review: Inmates will be informed, at least 15 days in advance, for any parole hearing. The institutional representative of the Parole Commission will furnish you with written Notice.

The Notice will include the following information:

1. Dates of parole hearings that month;
2. The factors, which the Commission shall consider in making its determinations;
3. The rights of the inmate, or a representative, to examine and inspect (prior to the Hearing) any file, records, or other documents that will be used by Parole Commission for making its determination(s).

You may inform the Institutional Parole Associate of the Parole Commission if you wish to review your file prior to a parole hearing. Request a form from the associate that you wish to review your file or, if you wish your representative to review your file, include the name, address, and occupation of your representative on the form instead; authorize review by your representative on that form.

After review, bring any errors, disputed facts, or omissions in the file materials to the attention of the Parole Associate. The Associate shall request the Parole Commission to resolve the matter before your hearing.

Parole Hearing and Decision: A parole hearings are conducted in an interview format. They may occur in person, or by means of a video conference-- both are informal and will allow you to express your views and feelings, which pertain to your case.

At a Parole hearing, the Commission will consider the circumstances surrounding each crime; the physical, mental, and moral qualifications of individuals whom become eligible for parole; and they'll consider whether the inmate, if released and on parole, has the ability to abide by the laws of the community, and whether the release of the inmate is compatible with the welfare of that community, or society as a whole.

To assist in that determination, the Commission also considers the inmate's:

- Prior criminal and juvenile record and response to prior incarceration(s), parole or probation.
- Behaviors, adjustments, participation in Programs and Services offered in the facilities.
- Education, Vocation, and other Training experiences.
- Inmate's attitude toward society, community, their discipline, and authority in general.
- Prior use of narcotics, alcohol, or controlled dangerous substances (CDS).
- Emotional maturity and insight toward personal growth or problems that may be preventing that.

- Any record or recommendations made by the sentencing judge, the institutional staff, or by a professional consultant(s) such as psychological and psychiatric reports.
- Employment plans, occupational skills, or job potential of the inmate.
- Transition plans, living arrangements, Home plan, and support system once released.

- Ability and readiness to assume obligations and undertake responsibilities.
- Any other factors or information that will assist the Commission in making its decision.

Open-Parole Hearing.

An Open-Parole hearing is one in which the victim(s), or the relatives of victims related to the crime, choose to attend your Parole hearing. Here, the victim(s), or relatives, etc., shall have an opportunity to express their views and feelings pertaining to the crime suffered, and offer information to the Parole Commission before addressing you at the Parole Hearing.

Your Parole hearing shall result in one of the following decisions:

- *Approved*, and a release scheduled.
- *Delayed release*, you shall be released at a future date (usually after completion of some stipulated activity; such as addictions treatment or a specified time on work release).
- *Rehearing*, rescheduled at a later date.
- *Hold*, the parole decision is held pending additional information.
- *Refusal*, inmate will remain incarcerated until the mandatory release date.
- *Administrative Refusal*, the parole decision is held while pending court decisions from other pending criminal charges.

If you are serving a life sentence, a life-suspended sentence, a sentence for a loss of life, or if the Hearing is to be an Open-Parole hearing your Parole Hearing will be presided over by two Parole Commissioners. Cases heard by two Parole Commissioners cannot be appealed.

Hearings, for other types of offenses not mentioned above, are conducted by a Hearing Officer, or a Commissioner, acting as a Hearing Officer. The Hearing officer will inform the inmate of the recommendation at the end of the hearing; however, this recommendation must be reviewed by a Parole Commissioner.

The Commissioner can either:

- Adopt the Hearing Officer's recommendation;
- Disapprove the Hearing Officer's recommendation; or
- Send the case back to the Hearing Officer for an immediate recommendation.

Your written parole decision shall be given to you by the institutional Parole Associate along with an Appeal form (if you desire to file an exception to your parole decision). The form must be completed and forwarded to the Parole Associate as specified to you.

If you appeal your parole decision, two Commissioners shall be assigned to review your case on the record. The Panel shall review your case in the office and will give one of the following final, written decisions:

- Affirm the decision of the Hearing Officer; or,
- Reverse the decision, and render a new decision; or,
- Modify the decision; or,
- Remand (send back) the case to the Hearing Officer for further consideration and a new decision.

There shall be an automatic "In-House" appeal when the reviewing Commission, which is treated in the same manner as an exception, does not accept a recommendation of a Hearing Officer.

Parole Approval: When receiving a final decision approving your parole, inmates will be released as soon as administratively possible; BUT there are some exceptions to this procedure:

1. A delayed release date;
2. The Home and Employment Plan is/are pending verification;
3. An infraction and the Parole Commission revised the decision.

You are required to sign an *Order of Release on Parole* before your actual release. This Order defines the terms and conditions upon which parole is granted; and serves as your *Certification of Acceptance* toward its terms and conditions.

_____ End _____