

Division of Correction
Maryland Correctional Institution-Jessup
Incarcerated Individual Handbook

P.O. Box 549 Jessup, MD 20794

410-799-7610



Revised
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To offenders new to the Maryland Correctional Institution-Jessup:

This incarcerated Individual handbook was put together to give you the necessary information to help make your stay here as productive as possible. You will receive information that not only meets the guidelines of the Maryland Commission on Correctional Standards, but you will also receive information that enables you to avoid making mistakes and should save you time in completing certain processes.

Please take advantage of the orientation session and ask questions so that you leave with a full understanding of the requirements of the institution and how to progress to the next level, whether it is a lower security institution or home.

Sincerely,

A handwritten signature in cursive script that reads "Christopher Smith".

Christopher Smith
Warden

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MARYLAND CORRECTIONAL INSTITUTION- JESSUP

INCARCERATED INDIVIDUAL HANDBOOK

PURPOSE

The purpose of this handbook is to familiarize the offenders with the policies, procedures, and practices of this institution.

Each new offender shall acknowledge that they received a copy of this handbook and comply with it and any provisions made to it. Completion of orientation is documented by a statement signed and dated by the Incarcerated Individual on Attachment A Maryland DPSCS Office of Operations Incarcerated Individual Receipt of an Incarcerated Individual Handbook.

It is the offender's responsibility to follow the rules, regulations, and policies set forth or governed by the Institution, the Agency, and the Code of Maryland Regulations (C.O.M.A.R.).

GENERAL CONDUCT

You are required to conduct yourself in a respectful manner toward all persons. Loud or vulgar language is not permitted. Your behavior must be acceptable to others. No Incarcerated Individual or group of Incarcerated Individuals will be given control or authority over any other Incarcerated Individual(s). Deviant behavior will not be condoned or tolerated.

NON-DISCRIMINATION

Department of Public Safety and Correctional Services (DPSCS) and Maryland Correctional Institution Jessup (MCIJ) provides equal access for all Incarcerated Individuals to programs, services and activities without regard to race, religion, national origin, sex, disability, or political beliefs unless membership in any of these services requires the exercise of restriction to afford an Incarcerated Individual reasonable protection from harm. No sanctions will be allowed which adversely affects the health, physical welfare, or psychological wellbeing of Incarcerated Individuals. You should also be advised that DPSCS and each institution publishes written regulations to mandate and guide policy and practices.

Policy regulations and directives are available to you in the library. These materials may also be provided electronically; but Incarcerated Individuals in segregation must be provided the information in a written format so that their access to the information is not impeded by their custody status.

It is the policy of DPSCS that when a literacy or Limited English Proficiency problem exists, staff member(s) shall ensure equal access to all services to assist in understanding of the material.

PROTECTION FROM ABUSE

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

Maryland Correctional Institution – Jessup has a zero-tolerance policy for the incidence of sexual abuse, sexual harassment, and prison rape. If you are sexually abused, assaulted, or a

victim of sexual misconduct contact a staff member immediately verbally, in writing, or call the **PREA (Prison Rape Elimination Act) Hotline number at (410) 585-3177**; which is posted throughout the institution. Legal Services may be sought through the Sexual Assault Legal Institute (301)565-2277 and counseling may be available to you by contacting the Sexual Assault Crisis Center Hotline at (410)222-6800. Furthermore, counseling services are available to you at the facility.

Treatment is provided to you at no cost.

DRESS CODE RULES

You shall be properly dressed at all times to include, but not limited to, going to and coming from the shower. Incarcerated Individuals will be required to be clothed in such a manner that their mid-torso area including the genitalia and anal areas are covered with the appropriate attire at all times even while sleeping. An Incarcerated Individual will never be in a state of nudity except while showering. You are required to have a shirt and pair of pants or shorts on once you exit your cell. When exiting the housing unit proper dress will be considered state issued long blue jeans (ankle length), blue shirt with sleeves buttoned up if buttons are present, socks, and shoes. The belt line of the pants will be worn around the waist and the pant leg will be to the ankle. If you are exiting for gym, work details, or going to the main dining hall you may not be required to wear proper dress. General population Incarcerated Individuals entering the main dining room may wear proper dress or substitute their state issued shirt for a white or gray T-shirt only no sweatshirts allowed. Incarcerated Individuals required to wear uniform for work details wear their complete uniform while going to and from work.

For the safety, security, and to ensure positive identification of all Incarcerated Individuals here at MCIJ all Incarcerated Individuals are required to display their Institutional "I" card in a manner that is clearly visible to all staff at all times in accordance to the Category V. of the Notice of Incarcerated Individual Rule Violation during all out of cell activities.

It shall be your responsibility to ensure that your state issued clothing is clean and in a good state of repair. There is a zero tolerance policy for altered state property to include clothing, headgear with holes, or graffiti. A Notice of Incarcerated Individual Rule Violation will be issued for any altered state property and the property will be confiscated. Incarcerated Individuals will not wear any clothing or article, (i.e. wig, makeup, etc.) that would prevent positive identification by staff.

Applicable to all Incarcerated Individuals: The following wearing of clothing is prohibited: Incarcerated Individuals are not allowed to wear or possess hooded sweatshirts, or hoods of any kind; wear towels, hats or any other material around their neck, or covering their face; wear thermal underwear in a manner as outer garments in which they will be visible. Incarcerated Individuals are also prohibited from wearing non state issued clothing in the followings colors: Navy blue, black, green, any forms of the shade of red, or khaki.

HOUSING RULES

Incarcerated Individuals are assigned and housed in one of seven housing locations while at MCIJ. General population housing locations are, housing units B, C, D, E, F, and L2 & L3 Dorm. Housing Unit H is a special unit housing disciplinary and administrative segregation Incarcerated Individuals. When you arrive at MCIJ, you will be assigned to a cell location in a housing unit and be scheduled for Orientation.

You are responsible for reporting to the Officer in Charge (OIC) of the housing unit, within the first 24 hours of moving into your assigned cell, to report without consequences any type of damage and/or contraband discovered in the cell.

The following violations will be subject to disciplinary action:

- Any damages and/or contraband not reported within 24 hrs. (assigned Incarcerated Individuals will be held responsible for the damages)
- Any damages and/or contraband discovered thereafter;
- Items hung on the walls or attached to any fire suppression equipment in or out of the cell (to include the lower level microwave/laundry area)
- Any radios/ CD players, games or televisions in which the sound levels can be heard outside the cell

Personal radios, televisions, fans, and electronic games are not permitted outside the cell. During recreation you will be allowed to watch television, play table games and have free time outside your cell.

Each unit has an assigned Incarcerated Individual laundry worker, only the laundry worker is permitted to wash items in the washing machines provided. You are not permitted to change clothes or use hygienic care items i.e. lotion outside of the assigned cell except to shower. Showers are provided on each tier of the housing unit. It is the responsibility of Incarcerated Individuals to clean and maintain their living area, this includes your assigned bunk.

General housing unit rules are established and posted in your housing locations. These rules exist for your safety and welfare and to make living here an orderly experience in view of the number of people assigned to the unit. You are responsible for knowing these rules and complying with them.

IDENTIFICATION CARDS

Identification (ID) cards shall be worn anytime an Incarcerated Individual exits the housing unit. Incarcerated Individuals shall wear their identification cards above the waist in plain view for easy identification by staff.

Identification cards are replaced once every three years free of charge. In the event an identification card is lost, you will be responsible for the cost of replacement. The cost of replacing an identification card is \$4.00.

INCARCERATED INDIVIDUAL MOVEMENT

Movement within the institution is closely monitored and controlled for safety, accountability, and order. There are individual movements and mass movements that occur within the institution. Mass movement is by housing unit; such events as meals, gym and some job assignments. There will be no speed walking or running nor stopping and congregating on the compound.

Yelling from one Incarcerated Individual to another or throwing rocks at the units to gain another Incarcerated Individuals attention on the compound is prohibited. There will be a continuous flow of movement with Incarcerated Individuals facing the direction of travel. You may be randomly chosen for strip search during any movement on the compound.

SEARCHES

Searches are required and will be conducted in the institution as needed. You are required to submit yourself and/or your property for search and/or seizure upon request. Searches will be conducted at random or any time correctional staff has reasonable basis for conducting a search. Care will be taken by staff to prevent any damages, abuse or loss of your property. Housing unit searches will be performed on an unannounced and irregular schedule.

ADMINISTRATIVE REMEDY PROCEDURE

You are encouraged to resolve any complaint informally by discussing the complaint with the appropriate staff person(s) or filing Attachment B Informal Incarcerated Individual Complaint Form. If your informal efforts are unsuccessful, you can seek redress (remedy) by filing a formal request on Attachment C Maryland DOC Request for Administrative Remedy which is available from the housing unit officer or Case Management Specialists. When submitting any document it is imperative that all documents include your SID number. ARP's must be submitted in blue or black ink. Additional information regarding Administrative Remedy Procedure can be obtained from DPSCS Institutional Administrative Remedy Procedure Introduction Attachment S

Incarcerated Individuals may not seek relief through the Administrative Remedy Procedure on the following issues:

- Classification team decisions and recommendation
- Maryland Parole Commission procedures and recommendations
- Disciplinary hearing procedure and decisions
- Appeals of adjustment decisions
- Appeals of decisions to withhold mail
- Rape, sexual assault, sexual harassment, sexual abuse, sexual misconduct Incarcerated Individual on Incarcerated Individual sexual conduct, or other areas afforded protection by standards established under the authority of the Prison Rape Elimination Act (PREA) and related Department procedures.

All complaints must be filed within 30 days of the incident (or knowledge of the incident.) The Request for Administrative Remedy form must be given to a supervisor, who will sign and give you a copy. Staff will notify you in writing of the final disposition. If for any reason the complaint is resolved you have the option to file for Attachment D Administrative Remedy Procedure Withdrawal Form however the complaint may not be heard at a higher level.

DISCIPLINARY PROCEDURES/HEARINGS/INCARCERATED INDIVIDUAL RULES OF CONDUCT

Your rights of due process are protected within the disciplinary process. If you are charged with a Notice of Incarcerated Individual Rule Violation, you will receive a fair and impartial hearing. Any staff person has the obligation to report a violation of rules by an Incarcerated Individual. There are five categories of infractions seen in Attachment E Incarcerated Individual Rule Violation Summary. Hearing officers conduct Incarcerated Individual disciplinary hearings normally within seven (7) days of the date that a notice of Incarcerated Individual rule violation is served on an Incarcerated Individual provided irregular circumstances i.e. pending investigation do not exist.

The institution, at its discretion, has the option of offering you an informal sanction if you are charged with a category 400 or 500-rule violation. This informal sanction could be the loss of some privilege such as telephone calls, commissary, radio, television use, or visits. If you refuse informal sanctions, a hearing officer will conduct a formal disciplinary hearing.

At an adjustment hearing, you have the right to request any general population Incarcerated Individual to represent you. If you request witnesses, (staff and Incarcerated Individuals), you must document your request when the Notice of Incarcerated Individual Rule Violation is being served. For more complete information concerning disciplinary procedures, see the EmD.DOC.100.0003 Division of Correction Behavior Management Manual on file in the library.

Appeal Rights

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

- To the Warden of the institution you are housed in within **15** days;
- To the Incarcerated Individual Grievance Office within **30** days; or
- To the court system

DIETARY SERVICES

All meals are served in the main dining room unless you are on a special status in a housing unit. If you are on a special status, you will receive your meals in your cell. Meal movements will begin as close to the following schedule as possible:

- Breakfast: 5:00 a.m.
- Lunch: 10:30 a.m.
- Dinner: 4:30 p.m.

Two hot meals are provided at regular meal times during each 24-hour period; however variations may be allowed based on weekends and holiday's food service demands but your basic nutritional goals will be met.

Dining Hall Rules

- (1) You will go to the dining hall with the Incarcerated Individuals from your housing unit or assigned work detail showing the Officer at the door your ID for entry. You must remain properly dressed when in the dining hall.
- (2) The officer will direct you to which of the two (2) serving lines you are to enter. You will be required to show ID/documentation to enter a line other than the line directed to.
- (3) You will be permitted to pass through the serving line only once, and to receive only one (1) meal.
 - (a) Line A serves Vegetarian, Kosher, and Regular Diets
 - (b) Line B serves Special, Regular, Diabetic, and High Calorie Diets
- (4) You will be told where to sit by an officer and will not leave your seat once seated until it is time to return to your housing unit or work area.

- (5) Meal lines have to be moved in a timely fashion. Otherwise, other activities can be affected, such as recreation periods. Consequently, you may not have the amount of time to which you are accustomed to consume your meal.
- (a) All chairs at each table will be filled before seating at the next table in the row. After being seated, Incarcerated Individuals will not be allowed to get out of their seats unless directed to do so.
- (6) You will leave your seat only when directed to do so by the seating officer; if you have a problem, you will raise your hand and the officer will come to see you.
- (7) No food or utensils will leave the dining room, to include trays, to be sent back to the housing unit. You are required to consume your meal in the dining area unless medical restrictions apply.

Special Diets

Definition: Medical, Lacto-Ovo Vegetarian Diet and Religious diets. Incarcerated Individuals will not be served any other dietary meal while assigned to any special diet meals to include religious diets. Any violation of this rule will result in the Incarcerated Individual being referred to be removed from the special diet meal list.

Medical Diets

You must submit a sick call and have a clinical diet prescribed by a physician. Authorized medical personnel will then order the diet. Clinical diets will be ordered for a period of no longer than 90 days.

The Dietary Program for the Department of Public Safety and Correctional Services consists of two meal plans. The two meals are identified as: **Master Cycle Menu, Lacto-Ovo Vegetarian Diet.**

The primary difference between the two menus is that the 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. These two Diet Plans will have no recommended dietary allowance just as the Master Cycle Menu does. These two Diet Plans will have no effect on individuals who are on Medical Diets.

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 Incarcerated Individuals by contacting the Food Service Manager and requesting a "Meal Plan Preference" form.

Once an Incarcerated Individual has indicated a preference, the Incarcerated Individual will be required to adhere to that choice for at least six months. Changes may occur during June and November.

The only exception to this rule is Incarcerated Individuals transferring into the institution. The form must be completed and sent to Food Service within fifteen days of transfer.

Individuals who have selected the Lacto-Ovo Vegetarian Diet will be processed with a new identification card to enable them to receive their requested meal. An individual who receives a diet other than the registered diet will be subject to disciplinary action per COMAR (Chapter 12.02.27). MCIJ Dietary also provide Kosher meal with proper documentation.

Religious Diets

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

Applicable to Segregation: Once you receive your tray, the door slot will be closed and you will be given ample time to eat your meal. When the door slot is opened, you will place your tray on the slot ledge for pick up by Food Service workers. You will be subjected to disciplinary action to include an alternative meal service if you throw your food tray on the tier.

All feed-up slots are in the closed and locked positions when not being used. An Incarcerated Individual who refuses to follow this requirement will be refused recreation, shower, or visits with the least restrictive means of enforcing the rule and gradually escalating the sanctions in accordance with Agency Directives.

INCARCERATED INDIVIDUAL FUNDS

Incarcerated Individual Funds will be handled in accordance to ADM.245.0001 Fiscal Operations for Incarcerated Individual Funds, DPSCS has a system "MOBS II" (Maryland Offender Banking System II) that maintains an account record for each Incarcerated Individual of:

- Money the Incarcerated Individual had at entry;
- Money sent to the Incarcerated Individual from outside sources;
- Money paid to the Incarcerated Individual for work;
- Disbursements made from the Incarcerated Individual's account for commissary purchases and other payments; and
- The current balance of an Incarcerated Individual's personal funds.

An Incarcerated Individual who requests a stop payment will be charged \$25 when the stop payment is processed.

INTEREST BEARING SAVINGS ACCOUNTS

An Incarcerated Individual may open an interest-bearing individual savings account with an outside bank that accepts Incarcerated Individual savings accounts and operate the savings account through the U. S. Mail according to rules and regulations provided by that banking system.

Incarcerated Individual Finance will process the funds to be mailed to the bank by way of a disbursement voucher.

You, the Incarcerated Individual will be solely responsible for all matters concerning the opening, maintaining, transfers, and associated fees, etc. and closing of the savings account mentioned above.

Incarcerated Individuals will not be permitted to operate their own outside checking account.

DPSCS employees are not permitted to set up the account, or contact the bank for any reason on behalf of the Incarcerated Individual.

COMMISSARY

State issued clothing will be issued on an as needed basis. Keefe is the contractor for commissary that sells food items, beverages, cosmetics, clothing, and hygiene articles for your

convenience. You can purchase clothing every 90 days through Keefe with no maximum spending allowance (schedule provided in the information bulletin on the Incarcerated Individual bulletin board). You will spend a maximum of eighty-five dollars (\$85.00) per week for regular commissary (excluding clothing). The order form can be found on your DPSCS tablet issued to you when you arrive the institution if you have the funds in your active account, you may purchase commissary items. To receive commissary your name and DOC # must appear on your I.D. card the same as the package for pick up.

Incarcerated Individual Special Commissary

Incarcerated Individuals are permitted to order special commissary (double order) of food and hygiene items only. The following procedures for commissary are to be strictly followed:

- The normal commissary process will remain the same.
- Special commissary order periods shall be May-June and November-December.
- All items in excess of regular limitations shall be consumed by the end of the special commissary order periods.
- Incarcerated Individuals who purchase special commissary shall not be allowed to hoard, sell or exchange commissary items at any time.
- Exclusions during Special Commissary Periods:
- Incarcerated Individuals housed on disciplinary segregation; and
- Over-the-counter medications.

Commissary Welfare Procedure: If you are an indigent Incarcerated Individual the institution will provide you with a "Welfare Commissary Package" free of charge. If eligible for a package, you will receive one Welfare Commissary Package a month. This package will provide you with basic hygiene articles and writing materials. To apply for welfare commissary, complete a Welfare Commissary Request Form and turn it in to your building Lieutenant. Your request may be reviewed for approval; if you are eligible for the package and your request will be processed.

COMAR 12.12.20.01 B(3)(a)- "Indigent Incarcerated Individual" means an Incarcerated Individual who, within the previous 2 weeks, has not received pay for an assignment in work or school, and who has less than \$2 in the Incarcerated Individual's spending account, or an Incarcerated Individual received within the previous 2 weeks who has not had \$2 in his or her spending account.

Applicable to Segregation: Commissary is delivered to each Incarcerated Individual on disciplinary segregation. Incarcerated Individuals on disciplinary segregation status do not receive food items. Any commissary food orders processed prior to being housed on disciplinary segregation will be returned and a credit will be given back to the Incarcerated Individuals' account.

SCHOOL

School will begin as close to the following schedule as possible:

- AM School 7:30 a.m. - 10 a.m.
- PM School 11:30 a.m. - 2 p.m.

The MCI-J Education Department provides Incarcerated Individuals the opportunity to continue their formal education. There is a wide array of programs available from English as

a Second Language, basic reading, to GED Courses and beyond (college courses, employment readiness and occupational training). Special Education services are available to eligible Incarcerated Individuals. Generally, Incarcerated Individuals who do not have a GED or High School Diploma will be required to attend

school for a minimum of 4 months.

Test for Basic Adult Education

Test for Adult Basic Education (TABE) tests for skill levels. TABE testing allows DLLR staff to place Incarcerated Individuals in appropriate classes based on the results of the TABE test. TABE testing is administered by DLLR staff in the education department.

TABE testing is mandatory for any Incarcerated Individual who:

- (a) is enrolled in school, or
- (b) Is 21 or under and does not have proof of a high school diploma or GED regardless if the Incarcerated Individual is enrolled in school.

MCI-J Occupational Education Programs:

Occupational training will provide job skills leading to gainful employment upon release. Requests for an occupational program will be made directly in writing to the Education Department.

- Graphic Arts- computer based program; duration: 5 months - must have GED.
- Auto Mechanics- duration: 6 - 8 months- must have GED

RECREATION

Regular exercise is available daily in the yard* (weather permitting) and the gym. In the event inclement weather the yard will be closed and you will only have gym or pod recreation. All yard and gym schedules are prepared on a monthly basis and are available in the housing units.

The recreation times will begin as close to the following schedule however they are subject to change at any time:

Pod Recreation 9:00am* – 10:00am	Gym/Yard 9:00am*- 10:00am
Pod Recreation 12:45pm* – 2:30pm	Gym/Yard 12:45pm*-2:30pm
Pod Recreation 6:15pm* - 9:45pm	Gym/Yard 6:30pm*- 9:00pm

Applicable to Segregation: Out of cell activity will include recreation and showers. You will be given (1) one hour of out of cell activities according to the weekly schedule.

***Yard recreation will be available in the evening during the summer months according to the summer Night Yard Recreation Schedule. The start date and end periods will be announced through an Institutional Information Bulletin on the Incarcerated Individual bulletin board. Meal periods, Counts, and unforeseeable events may permit the following times to run off-schedule Pod Recreation 9am, 12:45pm & 6:15pm and Gym/Yard* 9am, 12:45pm & 6:30pm.**

TELEPHONES

The company that provides the Incarcerated Individual phone calls is Global Tek* Link (GTL) see Attachment F Notice to Prisoners using the Phone System. You should have already signed for Attachment G Automated Incarcerated Individual Telephone System (AITS) Disclosure acknowledging you have received and read the policy. Each housing unit has GTL phones available. Delta housing unit and C housing unit has TTY phones for usage by the Deaf Incarcerated Individual population and H housing unit utilizes cart phones. There is also a Video Relay Phone (VRS) available for use in Lower K building for use by the deaf Incarcerated Individual population.

General population telephone use will be made available during institutional recreation periods for a length of 30 minutes. You are required to sign the phone list in order to use the phones during these periods. Once that time frame has expired there will be a 45 minute lock out period before you can make another phone call. Deaf Incarcerated Individuals will be allowed to use TTY phones and VRS Videophone for a period of (1) one hour.

You are required to follow the prompt on the (GTL) phone system to add numbers to your phone list see Attachment H Official Notice Auto Enrollment IVR Incarcerated Individual Instructions Maryland DPSCS. A maximum of (10) ten phone numbers can be added and changes made every 90 days starting at March 1st, 2016. When submitting a discrepancy to the GTL representative ensure the form is complete and use Attachment I AITS Problem Reporting.

Applicable to Administrative Segregation: The phones will be available for use by Incarcerated Individuals, without restrictions, for 30 minutes according to the schedule posted.

VISITS Procedures

Visiting privileges shall be in accordance with the provisions of the agency Incarcerated Individual Visits policy. All visitors must appear on the visiting card to include clergy, attorney, and out of town visitors, living one-way 200+ miles. A maximum number of (15) fifteen adult visitors are allowed on your visiting list. Although clergy, attorney, and out of town visitors must appear on your list they do not count towards the allotted number of visitors. The maximum amount of visitors per session will be (2) two adults and (2) two children and one visit per day. At the beginning of your visit embracing each other, kissing, and taking pictures is prohibited.

The schedule for visits and visitor list change period will be posted in an information bulletin on the Incarcerated Individual bulletin board. Changes on your visiting list will only be made (4) four times a year on the 15th-31st* of March, June, September and December on Attachment J Visiting List Change Request Form or for new Incarcerated Individuals Attachment K MCIJ Visitor's List. You are required to be properly dressed for your visit. Items allowed in the visiting room if applicable: wedding ring and religious head gear; other jewelry is prohibited. See Attachment L Incarcerated Individual MCIJ Visit Information for information you may want to provide to your visitor.

MCIJ is conducting in-person and video visitation.

Video Visits

You are permitted one (1) video visit weekly. Your Housing Unit Officer-in-Charge will give you a sign-up sheet for the video visit; you are allowed to sign up for one slot. Multiple time slots are prohibited. When you arrive in the institution, you will receive Attachment T DPSCS VIDEO VISITATION ACKNOWLEDGMENT FORM you will send this form home to the individuals on your visiting list who you will like to have video visits. Your family members will fill this

form out and send it back to the institution. Your video visit will be restricted to the visitors who have submitted the above named form and it has been approved. You are not allowed to touch the laptop while your visits is going on or any other time you are in the visiting room, there are rules posted in the visiting room concerning video visits. If any of the rules are broken it will result in your visits being terminated. Send the completed form to the address below.

Maryland Correctional Institution

7803 House of correction Rd

Jessup md

20794

In-Person Visits

You are permitted one (1) in-person visit weekly. All in-person visit must be scheduled with the facility by calling 410-540-6702 Monday-Friday 7am-12pm and 1pm-3pm. Visits can be scheduled up to 7 days in advance but no later than 48 hours from the date of visits. No visits will be allowed if is not scheduled. Visitor registration shall be permitted (1) hour before the visitor's scheduled appointment and granted 30 minutes grace period, after the grace period the visitor will not be allowed to enter. Be advised visits are subject to cancellation at any time. All visitors will be subject to search upon entering the institution. All visitors who are 18 years and older are subject to fingerprint processing to gain entry to the facility.

Incarcerated Individuals newly arriving to the facility who do not currently have a visiting list in OCMS may submit a MCIJ visiting list (Attachment K).

Information relating to visits can be found on MCIJ Visit Information Worksheet (Attachment L).

Applicable to Segregation: Incarcerated Individuals on disciplinary segregation will have a 30 minutes visit (according DOC.110.0006 Disciplinary Segregation) and will be allowed (1) one visit per week. You must be housed in the unit for (7) seven days before you can receive visit. Visits will be held in the separate non- contact visiting area and you will remain cuffed for the duration of the visit. Incarcerated Individuals assigned to Administrative Segregation will be allowed visits for (1) one hour. Visits will be held in the separate non-contact visiting area and will remain cuffed for the duration of the visit.

The frequency of visits is determined by your DOC#. If your DOC#'s last digit is odd 347891 such as 1,3,5,7,9 you will receive visits on odd days. If your DOC #'s last digit is even 343592 such as 2,4,6,8,0 you will receive visits on even days. Visiting room is closed on the 31st of the Month for maintenance.

Legal Visits

Your legal counsel is encouraged to submit a written request at least 24 hours prior to visit, via fax or U.S. mail to the Chief of Security. They also are required to present proper legal identification upon arrival to the institution. In accordance with visitation directives, as much privacy as possible will be given to you and your legal counsel during the visit.

Clergy Visits

Members of the clergy will be placed on the visiting list. A clergy visit will be allowed once visit per week and does not count as one of your (8) eight monthly visits. The clergy member

must provide proper identification/credentials and not be related to you. A facility Chaplain shall verify, during the change periods, the clergy status of the proposed visitor.

PERSONAL GROOMING

The Department of Public Safety and Correctional Services and Maryland Commission on Correctional Standards guarantee Incarcerated Individuals freedom of personal grooming. The barbershop is available for this purpose and you are eligible for haircut every 21 days according to the schedule below:

Monday- L-2-3 Dormitories/FHU

Tuesday- B Housing Unit

Wednesday- E Housing Unit

Thursday- D Housing Unit

Friday- C Housing Unit

1st & 3rd Sunday- Count Outs Only

Last Sunday- 7-3 shift Disciplinary Segregation

Last Sunday- 3-11 shift Administrative Segregation

****Be advised there shall be no barbershop on Saturdays, holidays, during facility lockdowns, or days when deemed necessary.**

Applicable to segregation: Segregation status haircuts will be provided during the last Sunday of each month.

Sanitation, Hygiene, and MRSA

Sanitation

Trash and garbage is to be disposed of in the proper receptacles to prevent the attraction of insect, pest, and rodents within the institution. Janitorial supplies for cleaning and disinfecting will be available in the housing locations from custody staff during cell cleaning on Saturdays or when deemed necessary. Friday is designated for the distribution of toilet paper and other such supplies as will be necessary.

Hygiene

MCIJ is committed to the prevention and spreading of MRSA (methicillin-resistant *Staphylococcus aureus*) within this facility. We, along with the help from you, the Incarcerated Individual community will educate you and take the necessary steps listed below to limit the spread of MRSA.

MRSA

MRSA is methicillin-resistant *Staphylococcus aureus*, a type of staph bacteria that is resistant to several antibiotics. MRSA most often causes skin infections. In some cases, it causes pneumonia (lung infection) and other issues. If left untreated, MRSA infections can become severe and cause sepsis - a life-threatening reaction to severe infection in the body.

Who Is At Risk, and How Is MRSA Spread In The Incarcerated Individual Population?

Anyone can get MRSA on their body from contact with an infected wound or by sharing personal items, such as towels or razors that have touched infected skin. MRSA infection

risk can be increased when a person is in activities or places that involve crowding, skin-to-skin contact, and shared equipment or supplies.

How Can You Prevent MRSA?

There are the steps you can take to reduce your risk of the MRSA infection:

- Maintain good hand and body hygiene. Wash hands often, and clean your body regularly, especially after exercise.
- Keep cuts, scrapes and wounds clean and covered until healed.
- Avoid sharing personal items such as towels and razors.
- Request to be seen by the medical department early if you think you might have an infection.

Steps MCIJ is currently taking to combat the spread of MRSA:

MCIJ has employed Incarcerated Individual workers specifically trained to take the necessary steps that focus on the prevention of the spread of MRSA within the institution. The following procedures are listed below:

Cleaning

- MCIJ uses bleach diluted with water to wipe down surfaces that touch people's bare skin each day and any surfaces that could come into contact with uncovered infections.
- For example, door knobs/ handles, surfaces such as benches in a weight area or other surfaces in the designated recreation, medical areas, etc. in which Incarcerated Individuals and staff bare skin may come in contact with.
- Repair or disposal of equipment and furniture with damaged surfaces that do not allow surfaces to be adequately cleaned.
- Shared equipment that comes into direct skin contact is cleaned after each use and allowed to dry.

RELIGION

Religious services are scheduled on a regular basis with the exception of Wednesday. The chapel is provided for worship and prayer.

You must register on Attachment M Religious Preference Form. If you are uncertain, we advise you to select other as "undeclared" or "None". Other shall not give any Incarcerated Individual privilege to attend other noted religious services or activities. Once registered, you will only attend congregate activities for the sect or denomination you choose. If you wish to re-register your religious preference from "none" or "undeclared" you will do so at any time. All other registration change periods shall be documented per the schedule by contacting the Institutional Chaplain.

PACKAGES

There are two package periods per year. The times will be announced via an I.B. (Information Bulletin) on the Incarcerated Individual bulletin board. If you want to receive a package during the announced time period, submit to the property officer your Incarcerated Individual property approval order form. Your name must be printed clearly on your written request along with your DOC number and housing location. Payments for your package will be made through your Incarcerated Individual account only. You must have prior approval before an

order is placed. You will have (30) thirty days from the date the property officer take delivery of the package from the mail room to receive your package. All packages must be catalog sales **only** shipped directly from place of purchase from the assigned list of vendors. **THERE WILL BE NO EXCEPTIONS.** Any package containing unauthorized items or items in excess of the allowed amount will result in the entire package being returned to the sender at the Incarcerated Individual's expense. See Attachment N Incarcerated Individual Personal Property/Allowable Incarcerated Individual Property Matrix/Allowable Electronic Items for allowable property.

All indigent Incarcerated Individuals shall be afforded the opportunity to receive a welfare package by submitting Attachment O DOC Welfare Commissary Request Form. You must meet the criteria to be eligible to be supplied a package. Incarcerated Individuals who manipulate account balances will not be eligible.

Applicable to Disciplinary Segregation: Incarcerated Individuals on segregation status are not allowed to receive packages. If you are placed on segregation after you have ordered your package, it will be returned to the sender.

NOTARY SERVICES

Notary services may be available to you by contacting your assigned Case Management Specialist for assistance.

LEGAL SERVICES FOR INCARCERATED INDIVIDUALS

DPSCS regulations clearly provide for uncensored and unlimited mailing privileges to the Governor, Attorney General, Courts of Law, or your designated lawyer. You may contact your Case Management Specialist for assistance in obtaining address to the public defender's/attorney's office. It must be remembered that your specialist is not an attorney and cannot give legal advice or perform legal services, but may refer you to assistance. (You may owe a fee for filing in Federal Court – see "Prison Litigation Act").

You may communicate in writing with your attorney or any other attorney duly authorized to practice or your designated representative. Your Case Management Specialist cannot let you place direct calls to your attorney. Your attorney may call your Case Management Specialist and set up a pre-arranged time for a phone call.

You are allowed to possess any law books or materials subject only to institutional rules pertaining to space, fire safety, and security. You are reminded that it is the policy of the Department of Public Safety and Correctional Services not to interfere or in any way hamper any individual's access to the judicial process. Your institutional library has legal texts available for reference. Counsel is appointed by the courts to represent indigent defendants in direct appeals from criminal convictions to both the Court of Appeals and the Court of Special Appeals of Maryland. Counsel is also appointed by the courts to represent indigent Incarcerated Individuals in proceedings under the uniform Post-Conviction Procedure Act (Article 27, Section 645 (A), and Annotated Code of Maryland).

PRISON 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. You will be 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.

LIBRARY

The Library will be available for you on 7-3 shift. Its reading collection includes popular fiction and non-fiction titles of general interest. In addition to books, magazines, and newspapers, the library has inter-library loan and information referral services. Also housed in the library is a legal reference section that contains limited legal reference materials.

A professional librarian is on staff in the library. Incarcerated Individual clerks are trained to assist you in finding the information and materials you need. Housing units are regularly scheduled for library time each week; Incarcerated Individuals requiring additional time for research, or due to conflicting work schedules, will obtain a pass to the library from their housing unit officer or work site supervisor.

Copies

Photo copies can be made at MCI-J library through the librarian. You must purchase a photocopier card from the librarian, which costs \$5.00. This card will allow you to make 40 copies. All 40 copies do not have to be made at the same time. Additional cards must be purchased for more copies. You will purchase only two cards at a time.

Applicable to Segregation: All library requests will be handled by written request only. This includes legal services. The librarian or Incarcerated Individual will collect slips on a weekly basis.

INCARCERATED INDIVIDUAL STATE CLOTHING REQUEST

An Incarcerated Individual in need of state clothing shall fill out Attachment P MCIJ State Clothing Request Form. The completed form will be placed in the clothing request box located on the point next to the Institutional Mailbox. The box will be emptied weekly on Mondays. If an Incarcerated Individual is *not eligible* for the requested items a response will be forwarded back to the Incarcerated Individual. An *eligible Incarcerated Individual* will be sent a pass from Incarcerated Individual clothing on the same day of issuing. New Incarcerated Individuals only entering the facility may request to be sent by the building Officer in Charge to the Warehouse for clothing.

LAUNDRY

New or returning Incarcerated Individuals shall receive linens from the receiving department. Each housing unit is equipped with washing machines and dryers. You will have the opportunity to have your personal clothing, state issued garments washed by the assigned Incarcerated Individual laundry workers. Incarcerated Individuals will be afforded the opportunity to either have their linen and blankets laundered by the Supply Department as per the schedule for weekly linen (sheets) exchange or elect to have their linen (only) laundered on their scheduled weekly laundry day within the housing unit. **No blankets shall be laundered in the washing machines in the housing units.** Laundry detergent may be provided on a case by case basis. New bed linen and blankets will be issued annually as per the schedule. Be advised schedules are subject to change without notice. It is prohibited to launder your clothing in the stationary sinks in the lower level recreation area, or showers. Clothes lines in the housing units are strictly prohibited.

Housing Units B, C, D, E, F

119-123	Saturday	215-221	Wednesday
209-214	Monday	112-118	Thursday
106-111	Tuesday	222-226	Friday

Housing Unit H

Segregation 7-3 shift

H West 209-216	Saturday
H West 219-226	Monday
H West 106-116	Tuesday
H West 117-123	Thursday

Segregation 3-11 shift

H East 209-216	Saturday
H East 219-226	Monday
H East 106-116	Tuesday
H East 117-123	Thursday

L- Dormitory

L2 Dormitory 7-3 shift

<u>L2 Make Up</u>	<u>Saturday</u>
<u>L2 1-4</u>	<u>Monday</u>
<u>L2 5-8</u>	<u>Tuesday</u>
<u>L2 9-13</u>	<u>Wednesday</u>
<u>L2 14-17</u>	<u>Thursday</u>
<u>L2 18-21</u>	<u>Friday</u>

L3 Dormitory 3-11 shift

<u>L3 26-29</u>	<u>Saturday</u>
<u>L3 1-5</u>	<u>Monday</u>
<u>L3 6-10</u>	<u>Tuesday</u>
<u>L3 11-15</u>	<u>Wednesday</u>
<u>L3 16-20</u>	<u>Thursday</u>
<u>L3 21-25</u>	<u>Friday</u>

**Sundays will be make up days for Incarcerated Individuals who may have missed or require loads done when deemed necessary

MAIL

Mail will be picked up from the mailbox outside Lower K every weekday by 5:00 a.m. Letters from Attorneys, Judges, Courts, Clerks of Courts, Elected/Appointed Public Officials, Director of Patuxent Institution, Commissioner of Corrections, Secretary of DPSCS, Legal Aid Bureau, The American Civil Liberties Union, or the (IGO) Incarcerated Individual Grievance Office are considered legal mail and will be opened in your presence by a correctional officer. The mailroom staff will not open legal mail. Money or Money Orders sent through the mail system will be returned to sender. To ensure money gets to your account in a timely manner ensure they are forwarded to the right department.

If you are indigent, mail addressed to any legal agency will be forwarded to the mailroom for postage. Print the letters "NF" on the upper right-hand corner of the envelope before you send it to the mailroom. Refer to Department of Public Safety and Correctional Services Directives REVISED OPS.250.0001 Incarcerated Individual Mail - Mail Room Procedures and DOC.245.0006 Cash and Personal Checks for more guidance.

Incoming

A person sending mail to you shall include your name housing location and SID/DOC #. Any mail depicting or containing sexuality explicit material i.e. sexual activity between male homosexuals, sadomasochistic activity, bestiality, or sexual activity involving children shall be removed.

Withholding and Undeliverable Mail

Incoming Mail may not be held for more than 24 hours, excluding weekends and holidays, except when it contains contraband. ~COMAR 12.12.20.05 D -The Warden shall make the decision to withhold mail and may be held in whole or part. A notification shall be generated explaining the reason, evidence, and decision. All mail found undeliverable, after attempts to locate the Incarcerated Individual, shall be returned to the sender.

Books

"General mail" means correspondence, written materials, publications including but not limited to letters, books, newspapers, magazines, and other publications, addressed to or from an Incarcerated Individual and leaving or entering the Institution by the United States Postal Service, or by a recognized courier system.

MEDICAL CARE

Medical and dental care is provided by contract through a private company. There will be a two (2) dollar co-pay for each initial sick call visit. The dispensary is staffed (24) twenty-four hours a day with medical personnel.

Provider "Sick Calls" are provided daily Monday through Friday. Nurse "Sick Call" is provided (7) seven days a week. To be seen by medical you must complete Attachment Q DPSCS Sick Call Request/Encounter Form (available in your housing unit) and be as specific as possible when filling it out. Place the completed form in the "sick call" (white) box located in front of the Lower K- building (*not the institutional mailbox*). Forms are collected daily and you should expect to be seen within 24-48 hours.

Emergency cases can be seen any time; if you feel that your problem is of an emergency nature, notify your housing unit officer immediately.

Please ensure blister packs are turned in to the pharmacy when the medication taken in the pack is in the blue. Any order submitted too early will be disapproved; a reissuance will not be scheduled and will take longer to receive if the order is placed again.

Medication

Medication is issued for General Population begins every morning at approximately 9:30 a.m. and every evening at approximately 5:30 p.m. ID cards must be presented to medical staff prior to receiving medication. You are responsible for taking your medication as proscribed.

Blister Packs are issued daily at approximately 2:00 p.m..

Please ensure blister packs are turned in to the pharmacy when the medication taken in the pack is in the blue. Any order submitted too early will be disapproved; a reissuance will not be scheduled and will take longer to receive if the order is placed again.

CASE MANAGEMENT

The Case Management Department's primary goal is to perform its job functions in such a proficient way that aids in the protection of the public, all employees, and detainees and offenders. This is accomplished by thorough assessing, screening and evaluating the personal and criminal history of adult Incarcerated Individuals in order to recommend a security level.

appropriate work and program assignment. In addition, our Case Management Specialists make appropriate recommendation for parole; substance abuse treatment; cognitive programming, etc. When within established timeframes, offenders are screened and referred/recommended for road crew, active work release and home detention. This allows eligible offenders an opportunity to re-establish family ties and to stabilize home and employment prior to returning to their communities. Our department works with licensed interpreters to address the needs of the deaf and hearing impaired population.

A Case Management Specialist is assigned to each incarcerated person. Assignment is made according to the last digit of the incarcerated person's SID number. If you need to see him/her, you can submit Attachment a Request to Case Manager. Allow 10 business day for a response.

Your Case Management Specialist completes paperwork regarding:

- (1) Lesser security consideration when eligible;
- (2) Restoration of good conduct time;
- (3) Fast and speedy motions for some detainees;
- (4) Job Assignments
- (5) Inter/Intra (detainers) Institutional transfers;
- (6) School, programs, and vocational shop
- (7) Monitoring of institutional progress and/or adjustment problems
- (8) Referral for emergency counseling

Your Case Management Specialist cannot:

- (1) Make personal calls.
- (2) Be a legal or spiritual advisor.
- (3) Do anything for you, which would contradict DOC regulations.

This facility houses (3) security levels to include Medium-Security, Minimum Security and Pre-release. You are encouraged to follow all rules and regulations. Doing so will put you in a more positive position for release, programming and/or transfer to a minimum/prerelease facility. Your Case Management Specialist will schedule you are a review for consideration when you are within the established timeframe.

The Classification Instrument is divided into two sections: Security Factors and Institutional Assessment Factors.

SECURITY FACTORS:

1. Most severe Current offense
2. Total terms of confinement
3. Type of detainer or pending charge
4. Prior incarcerations
5. History of escapes/attempts
6. History of violence

7. Category infractions within the last three years
8. Age

INSTITUTIONAL ASSESSMENT FACTORS:

1. Time to serve
2. Time since last category I, II, III infractions
3. Serious infractions
4. Frequency of infractions
5. No infractions for substance abuse in past 3 years
6. **Job and program participation**

Case Management decisions cannot be ARP. If you wish to appeal the case management decision, you would have to file a complaint with the Incarcerated Individual Grievance Office.

MANDATORY PROGRAM PARTICIPATION

You may be required to participate in work assignments essential to support the operation, safety, and maintenance of this institution (i.e., food service, sanitation details, etc.). Refusal to accept work assignments or participate in programs will subject you to the adjustment process and result in an adjustment report. If found guilty, you may be subject to the loss of Good Conduct Credit (GCC), possible security increase, remaining unassigned, and other sanctions. Additionally, certain programs are currently identified as mandatory remediation programs and a refusal to participate will result in the loss of all GCC.

PAROLE

The Maryland Parole Commission has the power to grant parole release to offenders who have been committed to any penal or correctional institution, and have been sentenced to six months or more. Parole is a “conditional release”. Parole is not a right, but it is a privilege which allows you to complete the balance of your sentence on the street under the supervision of the Division of Parole and Probation.

In addition to regular parole hearings, the Maryland Parole Commission conducts Revocation hearings for Incarcerated Individuals who have violated the stipulation(s) of their parole or mandatory supervision release. The Commission may issue warrants for the return to custody of these alleged violators of parole. It can revoke a parole upon proof of a violation of the conditions of parole and can order you to return to the Department of Public Safety and Correctional Services to serve out your sentence.

ACCESS TO NEWS/MEDIA

If you wish to be interviewed by the media, permission must be given by the Warden or designee, and Commissioner. The media outlet must contact the institutional Public Information Officer. The Public Information Officer does not arrange interviews for you.

ACCESS TO RECORDS

You have access to certain records, to include your base file, medical records and psychological records. To view these records, you must fill out and submit to the Wardens

Office Attachment Application and Consent for Release of Incarcerated Individual Case Record Information. If you are allowed to review your base file, the Correctional Case Management Supervisor will be notified of the Warden's approval. If you wish to review your **psychological** or **medical** records, you must request in writing to the Chief Psychologist (psychological records) or the Medical Services Director. Your request will be approved or disapproved within 5 working days of the receipt of your request. If your request to review your file is disapproved, you may file an Administrative Remedy complaint.

There are no fees for indigent Incarcerated Individuals who need copies of documents for court related activities. However, Incarcerated Individuals who are not indigent are charged 15 cents per page for copies

INTERPRETERS FOR THE DEAF

All deaf Incarcerated Individuals have the right to a qualified sign language interpreter in the following instances:

- Review of written materials, if requested
- Adjustment hearing
- Service of notice of disciplinary hearing
- Provision of psychological, psychiatric or medical care
- On-the-job training, vocational, educational and/ or treatment programs
- Incarcerated Individual makes a request
- By judgment of an employee, if clear communication is not occurring

If an interpreter is not available staff may use the following as a ways of communication

- Video Relay Interpretation (Tablet)
- Deaf Communication Book
- Pagers System

PSYCHOLOGY

The Psychology staff members are located in K-building. If you feel that you are in need of these services, you should contact a supervisor, or you can refer yourself by submitting a "sick call" slip. Information discussed during counseling sessions is confidential and will not be noted in your base file. The limits of confidentiality will be discussed during your initial meeting with the Psychologist or the Psychology Associate.

SOCIAL WORK

The Social Work Department has two main functions. Social workers facilitate cognitive-behavioral groups for the general Incarcerated Individual population as well as provide Release Planning Services for Incarcerated Individuals with special needs who are within 1 year of release.

Special needs could include but not limited to individuals with serious mental health diagnoses, significant medical conditions, and HIV. If you think you will qualify or are interested in any of these services, please write to the Social Work Department.

ADDICTIONS

Addictions Treatment Protocol (ATP) is a cognitive behavioral approach with the goals of abstinence skills development, recovery coping skills, the cognitive restructuring of criminal thinking and criminogenic behavior. Counseling services for this level consists of two 90-minute group counseling sessions per week for a group of no more that fifteen (15) clients and individual counseling twice a month. The length of treatment for this level is six (6) months. The Addictions Counselor caseload is thirty (30) clients for this level.

SELF HELP GROUPS

MCI-J has a number of regularly scheduled meetings self-help and service groups which Incarcerated Individuals may join:

- Alcoholics Anonymous
- Narcotics Anonymous
- Sound of Music
- Veteran's Organization
- Alternative to Violence Project
- Art Class
- Stress Management
- Recovery and Christ
- Kairos
- Friend of a Friend
- Youth Challenge
- Anger Management
- Thinking for a change
- U-Turn (Substance Abuser's Support Group Program)

There are more programs that are not scheduled regularly that you may be interested in.

Special Programs

- African American History
- Family Day
- These organizations fulfill a variety of functions and all of them have staff advisors. You may contact the (VAC) Volunteer Activities Coordinator if you desire to participate in any of these groups.

EMERGENCY EVACUATION

The institution has emergency plans for fires, natural disasters, civil defense, power outage and other emergencies. Generally, you will be called upon to either evacuate your area or to seek a safer, more secure location.

You should familiarize yourself with the posted evacuation routes so that you will know how to react in an emergency requiring evacuation. If an evacuation is necessary, you should quickly and quietly follow the instructions given to you by the staff until you arrive at the evacuation site.

FIRE SAFETY

You will not store flammable material in your cell, nor are you allowed to accumulate excess material in your cell, i.e., newspapers, boxes, magazines, etc., to the point that they become a fire hazard. You are advised that setting fires with paper materials or other combustible materials is a violation of institutional and fire and safety rules.

Setting fires will subject you to an Incarcerated Individual Notice of Rule Violation and will result in prosecution for a violation of state law. Furthermore, you will lose the privilege to have paper materials in your cell. You will also be charged for the cost of state property needing to be repaired or replaced as a result of damages caused by you.

CATASTROPHIC HEALTH EMERGENCY

During a Global pandemic like COVID-19, you will follow the guidelines given by the Department of public safety and correctional services. Infectious diseases means a virus, bacteria, microorganism, fungi, or parasite that is capable of being transmitted by an individual in a manner that reproduces the virus in an individual. You will receive personal protective equipment (PPE), and other types of equipment deemed necessary to prevent the spread of diseases. You will be required to comply with screening, clinical testing, and prevention of infectious diseases in order to reduce the likelihood of actual and potential exposure to diseases. You will receive a rule violation ticket under COMAR 12.03.01 when you refuse to comply with clinical testing for an infectious diseases or prevention measures. You will not be able to sign a medical waiver in order to refuse clinical testing, examination, or assessment for an infectious disease when it is determined by a healthcare professional that the refusal endangers the health and safety of other Incarcerated Individuals, employees and visitors. Infectious diseases includes but not limited to the following:

Chicken pox	COVID-19 (SARS-CoV-2)	Hepatitis A, B, and C
HIV	Influenza (flu)	Lice infestations
Measles	Meningitis	MRSA
Mumps	Tuberculosis	Scabies infestation
Syphillis	Whooping Cough.	

TABLET

A Tablet will be assigned to you when you arrive in MCIJ; the tablet continues to be State of Maryland property and shall be returned to Receiving/Incarcerated Individual property staff prior to your transfer or release. You will receive an initial tablet packages that includes; a vendor issued Incarcerated Individual tablet assignment and usage guide Attachment U, one Tablet, a set of ear buds and instruction on how to charge your tablet in the housing unit. If you accept the responsibility for a tablet, you will sign Attachment V DPSCS Incarcerated Individual Tablet Program Acknowledgment form and agree to all the term that govern the usage of the tablet. You will agree to repayment of \$250 if you intentionally or through gross negligence damage or destroy the assigned tablet. You will use the tablet in a lawful and permitted purpose. The access to a tablet is a privilege that may be limited, suspended, or permanently or indefinitely revoked based on your failure to abide with the rules. You will use your Incarcerated Individual's existing GTL/Viapath telephone PIN and state Identification Number (SID) are used to log on to the tablet.

Attachments.

- A. DPSCS Office of Operations Incarcerated Individual Receipt of an Incarcerated Individual Handbook
- B. Informal Incarcerated Individual Complaint Form
- C. Maryland DOC Request for Administrative Remedy
- D. Administrative Remedy Procedure Withdrawal Form
- E. Incarcerated Individual Rule Violation Summary
- F. GTL Notice to Prisoners – Using the Phone System
- G. AITS Disclosure
- H. GTL Official Notice – Auto Enrollment IVR Incarcerated Individual Instructions Maryland DPSCS
- I. ATIS Problem Reporting
- J. Visiting List Change Request Form
- K. Visiting List- New Incarcerated Individuals Only
- L. MCIJ Incarcerated Individual Visit Information
- M. Religious Preference Registration
- N. Incarcerated Individual Personal Property/Allowable Property Matrix/Allowable Electronic Items
- O. DOC Welfare Commissary Request Form
- P. MCIJ State Clothing Request Form
- Q. DPSCS Sick Call Request Encounter Form
- R. Request to Case Manager
- S. DPSCS Administrative Remedies Procedures Introduction
- T. DPSCS Video Visitation Acknowledgment Form
- U. GTL/Viopath Technologies-Incarcerated Individual Tablet assignment and usage guide
- V. DPSCS Incarcerated Individual Tablet Program Acknowledgment Form

History.

- A. Incarcerated Individual Handbook dated March 2020, Revised August 2023
- B. Incarcerated Individual Handbook dated November 2017, Revised March 2020
- C. Incarcerated Individual Handbook dated January 2016, Revised January 2017
- D. Incarcerated Individual Handbook dated 2013, Revised December 1, 2015

Distribution.

A

L

- S- Incarcerated Individual Orientation, Housing locations, and all staff assigned to MCIJ who are responsible for Incarcerated Individual Rights and Services.

MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
OFFICE OF OPERATIONS
INMATE RECEIPT OF AN INMATE HANDBOOK

Today I received a copy of the Inmate Handbook issued by _____
(Name of Facility)

I understand that I must keep this handbook, know the contents, and comply with provisions referenced in the handbook.

Inmate's Signature

Inmate Identification Number

Date

I personally gave the above-named inmate a copy of the Inmate Handbook issued by the facility named above, however the inmate refused to sign an acknowledgement of receipt.

Employee Signature

Date

Division of Correction Informal Inmate Complaint Form

Name: _____ Housing Location: _____

CL #: _____ Date: _____

The subject of my complaint is: (check one)

- | | |
|---|---|
| <input type="checkbox"/> 1. Classification | <input type="checkbox"/> 8. Disciplinary Matters (excluding adjustment hearing decisions) |
| <input type="checkbox"/> 2. Facility Programs | <input type="checkbox"/> 9. Complaints against Staff or Others |
| <input type="checkbox"/> 3. Mail and Packages | |
| <input type="checkbox"/> 4. Visiting Procedures and Telephone Calls | <input type="checkbox"/> 10. Facility Operations |
| <input type="checkbox"/> 5. Commitment | <input type="checkbox"/> 11. Dietary |
| <input type="checkbox"/> 6. Property and/or Clothing | <input type="checkbox"/> 12. Other (explain): _____
_____ |
| <input type="checkbox"/> 7. Payroll | |

A. Complaint (Inmate)

Briefly describe your complaint, including the date of the incident, the persons involved, and the remedy you are seeking.

B. Response (Staff)

Complete and return to Department Head/Shift Commander _____ by _____ (Name)

Submitted by: _____ Date: _____
Signature

Approved by: _____ Date: _____
Department Head/Shift Commander

Instructions for Processing Informal Complaints, DOC Form 12.02.28bR

- A. All staff shall attempt to resolve institutionally-related inmate complaints on an informal basis. All department heads and shift commanders shall ensure staff cooperation and compliance with this directive.
- B. Upon receipt of an Informal Inmate Complaint Form the department head or shift commander shall:
1. Initial the complaint and indicate the date received; and
 2. Assign an appropriate staff person, as determined by the nature of the complaint, to review the complaint and draft a response to the inmate.
- C. Upon receipt of the Informal Inmate Complaint Form from the department head or shift commander, the assigned staff person shall:
1. Review Section A. to establish the basis of the inmate's complaint;
 2. Review the appropriate regulations, directives, policies, and/or procedures to determine the following with regard to the incident or complaint:
 - a. Staff compliance with existing policy and procedure;
 - b. The merit of the inmate's complaint; and
 - c. An appropriate remedy, if applicable.
 3. On the basis of this review, the staff person shall:
 - a. Draft a response to the complaint in Section B. of the Informal Inmate Complaint Form and return the response to the department head or shift commander within five calendar days; or
 - b. Consult with the department head or shift commander for approval of any corrective action or relief deemed appropriate. Draft a response, as directed, and return the response to the department head or shift commander within five calendar days.
- D. Upon receipt of the response, the department head or shift commander shall:
1. Review, sign, and date the response;
 2. Ensure that the response is sent to the inmate; and
 3. Ensure that staff takes the actions necessary to grant the approved relief to the inmate.

Officer's Name: Print and Signature _____

Date _____

CASE NO. _____

**DIVISION OF CORRECTION
REQUEST FOR ADMINISTRATIVE REMEDY**
(Instructions for completing this form are on the back)

TO: Warden, Managing Official, or Designee of Facility

Emergency Request: Check only if your complaint poses a continued threat to your health, safety, or welfare.

FROM: _____
Last Name First Name Middle Initial CL Number Facility

Housing Location _____ Protective Custody Administrative Segregation Disciplinary Segregation

Part A – INMATE REQUEST

Date Signature of Inmate

Part B – RESPONSE

Date Signature of Warden/Managing Official/Designee

You may appeal this response by following the procedure prescribed on the back of this form.

Part C – RECEIPT

Case No. _____

RETURN TO: _____
Last Name First Name Middle Initial CL Number Facility

I acknowledge receipt of your complaint dated _____ in regard to: _____

Date Facility ARP Coordinator

Original: White – Facility ARP Coordinator
Copy: Canary - Inmate

Instructions to Inmates for Completing Request for Administrative Remedy, DOC Form 185.0002cC

1. Use a typewriter or a pen with blue or black ink.
2. Your request must be addressed to the warden, managing official, or designee of the facility where you are housed, regardless of where the incident which you are complaining about occurred.
3. Your complaint must be submitted within the later of thirty (30) calendar days of the date on which the incident occurred or thirty (30) calendar days from the date that you first gained knowledge of the incident or injury giving rise to the complaint. Read COMAR 12.02.28 for a complete description of time frames.
4. If you believe that your request concerns a situation that poses a continuing threat to your health, safety, or welfare, you may ask that your request be processed as an emergency by checking the space provided.
5. Type or print the specifics of the complaint in the space provided in Part A. Use one form for each complaint or closely related complaints. Be sure to include the date of the incident, the names of the people involved, and a description of the incident. A description of any efforts you have made to resolve the incident informally before submitting this request is helpful. Keep the specifics as brief as possible. If you checked the Emergency Request space, you must include an explanation for why you believe your complaint should be processed as an emergency. If you need more space, use the continuation sheet that is in duplicate form.
6. Date and sign the request in the spaces provided in Part A. You may write "see attached" in Part A and attach a written or typed complaint on the continuation sheet that is in duplicate form.
7. Submit the request to an officer in the control center of the housing unit, a tier officer or a custody supervisor. If the warden, managing official, or designee has issued an Information Bulletin (IB) for submitting a Request for Administrative Remedy, follow those procedures.
8. If you need assistance in completing or submitting a Request for Administrative Remedy, write to your facility administrative remedy coordinator.
9. If at any time you wish to withdraw your complaint, please sign and date the Withdrawal Form, Appendix G to DOC.185.0002 and submit it to any staff member.

Instructions to Staff for Completing - Receipt for Administrative Remedy, DOC Form 12.02.28c.

1. Sign and date the form(s) in the upper right hand corner where indicated.
2. Give the canary copy of the form(s) to the inmate.
3. Deliver the white copy of the form(s) to a location designated by the warden/ managing official by the end of your shift.

Inmate Appeal Procedure

If you choose to appeal the warden's response, you must complete the Headquarters Appeal of Administrative Remedy Response, Appendix H to DOC.185.0002. The appeal must be received within 30 calendar days from the date you received the warden, managing official, or designee's response or within 30 calendar days from when the warden, managing official, or designee's response was due.

Part A (Continued) – INMATE REQUEST

Date

Inmate's Name: Print and Signature

DOC#

Part A (Continued) – INMATE REQUEST

Date

Inmate's Name: Print and Signature

DOC #

**Administrative Remedy Procedure
WITHDRAWAL FORM**

TO: _____ *Administrative Remedy Coordinator*
_____ *Correctional Facility Name*

I, _____, CL # _____,

wish to withdraw my request for administrative remedy, ARP Case No. _____.

I acknowledge that my complaint **cannot** be further addressed through the administrative remedy procedure. I also understand that failure to exhaust the administrative remedy procedure by withdrawing my request may result in dismissal of my complaint at a higher level.

Inmate's Signature

Date

Staff Witness/Title

Date

12.02.27.04

.04 Inmate Rule Violation Summary.**A. Category of Inmate Rule Violations.**

- (1) The category for a rule violation is determined by the severity of offense.
- (2) The categories of rule violations are organized by the level of severity as follows:
 - (a) Category I — most severe;
 - (b) Category II;
 - (c) Category III;
 - (d) Category IV; and
 - (e) Category V — least severe.

B. Category I Inmate Rule Violations. An inmate may not:

- (1) 100 — Engage in a disruptive act;
- (2) 101 — Commit assault or battery on staff;
- (3) 102 — Commit assault or battery on an inmate;
- (4) 103 — Commit assault or battery on a person who is neither staff or an inmate, be involved in any manner with taking a hostage, or be involved in any manner with the willful killing of another person;
- (5) 104 — Use intimidating, coercive, or threatening language;
- (6) 105 — Possess, use, or manufacture a weapon;
- (7) 106 — Escape when assigned maximum or medium security status;
- (8) 107 — Escape when assigned minimum security status;
- (9) 108 — Escape when assigned pre-release security status;
- (10) 109 — Escape while in the community;
- (11) 110 — Possess an implement or article that may be used in an escape;
- (12) 111 — Possess or use an unauthorized medication, drug, or substance identified as an intoxicant, excluding alcohol and a controlled dangerous substance from this rule violation;
- (13) 112 — Possess or use a drug or controlled dangerous substance;
- (14) 113 — Possess or use paraphernalia that may be for the use of an intoxicant, drug, or controlled dangerous substance;
- (15) 114 — Possess a controlled dangerous substance, intoxicant, drug, or alcohol in sufficient quantity or packaging

materials that suggests an intent to distribute or distribution;

(16) 115 — Refuse or fail to provide a required volume of urine necessary for urinalysis testing or provide a diluted or adulterated urine sample;

(17) 116 — Possess, misuse, tamper with, damage, or destroy security equipment or property, detection equipment, or fire suppression equipment or alarm;

(18) 117 — In any manner, arrange, commit, perform, or engage in a sexual act;

(19) 118 — Make application for, obtain, possess articles or materials for the use of, or use an unauthorized financial account; possess currency in a facility where currency is not permitted; or possess currency in an amount that is greater than fifty dollars in excess of the authorized amount specified by the rules of a facility in which an inmate is permitted to possess currency;

(20) 119 — In any manner, commit, perform, or engage in an act of indecent exposure or masturbation;

(21) 120 — Disobey a specifically cited facility Category I rule not listed in this regulation as a rule violation;

(22) 121 — Possess tobacco in sufficient quantity or the materials necessary for packaging tobacco, or other related products that suggests an intent to distribute or distribution; or

(23) 122 — Possess a telecommunication device, SIM card, battery charger, carry case, or other device or article identified with a telecommunication device.

C. Category II Inmate Rule Violations. An inmate may not:

(1) 200 — Vacant;

(2) 201 — Refuse to participate in or engage in behavior that results in removal from the mandatory remediation Regimented Offender Treatment Center program;

(3) 202 — Refuse to participate in or engage in behavior that results in removal from the mandatory Residential Substance Abuse Treatment Program;

(4) 203 — Refuse to participate in or engage in behavior that results in removal from the mandatory education program;

(5) 204 — Refuse to participate in or engage in behavior that results in removal from a mandatory remediation program not cited in the rule violations of this regulation;

(6) 205 — Refuse a required medical examination or test or deoxyribonucleic acid (DNA) sampling collection; or

(7) 206 — Disobey a specifically cited facility Category II rule not listed in this regulation as a rule violation.

D. Category III Inmate Rule Violations. An inmate may not:

(1) 300 — Administer or receive a tattoo or possess tattoo paraphernalia;

(2) 301 — Possess or use alcohol without authorization;

(3) 302 — Possess equipment, material, or paraphernalia that may be used for manufacturing alcohol;

(4) 303 — Refuse to submit to alcohol detection testing;

(5) 304 — Possess, use, hoard, or accumulate medication without authorization;

(6) 305 — Violate a law, statute, ordinance, or postal law;

(7) 306 — Gamble or possess gambling paraphernalia;

(8) 307 — Commit an act of extortion, bribery, or coercion;

(9) 308 — Steal State property or possess State property identified as stolen;

(10) 309 — Steal the property of an individual or possess property of an individual identified as stolen;

(11) 310 — Violate a rule of a Department or Division of Correction program or directive that is not listed as a rule violation in this regulation;

(12) 311 — Possess currency in an amount that is greater than \$20 but does not exceed \$50 in excess of the authorized amount specified by the rules of a facility in which an inmate is permitted to possess currency;

(13) 312 — Interfere with or resist the performance of staff duties to include a search of a person, item, area, or location;
or

(14) 313 — Disobey a specifically cited facility Category III rule not listed in this regulation as a rule violation.

E. Category IV Inmate Rule Violations. An inmate may not:

(1) 400 — Disobey an order;

(2) 401 — Refuse to work, carry out an assignment, or accept a housing assignment;

(3) 402 — Be in a location without authorization; leave an assigned location without authorization; be absent from or late reporting to an assigned location without authorization; loiter or linger in a location without authorization; or refuse or fail to obey or follow an order or a rule, policy, or procedure for inmate facility movement or inmate travel outside of a facility;

(4) 403 — Provide false information or alter, misrepresent, or forge a document;

(5) 404 — Possess currency in an amount that does not exceed \$20 in excess of the authorized amount specified by the rules of a facility in which an inmate is permitted to possess currency;

(6) 405 — Demonstrate disrespect or use vulgar language;

(7) 406 — Possess or pass contraband;

(8) 407 — Perform an unauthorized personal service or conduct an unauthorized business;

(9) 408 — Misuse, alter, tamper with, damage, or destroy State property or property of another;

(10) 409 — Use a telephone without authorization, make a telephone call without authorization, call for a purpose not authorized, or be involved with an unauthorized three way telephone call;

(11) 410 — Disobey a specifically cited facility Category IV rule not listed in this regulation as a rule violation; or

(12) 411 — Possess tobacco in a limited quantity that may suggest personal use and there is no other evidence to suggest an intent to distribute or distribution.

F. Category V Inmate Rule Violations. An inmate may not:

(1) 500 — Fail to possess or properly display, as directed by the rules of the facility, a required inmate identification badge;

(2) 501 — Engage in reckless behavior or horseplay;

(3) 502 — Fail to maintain:

(a) Personal cleanliness;

(b) The cleanliness of the facility and assigned housing area; or

(c) The cleanliness of an area outside the facility; or

(4) 503 — Disobey a specifically cited facility Category V rule not listed in this regulation as a rule violation.

G. The term “disruptive act” under §B(1) of this regulation shall include:

(1) Disorderly conduct;

(2) Language use that is disruptive or incendiary;

(3) An unauthorized gathering;

(4) A demonstration or disturbance;

(5) Misuse or damage of property during a disruptive act;

(6) Setting a fire; or

(7) Possessing or using an explosive or flammable device.

H. The term weapon under §B(6) of this regulation shall include:

(1) An instrument for offensive or defensive combat that may be used in physically threatening, harming, or injuring an individual; and

(2) An unauthorized material, substance, article, instrument, or tool that may be manufactured into or used as a weapon regardless of it being used for a purpose other than as a weapon or whether its original character has been altered.

I. The term “threatening language” under §B(5) of this regulation shall include:

(1) A use of language that implies intimidation, coercion, or a threat of harm toward an individual or property;

(2) Regardless of the ability to carry out a threat; and

(3) May be conveyed:

(a) Verbally;

(b) In writing;

(c) By gesture;

(d) By drawing; or

(e) By display or projection of an image.

J. The term "contraband" under §E(7) of this regulation shall include property, an article, or a substance (other than a controlled dangerous substance) that an inmate, by law or correctional policy or procedure, is not permitted to possess, pass, or receive and that is:

(1) Allowable property that requires registration to be in the possession of an inmate;

(2) Otherwise allowable property or an authorized article in an area where an inmate is not permitted to possess or use the authorized article; or

(3) Allowable property that is identified as belonging to an individual other than the inmate in possession of the property.

K. A charge of "battery" under §B(2), (3) or (4) of this regulation:

(1) May not be automatically excused by a claim of "self-defense"; and

(2) A claim of "self-defense" may be considered in the disposition of a charge of battery.

L. Horseplay.

(1) The term "horseplay" under §F(2) of this regulation shall include unauthorized rowdy or rough:

(a) Consensual play;

(b) Amusement; or

(c) Recreation.

(2) A claim of the defense of "horseplay" to a charge that includes intentional physical contact between individuals may not be considered under §F(2) of this regulation and shall be considered a battery violation under §B(2)(3) or (4) of this regulation.

M. A charge of participation in a sex act under §B(18) of this regulation may not be excused by a claim of "consent".

N. A charge of refusal under §E(2) of this regulation may not be excused by an unsubstantiated claim of "danger" or "threat of harm."

O. The language "possess a telecommunication device" under §B(23) of this regulation shall include an inmate who:

(1) Willfully poses for the taking of an unauthorized picture or video recording by an individual using a telecommunication device or camera; and

(2) Failed to report the taking of the picture or video recording along with the name of the individual using the telecommunication device or camera to staff.



NOTICE TO PRISONERS USING THE PHONE SYSTEM

Phone List Deployment

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

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

Phone List Rules

1. Change requests.

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

2. Emergency change requests.

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

3. Request of phone list.

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

4. Numbers added fraudulently.

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

5. You are under suspension and cannot make calls.

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

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

Automated Inmate Telephone System (AITS) Disclosure

Inmates within the Maryland Department of Public Safety and Correctional Services (Department) are granted the privilege of utilizing the inmate calling system within Department correctional facilities. All phone calls are subject to recording and monitoring, with the exception of calls placed to one's attorney, the Prison Rape Elimination Act (PREA) or other hotline specifying caller anonymity.

Inmate Phone Resets:

- Inmates are allowed up to 10 telephone numbers on their phone list, which is automatically created during the enrollment period for each institution.
- An inmate's phone list (10 phone numbers) consists of the first 10 unique phone numbers that are called (which are not blocked and able to receive calls from the inmate platform) will be automatically added to the phone list.
- Inmates will have the ability to change their phone list during the change period for the Department facility in which they are currently housed, which occurs every 90 days. Inmates housed at BCDC, BCBIC/JI, MRDCC, and/or CDF, will have the ability to change their phone list every 30 days.

Inmate Phone Prohibitions – An inmate may not:

- Call any Department employee unless there is a written request from the employee that has been approved by both the inmate's managing official, or a designee, and the employee's managing official, or appointing authority if not employed in a correctional facility, or a designee;
- Call a judge, criminal justice official, prosecutor or court administrator without prior written approval by the inmate's managing official, or a designee;
- Call a victim of the crime for which the inmate has been convicted or for which charges are outstanding without prior written authorization from the victim and approval by the inmate's managing official, or a designee;
- Call a member of the general public who has made a written request to the inmate's managing official, or a designee, to have a telephone number blocked;
- Call a toll-free number;
- Call an emergency services number, such as 9-1-1;
- Call a local, state, or federal correctional facility;
- Initiate or participate in a three-way call or call forwarding;
- Call using more than one long distance carrier;
- Call a Voice over Internet Protocol (VoIP) phone number;
- Except for an emergency telephone call, call a telephone number that is not on the inmate's approved call list;
- Except under provisions for an emergency telephone call, use any telephone not specifically designated for inmate use;
- Loan, sell or share the inmate's private 4 digit code (IPIN) with another inmate,
- Borrow, steal or use another inmate's IPIN; or
- Use the inmate calling system for criminal, illegal or other unauthorized purposes.

Violation of any of the *Inmate Phone Prohibitions* may result in the inmate's telephone privileges being temporarily or permanently suspended.

I _____, SID # _____, acknowledge that I have received and read the Inmate Phone Policy.

Date: _____



OFFICIAL NOTICE

Auto Enrollment IVR Inmate Instructions Maryland DPSCS

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

Notice: The Auto Enrollment IVR will only be available during an official change period. The number of phone numbers you can add during the change period is determined by the facility.

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

Sample

**Automated Inmate Telephone System (AITS)
AITS Problem Reporting
Instructions**

PROVIDED BY THE FACILITY MANAGING OFFICIAL

An inmate's family or friends may pay for the inmate's AITS calls by setting up an advance payment account with the AITS provider by:

- (1) On-line access at www.connectnetwork.com;
- (2) Calling 1-800-483-8314.
- (3) Deposits made via Western Union, personal check, or money order:
 - (a) Made payable to GTL AdvancePay; and
 - (b) Mailed to GTL AdvancePay Services Department P.O. Box 911722 Denver, CO 80291-1722.

**Automated Inmate Telephone System (AITS)
AITS Problem Reporting**

**Department of Public Safety and Correctional Services
MCIJ**

An inmate reporting a problem experienced with the ATIS shall use this form. Please PRINT the requested information on the form and submit the form to WHO.

Date Submitted: _____

Facility Name: _____ MCIJ _____

• Inmate Name: _____

Housing Assignment: _____

Inmate IPIN Number: _____

Report System Problem

Telephone Number Called: _____

Date and Time Problem occurred: _____

TYPE OF PROBLEM:

- _____ IPIN Not Accepted
- _____ No Dial Tone
- _____ Volume Too Low
- _____ Called Number Unable to Accept Charges
- _____ Noise on Phone Line
- _____ Wires exposed on handset or telephone set
- _____ Other _____

RECORDED MESSAGE RECEIVED (If any):

- _____ "Your call cannot be completed as dialed"
- _____ "Collect calls are not accepted at this number"
- _____ "Busy - Please try your call again later"
- _____ "Please wait until this number is validated"
- _____ "Your account is not authorized"
- _____ Other _____

Supervisor

Telephone Service Administrator

Date received: _____

Supervisor's Comments: _____

Supervisor's Printed Name & Signature: _____

Date received: _____

Service Ticket No.: _____

Date of Service Call: _____

Date problem corrected: _____

Service Representative Comments: _____

Service Administrator's Name & Initials: _____

Completed form filed in the inmate's base file.

VISITING LIST CHANGE
REQUEST FORM

NAME: _____ DOC: _____ UNIT: _____

DATE: _____

Please **remove** the following person(s) from my visiting list:

NAME	ADDRESS (STREET, CITY, STATE, ZIP CODE)	RELATIONSHIP	BIRTHDATE
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____

Please **add** the following person(s) from my visiting list:

NAME	ADDRESS (STREET, CITY, STATE, ZIP CODE)	RELATIONSHIP	BIRTHDATE
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____

Approved: _____

Disapproved: _____

Change effective: _____ Approved by: _____

MCI-J

Visitors List

Inmate Name: _____ Housing Unit: _____

Inmate Number: _____ Date: _____

Please print name, address, and relationship of requested visitors. *{New Inmates Only}*

No more than (15) fifteen names. Please include the complete addresses with zip codes. *Failure to do so will result in your request being denied.*

Out of state visitors, per warden's approval, do not have to appear on the visitors list. Clergy member(s) must be approved by facility chaplain.

NAME	ADDRESS (STREET, CITY, STATE, ZIP CODE)	RELATIONSHIP	BIRTHDATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
Clergy	_____	_____	_____

MCIJ Inmate Visit Information

- Address: P.O. Box 549, Route 175
7803 House of Corrections Road
Jessup, Maryland 20794
<http://www.dpscs.maryland.gov/locations/mcij.shtml>
- Phone: Main (410) 799-7610 TTY users 1-800-735-2258
(877) 313-0632
- Directions: Exit 41 off Interstate 95. Route 175 East 2.2 miles turn right on to Maryland House of Corrections Road. Bear Left at the 1st and 2nd fork in the road and the institution will be on the right. Drive down to the end of the road that leads to visitor parking.
- Days & Hours of Visitation: Saturday and Sunday-12 pm-3 pm to 4:30 pm-8 pm
Monday and Friday- 4:30 pm-9 pm
There are no visits on Tuesday, Wednesday, Thursday or the 31st of the month.
Visit Registration starts (1) one hour prior to the start of visits.
Visit Registration ends (1) one hour prior to the close of visits.
- Frequency of Visits: Visits will be permitted on an odd even schedule with (1) one visit per day. The last digit of the inmate's DOC # will determine the day an inmate may receive a visit. If the last digit is even the inmate will have visits on even dates throughout the year. If the last digit of the inmates DOC # is odd he will have visits on odd dates. (i.e. DOC #542971 are permitted visits on the corresponding odd dates Jan-Dec 1, 15, 27)
- Note: General Population and Administrative Segregation Visits are (1) one hour. Disciplinary Segregation visits are 30 minutes; once every (7) seven days. All Segregation inmates must be housed in the unit for seven days before a visit can be authorized. The facility shall not permit extra time visits on the weekends or holidays. Inmate visits may not be conducted during emergency conditions or exigent circumstances and are subject to cancellation at any time.
On Saturday and Sundays the registration will stop from 2:15pm to 3:15pm. Visitors will be required to wait outside the gate. Visitation will resume at 4:30pm. Visitors already in the visiting room will be allowed to continue with their visit until the allotted time is complete or the visiting room closes.
- Approved Dress: Visitors shall dress appropriately for visitation to be granted entry. The following clothing items may not be worn when visiting an inmate: tube tops, tank tops, halter tops, See-through clothing, bottoms at or above the kneecap, miniskirts, mini-dresses, shorts, skorts, culottes, form-fitting clothes such as leotards, spandex, leggings, clothes that expose a person's midriff, side, or back and tops or dresses that have revealing necklines and excessive splits or both. Outerwear such as coats, jackets, and shawls shall be stored in available lockers after the visitor has been registered and receives a badge. Items such as suit jackets, dress coats, or sport coats may be worn and will be subject to search when passing through the metal detector. These rules apply to all visitors' to include children.
- Identification: Requirements & Search Procedures: A visitor 16 years of age and older shall present a valid photograph identification. "Photograph Identification" means a card bearing the holders name, date of birth, address, and photograph that has been issued by a government agency, that is,

MCIJ Inmate Visit Information

driver's license or other state or federal identification card. Visitors are required to be frisked searched and fingerprint identified upon entering the institution. No visitor will be given clearance to enter if they cannot clear the metal detector, the finger print process, or if the inmate refuses the visit. It is the responsibility of the visitor to seek permission to enter from the warden's office if they cannot clear the fingerprint process.

Prior to entering the facility visitors who have been fingerprinted for any reason i.e. job, criminal charges, business etc. will submit written documentation to the warden's office on the reason why they were fingerprinted in the state of Maryland. A copy of the visitor's Criminal record will be submitted if the visitor was fingerprinted for criminal charges. At any time after entry is approved and the visitor is fingerprinted for any reason the visitor shall provide documentation and the decision for permission to enter will be re-evaluated. If the above documentation is not submitted prior to entry the visitor may not gain entrance to the facility. The inmate shall be responsible for informing the visitor if they are approved or denied entry. All visitors to include persons with wheelchairs and metal implants are required to clear the metal detector and shall be given (2) two attempts. After the second attempt, correctional staff shall: (a) deny visit, (b) document the denial in the log book, and (c) notify a correctional supervisor of the denial.

Items authorized
in the visiting Room:

The only item of jewelry an inmate may wear on a visit is a wedding band. No unauthorized items may be carried into the visiting area. No visitor may store in a locker or bring into the institution electronic devices, Controlled Drug Substances, or any unauthorized material not approved by the warden.

Visiting Room Rules:

- Visitor badges must be visibly worn by the visitor at all times.
- An embrace and kiss on the cheek is permitted only at the end of the visit.
- Each visitor must be seated on the visitor side of the table at all times.
- For the safety and security of your child, children shall not be seated on any table and must be supervised by the adult visitor for the duration of the visit.
- Nothing shall be passed between the visitor and inmate.
- Disrespect toward any employee, visitor, and inmate shall not be tolerated
- The use of vulgar and abusive and or threatening language shall not be tolerated
- Any illegal or immoral acts shall be subject to criminal and or administrative action.
- Visitors and Inmates hands must remain on the table in plain sight. Failure to do so will result in immediate termination of visit.

Special Visit

Special visits may be granted, at the discretion of the warden when special circumstances exist. Arrangements should be made at least (2) two business days in advance of the intended visiting date and time by the visitor contacting the warden's office. The inmate may contact the warden's office regarding circumstances of the visit and names

Transportation:

Van services maybe listed on the inmate bulletin board as means of transportation into the institution for visitors; however there are no public transportation routes available in this area.

Religious Preference Registration

Appendix 6 to OPS.140.0002

Instructions: Check your religious preference you acknowledge/observe. If you do not intend to acknowledge a religion, check item "No Religious Affiliation". If you would like assistance in completing the form, submit a request to see the chaplain. You may participate in congregate (group) religious activities only of the religion you select here. Note: Religions in "bold print" are approved by DPSCS; permitted for congregate activities. Selection of one of these will be afforded full opportunity to participate in religious practice while incarcerated as noted in the Religious Services Manual.

You may change from one group to another during the two (2) prescribed time frames each year. The change shall become effective within the two weeks following the semi-annual calendar period. The semi-annual calendar periods are January - June and July - December.

Please check (v) one: This is _____ an Original Request _____ a Change of Religious Preference

- Buddhism
Nichiren Daishonin Buddhism
Roman Catholic
Islam
Moorish, Small Circle
Moorish, Temple of America
Supreme Moorish Grand Res. Moorish
Nation of Islam, Lost-Found
Nation of Islam, Farrakhan
Nation of Islam, Caliph Muhammad
Sunni
Shi'a

- Hinduism
Jehovah's Witness
Messianic Judaism
Judaism
Jewish -Conservative
Jewish -Orthodox
Jewish -Reconstructionist
Jewish -Reformed

- 0700 Native American
Orthodox
Eastern Orthodox
Greek Orthodox
Russian Orthodox

- Other Responses
No Religious Affiliation
Other - Religion not listed *(Name: _____)

Note: You may change a selection of "None" to a specific group at any time. *Selection of "Other - religion not listed" does not give privilege to attend other noted religions' activities. This is for informational purposes only.

Housing Unit Location: _____

Inmate Name: _____ SID#: _____

Inmate Signature: _____ Date: _____

Staff Witness: _____ Date: _____

- Protestant Christian
African Methodist Episcopal/Zion (AME)
Assembly of God
Baptist
Charismatic
Church of Christ
Church of God
Church of God in Christ
Episcopalian
Evangelical
Lutheran
Methodist
Non-Denominational Christian
Pentecostal/Apostolic
Presbyterian
Quaker
Reformed Christian
Seventh-day Adventist

- Pagan or Earth-based Traditions
Odinism / Asatru
Wicca

Church of Jesus Christ of Latter Day Saints (Mormon)

- Oneness Christian
Rastafarian

- Sacred Name Groups
Assemblies of Yahweh
House of Yahweh
Hebrew Israelites

Maryland Department of Public Safety and Correctional Services
Allowable Inmate Property Matrix

	Max II			Male (Except Max II)			Female			Pretrial/ Reception			
	GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG
	Clothing												
Belt, max 2" buckle, \$20 no logos, insignia or designs	1	0	0	1	0	0	1	0	0	0	1	0	0
Bras, State-issue	0	0	0	0	0	0	7	7	3	3	0	0	0
++Coat, Jacket- 3/4 or fingertip length max (no leather, fur, overstuffed, "puffy", reversible, black liners, or hoods); (segregation inmates will be issued as needed) <u>State Issue only</u>	1	0	0	1	0	0	1	0	0	1	1	0	0
Footwear (any combination, max 2" heel, 8" high boots, athletic shoes, shower shoes, slippers, sandals, shoes); no battery-powered or pump-type tennis shoes, metal, plastic, or fiberglass shanks in shoes; \$100 per pair	4	2	2	4	2	2	4	2	2	2	4	2	2
Handkerchiefs, white only, max size 16" x 18"	6	0	0	6	0	0	6	0	0	6	6	0	0
+Hat (knit style), \$10 each	1	1	1	1	1	1	1	1	1	1	1	0	0
++Hat (baseball style hat), \$10	1	0	0	1	0	0	1	0	0	1	1	0	0
Hat (stretch nylon style); No strings; White or Gray only	2	1	0	2	1	0	0	0	0	1	1	0	0
Hat (rain bonnet), commissary only	0	0	0	0	0	0	1	0	0	0	2	1	1
Jumpsuit or hospital-type scrubs (set)	0	1*	1*	0	1*	1*	0	1*	1*	2**	0	0	0
Pajamas (nightgown, female only), sets - \$20 each	2	0	0	2	0	0	2	2	2	2	2	0	0
Rain poncho or raincoat (clear) - \$15	0	0	0	1	0	0	1	0	0	1	0	0	0
++Shirts & Sweatshirts only; \$25 each; Sweatshirts & sweatpants - Gray no pockets only (combined total)	6	1*	1*	6	1*	1*	6	1*	1*	2**	6	1*	1*
++Shorts, athletic, Gray only (no pockets, cargo pockets, or logos) - \$25 each	4	1	1	4	1	1	4	1	1	0	4	1	1
Shower robe - \$20	1	0	0	1	0	0	1	1	0	1	1	0	0
Socks, white or gray - pair - \$4 per pair	9	9	9	9	9	9	9	9	9	9	9	9	9
Special work clothing	I. AS PERMITTED												
Thermal underwear, white or gray (set) - \$15 each	2	2	2	2	2	2	2	2	2	2	2	2	2
++Trousers, pants, sweat pants/leisure-style pants, (no cargo pockets) (skirts, female only) \$50 each (combined total)	4	2	1*	4	2*	1*	4	2*	1*	2**	4	2*	1*

Maryland Department of Public Safety and Correctional Services
Allowable Inmate Property Matrix

	Max II			Male (Except Max II)			Female			Pretrial/ Reception			
	GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG
Undershirts/Tee-shirts, \$4.02-\$11.36 each, short sleeve, no sleeveless or tank tops (plain white or gray - males) (plain gray - females)	8	8	8	8	8	8	8	8	8	8	8	8	8
Underpants, white or gray, \$2.89-\$5.22 each Boxers/Briefs (or any combo)	8	8	8	8	8	8	8	8	8	8	8	8	8
Jewelry and Personal Accessories													
Clothes hangers (plastic)	0	0	0	0	0	0	0	0	0	0	0	0	0
Lock, available from Commissary (as necessary)	0	0	0	2	0	0	0	0	0	0	0	0	0
Earrings, pair, \$50 (female only)	0	0	0	0	0	0	2	0	0	0	0	0	0
Religious articles (Bible, Koran, etc.)													
Jewelry, Religious only, \$25	1	1	1	1	1	1	1	1	1	1	1	1	1
Clothing, white, gray, cream only (Seg - Headwear Only)	3	1	0	3	1	1	4	1	1	1	3	1	1
Other	4	1	1	4	1	1	4	1	1	1	4	1	1
Ring, wedding - \$75	1	1	1	1	1	1	1	1	1	1	1	1	1
Plain - No stones													
Shoe/boot laces (spares)													
Shoe polish - no wax	1	0	0	1	0	0	3	0	0	0	3	0	0
Shoeshine brush	1	0	0	1	0	0	1	0	0	0	1	0	0
Shoeshine cloth	1	0	0	1	0	0	1	0	0	0	1	0	0
Sunglasses (no wraparound or mirrored)	1	0	0	1	0	0	1	0	0	0	1	0	0
Trash can - max 3 gallons (plastic or fiberglass only)	0	0	0	1	0	0	1	0	0	0	0	0	0
Wristwatch (No larger than 2" x 2" & 1/2" thick - \$50)	1	1	1	1	0	0	1	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1	1	1	1	1
APPLIANCES AND ACCESSORIES													
Alarm clock, clear case, battery or wind-up only \$15 (no clock radios)	1	0	0	1	0	0	1	0	0	0	0	0	0
Antenna, TV (as needed)	0	0	0	1	1	0	1	1	0	0	1	0	0

Maryland Department of Public Safety and Correctional Services
Allowable Inmate Property Matrix

	Max II			Male (Except Max II)			Female			Pretrial/ Reception			
	GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG
	I. AS REQUIRED												
Batteries, (to include watch battery, plus 1 additional set AA & AAA only)	1	1	0	1	1	0	1	1	0	0	1	1	0
Beard and mustache trimmer (cordless, battery-operated, plastic clipper attachment), commissary or catalog – clear; No re-chargeable	1	0	0	1	1	1	1	1	1	1	1	1	1
Book lights, clip-on, clear \$15 battery operated; No Metal Springs	1	0	0	1	0	0	1	0	0	0	1	0	0
Calculator (pocket size-battery only) - \$10	8	0	0	8	0	0	8	0	0	0	8	0	0
Cassette tapes, compact discs commercially recorded, factory-sealed, any combination (NO DVD)	1	1	0	1	1	0	1	1	0	0	1	0	0
Surge Protector – 6 or less outlets, 9 ft. max cord based on need, no power strips; UL approved.	1	1	0	1	1	0	1	1	0	0	1	0	0
Fan, where electrical system allows or battery-operated - max 8 inch, plastic (clear only).	1	1	0	1	1	0	1	1	0	0	1	0	0
***Play Station Console (new or re-furbished), or Xbox for inmates with authorized televisions only; or Hand Held Game System – Stationary or Game Boy Type; or accessories except AC adaptor; \$375, clear case if available; Items may not have Internet, Ethernet or Wi-Fi capacity	1	1	0	1	1	0	1	1	0	0	1	0	0
***Game Cartridges, \$50 each. (Permissible rating: "E" for everyone, and "T" for Teen games, "M" for Mature from approved list only).	6	6	0	6	6	0	6	6	0	0	6	0	0
Electronic Dictionary (Item may not have Internet, Ethernet, Wi-Fi or expandable memory capability) Clear case, if available.	1	1	0	1	1	0	1	1	0	0	1	0	0
Headphones (clear) - \$25	1	1	0	1	1	0	1	1	0	0	1	0	0
Play Station or Xbox - Controller	2	2	0	2	2	0	2	2	0	0	2	0	0
Play Station or Xbox - Memory Card	1	1	0	1	1	0	1	1	0	0	1	0	0
Play Station or Xbox Adapter (proper adapter for T.V.)	1	0	0	1	0	0	1	0	0	100	0	0	0
Radio, AM or AM/FM, Walkman/MP3 type (clear case only) with or w/o cassette or compact disc, or headset (No recording capability or detachable speakers) - \$75. Prior to March 1, 1998: maximum dimensions 22" L (left to right) x 12" W (front to back) x 10" H (top to bottom) After March	1	1	0	1	1	0	1	1	0	0	1	0	0

Maryland Department of Public Safety and Correctional Services
Allowable Inmate Property Matrix

	Max II			Male (Except Max II)			Female			Pretrial/ Reception			
	GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG
	Over the counter Meds - includes: Antacid (pack); Cough drops (bag); Acne medication (container); Antihistamine (pack); Mild laxative (tablet form) Topical analgesic (container); Topical antifungal - any brand with a maximum of 2 percent main ingredient cream (container); Oral analgesic (pack) Rectal suppositories/ointments (pack)												
Total in any combination	8	8	8	8	8	8	8	8	8	8	8	8	8
Razor (disposable only) (Issued/loaned at Warden's discretion)	0	0	0	2	2	0	2	2	0	0	2	2	0
Roach/Ant motel (If available on Commissary form)	0	0	3	3	3	3	3	3	3	3	3	3	3
Calendar Wall (8.5" x 11") or pocket	0	0	0	1	0	0	1	0	0	0	1	0	0
Soap dish (plastic)	1	1	1	1	1	1	1	1	1	1	1	1	1
Toothbrush (Disc. Seg. flexible only)	2	2	1	2	2	1	2	2	1	1	2	2	1
Toothbrush Holder or Cap (Facility Specific)	1	1	1	1	1	1	1	1	1	1	1	1	1
HYGIENE ITEMS - NO GLASS. CLEAR SUBSTANCES OR CONTAINERS ONLY													
Soap													
Body Wash	2	2	1	2	2	1	2	2	1	2	2	2	1
Tooth Paste	1	1	1	2	2	1	2	2	1	2	2	2	1
Deodorant ; (non-flammable, non-aerosol)	1	1	1	1	1	1	1	1	1	1	1	1	1
Hair Care	1	1	1	1	1	1	1	1	1	1	1	1	1
Other Hygiene items not listed above but sold in commissary: Aftershave; Bunion and Callus Pads (box); Chapstick; Contact lens cleaner; Contact lens solution; Cotton swabs (box); Dental flossing instruments with floss less than 3"; Dental floss; Denture adhesive; Denture cleaner; Eye wash; Mouthwash; Shampoo; Shaving cream (non-aerosol); Skin cream or lotion (no baby oil); Talcum powder.	1	1	1	1	1	1	1	1	1	1	1	1	1
Total permitted for all Hygiene Items Combined:	25	25	0	25	25	15	25	25	15	25	25	25	15

Maryland Department of Public Safety and Correctional Services
Allowable Inmate Property Matrix

	Max II			Male (Except Max II)			Female			Pretrial/ Reception			
	GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG
toxic) where permitted - commissary only.													
Board games/Dominos (no dice) - \$20	1	1	0	1	1	0	1	1	0	0	0	0	0
Chess set (flexible preferred) - \$20	1	1	0	1	1	0	1	1	0	0	0	0	0
Guitar (no electric), \$150 with or without case	1	1	0	1	1	0	1	1	0	0	0	0	0
Guitar strings, exchange only													
Harmonica, \$25 with case	1	1	0	1	1	0	1	1	0	0	0	0	0
Jigsaw puzzles (must fit available inmate personal storage)	1	1	0	1	1	0	1	1	0	0	0	0	0
Playing cards	0	0	0	2	0	0	2	0	0	0	0	0	0
Support belt/athletic supporter	2	2	2	2	2	2	2	2	2	2	2	2	2
MEDICAL ITEMS													
Dentures and container													
Eyeglasses/contact lenses and case													
Other items (braces, etc.) elastic joint support, other medical items or equipment													
Prosthetics													
FOOD/DRINK ITEMS - NO GLASS CONTAINERS													
Beef Jerky	6	6	0	6	6	0	6	6	0	0	6	6	0
Candy, bags	5	5	0	5	5	0	5	5	0	0	5	5	0
Candy bars	24	24	0	24	24	0	24	24	0	0	24	24	0
Packaged meals (tuna fish/soup, potted meat); No cans or foil; sealed packets only.													
Combined Total:	15	15	0	15	15	0	15	15	0	0	15	15	0
Cereals	2	2	0	2	2	0	2	2	0	0	2	2	0
Coffee, Hot Chocolate individual packs	24	24	0	24	24	0	24	24	0	0	24	24	0
Crackers/cookies/cakes (boxes) combined total	3	3	0	3	3	0	3	3	0	0	3	3	0
Creamer-non-dairy (50 pack box)	2	2	0	2	2	0	2	2	0	0	2	2	0
Instant drinks (containers)	5	5	0	5	5	0	5	5	0	0	5	5	0

IV. EXCHANGE

V. AS REQUIRED

VI. AS PRESCRIBED AS PRESCRIBED

VII. AS PRESCRIBED

VIII. AS PRESCRIBED

NOTES:
Allowable Inmate Property Matrix

- Dollar figures represent maximum permissible values. Items above these value amounts are not allowable.
- Any item not clearly approved by this document or not made available through the commissary is prohibited.
- + For facilities utilizing inmate uniforms, personal articles of these clothing items are not allowable. No hoods except those issued by the facility.
 - ++ Excludes colors of outer wear or any type of clothing that conflicts with security or that could be construed as a uniform, military or medical garb, etc. No logos, writing, insignia or appliques, except a professional sports or college logo, a manufacturer's logo, or a facility logo when supplied by the facility.
 - * Segregation inmates shall be issued one jumpsuit or one set of separate top (shirt) and bottom (pant).
 - ** Female inmates in admission status shall be issued either two jumpsuits or two sets of separate tops (shirt)s and bottoms (pants).
 - *** Effective 12/13/16:

X-Box 360 and PlayStation 2 - may only be purchased from Walkenhorst, Game Dude or Estarland with Wi-Fi capability disconnected. (NOTE: Inmates ordering these items are at the risk of having the warranty voided.

MP3 Players (Walkenhorst model #38428-918 only) with pre-loaded music (this model does not have a USB port).

MP3 players with USB ports shall be confiscated and inmates shall be permitted to order the approved model.

USB cords/cables are deemed as contraband with the exception of the X Box 360 controller cord which only attaches to the console and the controllers. Other cords or cables shall be confiscated.

An inmate found to possess an unauthorized USB cord or cable shall be charged with possession of contraband and have the inmate's electronic devices confiscated and sent home at the inmate's expense.

The inmate shall lose the privilege to possess any of the above electronic items for an indefinite period.

**** Security Operations shall maintain and distribute a list of "M" for "Mature" rated game cartridges that an inmate may possess.

An inmate may not possess an audio or video appliance, in any combination, that has Ethernet, Internet or WiFi connectivity regardless of the type of case.

An inmate may not possess a flash drive or similar media storage device. This equipment shall be confiscated and the inmate may decide that the item is to be:

- (a) Mailed to inmate's home address on record at the inmate's expense;
- (b) Donated to the facility; or
- (c) Destroyed under provisions for handling and disposition of property.

Electric typewriters are authorized only at facilities that have the electrical capacity or capability to accommodate the item.

Electric typewriters are authorized only at facilities that have the electrical capacity or capability to accommodate the item.

Allowable Inmate Property Matrix

An inmate with registered ownership of a radio prior to March 1, 1998 may continue to possess that radio after March 1, 1998. Should the radio be confiscated for disciplinary reasons or in accordance with the provisions of property directives, the radio shall not be returned. However, a radio confiscated solely because of assignment to disciplinary segregation shall be returned with any other property when the inmate is released from segregation status. Any radio registered on or after March 1, 1998 must be a Walkman type radio only.

If at the time an inmate is obtaining an audio/visual appliance (TV, Walkman type radio, Walkman type radio/cassette player or Walkman type CD player, Video game console) authorized for an inmate to possess and the item is available in a clear case model, the inmate may only obtain the clear case model.

An inmate may have registered ownership of a previously authorized audio/visual appliance that is not a clear case model (clear case was not available at the time the inmate obtained the item) until any of the following circumstance occur and the item is to be replaced, the item shall be replaced with, based on availability, a clear case model:

- (a) The item becomes unserviceable **unless** the item is under a manufacturer's warranty and can be repaired. The inmate is responsible for registering the warranty with the manufacturer and for presenting proof of warranty should the item need repair. The facility shall allow for warranty repair services under these circumstances **only**.
- (b) The inmate wants to transfer ownership; or
- (c) The item is confiscated as the result of disciplinary action.

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

Inmate allowable personal property that is provided as part of an authorized program shall be managed according to program requirements.

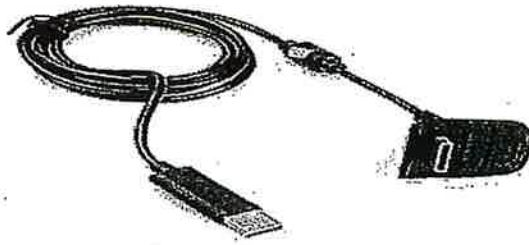
Footwear (State issued footwear is not affected by the color restrictions):

- (a) Athletic shoes: white, gray, white on gray, or gray on white only.
- (b) Boots: brown or tan only.
- (c) Shower shoes: white, gray, brown, or black only.

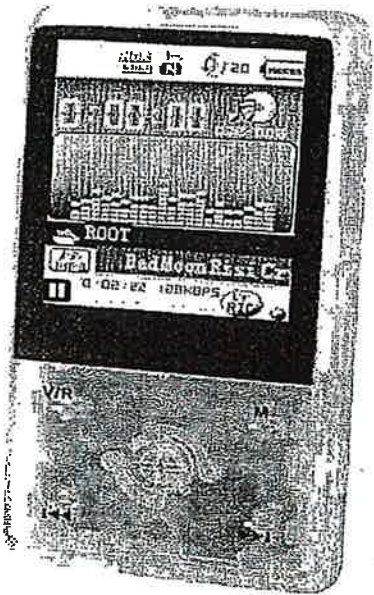
Except for legal materials, an inmate may not possess a magazine, newspaper, comic book, book or similar item that has a value more than \$25.

An inmate (male or female) may not possess or wear face or body make-up (includes items specifically manufactured as or other substances modified to be) items such as, lip stick, rouge, eye liner, eye shadow, mascara, face or body paint, or fingernail polish.

INMATE PERSONAL PROPERTY/ALLOWABLE ELECTRONIC ITEMS



Authorized X Box 360 controller cord



Authorized MP3 Players and Charger

DIVISION OF CORRECTION
WELFARE COMMISSARY REQUEST FORM

MCI-J
INSTITUTION

Inmate Name: _____ Housing Unit: _____

Inmate Number: _____ Date: _____

In order to be eligible for monthly welfare commissary an inmate must be indigent as defined in DCD 175-2. Welfare commissary packages will not be given to inmates who do not meet this criterion. Every welfare package contains the same items. An indigent inmate may receive these entire items once a month. The welfare package contains:

- 30 envelopes
- 1 writing tablet (50 pages)
- Ball point pen
- Toothbrush
- Toothpaste
- Comb
- Soap
- Shaving cream
- Razors
- Deodorant
- Shampoo

I, _____, am requesting a welfare commissary package and I authorize a deduction from my active amount in the amount equal to the value of a welfare commissary package, if indigent status is maintained for (30) days, or if analysis of my active and commissary accounts shows a pattern of receiving and spending funds in a (30) day period to maintain indigence.

Inmates Signature DOC # Date requested

Officer's Signature

Inmates Signature DOC # Date received

Officer's Signature

MCIJ.245.0003.01 Appendix 1a

Maryland Correctional Institution- Jessup State Clothing Request Form

Name: _____ Doc#: _____ Housing: _____

Accurately complete this form for needed state clothing, footwear, and/or linens.
A pass and/or reply will be sent acknowledging this request.

Completed form shall be submitted in the mailbox titled "CLOTHING REQUEST" located outside of lower K

DESCRIPTION	SIZE	YEARLY ISSUED ITEMS	CLOTHING ROOM RESPONSE
COAT (NO WOOL)	_____	_____	_____
THERMAL SET	_____	_____	_____
KNIT HATS	_____	_____	_____
DENIM PANTS	_____	_____	_____
CHAMBRAY LONG SLEEVE	_____	_____	_____
CHAMBRAY SHORT SLEEVE	_____	_____	_____
TENNIS (YEARLY)	_____	_____	_____
PILLOW	_____ check	_____	_____

DESCRIPTION	SIZE	SEMI-ANNUALLY ISSUED ITEMS	CLOTHING ROOM RESPONSE
T-SHIRTS	_____	_____	_____
BOXERS	_____	_____	_____
SOCKS	_____	_____	_____
WASHCLOTHS	_____ check	_____	_____
TOWELS	_____ check	_____	_____

Clothing issued with Supervisor's approval (yearly)
(Not all details are permitted to be issued)

SWEATSHIRT	_____	Supervisor's Signature _____
BOOTS	_____	Supervisor's Signature _____

****A one for one EXCHANGE will be conducted during issuing if you are in possession of any articles being issued. ****
****Reissuing will be determined from the date of your most RECENT issue. ****
****You will be placed on waiting list if the response to your requested description is O/S (out of stock). ****
****Your personal inventory can influence quantity of item issued****

Clothing Room Schedule: A & B Buildings- Monday, C & D Buildings- Tuesday, E & F Buildings- Wednesday, G & L2/3- Thursday, H building Friday. New inmates w/ clothing slip from Property- Daily (with pass from unit)

**DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES
SICK CALL REQUEST/ENCOUNTER FORM**



DIRECTIONS:

Section I to be completed by Inmate/Detainee.
Section II to be completed by Healthcare Staff.

Inmate must state specific reason for requesting
Medical/Dental/Mental Health services.

MEDICAL TRIAGE •E• •U• •R•

SIGNATURE _____ DATE / TIME _____

VERIFICATION SIGNATURE (DATE REC'D) _____

SECTION 1: TO BE COMPLETED BY INMATE/DETAINEE

Name: _____ DOC/SID# _____ Cell#: _____ Facility: _____

Allergies: _____ Date: _____

SICK CALL RELATED ISSUES

State your problem. / How can we help you? (Please be specific): Medication not Received

- A. Where does it hurt? _____
- B. When did it start _____
- C. Has it happened before? _____ How often? _____

NON – SICK CALL RELATED ISSUES

- Medical Records Request
- Medication Refill
- Eye Glass Repair Request
- Work Clearance Request
- Dental Exam/Filling/Denture Request
- Other (Specify below) _____

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

PLACE MED REFILL
STICKER HERE

SECTION II: TO BE COMPLETED BY HEALTHCARE PERSONNEL

Healthcare Encounter Documented in EPHR
Comments: _____

PROVIDER _____

DATE / TIME _____

•E• •U• •R•

**SICK CALL REQUEST / ENCOUNTER
FORM FORWARDED TO:**

- DENTAL
- MENTAL HEALTH
- MEDICAL RECORDS
- OTHER (Specify): _____

DATE / TIME SENT _____

DATE / TIME RECEIVED _____

SIGNATURE _____

SIGNATURE _____

RESPONSE TO INMATE/DETAINEE: _____

Maryland Correctional Institution-Jessup

REQUEST TO CASE MANAGEMENT STAFF

TO: _____ DATE: _____

Inmate's Name: _____ SID#: _____

HOUSING UNIT: _____

- When can I get into a Substance Abuse Program? _____
- Has my detainer been lifted for Case# _____? () YES () NO
- Do I have a detainer on file for? () YES () NO
- Do I have a court date for Case# _____? () YES () NO
- Do I have a Writ for Case# _____? () YES () NO
- Am I eligible for Restoration of revoked good conduct credits? () YES () NO
- When is my Parole Hearing scheduled? _____
- When is my Revocation Hearing scheduled? _____
- When is my next scheduled reclassification? _____
- Am I eligible for an out of scheduled reclassification? () YES () NO
- Am I in the Job Bank () YES () NO
- What is my security level? () MED () MIN () PRE

- May I have a printout of my Financial Statement? () ATTACHED
- May I have printout of my Release date? () ATTACHED

Please update my emergency contact information: _____

Please update my home plan: _____

I am requesting an appointment to discuss: _____

Case Management Staff's Response: _____

Staff Signature _____ Date: _____

NOTE: If you believe your total term of confinement or your mandatory release date is incorrect, you must write to the Commitment Department. Commitment calculates inmate's time, not Case Management!!

Introduction to the Administrative Remedy Procedure

The Department of Public Safety and Correctional Services (DPSCS) encourages inmates to seek resolution of their problems or complaints at the lowest possible level by presenting them informally to the appropriate staff. The administrative remedy procedure (ARP) was developed to resolve inmate complaints within the Department, when informal resolution had failed. If an inmate exhausts the ARP process, the next appeal is to the Inmate Grievance Office (IGO). For issues that are within the authority of the ARP process, courts normally require the inmate to exhaust the ARP process and the inmate grievance process prior to filing an action with the court.

The administrative remedy procedure, or ARP, provides a means for informal resolution of a complaint, formal presentation of the complaint to the warden, managing official, or designee for resolution at the institutional level, and formal appeal of the warden, managing official, or designee's response to the Commissioner for resolution of the complaint at division headquarters. The administrative remedy procedure is a structured program to resolve inmate complaints in accordance with specific procedures and time frames.

The forms used to file complaints at each step of the ARP process can be obtained from the inmate library, the housing unit officer, or from an inmate's assigned case management specialist. The time frames and instructions for completing the forms can be found in COMAR 12.02.28. If help is needed to complete a form or you need help understanding the ARP process, assistance can be obtained from the inmate's assigned case management specialist or from the facility administrative remedy coordinator.

The administrative remedy coordinator is a staff person designated by the warden, managing official, or designee to manage the administrative remedy procedure within the facility. However, formal complaints must first be addressed to the Warden, managing official, or designee, who also provides a response. The warden, managing official, or designee of [facility] is [name]. The facility's administrative remedy coordinator is [name]. The Commissioner of Correction, to whom appeals of the warden's response should be addressed, is [name]. Information about the appeal process is also in COMAR 12.02.28.

DPSCS VIDEO VISITATION ACKNOWLEDGEMENT FORM

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

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

Example: MCI Administration
123 JFX Way
Baltimore, MD 11111

Inmate Name: _____ DOC & SID Number: _____ Housing Unit: _____

Adult Visitor's Name	Residential Address	Relationship
Email Address (Print clearly)		Telephone Number
Child Visitor's Name(s)	Relationship(s) to Inmate/Detainee (e.g. son, niece, grandchild)	Age(s)

Criteria For Visitation

In order to participate in video visitation you:

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

Visitor's Video Visitation Rules

Visitors are prohibited from:

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

VIDEO VISITATION ACKNOWLEDGEMENT

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

Visitor's Signature

Date

Child Visitor's Signature (if 16 or 17 years old.)

Date

DO NOT WRITE IN THIS SECTION – TO BE COMPLETED BY DPSCS STAFF

Last Name

First Name

DOC #

Cell #

Do Not Write In This Box

Request Approved

Yes

No

Note:

INFORMATION PAGE FOR DPSCS VIDEO VISITATION

(Keep this Page)

As a result of the COVID-19 pandemic the Department of Public Safety and Correctional Services has implemented a new video visitation system to allow inmates and detainees to communicate with their families, friends, and loved ones.

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

Example: MCI Administration
123 JFX Way
Baltimore, MD 11111

Reminders for Participation in DPSCS Video Visitation

Criteria For Visitation

In order to participate in video visitation you:

1. Cannot have an open arrest warrant.
2. Cannot be suspended from visitation at any State correctional facility.
3. Must possess and display a current photo I.D. (e.g. driver's license, age of majority card, military I.D.). The name and address on the photo identification must exactly match the information on the inmate's visiting list.
4. Must agree to comply with the institutional dress code (see No. 6 below).
5. Must already be on the inmate/detainee's approved visitor list.
6. Must return this form to the facility within 2 weeks any planned visitation (You only need to complete this form once).
7. Must provide a valid email address for video visitation.
8. Must be accompanied by an adult if you are under the age of 18.
9. Must be able to access the internet and email.

Visitor's Video Visitation Rules

Visitors are prohibited from:

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

What You Agreed to Do

- You acknowledged that you received, read, understand, and will abide by the rules and criteria outlined in the attached form when you applied for DPSCS Video Visitation privileges.
- You acknowledged that you understood that a violation of any of these rules will result in the automatic termination of the visit and possible suspension of your visitation privileges under Code of Maryland Annotated Regulations (COMAR) 12.02.16.08.
- You also acknowledged that your words, behaviors, and actions may result in a disciplinary action against and possible loss of visiting privileges for the person you are visiting.

What is Microsoft Teams and How Do I Use It?

- Microsoft Teams is a telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet.
- Microsoft Teams is available for Windows, MacOS, iPhone, iPad, Android, Xbox or in your computer browser.
- To open a Microsoft Teams account go to: <https://www.microsoft.com/en-us/microsoft-teams/free> or download the App.
- To access information for downloading Microsoft Teams go to: https://dpscs.maryland.gov/publicinfo/virtual_visitation.shtml.
- YouTube™ has many videos describing Microsoft Teams and how it works.

DPSCS Inmate Tablet Program Tablet Policy Acknowledgment Form

The Maryland Department of Public Safety and Correctional Services (DPSCS) is providing you with a ViaPath/GTL touchscreen tablet computer (tablet) for use during your incarceration. The tablet is the property of the DPSCS and shall remain at the correctional facility where it was issued upon your transfer to another facility or release to the community. Use of the assigned tablet is a **privilege, not a right**.

The DPSCS reserves the right to suspend use of the tablet at any time. Removal of an individual's access to a tablet is subject to the Administrative Remedy Process, unless removal is part of sentence imposed by a hearing officer in accordance with COMAR 12.03.03. DPSCS reserves the right to allow, limit, or disable certain features of the tablet and can do so at any time. Correctional administrators will determine how much time you may spend on the tablet, as well as which applications, programs, and special features you are permitted to use.

The DPSCS shall monitor and approve all communication applications available on the tablet, to include Secure Messaging and the Phone Dialer. Messages and photographs determined by DPSCS to violate policy will not be sent and/or received. DPSCS and other law enforcement entities may monitor all tablet communications in the same way that the telephones are monitored.

Prior to receiving your assigned tablet, you must sign this acknowledgement form and agree to the terms and conditions of the tablet program. Upon transfer to another DPSCS facility, another tablet will be assigned to you. Any funds remaining in your tablet account will be available to you on your new assigned tablet.

You will be given instructions, a logon, and a Personal Identification Number (PIN). You must maintain the security of your tablet, PIN, and logon information. Do not share your tablet, PIN, or logon information with anyone. You are responsible for logging off the tablet if you are not using it. You are responsible for any fees or costs associated with applications, communication services, entertainment services (movies, games, music, etc.), or any other special programming that may be added to the tablet using your PIN number.

You will be issued one pair of earbuds to use with your tablet. You may be issued a tablet charger to use within your cell. You may not have more than one set of earbuds and tablet charger in your possession at any time. Additional earbuds and chargers will not be provided. Lost or damaged earbuds and chargers may be replaced through purchase. You are required to exchange them on a one-for-one basis, which can be done through your Facility's Tablet Coordinator or the coordinator's designee. If you are not able to charge your tablet within your cell, you will utilize a tablet charging station located within your housing unit.

This tablet is your responsibility. Any intentional damage or destruction to the tablet may result in the revocation of your tablet and restitution for the cost of replacing the tablet, which could be a maximum of \$250.00. Any purchased Access Plans will be forfeited in the event your tablet privilege is suspended or revoked.

The inmate may keep this page of the acknowledgement and rules.

DPSCS Rules for Tablet Assignment and Use

1. **An inmate who accepts responsibility for, and is assigned a State-owned tablet shall:**
 - Sign a DPSCS Inmate Tablet Acknowledgements Form for each tablet received throughout the individual's incarceration;
 - Agree to abide by the Department's policies and procedures;
 - Agree to use the tablet only for lawful purposes; and
 - Agree to repay the Department for the replacement cost of the tablet if the inmate's intentional or grossly negligent behavior results in the damage or destruction of a tablet.
2. **An inmate who has been assigned a tablet knows and understands that access to a tablet is a privilege that may be temporarily or indefinitely suspended, or permanently revoked based on the inmate's:**
 - Failure to abide by Department and facility policy;
 - Misuse of the tablet; and
 - Intentional or grossly negligent behavior resulting in the damage or destruction of a tablet.
3. **The managing official, or designee may suspend or revoke an inmate's access to a tablet at any time if the inmate attempts to or is successful in:**
 - Using a tablet outside the inmate's cell or day room
 - Using the tablet to contact or communicate with individuals not on the inmate's approved call or visitor list;
 - Sending, receiving, or accessing contraband materials;
 - Accessing applications or content without proper payment;
 - Accessing, using, or being in possession of another inmate's assigned tablet;
 - Intimidating or injuring another inmate to obtain access that inmate's tablet or PIN;
 - Intentionally or through gross negligence damaging or destroying the assigned tablet;
 - Intentionally or through gross negligence damaging or destroy a tablet assigned to another inmate; and
 - Other written rules established by the managing official under Correctional Services Article, § 10-801, Annotated Code of Maryland.
4. **The managing official, or designee may limit, suspend, or revoke an inmate's access to applications and content on the tablet if:**
 - The inmate is using the tablet to intimidate, harass, bully, or manipulate individuals with whom the inmate is in contact;
 - The inmate is using the tablet to engage in unlawful activity or violating any of the Department or facility's written rules; or
 - There are exigent circumstances relating to the security, safety, and good order of the facility and its inhabitants that require a limitation to or pause of access to an application or content.
5. **An inmate may only have one set of earbuds at any time and one tablet charging cord (if given one).**
6. **An inmate must purchase replacement earbuds and charging cords if they are lost, damaged, or otherwise unusable; and return the unusable earbuds and charging cords to the property officer when receiving the replacement items.**



Department of Public Safety and Correctional Services

DPSCS Inmate Tablet Program
Acknowledgements Form

Inmate Name: _____ DOB: _____
Facility: _____ Current Housing Unit: _____
SID#: «SID» _____ DOC/DPDS#: _____
Tablet Serial #: _____ Tablet State Identification #: _____

I, _____
(Print Name)

- Agree to abide by the policies and procedures regarding tablet use set forth by the Department of Public Safety and Correctional Services and ViaPath/Global Tel Link (GTL).
Agree to use the tablet only for lawful purposes and understand that I am responsible for payment of any fees or costs for communication, entertainment, and programmatic services.
Understand that law enforcement officials may be monitoring my electronic messages and digital images.
Know and understand that my tablet privileges may be temporarily suspended or indefinitely revoked due to my:
o Failure to abide by the policies and procedures;
o Misuse of the tablet; or
o Intentional damage or destruction of the tablet.
Know and understand that I may be subject to payment of restitution for the repair or replacement of my tablet or another inmate's tablet if I am found guilty of damaging or destroying the tablet.

Signature: _____ Date: _____

I acknowledge that I have received a ViaPath/GTL touchscreen tablet and earbuds.
Initials

I acknowledge that I have received either:
Initials

- A tablet charging cord;
or
Instructions on how to use a tablet charging station.

The original signed copy is to remain in the inmate's property record.