

Maryland Correctional Training Center

The Maryland Correctional Training Center (MCTC) is an Administrative Level security correctional facility housing inmates of medium, minimum and pre-release security levels. While our *mission* is public safety, our *focus* is providing you with the knowledge and experience needed for a satisfactory adjustment, and a means for self-improvement. MCTC offers many vocational programs, addictions services, cognitive behavioral groups, and transition services, all designed to help *you* help yourself.

This handbook is a comprehensive look at MCTC's rules, and its programs and services. Familiarize yourself with the handbook, as it is your responsibility for knowing the rules and regulations of the Department of Public Safety and Correctional Services (DPSCS), as well as those specific to MCTC. The handbook is updated annually and covers such areas as general rules, DPSCS Directives, information bulletins, case management, commissary, parole, commitment issues, sick call procedures, inmate rights and programs offered. You are encouraged to read your handbook and discuss any questions you may have with your case manager, tier officer, and/or Unit Manager. Keep this handbook for future reference.

MCTC has another means to communicate important news to the inmate population called TC-TV. This weekly news broadcast will keep you up-to-date on important institutional changes, legal issues and special events. The information presented is assembled, written and presented by inmates. TC-TV is a valuable tool designed to keep you informed.

The staff at MCTC is committed to a safe, clean and humane environment for everyone. You can do your part by familiarizing yourself with the facility's expectations. Research what programs and services are offered and discuss them with your case manager. Set attainable goals and remember: successful changes start with *you*.

William Bohrer, Warden

Updated: July 2022

GENERAL INMATE INFORMATION

Orientation

Upon entering the institution, you will undergo a period of orientation. Pay close attention during this period. You should have read, and become familiar with, the Department of Public Safety and Correctional Services Inmate Handbook.

The Inmate Handbook lists rules and regulations that you can use as a reference. If you or any inmate needs assistance in reading or understanding this or any material, please contact the Housing Unit Officer-In-Charge (OIC). While assigned to the Maryland Correctional Training Center, it is your responsibility to learn and comply with the specific rules, regulations, policy, procedures, and instructions of the institution.

Inmates who do not understand English may request translation services through their assigned case management specialist. The Case Management Specialist will attempt to arrange for translation services.

General Inmate Rights

Freedom from Abuse:

You may not be subjected to corporal punishment, personal abuse, personal injury, property damage, harassment, use of unnecessary force or be subject to medical, pharmaceutical or cosmetic experiments. You will be restrained only when necessary and only with the amount of force necessary to bring you under control. Food will not be used as a reward or punishment to inmates. You may not be supervised or controlled by any other inmate(s).

Safety and Disaster Plans:

For your safety, the institutional staff will advise you of what to do in the case of a disaster, evacuation or fire. Comply fully with staff instructions such as moving quickly to a designated safe area away from the fire or hazardous site. **Your safety depends on your complete cooperation.**

Non-Discrimination Policy

You have equal access to all programs, services and/or activities, without regard to race, religion, national origin, sex, handicap or political beliefs. If you feel these rights have been violated, you should contact the Warden. The Division of Correction provides equal access for all inmates to programs, services, and activities, without regard to the inmates' race, religion, national origin, sex, handicap, or political beliefs; unless membership in any of these classes necessitates the exercise of the constitutional duty to afford an inmate reasonable protection from harm.

The Prison Rape Elimination Act

The Prison Rape Elimination Act of 2003 (PREA) aims to stop prison rape through a zero tolerance policy, research, and information gathering. The act called for national standards to prevent sexual violence in prison. The act requires all places of confinement to protect inmates as much as possible from sexual violence. Maryland Correctional Training Center has zero tolerance for sexual assault, rape or any other sexual contact between inmates or between staff and inmates.

If you have been a victim of sexual assault at MCTC or elsewhere, or you are being threatened or forced to have sexual contact with someone, there is help available. Report the situation to any staff member you feel comfortable confiding in or call the toll free hotline: **410-585-3177** to report an incident of sexual assault or harassment. The information will be strictly confidential and an internal investigation will be conducted. If there is evidence of a sexual assault, local police may be notified to determine if criminal charges will be filed. Inmates who make false reports on the PREA Hotline will be subject to disciplinary action.

Rape, Abuse, and Incest National Network (RAINN) is a national network of providers who assist victims of sexual assault. Anyone impacted by sexual assault, whether it happened to you or someone you care about can find support on the National Sexual Assault Hotline. Call 800-656-4673 to be connected with a trained

staff member from a sexual assault service provider in your area. The Maryland Coalition Against Sexual Assault (MCASA) assists Maryland residents with resources and referrals. You can write to RAINN and/or MCASA at the addresses at the back of the Handbook. Additional PREA resource information is located in the inmate library.

ACCESS TO THE NEWS MEDIA

The Maryland Correctional Training Center does not prohibit contact with the news media unless there is evidence that such contact would pose a threat to the security and safety of the institution, staff, or other inmates. Inmates may refer to the 2011 Public Information Manual.

ACCESS TO RECORDS/BASE FILE INFORMATION

Only authorized persons having a bona fide need to know shall have access to inmate and/or former inmate records. Access to such records shall be monitored to insure procedures are being strictly followed. It is the inmate's responsibility to provide friends and family members with specific case information according to the Right to Privacy Act. Institutional staff may divulge general case information **only** to a caller. Information regarding a caller's inclusion on a visiting list may not be provided.

The following procedures are applicable to those persons who are required to make a written request to review an inmate's records:

1. The inmate may consent to the release of his records by completing DCD Form 20-12aR.
2. Inmates must complete DCD Form 20-12aR to review their own records. Requests should be sent to the Warden.
3. Requested records/documents can only be reviewed in the presence of an authorized DOC employee.
4. Inmate copies of base file information are fifteen cents per page.

For further information, see DOC.020.0012 located in the institutional library.

- It should also be noted that Access to Medical Records, Psychological Records, Addictions Records and Social Work Records is not governed under DOC 020.0012. Procedures are outlined in their respective manuals and/or directives. These are in the institutional library.

ADDICTIONS SERVICES

The Addictions Department at MCTC offers **Substance Use Disorder Treatment**. WestCare Foundation will complete the screenings and assessments. These screening and assessments will determine eligibility for treatment programming. The current program offered at MCTC is:

Addiction Treatment Protocol (ATP): ATP is a six-month program that includes group and individual counseling sessions. ATP utilizes specific treatment topic journals to enhance self-expression and awareness.

Case management determines eligibility for screening, assessment, and treatment based on several factors. If you are interested in treatment services first speak to your case manager.

Narcotics Anonymous and Alcoholics Anonymous are run by the Volunteer Activities Coordinator. Please see that section for more information.

ADMINISTRATIVE REMEDY PROCEDURE

The Department of Public Safety and Correctional Services encourages inmates to seek resolution of their problems or complaints at the lowest possible level by presenting them informally to appropriate staff. Historically, if there were no informal resolution of a complaint, the only recourse available to an inmate

was to file an inmate grievance or to pursue civil remedies in the federal courts. The administrative remedy procedure was developed to resolve inmate complaints within the division, when informal resolution has failed, prior to resorting to the Inmate Grievance Office or the courts.

The Administrative Remedy Procedure, or ARP, provides a means for informal resolution of a complaint, formal presentation of the complaint to the Warden for resolution at the institutional level, and formal appeal of the Warden's response to the Commissioner for resolution of the complaint at Division Headquarters. It is a structured procedure to resolve inmate complaints in accordance with specified procedures and within specified time frames as part of a continuum in the formal complaint process.

The forms used to file complaints at each step of the ARP process can be obtained from the inmate library, or the housing unit officer. The time frames and instruction for completing the forms can be found in COMAR 12.02.28. If help is needed to complete a form, assistance can be obtained from the inmate's assigned case management specialist or from the institutional Administrative Remedy Coordinator (ARC).

The ARC is a staff person designated by the Warden to manage the ARPs within the institution. However, formal complaints must be addressed to the Warden, who also provides a response. Appeals of the Warden's response should be addressed to the Commissioner.

Information about the appeal process and the formal grievance procedure can be found in COMAR 12.02.28. If inmates or staff has questions regarding the instructions or time frames of the Administrative Remedy Procedure, they should review COMAR 12.02.28.

Informal Complaint Procedure

Inmates are encouraged, prior to filing a Request for Administrative Remedy (ARP), to complete and submit DCD Form 185-002bR "Informal Inmate Complaint Form". Forms are available from Housing Unit Officers, the inmate library, and the ARC.

Each complaint should be submitted on a separate form. The complaint should be submitted as soon as possible after the date of the incident or the date the inmate first learned of the incident. **ARPs can only be accepted on the 8-4 shift and only by a Sergeant, Lieutenant or OIC (see Initial Filing below).**

Submitting a complaint for informal resolution does not extend or affect the 30-day time frame for submitting a formal request for Administrative Remedy, DCD Form 185-002bR.

When completing the Informal Inmate Complaint form, the inmate shall provide:

1. The subject of complaint;
2. The date the incident occurred or the inmate first had knowledge of the incident;
3. The names of other individuals involved;
4. A brief description of the incident or complaint; and
5. Date and sign the completed form

Send completed complaint form to the appropriate department head or shift commander.

Examples:

Complaint:

Case Management
Packages
Mail
Payroll/Financial Accounts
Clothing
Sentence Computation
Housing Unit Procedures
Dietary
Complaints against Staff

Send to:

Mr. Mason/Mr. McKenrick, CMM, Case Management
Ms. Taylor, CSO II, Package Room
Ms. McCullough, Mail Room
RCI Business Office, Inmate Accounts
Mr. Sperry, CSO II, Clothing Room
Ms. Taylor, Manager, Commitment Office
Shift Commander
Mr. Blevins, Food Service
Shift Commander/ Department Head

All efforts at informal resolution of an inmate's complaint should be concluded by staff within 15 calendar days of the receipt of the Informal Inmate Complaint Form. **Use of the informal procedure is not required in order to file a formal complaint.**

Formal Complaint Procedure

Any inmate housed at MCTC may submit a request for administrative remedy. Inmates are restricted from filing complaints on behalf of other inmates or from filing class action complaints. A member of the executive body of a recognized inmate organization may submit a complaint on behalf of the organization concerning a rule or other issue which affects the entire organization.

Issues Addressed Through Remedy

Issues for which the inmate may seek redress through the Administrative Remedy Procedure include, but are not limited to:

1. Correctional facility policy and procedures
2. Medical Services
3. Access to Courts
4. Religious Liberties
5. Inmate property that is: lost, damaged, stolen, destroyed, or confiscated
6. Complaints against staff
7. Use of force
8. Sentence computation and diminution of confinement
9. Correctional facility conditions affecting inmate health, safety, or welfare
10. Retaliation for seeking to resolve a complaint through the ARP
11. Management and application of the procedures under this chapter for resolving an inmate complaint
12. Commissary
13. Inmate telephone system

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

1. Case Management recommendation and decisions
2. Maryland Parole Commission procedures and decisions
3. Inmate disciplinary hearing procedures and decisions
4. Appeals of a decisions to withhold inmate mail
5. The following acts by staff or another inmate, which shall be addressed according to Department procedures for addressing complaints under the Prison Rape Elimination Act:
 - a. Rape
 - b. Sexual assault, sexual harassment, sexual abuse
 - c. Other sexual misconduct

If you submit an ARP form pertaining to any of the four excluded issues, it will be Administratively Dismissed (final) and returned to you so noted by the ARC.

Time Frames for Filing

An inmate must date and submit a Request for Administrative Remedy within:

- a. 30 calendar days of the date on which the incident/complaint occurred or
- b. 30 calendar days of the date the inmate gained knowledge of the issue

If the inmate files under "b" above the inmate must clearly state the date on which he first learned of the incident or complaint and explain why knowledge of the incident or complaint was obtained later than the 30-day period.

Complaints which are submitted beyond the time periods specified above shall be administratively dismissed. However, there is no time frame on commitment issues.

Initial Filing

The inmate shall send the request to the Warden regardless of where the incident resulting in the complaint occurred. Requests for administrative remedy must be submitted to the Unit Manager (Lt.), Sergeant, or OIC, and **will be accepted on the 8-4 shift only**, per MCTC IB #2-2019. The Unit Manager, Sergeant, or OIC must sign and date the form and provide the inmate with the yellow copy of the request. The Unit Manager, Sergeant, or OIC who receives a request for administrative remedy must deliver the request to the ARP drop box in the investigation hallway by the end of that officer's shift. When completing the Request form, the inmate shall:

1. Use a typewriter or a black or blue ink pen;
2. Provide:
 - a. The subject of the complaint;
 - b. The date the incident occurred or the inmate first had knowledge of the incident;
 - c. The names of the other individuals involved;
 - d. A brief description of the incident or complaints;
 - e. Steps, if any, taken toward an informal resolution of the complaint; and
 - f. Relief requested to resolve the complaint; and
3. Date and sign the completed Request form

CASE MANAGEMENT

Your cooperation and participation in the case management process can be to your benefit. Your case management specialist can help you in one or more of the following areas:

1. Determining appropriate assignments and/or programs that will prepare you for advancement through the correctional system and/or release.
2. Determining eligibility and preparing you for:
 - A. job assignment
 - B. security reviews
 - C. programs
 - D. parole hearings/recommendations
 - E. cognitive groups
 - F. educational and vocational opportunities
 - G. work release
 - H. family and special leaves
 - I. home detention
3. In addition, case management also:
 - a. assists in securing birth certificate, social security card and MVA ID 6 months prior to release
 - b. attempts to resolve warrants/detainer issues
 - c. assists with Interstate Corrections Compact release plans
 - d. deals with problems, personal and otherwise, that occur during your incarceration.

It is essential that every inmate provide up to date emergency contact information, in case of an actual emergency. Most important is a telephone number. Whenever your emergency contact information changes make your case manager aware of the new information!

Case Management recommendations are made by administrative or team action. Teams are comprised of a case management manager, supervisor, or senior case management specialist who will chair the team. Other team participants are a correctional officer (sergeant or above), and another case manager.

If you wish to appeal a case management recommendation you may use the Informal Remedy Process, where a staff member will investigate your matter. If after utilizing the Informal Process you are still not satisfied, your recourse is through the Inmate Grievance process.

You have the right to decline to participate in activities, services, and programs with the exception of work assignments, adult basic education programs, or programs specifically mandated by statute, ordered by the sentencing court, deemed mandatory by the Secretary and/or Commissioner of Correction, or based upon written agreement. You may NOT decline institutional work assignments, or housing assignments. To do so is a violation of DCD policy.

Case Management reviews may be held as often as needed or practical. Medium and Pre-Release security inmates are required to have an annual review. Minimum security inmates who are within 36 months of a definite release date shall be reviewed every six months (a definite release date is an inmate's mandatory release, expiration of sentence release date, or a parole delayed release date). Minimum security inmates who are more than 3 years from a definite release date at the time of review shall be reviewed annually.

Home plan information should be submitted to your case manager whenever the address information is known, for in-state or out-of-state plans. While you will be released from the institution when you reach your mandatory release date, you will not be issued travel permits to proceed to another state. Delays and unnecessary expenses can be avoided simply by requesting to begin processing the out-of-state request six months prior to the anticipated release. Offenders who have not been approved by the receiving state must remain in Maryland at their own expense until the receiving state has investigated and accepted the transfer of supervision.

The Case Management Department recognizes the need to meet the needs of every inmate throughout the incarceration period. Therefore, case management operates with caseload "units." Case management specialists shall focus on needs, do referrals, and request assessments accordingly. Properly classifying you to an appropriate security level, assisting you during your incarceration and preparing you for your eventual return to the community are the primary objectives of MCTC Case Management.

Outside Detail Eligibility—Inmates must be within 5 years of a release date to be eligible for outside detail and must not have any other educational or programming requirements to fulfill. Inmates with an escape within the last 10 years or who must register as a sex offender upon release will not be eligible for outside detail at MCTC or any other facility regardless of current offense.

Compassionate Leave—may only be requested and authorized for an inmate with pre-release security status who can function unescorted in the community. An inmate may be allowed to visit a critically ill immediate family member or to attend the wake, viewing, or funeral of a deceased immediate family member in Maryland only. There are other criteria; see your assigned case management specialist.

Justice Reinvestment Act (JRA)—the JRA became effective on October 1, 2017. The JRA specifies which offenses are eligible and whether an inmate qualifies for either enhanced credits (based on job assignment) or administrative release (based on criminal histories, adjustment histories, and case plan compliance). Inmates must have been sentenced to the DOC on or after October 1, 2017. Generally speaking, a Violation of Probation will not qualify if the original sentence was imposed prior to this date. The JRA has many components for inmates in the DOC and in the community. For specific questions regarding JRA eligibility and programming, see your case manager.

Restoration of Revoked Diminution Credits—The Case Management Department manages consideration for restoration of revoked credits. To be considered for a restoration of good conduct credits, an inmate must meet the following criteria:

1. Shall have no guilty finding for a rule violation in the preceding six months
2. Shall have been removed from disciplinary segregation for six months
3. Shall be within 12 months of release with the application of the maximum amount of restored credit
4. May not have received prior consideration for restoration during current term of confinement unless that consideration resulted in the imposition of a condition that has been met

If an inmate's parole or mandatory supervision was revoked, a restoration cannot be completed for credits lost prior to the inmate's release. If you meet the above criteria, a case manager will review your file and make a recommendation for restoration of credits if appropriate.

CLOTHING ROOM

Initial Issue

To be seen by the Clothing Room for an initial issue, you must submit ***IN WRITING*** to be seen. ***No phone calls from tier officers will be accepted.*** For the first time you are being seen a request slip or Clothing Room slip may also be used. **YOU MUST** bring all your clothes with you from the County or State Institutions/Jails to exchange. **This is an exchange only Institution.**

Transfer and Intake inmates shall receive their bedroll, two clear storage bags and mattress from Receiving and ID when they arrive at MCTC. Intakes shall also receive clothing based on availability in Receiving and ID.

Re-Issue

Clothing will be re-issued on a one-for-one exchange basis. The re-issue will be handled by submitting a Clothing Room Slip to the Sgt. or Lt. One request may be submitted every six months for clothing exchange (not including special work detail clothing items), but individual items may only be replaced yearly when worn out. State coats may be replaced every five years. Any altered state issued clothing will be charged to the inmate's account. Sweatshirts, thermals, and boots will be issued to inmates when the job assignment requires it.

Request for exchange of clothing will be handled with a clothing room slip ONLY. Questions for the clothing room can be asked via a Request for Interview slip. **Tier officers will not call the clothing room.**

Laundering and Care

Laundering of inmate clothing and linen will be the responsibility of the inmate. Washing machines and dryers are provided in the housing areas, and will be regulated by the tier officer. Once every six months you may submit a clothing room slip to exchange your blanket. You may ONLY submit two slips per year for any clothes/linens.

Bedding and Linen

Mattresses will be exchanged every five years at the discretion of the Clothing Room Officer, based on availability. Linens may be exchanged on a yearly basis by filling out a clothing room slip.

Transfers within the Hagerstown Complex

It is the procedure at MCTC that all state issued clothing items go with the inmate upon transfer except State Boots and with the exception of work detail clothing such as food service whites, work boots, etc. Any altered state issued clothing will be charged to the inmate's account.

Inmates moving to EHU or HED will keep their state issued clothing and storage bags. **EXCEPTION:** All Special Clothing will be turned in prior to departing the MCTC main compound (i.e., Food Service whites, boots, and rain suits).

Return of State Issued Clothing

All inmates being released will take all their State Clothing and property (mattresses, sheets, boots, etc.) to Receiving and ID the morning of departure.

COMMISSARY

Inmates located at the Maryland Correctional Training Center may purchase commissary products in accordance with regulations through Keefe Commissary Network (KCN) using proper procedure and forms.

Commissary procedure and operation information is as follows:

1. The maximum amount that an inmate can spend per shopping period is \$85.00
2. The inmate must fill out the Commissary Form Scantron. The distribution and collection of these forms will occur on the 4-12 shift.
3. Scantrons **must be** completed correctly, as outlined in the MD DPSCS Scan Form Instruction, starting on the top left corner of the Scantron. ALL inmate numbers must be entered. If the form is

not filled out correctly, the inmate will not receive their order. Scantrons must be completed using a pen or a #2 pencil (no felt tip pens or markers).

4. When the forms are read via computer, it will automatically restrict items that exceed the spending limit against available funds in the inmate's account as well as security, medical or dietary requirements. The priority for filling orders is: legal items, hygiene items, then food.
5. Prior to inmates receiving their commissary, Keefe Commissary Network (KCN) staff will ask for the inmate's identification card to verify that the correct inmate is receiving his order. If the ID does not belong to the inmate, an adjustment will be written. If the ID is unreadable or the photo is outdated, a new photo card must be made prior to the inmate receiving commissary.
6. Each inmate is responsible for keeping track of his order while it is processed. The inmate must notify KCN staff of any problems before the sale ends. If an inmate fails to notify KCN staff of a problem prior to completion of the sales transaction, the inmate has no further claims once they leave the commissary window.
7. An inmate assigned to Administrative or Disciplinary Segregation may receive commissary on a bi-weekly basis. Inmates on Administrative Segregation must use the "Hagerstown General Population Commissary Menu." Inmates on Disciplinary Segregations must use the "Disciplinary Segregation Commissary Menu."
8. An inmate with a clinician ordered medical diet shall use the "Hagerstown Medical Diet Commissary Menu."
9. Commissary menus and changes to same are posted on tiers.
10. After the inmate completes an order form, the officer shall verify the appropriate form is used and completed correctly. If the form is not completed properly, the order will be voided and the inmate will not be allowed commissary privileges until the next time period.
11. An inmate may not sign for, or pick up, another inmate's commissary order. If an inmate signs for or receives another inmate's property/bag, he will be held responsible for that bag's contents plus subject to an adjustment and loss of commissary privileges.
12. Inmates waiting and/or entering the commissary must behave in an orderly fashion. No shouting, yelling, loud noise, horseplay, trading, etc. will be allowed. Violations of this rule will result in loss of commissary privileges that period plus subject to further disciplinary/adjustment if deemed necessary.
13. Inmates must be properly dressed with sleeved shirts and trouser (no sweat pants, sunglasses, or religious clothing except a Kufi).
14. Inmates who receive loss of Commissary from an adjustment must order from the Disciplinary Segregation menu. Any orders from the general population menu will be refunded.

Personal and Welfare Needs of Indigent Inmates

It is the policy of the Maryland Correctional Training Center to provide selected commissary items for those inmates identified as indigent by Department of Public Safety and Correctional Services Regulations.

1. Initial issue of welfare commissary at MCTC shall include **only items that the inmate does not possess.**
2. An indigent inmate may receive these items when initially received if he does not already possess them. The amounts of items listed may change:

Envelopes (marked) (not stamped)	1 writing tablet (50 pages)
1 ball point pen	1 toothbrush
1 toothpaste	1 comb
2 soaps	1 shaving cream
2 razors	1 deodorant
1 shampoo	1 laundry detergent

3. The clerk for each housing unit will arrange welfare commissary forms in alphabetical order and have a sheet in front of the forms stating names, ID numbers, and cell location of each inmate.
4. All welfare request forms should be turned in no later than the last Tuesday of every month in order to be processed. Any requests after that date will not be eligible to apply until the following month. (NO EXCEPTIONS)

Inmates assigned to this institution will be issued welfare commissary packages following the guidelines of DOC 175.0002. These kits are filled with a quantity of basic hygiene items and writing materials sufficient for one month's use. To be eligible for a kit you must meet the definition of indigent inmate. An indigent inmate is:

1. an inmate who, at reception, has less than \$2.00 in his active and commissary accounts, or
2. an inmate who, in the previous 30 days, has not received pay for an assignment and has not had \$2.00 in his active and commissary accounts.

An inmate who meets the above criteria but has a pattern of receiving and spending funds in a 30-day period that shows manipulation of his account balances to maintain indigence will not qualify as an indigent inmate; and the value of a welfare commissary package received during that 30-day period may be deducted from the inmate's active or commissary account. Indigent inmates may order a welfare commissary package using the Welfare Commissary Request, DC Form 175-2. The 3rd Sunday of each month you should:

1. request this form from your 8-4 Tier Officer,
2. complete the form and return it to your 8-4 Tier Officer the same day.

Those inmates approved for welfare commissary package will receive their kit during the first full week of each month. Forms/requests or approved welfare packages will be handed out only during days listed above. It is the responsibility of the inmate to inspect the package before receiving it, because when you sign, you are acknowledging that everything is sufficient in the bag.

NSF mail will be handled by marked envelopes contained in the welfare commissary package. Mail Room staff will stamp only those letters identifiable as approved indigent mail. If you have legal matters and you are an approved as indigent, you should contact your case manager. Legal envelopes are not included in the welfare package. All legal matters are handled on a case-by-case basis through Case Management.

Always look at Institutional Bulletins/Inmate Handbook for changes/updates concerning the commissary.

Medical Diets and Commissary

Inmates with clinician ordered medical diets will have their Commissary privileges modified to reflect additional measures the Western Region is implementing to maintain a standard of care to promote the health and well-being of inmates with chronic diseases for whom clinicians order medical diets. Only items on the "Medical Diet Commissary List" may be purchased to assure compliance with the medical diet. Modified Commissary privileges will resume if an inmate is removed from a medical diet by a clinician.

COMMITMENT INFORMATION

Generally, an inmate serving a term of confinement in the Division of Correction (DOC) is entitled to earn diminution credits to reduce the length of the inmate's confinement. (§3-702, Correctional Services Article (CS), Annotated Code of Maryland (ACM))

Term of confinement defined (CS §3-701)

"Term of confinement" means:

- (1) the length of the sentence, for a single sentence; or
- (2) the period from the first day of the sentence that begins first through the last day of the sentence that ends last, for:
 - (i) concurrent sentences;
 - (ii) partially concurrent sentences;

- (iii) consecutive sentences; or
- (iv) a combination of concurrent and consecutive sentences.

Pre-sentencing credit for time served (§6-218, Criminal Procedure, ACM)

At sentencing, a court may award a defendant credit for time spent in custody prior to sentencing.

For concurrent sentences, credit for time spent in custody before sentencing is deducted from the sentence imposition date to establish a sentence start date.

For consecutive sentences, credit for time spent in custody before sentencing is deducted from the expiration date of the sentence to which it is consecutive to establish a sentence start date.

Example:

On 11/1/2017, the defendant was held at a local detention center. On 2/1/2018, the defendant is sentenced to DOC to serve 3 years. At sentencing, the court allows credit for time spent in custody for the period 11/1/2017 to 2/1/2018, or 92 days. 92 days are deducted from the sentence imposition date of 2/1/2018, resulting in a sentence start date of 11/1/2017. The pre-sentencing period is 11/1/2017 to 2/1/2018.

Diminution credits awarded by a local detention center (CS Title 11, Subtitle 5)

Under the example above, the local detention center may award credits for the pre-sentencing period of 11/1/2017 to 2/1/2018. If the court awards credit for time spent in custody and the local detention center certifies credits for the pre-sentencing period, the DOC will apply the credits toward the DOC term.

Rate of Local Good Conduct Credit (pre-sentencing period only)

0 credits for a crime committed on or after 10/1/2010 in violation of § 3-303 (Rape 1st Degree) or § 3-304 (Rape 2nd Degree) or in violation of § 3-305 (Sexual Offense 1st Degree) or § 3-306 (Sexual Offense 2nd Degree) of the Criminal Law Article involving a victim who is a child under the age of 16 years;

0 credits for a crime committed on or after 10/1/2010 in violation of § 3-307 (Sexual Offense 3rd Degree) of the Criminal Law Article involving a victim who is a child under the age of 16 years, if the inmate was previously convicted of a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years, or 5 credits each month for all other offenses, prorated for partial months.

Other Local Credits

The local detention center may also award up to 5 industrial and/or 5 special project credits each month for job or program participation during the pre-sentencing period. These credits may also be awarded during the post-sentencing period if the inmate remained at the detention center after sentencing pending transfer to the DOC. If industrial or special project credits are awarded during the pre-sentencing or post-sentencing period, DOC Commitment staff will apply the credits toward the DOC term.

Revoked Local Credits

Local good conduct credits may be revoked by the detention center for a violation of institutional rules.

Inmates entitled to diminution credits (CS §3-702)

§3-702. Inmates entitled to diminution credits

(a) In general. -- Subject to subsections (b) and (c) of this section, § 3-711 of this subtitle, and Title 7, Subtitle 5 of this article, an inmate committed to the custody of the Commissioner is entitled to a diminution of the inmate's term of confinement as provided under this subtitle.

(b) Exception. -- An inmate who is serving a sentence for a violation of § 3-303 or § 3-304 of the Criminal Law Article involving a victim who is a child under the age of 16 years, or an inmate who is serving a sentence for a violation of § 3-305 or § 3-306 of the Criminal Law Article, as the sections existed before October 1, 2017, involving a victim who is a child under the age of 16 years, is not entitled to a diminution of the inmate's term of confinement as provided under this subtitle.

(c) Exception -- Prior conviction. -- An inmate who is serving a sentence for a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years is not

entitled to a diminution of the inmate's term of confinement as provided under this subtitle, if the inmate was previously convicted of a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years.

§3-711. Effect of parole violation on diminution credits

If an inmate is convicted and sentenced to imprisonment for a crime committed while on parole and the parole is revoked, diminution credits that were awarded before the inmate's release on parole may not be applied toward the inmate's term of confinement on return to the Division.

§7-502. Legal custody

(c) Application for diminution credits. -- If an inmate is convicted and sentenced to imprisonment for a crime committed while on mandatory supervision and the mandatory supervision is revoked, diminution credits that were awarded before the inmate's release on mandatory supervision may not be applied toward the inmate's term of confinement on return to the Division.

Types of DOC Diminution Credits

DOC Good Conduct

(CS §3-703) An inmate who serves a concurrent Maryland sentence in a foreign jurisdiction may be allowed diminution credits under this subtitle only from the date that the inmate is received into the physical custody of the Commissioner.

(CS §3-704) Calculated in advance from the first day of commitment to the custody of the Commissioner (date sentence imposed) through the last day of the inmate's term of confinement (maximum expiration date).

Rate of DOC Good Conduct Credit

For a term of confinement imposed before 10/1/1992, good conduct credit is awarded at the rate of 5 credits for each calendar month.

For a term of confinement imposed on or after 10/1/1992 to 10/1/2017, good conduct credit is awarded at the rate of 10 credits per month except as follows:

- 0 credits if the inmate is serving a sentence for a crime committed on or after 10/1/2010 in violation of § 3-303 (Rape 1st Degree) or § 3-304 (Rape 2nd Degree) or in violation of § 3-305 (Sexual Offense 1st Degree) or § 3-306 (Sexual Offense 2nd Degree) of the Criminal Law Article involving a victim who is a child under the age of 16 years.
- 0 credits if the inmate is serving a sentence for a crime committed on or after 10/1/2010 in violation of § 3-307 (Sexual Offense 3rd Degree) of the Criminal Law Article involving a victim who is a child under the age of 16 years, if the inmate was previously convicted of a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years.
- 5 credits each month if the term includes a sentence for a crime of violence (§14-101 Criminal Law Article) or a crime relating to the distribution of controlled substances in violation of §§ 5-602 through 5-609, § 5-612, or §5-613 of the Criminal Law Article.

For inmates who are sentenced **OR** committed to custody on a finding of violation of probation after October 1, 2017, good conduct credit is awarded at the rate of 10 credits per month except as follows:

- 0 credits if the inmate is serving a sentence for a crime committed on or after 10/1/2010 in violation of § 3-303 (Rape 1st Degree) or § 3-304 (Rape 2nd Degree) or in violation of § 3-305 (Sexual Offense 1st Degree) or § 3-306 (Sexual Offense 2nd Degree) of the Criminal Law Article involving a victim who is a child under the age of 16 years.
- 0 credits if the inmate is serving a sentence for a crime committed on or after 10/1/2010 in violation of § 3-307 (Sexual Offense 3rd Degree) of the Criminal Law Article involving a victim who is a

child under the age of 16 years, if the inmate was previously convicted of a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years.

- 5 credits each month if the term includes a sentence for a crime of violence (§14-101 Criminal Law Article) or a crime relating to the distribution of controlled substances in violation of § 5-612, or § 5-613 of the Criminal Law Article.

DOC Job and Program Credits

The release date may be further advanced each month by credits awarded for a job or program assignment (see CS §§ 3-705-3-707). Credits are awarded based on the job and program assignment record. It is the policy of the DOC to award credits for one primary job or program during any given period within a posting month. Any additional job or program activity occurring simultaneously is considered a secondary or voluntary assignment and credits are not awarded.

For jobs or programs that are not a special project, such as sanitation details and other inmate service assignments, a total of five industrial credits may be awarded for each calendar month.

In accordance with Maryland Code of Regulations (COMAR 12.02.06.04), the Commissioner, with the approval of the Secretary and based on the Division's current policy and procedure, may establish a list of assignments and programs that qualify for special project credits which include:

- a) Prison industry assignments;
- b) Education programs;
- c) Work details;
- d) Work release employment; or
- e) Rehabilitation programs including, but not limited to, programs addressing:
 1. Substance abuse; and
 2. Criminal behavior

Jobs or programs that are approved special projects are awarded either 5 industrial or 5 educational credits, and 5 special project credits.

Effective 10/1/2017, the special project credit deduction shall be calculated at the rate of 10 days (5 days for a special project assignment, and/or 5 days for special project for housing, if housing and offense criteria are met) for each calendar month if the term includes a concurrent or consecutive sentence for:

- 1) a crime of violence, as defined in §14-101 of the Criminal Law Article;
- 2) a sexual offense for which registration is required under Title 11, Subtitle 7 of the Criminal Procedure Article; or
- 3) a crime of manufacturing, distributing, dispensing, or possessing a controlled dangerous substance in violation of §5-612 or §5-613 of the Criminal Law Article.

For inmates who are sentenced, ***OR*** committed to custody on a finding of a violation probation after October 1, 2017, the special project credit deduction shall be calculated at the rate of 20 days for each calendar month if the term does *not* include a concurrent or consecutive sentence for:

- 1) a crime of violence, as defined in §14-101 of the Criminal Law Article;
- 2) a sexual offense for which registration is required under Title 11, Subtitle 7 of the Criminal Procedure Article; or
- 3) a crime of manufacturing, distributing, dispensing, or possessing a controlled dangerous substance in violation of §5-612 or §5-613 of the Criminal Law Article.

Education Credit – Academic Achievements – 3.706.1 Correctional Services Article, ACM

An inmate may be allowed a deduction from the inmate's term of confinement if the inmate successfully obtains on or after 10/1/2021:

- 1) an intermediate high academic certificate;

- 2) not more than one certificate of completion of a technical or vocational training program that required at least 600 hours of coursework and is approved by the Secretary of Labor and the Commissioner;
- 3) a State High School Diploma by Examination under § 11-808 of the Labor and Employment Article;
- 4) a high school diploma;
- 5) not more than one associate degree; or
- 6) not more than one bachelor's degree.

The number of educational credits awarded for academic achievements is based on offense criteria:

- 1) If an inmate is serving a sentence for murder in the first degree or a sexual offense for which registration is required under Title 11, Subtitle 7 of the Criminal Procedure Article, no deduction is allowed.
- 2) If an inmate is serving a sentence for a crime of violence, as defined in § 14-101 of the Criminal Law Article, the deduction allowed is 40 educational credits per program completed.
- 3) If an inmate is not serving a sentence for a crime of violence, murder first degree, or a sexual offense for which registration is required under Title 11, Subtitle 7 of the Criminal Procedure Article, the deduction is 60 educational credits per program completed.

DOC Special Project Credit for Housing

The release date may be further reduced by a maximum of five special project credits for housing, awarded each calendar month, if offense and housing assignment criteria are met and the application does not exceed the statutory limit on credits. Disqualifying offenses are defined in COMAR 12.02.06.04. Additionally, effective 7/1/2007, a sentence for any offense committed on or after that date disqualifies an inmate from earning any special project credits for housing.

Statutory Limits on DOC Credits (CS §3-708)

For a term of confinement imposed before 10/1/1992, the statutory limit on credits is a total of 15 credits for each calendar month.

For a term of confinement imposed during the period 10/1/1992 to 10/1/2017, the statutory limit on credits is a total of 20 credits for each calendar month.

For inmates that are sentenced, **OR** committed to custody on a finding of violation of probation on or after 10/1/2017:

- a. The statutory limit on credits is 30 credits for each calendar month if the term does *not* include a sentence for:
 - 1) a crime of violence, as defined in §14-101 of the Criminal Law Article;
 - 2) a sexual offense for which registration is required under Title 11, Subtitle 7 of the Criminal Procedure Article; or
 - 3) a crime of manufacturing, distributing, dispensing, or possessing a controlled dangerous substance in violation of §5-612 or §5-613 of the Criminal Law Article.
- b. The statutory limit on credits is 20 credits for each calendar month if the term does include a sentence for:
 - 1) a crime of violence, as defined in §14-101 of the Criminal Law Article;
 - 2) a sexual offense for which registration is required under Title 11, Subtitle 7 of the Criminal Procedure Article; or
 - 3) a crime of manufacturing, distributing, dispensing, or possessing a controlled dangerous substance in violation of §5-612 or §5-613 of the Criminal Law Article.

Revocation and restoration of DOC credits (CS §3-709)

Good conduct and special project credits may be revoked for a violation of the DOC's rules of discipline.

Good conduct credit and special project credit may be restored under CS § 3-709. The Case Management department manages consideration for restoration of revoked credits.

Following revocation of parole or mandatory supervision, all types of credits awarded prior to release may be rescinded by operation of law, or by Maryland Parole Commission action, and cannot be restored under CS § 3-709.

Release

The release date is the date an inmate serving a term of confinement will be released if not granted parole, unless he/she is serving a life sentence. An inmate serving a life sentence is not eligible to earn diminution credits to reduce the length of the inmate's confinement. However, if an inmate is serving a life sentence with the possibility of parole, diminution credits will advance his/her parole eligibility date.

Release by Expiration of Sentence (CS §7-501)

Once an inmate serving a term of confinement of 18 months or less has earned a sufficient number of diminution credits, the inmate is released by expiration of sentence. Upon release, the individual is not subject to the same laws and conditions as parolees, and is not supervised by the Division of Parole and Probation.

Mandatory Supervision Release (MSR) (CS §7-501)

Once an inmate serving a term of confinement over 18 months has earned a sufficient number of diminution credits, the inmate is released on mandatory supervision. While on MSR, the individual is subject to the same laws and conditions as parolees, and is supervised by the Division of Parole and Probation. The individual remains on MSR until the maximum expiration date of the term of confinement.

An inmate convicted of a violent crime (defined in CS §7-101) committed on or after October 1, 2009 is not eligible for release on mandatory supervision until after the inmate becomes eligible for parole under CS §7-301(c) or (d).

Revocation of Release

Revocation of MSR (CS §7-504)

If the individual violates the conditions of MSR, the Maryland Parole Commission (MPC) may revoke the release and require the individual to serve the balance of the term, less credit granted as time served between release and revocation ("street time"), and revoke any or all of the inmate's previously earned diminution credits.

If the inmate is sentenced to imprisonment for a crime committed while on MSR, and the MSR is revoked, previously earned credits shall not be applied to the inmate's term of confinement (effective 6/1/02 for violent crimes committed while on MSR, and effective 10/1/03, for any crime committed while on MSR (CS §7-502(c)). Credits rescinded by revocation of MSR cannot be restored. Effective 10/1/2017, the inmate may earn new diminution credits on the remaining balance of the term to be served.

If a consecutive sentence is imposed before MSR is revoked, the consecutive sentence begins on the date it was imposed (CS §9-202). If the inmate is serving that sentence when MSR is revoked, the balance of the term for which MSR was revoked begins at the expiration of the new sentence.

Revocation of Parole (CS §7-401)

If the individual violates the conditions of parole, the MPC may revoke the release and require the individual to serve the balance of the term, less credit granted as time served between release and revocation ("street time").

Effective 10/1/96, if the inmate is sentenced to imprisonment for a crime committed while on parole, and parole is revoked, all credits that were awarded before parole are rescinded by operation of law (CS §3-711). Credits rescinded by revocation of parole cannot be restored. After parole is revoked, the inmate may earn additional diminution credits toward the remaining balance of the term.

If a consecutive sentence is imposed before parole is revoked, the consecutive sentence begins on the date it was imposed (CS §9-202). If the inmate is serving that sentence when parole is revoked, the balance of the term for which parole was revoked begins at the expiration of the new sentence.

The above is general information and does not include all the provisions of law that may be applicable to the calculation of an inmate's term of confinement. Specific questions or requests for your release date should be submitted in writing to the Case Management department. If case management is unable to answer your question, they will advise you to send your written concerns to the regional Commitment Office.

DIETARY

Dining Room

The general schedule of inmate dining room times can be modified at the discretion of the Officer-In-Charge. If the Officer-In-Charge of the lunch lines modifies the sequence, the adjustments should accommodate feeding the vocational shops and Education Department at approximately 10:45 a.m.

Meal Preference Plan: Lacto-Ovo Vegetarian Diet

You have the choice of: 1) The Master Cycle Menu or 2) The Lacto-Ovo Vegetarian Diet.

Both meal plans meet the recommended dietary allowances established by the Food and Nutrition Board, National Academy of Sciences - National Resource Council, 1989 Revision. The primary difference is that the master cycle-menu provides protein primarily through fish, poultry, and meats (with the exception of pork and pork products), while the lacto-ovo vegetarian diet establishes the legumes, meat analogues, cereals, nuts, cheese, cherries, milk products and eggs as the protein sources.

Once a preference is identified, you will be required to adhere to your choice for at least a six-month period. Changes will be accepted two times a year (see Diet Re-Registration Procedure below).

All requests for diet changes that cause a change to the inmate's ID card will be at the expense of the inmate. Newly arriving inmates will continue to have IDs made to reflect diet choices at the expense of the institution.

Diet Re-Registration Procedure

1. Changes will be accepted two times a year during the months of March and September.
2. A meal preference form must be properly filled out and submitted to the 4-12 Shift Captain's Office during one of the above listed months. Exceptions to this are newly received inmates.
3. The 4-12 Shift Captain will forward the Meal preference form to the 4-12 Shift Clerk's Office.
4. The Clerk's Office will enter the requested change onto the computer and ensure the appropriate change is initiated to the inmate's I.D.
5. The meal preference form will then be placed into the inmate's base file.

Medical Diets

Inmates with specific health problem(s) will be provided special medical diets as prescribed by qualified health care personnel. The content of these diets will conform as closely as possible to the approved menu. Medical diets should be continued until specifically terminated by the facility medical authority.

An inmate with health problems requiring a special medical diet shall follow sick call procedures to obtain the diet. You must present your I.D. to receive your medical diet during mealtime.

Inmates requesting to be removed from a diet must submit a sick call form to the medical department so that they can voluntarily sign a medical diet withdrawal form.

Medical diets take precedence over any and all voluntary diets. Before an inmate can be placed on any meal

preference diet, and they are on a medical diet, they must first withdraw voluntarily from the medical diet at the medical department in the presence of the designated/authorized medical staff.

Religious Diet Program

Any inmate interested in participating with the Religious Diet Program must make his request through the chaplain service. The inmate will receive a sign up form and application that must be completed and returned to the designated chaplain for review. The application will then be reviewed for final approval by the designated DPSCS Religious Diet Facilitator.

An inmate may not participate in the Religious Diet Program while they are on a medical diet. The inmate must first withdraw from the medical diet he is assigned before he will be considered. If an inmate is on the Religious Diet Program and is assigned to a medical diet after already being a participant in the Religious Diet Program, the inmate will be removed from the Religious Diet Program until he withdraws from the medical diet.

Medical Diets take precedence over the Religious Diet Program.

For specific policy/procedures see rule section.

DISCIPLINARY PROCESS

The Department of Public Safety and Correctional Services and this institution establish rules for inmate conduct for the purpose of maintaining order, discipline, and security. The rules are applicable to all inmates housed in the institution. The information presented in this section is general in nature. For specific information refer to COMAR 12.03.01 series, available in the inmate library.

Adjudication of charges of violations of the inmate rules is to be consistent with recognized inmate rights. The failure of an inmate to exercise any identified right shall be deemed a waiver of that right.

All time frames specified refer to work days (excludes weekends and holidays, unless specified otherwise). Any procedure and/or time constraint set forth in the directive is intended for the orderly operation of the institution and for the efficient administration of discipline. Violation of any provision, procedure and/or time constraint by the institution shall not affect the validity of any rule violation conviction, unless inconsistent with due process.

The following includes the rules, policies and procedures you will be expected to follow during your sentence. Read them carefully. These are followed by the possible penalties for violations.

Determination of Defendant's Adjustment History — Credits and Segregation

Plotted Sanction Cell

- (1) The plotted sanction may be stated as either a:
 - (a) Specific number of credits or days; or
 - (b) Range with the minimum to maximum number of credits or days that may be imposed.
- (2) Except for provisions under §E of this regulation, only sanctions stated in the Adjustment History Sentencing Matrix for revoking credits or assigning segregation are to be imposed.

Adjustment History

The Adjustment History Sentencing matrices categorize an inmate's adjustment history and identifies the approved range of imposable discipline based on previous inmate rule violations as follows:

- (1) If the current inmate rule violation is the first guilty finding on record in any category of inmate rule violation under any incarceration then the imposed discipline shall be for a "First Offense";
- (2) If the current inmate rule violation is the second guilty finding on record in the instant offense category of inmate rule violation and occurs within 9 months or less from the guilty finding for a "First Offense" in the same instant category of inmate rule violation, then the imposed discipline shall be for a "Second Offense";
- (3) If the current inmate rule violation is the third or greater guilty finding on record in the instant

offense category of inmate rule violation, and occurs less than 2 years from the guilty finding for a “Second Offense” in the same instant category of inmate rule violation, then the imposed discipline shall be for a “Third Offense”; and

- (4) Any guilty finding occurring 2 or more years after a guilty finding in the same instant category of inmate rule violation shall not be considered when imposing discipline or sanctions.

Overriding an Adjustment History Matrices Sanction

- (1) If the hearing officer disagrees with the sanction plotted using the Adjustment History Sentencing Matrix, the hearing officer may override the adjustment history level of the defendant to another level (First, Second or Third Offense).
- (2) An override under this regulation may be for the purpose of reducing the severity of the sanction determined by the Adjustment History Sentencing Matrices due to an aggravating or mitigating factor, whereby the hearing officer may:
 - (a) Waive the adjustment history level as determined by the Adjustment History Sentencing Matrix; and
 - (b) Select an alternative adjustment history level from the Adjustment History Sentencing Matrix.
- (3) An override to reduce the severity of a sanction may be based on one or more of the following mitigating factors:
 - (a) No prior guilty finding for the current inmate rule violation;
 - (b) The period of time since the last conviction on record;
 - (c) The lesser severity of the current guilty finding;
 - (d) The defendant’s mental health status at the time the inmate rule violation occurred;
 - (e) The need for progressive discipline; or
 - (f) The defendant’s acceptance of responsibility for the current inmate rule violation for which the defendant was found *guilty*.
- (4) The hearing officer may not override an Adjustment History Sentencing Matrices sanction stated in a sanction cell by suspending the sanction and imposing a period of probation.
- (5) If employing an override under this regulation, the hearing officer shall identify in the written and audio record of the defendant’s disciplinary proceeding, the aggravating or mitigating factor used to impose the sanction.

A sanction once imposed may not be affected by a later modification of the defendant’s disciplinary adjustment history record.

Adjustment History Sentencing Matrix – Imposing Disciplinary Segregation

The discipline of inmates housed in a Department correctional facility pursuant to an agreement with an agency of the federal government shall be governed by this Chapter, consistent with the Federal Performance-Based Detention Standards issued by the United States Department of Justice.

<u>Category of Inmate Rule Violation</u>	<u>Matrix for Imposition of Segregation Sentence</u>		
	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>IA</u>	<u>0-60</u>	<u>0-90</u>	<u>0-180</u>
<u>IB</u>	<u>0-30</u>	<u>0-60</u>	<u>0-90</u>
<u>II</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>III</u>	<u>0-15</u>	<u>0-30</u>	<u>0-60</u>
<u>IV</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>V</u>	<u>0</u>	<u>0</u>	<u>0</u>

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

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

Alternative Disciplinary Sanctions

The following may be imposed as a sanction under an alternative disciplinary sanction:

- (1) Reprimand;
- (2) Sanitation assignment for a specified period up to but not to exceed 30 calendar days;
- (3) Restitution;
- (4) Suspension of any of the following privileges:
 - (a) Radio, compact disc/tape player, television, telephone, or commissary (excluding personal hygiene and legal correspondence items) privileges for a specified period up to but not to exceed 60 calendar days;
 - (b) Catalog privileges for a specified period up to but not to exceed 365 calendar days;
 - (c) Visitation privilege (except legal and clergy) for a specified period up to but not to exceed 60 calendar days, or;
 - (d) A Department or facility privilege not included in this regulation for a specified period up to 60 calendar days;
- (5) Cell restriction for a specified period up to but not to exceed 30 calendar days; or
- (6) Restriction of visitation privilege (except legal and clergy) to immediate family members for a specified period of up to 180 calendar days.

Informal Disposition Sanctions

The following may be imposed as a sanction under an informal disposition:

- (1) Reprimand;
- (2) Sanitation assignment for a specific period up to but not to exceed 15 calendar days;
- (3) Restitution
- (4) Suspension of any of the following privileges:
 - (a) Radio, compact disc/tape player, digital music/video game player, television, telephone, or commissary, privileges (excluding personal hygiene and legal correspondence items), for a

- specified period up to but not to exceed 30 calendar days;
- (b) Catalog privileges for a specified period up to but not to exceed 180 calendar days;
- (c) Visitation privileges (except legal and clergy), for a specified period up to but not exceed 30 calendar days;
- (d) A specified Department or facility inmate privilege not included in this regulation for a specified period up to but not to exceed 30 calendar days; or
- (5) Cell restriction for a specified period up to but not to exceed 15 calendar days.

DRESS CODE

Per MCTC IB 19-2022, the following rules apply to the inmate dress code:

1. Inmates must be properly clothes at all times, with their state issued clothing clean and in good state of repair.
2. When leaving a Housing Unit for any reason (except Rec/Yard), they will be properly dressed. Proper dress is considered to be: long (ankle-length) pants, shirt with sleeves, sock, and shoes. The belt line of the pants will be worn around the waist and the pant leg will be to the ankle. Pant legs will not be pulled or rolled up past the ankle, except in those areas where shorts may be work. The sleeve of the shirt must be halfway between the shoulder and the elbow. Sleeves will not be rolled up past this point, except in areas where sleeveless shirts can be worn. Shirts with buttons, snaps, or zippers will be fastened at least up to mid-chest. Shirts will not be pulled or rolled up to expose the midsection. Fishnet shirts are not permitted.
3. Inmates are not to wear towels around their neck or covering their face. Coats/jackets/sweatshirts may be worn but are not to be carried, wrapped, or draped around the body in any manner.
4. Clothing may not be worn inside out.
5. Shoes or boots **with** socks will be worn at all times outside the Housing Unit; slippers and shower shoes may not be worn outside of the Housing Unit at any time.
6. Inmate shall be clothed with their mid-torso, genitalia and anal areas covered with the appropriate attire at all times including while sleeping. An inmate shall never be in a state of nudity.
7. Inmates shall not wear any clothing or article (i.e. wig, makeup, etc.) that would prevent positive identification by staff.
8. Any clothing that is black, navy blue, red, light blue and/or any color scheme that resembles the DPSCS uniform of any Correctional Employee is strictly prohibited.

EDUCATION

Academic School

The Education Department offers academic, occupational, and transitional classes. Enrollment in MCTC's education program is your opportunity to enhance your academic, life, or occupational skills. Improving in one or more of these areas will ensure you are equipped to function successfully in life; however, as an MCTC student, you are responsible for your success or failure in the program. Your participation in school requires the same satisfactory attendance and proper work habits as other institutional jobs.

Initial Placement

The Case Management Department determines an inmate's eligibility for school and a Case Management Specialist refers inmates who do not have a verified GED or high school diploma to the Education Department for testing. The inmate's test scores determine his placement level. Upon the completion of testing, the inmate's name is placed on the Education Department's waiting list. As soon as space is available, the inmate is assigned to school. Due to staff and space limitations, it is impossible to IMMEDIATELY place all eligible inmates into school. Inmates who have received Special Education services and are under 21 years old may receive priority placement.

Mandatory Education

Maryland has a mandatory education law. An inmate is considered a mandatory education student if (1) he

has not earned a MD high school diploma (HSD) or General Equivalency Diploma (GED), (2) he has at least 18 months to serve, and (3) he has not completed at least 120 days in school at another institution or during a prior incarceration. Refusal to attend class and/or complete assignments will result in disciplinary action that can cause forfeiture of all accumulated good days. It is the inmate's responsibility to present proof of a high school completion. The only exception from the mandatory school law is documentation by the medical department that the inmate is unfit for school.

Orientation to School

Before enrollment in the academic school program, all students attend an orientation meeting with the lead teacher. During the meeting inmates learn about school policies, team assignments, teacher expectations, school incentives and classroom locations.

Class Assignments

Inmates take the TABE to determine their placement into the school program. For more information, see Academic Certificates, below

<u>Program</u>	<u>Test (R=Reading, M=Math, L=Language)</u>	
Literacy Lab:	Reading	Non-reader- 3.9
Adult Basic Education (ABE)		
Low Intermediate	R, M, L	4.0 – 5.9
High Intermediate	R, M, L	6.0 – 8.9
Secondary Education (GED)	R, M, L	9.0 - 12.9

School Day

There are two academic sessions: morning 8:20 a.m. – 11:10 a.m., and afternoon 12:20 p.m. – 3 p.m., Monday through Friday. Students are assigned to either a morning or afternoon session. The three-hour session is divided into one-hour classes in reading, mathematics, and language arts. Every eight weeks the Education Department is closed for testing and professional development.

Attendance

School is an institutional job assignment for which inmates receive diminution credits and pay. Students must attend every class they are assigned to every day. A student must report to class by 8:30 a.m. for morning classes and 12:30 p.m. for afternoon classes or he will be considered late. Unexcused absences (UE) have consequences and could result in you being removed from school. You are unexcused from class when you miss a class and do not have an official pass or verification for being absent. Some examples are commissary, courtyard, recreation hall, gym, weight lifting, phone calls, Bible study, recitation, choir practice, and other non-service religious activities. These activities are done during non-class times. If you miss class for any of these, you will receive an UE. You will not receive pay for any day that you have an unexcused absence. You will receive a verbal warning after one UE and a written warning after the second UE. If a third UE occurs, you will be reassigned to idle status. If you are a Mandatory student, an infraction will also be written. This could result in the loss of all good and special project days, plus additional consequences.

Dress Code/Conduct

Appropriate dress similar to what you would wear for a parole hearing or case management interview, church, or a visit is worn to school. This includes no sweat pants or hats. Keep your trousers pulled up so that your underclothes do not show, and do not have holes in your clothes. Also, you should keep your body and clothes clean and free of offensive odor. Do not use profanity and other foul language in the school area.

Contraband/Sunglasses

Any item not directly related to your school supplies or schoolwork must be left in your cell. Newspapers, magazines, photo albums, letters, food, drinks, and commissary items do not belong in school. These items will be confiscated and you will be in violation of the education policy. Sunglasses may be worn to the Education Building; however, they must be removed while you are in class (unless prescribed).

Commissary

Commissary is called on the tiers at approximately 7:00 a.m. Students will follow this schedule:

- All day students and inmate school workers will be called for commissary first. When they return from commissary, they must report to class.
- PM school students will go to commissary in the morning after the all-day students.
- AM school students will go to commissary in the afternoon.

Students will take their school cards with them to show the officer. No one should miss or be late for school because of commissary. All students are made aware of this procedure during orientation.

Academic Progress

Students are expected to make significant progress while enrolled in the school program. Progress is defined as advancing through the multiple learning levels described below. Due to the large number of inmates eligible for school and the limited openings, students who do not make progress will not remain in the school program.

Academic Certificates

The Maryland State Department of Labor awards certificates in the following academic levels:

Adult Skills Certificates 1 and 2

Students who make progress are promoted from the Literacy Lab to Adult Basic Education (ABE) classes. In order to receive an Adult Skills Certificate 1, the student must score a 1.9 or higher in reading on the TABE test Form 9 or 10, Level E. In order to receive an Adult Skills Certificate 2, the student must score 3.9 or higher in reading & math on the TABE test Form 9 or 10, Level E.

Adult Skills Certificate 3

Students who make progress are promoted from the Intermediate ABE Level to the High Intermediate ABE Level. In order to receive an Adult Skills Certificate 3, the student must score 5.9 or higher in Reading, Math, and Language on the TABE test Form 9 or 10, Level M.

Adult Skills Certificate 4

Students who make progress are promoted from Advanced ABE Level to the Secondary (GED) Level. In order to receive an Adult Skills Certificate 4, the student must score an 8.9 or higher in Reading, Math and Language on the TABE test Form 9 or 10, Level D.

Adult Skills Certificate 5

Students who make progress and are promoted into the Secondary (GED) Level may also earn an Adult Skills Certificate 5. To earn this certificate, the student must score a 10.9 or higher in Reading, Math, and Language on the TABE test Form 9 or 10, Level A.

Maryland High School Diploma

The ultimate goal for any student in the academic program is to attain a Maryland High School Diploma. Students who earn Certificate 4 will advance to GED level. Your continued participation in classes depends on your work habits and progress. After successfully passing the computer-based GED READY practice test, you will be given the opportunity to take the GED test. Delivery of this test is again computer based and is at the discretion of the GED teachers based on your performance in class and on the GED READY test.

Non-Occupational Training Program

The Education Department's Transition Program consists of a six-week Life Skills class. Students learn how to contact potential employers, obtain and complete applications, prepare for and follow-up on interviews, and write a resume. Job adjustment skills and financial literacy modules are also included in this class. Contact your case manager for more information.

Occupational Programs

Occupational programs are a part of MCTC's Education Department and consist of eight shops that are designed to prepare students for an entry-level job in a specific trade. A job is usually considered occupational when employment in that occupation does not depend upon a college degree. Although an advanced degree is not required, many of the better paying, more stimulating, and more secure occupational careers do require some training. For more detailed program eligibility, see below.

Program Eligibility and Enrollment Requirements

The MCTC occupational programs are open to all; however, inmates are to be within four years of release. Priority will go to those under three years of an anticipated release. Inmates must have at least one year remaining when entering an occupational program. See your case manager to determine if you are eligible. Candidates must have Case Management approval, a high school diploma or GED, or a passing score on the shop entrance test. All inmates will be tested to determine eligibility for shop entry. All shops enroll students on an open-entry, open-exit method. The Case Management Supervisor will determine an inmate's shop entrance date.

Occupational Program Summary

<u>Program</u>	<u>Eligibility Requirements</u>	<u>Employment Potential</u>
Auto Body Repair	Must pass reading/math tests; HSD/GED preferred	Auto body repair shops
Auto Mechanics	Must pass reading/math tests; HSD/GED preferred	Auto and engine repair shops
Electrical Wiring	Must pass reading/math tests; HSD/GED preferred	2nd year apprenticeship in residential electric wiring
HVAC	Must pass reading/math tests; HSD/GED preferred	HVAC helper or apprentice
Masonry	Must pass reading/math tests; HSD/GED preferred	Mason's helper or apprentice
Plumbing	Must pass reading/math tests; HSD/GED preferred	Plumber's helper, residential plumbing
Residential Carpentry	Must pass reading/math tests; HSD/GED preferred	Carpenter or apprentice
Small Engine Repair	Must pass reading/math tests; HSD/GED preferred	Engine repair shops

Shop Length

The student has approximately 27 weeks or 600 hours to complete a shop. The shops are competency based. The shop program is open all year round and operates in two sessions – 3 hours in the morning and 3 hours in the afternoon Monday through Friday. The shop program is open year round.

FIRE, SAFETY, AND EMERGENCY EVACUATION

While at MCTC, you will be involved in periodic fire safety training conducted by custody staff. Each housing unit and work area has a designated fire evacuation route. All fire exits are marked and a diagram explaining the evacuation route is posted in each building/area. You should familiarize yourself with the posted evacuation route so that you will know how to react in an emergency.

When your living/working area is involved in a fire drill or actual fire emergency, you will be directed by staff to evacuate the building. **Inmates on segregation, administrative segregation (Ad Seg 120, ASPH, etc.) will not leave their cells during a fire drill.** During an evacuation, you will be expected to walk, not run, to the designated exit. Once out of the building you will be directed to an assembly area, while outside you will **KEEP CLEAR FOR EMERGENCY VEHICLES** even if it is only a drill. You are expected to obey all orders of staff during the evacuation, and at the assembly area. When ordered to identify yourself during count, you will immediately comply with that order.

If you start/cause a fire, tamper with/destroy any fire safety equipment the State Fire Marshall will file street charges against you along with any institutional sanctions you may receive.

The institutional staff will direct you to the safest, most secure part of your area. In a natural disaster (tornado, high winds, earthquakes, etc.) or a civil defense emergency, evacuation may be necessary. Generally, you will want to stay away from windows or doorways. Because the staff have been trained in emergencies, it is important that you follow their directions.

You are not allowed to store flammable materials in your cell, nor are you allowed to accumulate materials such as newspapers, boxes, magazines, etc. to the point that they constitute a fire safety hazard.

Toxic Materials

The Maryland Department of Public Safety and Correctional Services and Maryland Occupational Safety and Health Administration are responsible for providing the inmate population with guidance on how to use various toxic chemicals within the facility.

The definition for toxic materials can include any substance from a simple soap detergent to a highly concentrated acid. This facility maintains a complete breakdown of each substance, the purpose of its use, the proper handling of that substance and what measures to take in case of emergency.

Should any further questions exist with an inmate who is working around chemical substances, he should notify his immediate supervisor.

At no time may any inmate store, or have in their possession, ANY toxic, caustic, or hazardous substance (to include any cleaning chemicals) in his cell for any reason. The only exception is bottles of laundry detergent purchased in the Commissary.

Lock-Out/Tag-Out (Maryland Occupational Safety Administration)

MCTC has a lock-out/tag-out policy to render safe any equipment that is energized and/or has moving parts. Any equipment that is labeled as either locked-out or tagged-out must be left alone and not touched.

HED/EHU

Housing at HED/EHU is a privilege; the Unit Manager has the discretion to remove any inmate from EHU/HED that has demonstrated the inability to live in the HED/EHU environment.

Fire Evacuation Procedure

In the event of a serious fire, you are to leave through the nearest exit in an orderly manner. Do not approach firefighting equipment or fire fighters. Stay in the assigned area unless specifically told to move.

Upon exit from the building, assemble where directed. Report to this area immediately so that the officer may make an accurate count.

Housing Rules

1. You will be required to keep your living quarters neat and clean at all times. All inmates must be properly dressed when outside of the cell with pants worn at the waistline.
2. All activities will cease at 11:00 PM, unless otherwise designated by the officer in charge.
3. You will be allowed to have one rug only in your cube or room. It will be no larger than 3' X 5'.
4. Radios and televisions are not to be played after 11:00 PM unless you are using headphones. They will be played at low volume at all other times.
5. When you are not in your cube or room, you will have all lights, radios, and televisions turned off. Common area lights are security equipment and are not to be tampered with.
6. You and your room are subject to be searched at any time.
7. There will be no loitering in the lobby, visiting area, tier, hallway, or offices at any time.
8. Pictures, posters, etc., will not be attached to walls or lockers in any manner.
9. There will be no visiting on any tier other than your own. HED and EHU are separate buildings and unless on pass are out-of-bounds to one another.
10. There will be no visiting with inmates during meals, assigned movie hours, or when you are on pass.
11. There will be no visiting in cells. You are permitted to briefly stand at the door of another inmate's cell/cube.

12. Inmates outside will be where they can be seen at all times. The surrounding area next to the building is out-of-bounds and subject to an adjustment. Inmates must maintain a distance of 6 feet from the buildings at all times.
13. No one will be allowed outside the building after the outside lights are on without permission from the officer-in-charge.
14. No gambling of any kind will be permitted.
15. No exercising on the tier. Push-ups and/or sit-ups will be done in your cube or outside the building during courtyard. The picnic tables are not to be moved from the designated area.
16. There will be no trading of personal property, radios, television, etc. Any radio, TV, etc., found in the possession of an inmate without proof of ownership will be confiscated and an adjustment will be written.
17. No furniture will be added to, or removed from, the building.
18. There will be no jogging in the front of the EHU and/or HED buildings.
19. Nothing will be used to block the doors, windows, or end of bunk. Nothing will be hung from or around the bunk area. The officer must have an unobstructed view of your cube or room at all times.
20. Nothing is to be brought back into the building without prior permission from the officer-in-charge.
21. Cardboard furniture and/or wood shelving are not allowed. Only state furniture is allowed to be in your cube or room. No glass containers are allowed.
22. The light in your cube or room is for lighting purposes only. Nothing is to be on, behind, in front of, suspended from, or placed inside of it.
23. There will be no visiting on the tiers after 11:00 pm when the lights are turned out. The only exception to this will be as follows:
 - a. Fridays, Saturdays, and holidays until the television goes off at 2:30 AM, or for special sporting events until their completion. At the completion of those events, you will return to your cube or room and remain there.
 - b. Going to and returning from the bathroom is for latrine purposes only. No personal hygiene is permitted after 11 PM. Individuals preparing for work details will be permitted to use the bathroom.
24. All inmates shall be in their own cube or room once lights are out. There shall be no talking between you and other inmates on the tier.
25. Nothing is to be taken from the dining area for personal use. Nothing is to be taken in, or carried from, the dining area.
26. The only headgear permitted when leaving the facility for passes or work is approved religious headgear, knit hats, and baseball caps. Approved religious headgear may be worn in the building and is subject to search.
27. Excessive absences from a job detail, as determined by the unit manager, Case Management Supervisor, or the Facility Administrator, will result in removal from HED/EHU.

Laundry

1. EHU Inmate Laundry will be done by posted procedures.
2. Laundry at HED will be deposited at the tier steps to be picked up and washed by the inmate assigned as the washroom detail inmate and returned to the tier on your assigned day. Road crew yellows will be washed on the 4-12 shift.

Medical

1. If you have a medical emergency, contact your tier officer.
2. Sick call request forms are available from the tier officer. Complete the form and deposit it in the medical boxes provided in the dining room entrance hall, (any sick call slips sent through institutional mail will be returned without action). The form will then be picked up by the Medical Department. You will be issued a sick call pass to see the nurse or appropriate doctor.

3. If you are excused from your assignment (school or work) due to illness, **you are required to remain in your cell/bunk area for the remainder of the day, or until seen by the Medical Department.** You may leave your cell/bunk area for meals and bathroom use only. You may NOT use the phone or have visits.

HED/EHU Commissary Procedure:

Commissary order forms are filled out and turned into the 4-12 Shift on Sundays prior to scheduled commissary for that week. The completed order forms are sent to the commissary on Mondays, are filled, and delivered on Tuesdays. If you are not present due to work on Tuesdays, make-up will be held Friday mornings.

Visiting Procedures

1. Visiting hours at the HED and EHU buildings will be Saturdays (HED) and Sunday (EHU) from 8:30 AM until 10:30 AM and from 12:15 PM until 2:30 PM. Visits are prescheduled and on a rotating basis.
2. You will be allowed two visitors per visit. Children must remain seated and may not sit on the lap of any inmate (MCTC ID 195.0001.01). During visits, children are not to sit on tabletops.
3. An adult must accompany all visitors under the age of eighteen years old. All visitors must provide proper identification except those visitors under the age of sixteen years. All ID's must be acceptable -- photo ID with birth date must be provided. All children on a visit must be properly supervised and controlled by the visitor.
4. No more than fifteen names may be on your visiting list. Changes to visiting lists must be made within fourteen days from your arrival at MCTC. Thereafter, changes can only be made every ninety days.
5. Visitors will not be permitted to visit more than one inmate at a time, unless inmates are brothers.
6. Any inmate who is not on a visit will not be permitted to loiter or mingle in the visiting area or with visitors of other inmates.
7. Physical contact between inmates and visitors is restricted to a quick embrace and kiss on the cheek at the termination of the visit. Failure to comply with this rule will result in the immediate termination of the visit and possible loss of future visits.
8. There will be no items passed between inmates and visitors at any time.
9. After being seated, you will remain seated until the visit has been terminated, or instructed to move by the Visiting Room Officer. Switching seats is prohibited unless directed.
10. Visitors will not be allowed on the tiers in the housing area at any time. All visitors and inmates are required to conduct themselves in a manner that does not disturb or offend other visitors.
11. No radios, TVs, or tape players will be allowed in any visiting area by any inmate or visitor.
12. No food items are permitted to be brought into the visiting area.
13. All visitors will register, successfully clear the metal detector and be fingerprinted with the Fingerprint Identification System. This will be accomplished prior to the inmate being called for the visit.
14. All inmates and visitors must be properly attired, as defined by visiting room policy, in order to be admitted into the visiting room. Inmates must have shirts tucked into pants. No state-issued work boots, watches, or sweat pants are to be worn.
15. Visitors to HED may wear coats to the HED building but must hang them outside the visiting room. Coats may not be worn into the visiting room.
16. Visitors under the influence of alcohol and/or drugs who project unacceptable behavior will be denied the visit, or the visit will be terminated under the authority of the shift commander or Facility Administrator.
17. These procedures are subject to change at any time due to unforeseen circumstances.

Violation of these rules may result in a written disciplinary report that could result in suspension of your visits.

HOUSING UNIT INFORMATION – GENERAL

Clothing Room

Clothing room request slips may be obtained from the tier officer. Complete the slip and have an officer sign verifying your name, number, bunk location and institutional assignment are correct and turn in to the housing unit manager. The Clothing Room will send a pass to the unit when they are ready to accommodate your request.

Commissary

The designated Keefe Scantron Commissary Form will be distributed Saturday evening on the 4-12 shift and collected Sunday evenings on the 4-12 shift. It is each inmate's responsibility to complete the Commissary Form correctly. If it is not completed correctly, the order will not be processed.

The Commissary delivery schedule will be posted in the Recreation Halls.

Counts

Several times throughout a 24-hour period you will be informed it is count time. When count time is indicated, you are to report to your assigned sleeping area and remain there until the count is cleared. In dormitory housing, you must be on your assigned bunk during the count. In open and closed housing, you must be in your assigned cell. Counts are held at scheduled times (check with your tier officer), after all mass movements and anytime a count is deemed necessary by the officer in charge. Scheduled counts should last no longer than 30 minutes. You will be notified when count is cleared. At approximately 3 PM a stand up count is conducted. Inmates are required to stand up until BOTH officers have passed the cell.

Fire Evacuation Procedure

In the event of a serious fire, you are to leave through the exit as directed in an orderly manner. Do not approach firefighting equipment or fire fighters. Stay in the assigned area unless specifically told to move.

Upon exit from the building, assemble on the blacktop in front of the unit, or as directed; report to this area immediately, so the officer may make an accurate count.

Housing

Direct intake inmates (those received from local detention centers) will not be considered for open housing for at least 30 days after arrival. Intakes from other state correctional facilities will not be considered for open housing for at least 30 days after arrival. There is no entitlement to housing for any inmate at any time.

Laundry

Each tier will have the opportunity to have their clothing, sheets, etc., laundered on a rotation basis. Laundry will be done by the assigned laundry man and will be completed on the 8-4 and 4-12 shifts. Sneakers and rugs may not be washed in institutional machines. Food service laundry whites are done on the 12-8 shift.

Mail

All incoming mail is received by the Mail Room. The 4-12 shift officers will deliver mail to the Housing Unit. Mail will be handed out the day it is received from the mailroom, usually during count time. If you are in court, the hospital, etc., your mail will be returned to the mailroom.

Meals

Meals are offered three times a day. The schedule in the Dietary section of the Handbook is provided as a guideline. Meal times and the order units are called to eat are subject to change. The order of housing areas changes with the needs of the institution (events, construction, etc.) You will be provided notice to prepare to depart the unit for chow when possible.

Medical

If you have a medical emergency, contact your tier officer.

Sick call request forms are available from the tier officer. Complete the form and deposit it in the Medical

boxes provided in the Dining Room Entrance Hall (any sick call slips sent through institutional mail will be returned without action). The form will then be picked up by the Medical Department. You will be issued a sick call pass to see the nurse or appropriate doctor.

If you are excused from your assignment (school or work) due to illness, you are required to remain in your cell/bunk area for the remainder of the day or until seen by the Medical Department. You may leave your cell/bunk area for meals and bathroom use only.

Passes

Regular Passes - Between breakfast and lights out in open housing, tier officers will not call you for an individual pass. In closed housing, the tier officer will open your door in time for you to depart on your pass. If you are scheduled for a pass, it is your responsibility to be prepared and check out within 15 minutes of the scheduled time.

Will Call Passes – If you receive a will call pass, you may keep your regular schedule (school, shop, work assignment, meals, etc.). The exception is recreation. If your unit is scheduled for any gym activity or courtyard and you have a will call pass, you must remain in the unit.

Personal Property

You are responsible for maintaining your personal property in accordance with appropriate directives and policies. All of your personal clothing and property should be marked clearly with your identifying mark. MCTC shall not be responsible for any item that is stolen or damaged unless it can be proven that the loss or damage was the result of malice or negligence by an employee.

Recreation

Recreation time (gym or courtyard) is scheduled for each housing unit on a rotating basis.

Religious Services

The religious services/groups schedule is published weekly, read on TC-TV and posted on the rec hall bulletin boards. While in the Chapel you will be required to follow the Chapel rules. If you are on bunk restriction, you may not attend study group, but may attend the one religious worship service for which you are eligible.

If your religion requires prayer at various times during the day, confine this activity to your cell or bunk area and coordinate this activity with the tier officer. **No religious rite, ceremony, etc. is to interfere with security at any time.**

Sanitation

Sanitation will be done by the assigned inmates following the schedule posted in the housing unit. If you are assigned to sanitation, you may be called upon to do sanitation at any time by an assigned officer.

You are required to keep your bunk area/cell neat and clean at all times. Cell/bunk area cleaning times will be scheduled by the housing unit officer.

Showers

Showers are normally available during scheduled rec. hall periods.

In Open Housing, no loitering in the bathrooms.

NOTE: When the shower lights are off, the showers are closed.

Telephones

If you are in good standing, you have the opportunity to use the telephones provided on your tier. Time is not to exceed 30 minutes.

Telephones are available for use during Rec. Hall hours. No phone calls are to be started after 10:35 pm. Group phone calls are prohibited.

Closed Housing Unit Information:

Cell Cleaning

You are required to keep your cell neat and clean at all times. Cell cleaning is scheduled on the 8-4 shift on Saturdays; consult the tier officer for time. Cleaning supplies are provided.

The Rec. Hall may be closed at any time at the discretion of the Shift Commander/Housing Unit Lieutenant. When coming out of your cell for any activity (gym, courtyard, rec. hall, etc.), bring out everything (cards, shower gear, etc.) that you will need for that period. You will not be allowed back into your cell for any reason, except to lock in.

Open Housing Unit Information:

HU1 and HU2 are privileged housing units for inmates who have demonstrated a personal responsibility for their own actions and possess an ability to live in a socially open environment. You may be removed from an open housing unit solely at the Unit Manager's discretion.

Cell Cleaning

You are required to keep your cell neat and clean at all times. Nothing is to be affixed to cell walls. Cells may be swept on the 8-4 shift at any time during morning rec. hall.

Keys

Upon assignment to Open Housing, you will be issued a cell door key. You are responsible for maintaining the key and keeping it with you at all times. Broken keys cost \$4.25 to replace. Lost keys result in replacement of the lock at a cost of \$104.00 for a single cell and \$108.00 for a double cell. Prices are subject to change.

Recreation (Rec) Hall

The Rec hall may be closed at any time at the discretion of the Shift Commander/Housing Unit Supervisor.

Personal grooming is permitted in washroom, bathroom, or shower only when the Rec hall is open. Haircuts are not permitted on the tier, in bathrooms, showers or Rec halls at any time.

Visiting

You may visit on your assigned tier level during the time rec. hall is open, with the exception of movie night. You are permitted to stand **at the doorway** of another inmate's cell. While doing so, your **entire body** must be **completely** visible to the tier officer at all times.

INMATE FUNDS

Money paid to you for your institutional assignment and any other sources will be managed by the Business Office. By using receipts, vouchers, and notices, you will receive all information on deposits or withdrawals from your institutional account. Please refer to DOC.245.0001 of the Administrative Manual in your library for further information. If you have any questions about your institutional spending or encumbered account, please write to the RCI Business Office. Be specific with your inquiry. Your case manager can provide you with a statement of your account balance.

The Business Office will hold any money order of \$250 or more for 30 days. Cash and personal checks are not accepted by visit or mail.

INMATE GRIEVANCE

The law establishing the Inmate Grievance Office provides for it to be a separate agency to hear, consider, and advise the Secretary of the Department of Public Safety and Correctional Services as to the merit of any complaint or grievance by an inmate. Please refer to DCD 180 series located in your library for comprehensive information and instruction.

A. Examples of Grievances:

1. You may not be discriminated against based on race, religion, nationality, sex, or political belief.
2. Denial of access to courts, attorneys, designated counsel substitutes, or law.
3. Personal abuse or corporal punishments.
4. Denial of basic medical or dental care.
5. Denial of right to practice religion.
6. Complaints on adjustment hearing results (after institutional appeal to the Managing Officer).

B. Grievance Filing Procedure:

The complaint may be filed in letter form. It may be typed or handwritten, specifying exactly and briefly the nature of the complaint. Regulations require all grievances be filed within 30 days of the event; the final ARP decision; the adjustment or disciplinary decision; or the classification action.

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

1. Date
2. Name and number of complainant.
3. Date of Birth and last place of residence.
4. Address of institution or place where complainant is in custody.
5. Charge and sentence of complainant.
6. Custody level - Maximum, Medium, Minimum, Pre-Release.
7. Nature of grievance or complaint.
8. Person(s) responsible for the act or condition causing the complaint.
9. The facts or evidence on which the grievance or complaint is based. Give dates, times, and names of any persons, officials, or other inmates involved.
10. Request for a hearing if desired including:
 - a. Names and addresses of witnesses desired by the complainant.
 - b. The name of counsel, lawyer, friends, or relative, if any who will appear.
11. Names of officer, inmate, attorney, or other, if any, who aided in the preparation of the complaint or grievance.

The complaint should be placed in a sealed envelope and given to an officer, or person designated by the Managing Officer of the institution, who shall forward it unopened or it may be mailed directly to:

Inmate Grievance Office, Executive Director
6776 Reisterstown Road, Suite 200
Baltimore, Maryland 21215

INMATE ORGANIZATIONS

At MCTC, all inmate organizations operate under DOC 170.0005. These organizations fall under one of two categories: self-help or service groups. All inmate organizations are reviewed for cognitive behavioral significance, with preference given to those that meet the guidelines. All organizations are supervised by an advisor appointed by the Warden. Self-help groups consist of inmates joined for the purposes of personal development and rehabilitation of its members. Service groups allow inmate members to provide a specific service to a target population.

To become a member, you must send a request to the advisor of that group. If you do not know the advisor, send your request to VAC Department. Include your name, DOC and SID numbers and cell location. Most groups have a waiting list. You will be notified when there is an opening.

How to Start an Inmate Organization

If you have an idea for an inmate organization, you can send your suggestion to the Volunteer Services Office. Start by reading the institutional ID in the Library. Decide if your idea is for a self-help or a service group. Be prepared to give:

1. a clear statement of the purpose and mission,
2. who the members will be,
3. the day, time and location of the meetings,
4. whether the group needs are being met by another Department or Group within the institution, and
5. the name of the staff person who will be the advisor.

Remember that there is limited space for activities. Approval is given to new programs after reviewing space availability, security needs, regulations, staffing and interest.

Pass Regulations - Inmate Organizations

Your name must be on the pass list for a group in order to attend. Only bring those items necessary to the meeting location. Only the business for the program will be conducted in the meeting room. Anyone disrupting the meeting will be sent back to the housing unit and dropped from the group.

It is your responsibility to report to the correctional officer posted in the area of the meeting and make sure your attendance is marked on the pass list. Regular attendance is required. If you miss a meeting, your name will be dropped from the pass list. To be put back on the pass list you must contact the advisor of that group. The advisor's decision is final.

Once you enter an organization meeting, you must stay until the program ends. When leaving the meeting location for any reason, report to the correctional officer before going anywhere else.

Veterans' Organization

The Veterans Organization is a service group that assists veterans in obtaining the benefits and allotments they are entitled to as a result of serving in the armed forces of the United States. In addition, they provide an opportunity for incarcerated veterans to support each other in their struggle to re-adjust to civil and social requirements. Membership is limited to Veterans who can provide a DD-214 that shows: Honorable Discharge or General under Honorable Conditions or Medical Discharge. To attend, contact the VAC.

LEGAL SERVICES

It is the policy of the Department of Public Safety and Correctional Services not to interfere in any way with your access to the judicial process. You are permitted uncensored and unlimited mailing privileges to the Governor, Attorney General, court of law, or your designated lawyer.

You are allowed to have law books and other legal materials to read. The Warden decides the number of books and amount of material you may have based on the safety and security needs of the institution. Access to Legal Materials/Supplies and other legal services is per ID 200.0002.1.

Inmates may help each other with legal matters in the housing unit area. Inmates may not charge each other for this help. You may get legal help from: Your lawyer, a legal referral service or directory, Clerks of Courts, Prisoner Rights Information System of Maryland, Inc. (PRISM), the State Public Defender's Office, trial judges (for special cases), legal reference materials that may be used in the library. The library also provides Legal Assistance to State Institutions (LASI). The LASI Program is designed to help gain access to officially published judicial opinions.

If you need Legal help and cannot pay for a lawyer, the Courts will give you a lawyer when your legal action falls under the Uniform Post-Conviction Procedure Act, Art. 27, SS645 A to J, ACM.

The Courts will give you a lawyer when you make a direct appeal to the Maryland Court of Special Appeals or Court of Appeals. The U.S. District Court will give you a lawyer when the Court decides it is necessary.

Indigent inmates as defined in DOC 175.0002 will be provided with additional paper and envelopes for legal correspondence as necessary to insure access to the courts. Staff will assure that this provision is not abused. Postage will be provided under the guidelines of DOC.250.0001.

*** Legal phone calls and matters that can be handled via mail are not considered emergencies.**

Procedures for the Assessment/Payment of Federal Court Filing Fees

If the prisoner wishes to initiate a civil action at either the Federal District Court or Federal Circuit Court level, he must submit:

1. An affidavit that includes a statement of all assets such prisoner possesses; and,
2. A certified copy of the trust fund account statement (or institutional equivalent) for the prisoner for the six-month period immediately preceding the filing of the complaint or notice of appeal.

If a prisoner brings a civil action or files an appeal in forma pauperis, the prisoner will be required to pay the full amount of a filing fee. The court will assess and, when funds exist, collect as a partial payment of any court fees required by law, an initial partial filing fee of 20 percent of the greater of:

1. The average of a monthly deposits to the prisoner's account for the preceding six months; or
2. The average monthly balance in a prisoner's account for the six-month period preceding the filing of the complaint or notice of appeal.

After payment of the initial partial filing fee, the prisoner will be required to make monthly payments of 20 percent of the preceding month's income credited to the prisoner's account. The finance office will forward payments from the prisoner's account to the clerk of the court in accordance with established procedures.

LIBRARY

MCTC's Library is located in Education Building I. It operates as a community information and lifelong learning center for all inmates.

Access and programs are uniformly provided to those in the general population on a rotating schedule with a written pass request. Inmates on restrictive statuses (including cell restriction) may receive services via written requests sent to the Librarian through the institutional mail. Responses and materials requested by those in Segregation are delivered semiweekly. Library pass and general request slips are available on the tiers and in the library. Library services are governed by DCD 135.0002 and all applicable MCTC policies and procedures.

The library collection consists of print materials such as circulating, reference and legal texts, and non-print resources, including the LexisNexis database for legal research. The Legal Assistance to State Institutions (LASI) service is also available.

In order to use any of the library's resources, every user must sign a "Borrower's Responsibility Agreement". In addition to being able to check out up to three books for two weeks, this agreement allows inmates to use in-library resources, such as magazines and newspapers.

There is a copier available in the library for use with the purchase of a copy card. The Librarian can assist with use of the copier and will enforce rules relating to it; however, the librarian is not responsible for the copier, nor for making copies due to malfunction or lack of funds. Copy cards can be purchased by submitting a signed voucher for \$6.00 to your day time tier officer. Copy cards cannot be transferred from one institution to another. Copy services are governed by DCD 075.0003.

Note: The MCTC Library is not a law library, nor is the Librarian trained in the law in any way.

Library hours: 8:30am – 10:45am* and 12:15pm – 2:30pm* Monday – Friday
6:00 – 9:00pm** Monday and Wednesday

* Regular library only runs for approximately the first hour

** Priority given to those with job assignments during Daytime hours

HED/EHU Library

Library Services for HED/EHU will be provided on Thursdays and Fridays during the day and on Friday evenings. Inmates will sign up for the library via a sign-up sheet which will be provided in the housing units. Only one inmate will be able to access the library at a time. Blank LASI, request, and reference forms will also be available at that time. Completed forms can be submitted in person or through the institutional mail. At that time books may be checked out. These will be delivered to the main library and answered in a timely manner.

MAIL ROOM

1. Outgoing sealed letters may be mailed as often as desired by all inmates, including those on segregation status.
2. Personal stationery is not permitted. That includes the following: pens, pencils, writing paper, postage stamps and envelopes.
3. There is no limit on the amount of incoming or outgoing mail. Mail will not be read or censored unless for just cause, and a report must be made to you and the Managing Officer in such cases.
4. Magazines, newspapers, and periodicals purchased only by subscription may be received through the mail. Enrollment in clubs requiring time payments, such as tape or book clubs, is prohibited.
5. Posters of any type are prohibited.
6. Unapproved items to be returned will be mailed out at your expense.
7. Indigent inmates receive monthly postal supplies through the Welfare Commissary. All stamped welfare envelopes must have a yellow validation card verified by officer's signature and attached to the envelope before mailing. The validation cards are available through your tier officer.
8. Incoming mail will be opened before delivery to the inmate and inspected for cash/checks and contraband only. All mail items must be properly addressed with your name, DOC and/or SID number, and a complete return address. If this information is not complete, the mailroom will refuse your mail.
9. Cash and personal checks received by mail will be returned to sender (See OPS.250.0001).
10. MCTC is no longer accepting money orders from family and friends. There are two new ways to do that. All money orders must be sent to: LOCKBOX, P.O. Box 17111, Baltimore, MD 21297-0382. It must have Inmate Name, SID #, Facility Name/Abbreviation. Alternatively, if someone has a Visa or Mastercard, they can use that to send money via ACCESSCORRECTIONS.com.
11. Your first class mail will be returned to the sender when you leave MCTC.
12. All outgoing mail must be placed in the mail boxes provided on the compound **ONLY**.
13. Social Security Cards and birth certificates will be sent to the Case Management Department. Diplomas will be sent to the Education Department, in their original form.
14. A letter consists of the following only: the written letter and photos. Anything else enclosed could be considered contraband and subject to being withheld.
15. An inmate may send and receive mail to and from another inmate confined in another federal, state, or local correctional or detention facility if the inmate to be contacted is: a family member or co-defendant in a legal action. Sending or receiving mail between inmates other than a family member or co-defendant requires authorization by a managing official considering: security issues for the facilities involved, nature of the relationship between the inmates, other correspondence sent or received by the inmate and other exceptional circumstance deemed relevant by the managing official.

In accordance with OPS.250.0001, nude or sexually suggestive photos (individual prints or copies, as opposed to those from publications) are not permitted, and shall not be retained, received, or possessed;

specifically, those in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy.

Also in accordance with OPS.250.0001, greeting cards will no longer be permitted. If received, they will be returned. You will receive any acceptable contents in the card, but not the card itself.

Certified Mail

Inmates are allowed to receive and keep in their possession a supply of the forms necessary to process their own certified mail. These forms are available through the inmate library, U.S. Postal services, and housing units.

1. Simple instructions on how to fill out the forms are clearly printed on the forms. Detailed instructions are available at the inmate library.
2. In addition, your assigned case management specialist will assist an inmate who requests help in preparing the certified mail forms.
3. A money voucher made out to the U. S. Post Office must accompany the completed certified mail when it is sent to the Mail Room. Leave the amount blank on that voucher, as the mail must be weighed to determine cost. Do not attach postage stamps to the envelope, as the entire cost will be charged to your account. The cost varies, depending upon current postal rates.

MEDICAL

General Information

1. Loitering in the Medical Department and calling out to staff on the walks is prohibited and subject to adjustment action. Regular medication times are 7 am, 7 pm and will call.
2. To receive a refill of a blister card, the inmate should place the sticker on a sick call slip. This should be done when there is approximately a FIVE-day supply of medication remaining on the card. The sick call slip with the medication sticker should be placed in the locked medical box located in the inmate dining hall. Sick call forms used for medication refills should not include a sick call request; use a separate sick call form. 3. There are some hygiene items/medications available through commissary. Medical does not treat acne or dry skin unless there are signs or symptoms of infection. Please purchase any needed lotions, shampoos, and/or creams as needed from commissary. There are also several medications available for you that you should keep a stock of if needed such as allergy and cold medicines. If there is a treatment available via commissary, it should be tried prior to submitting a Sick Call.
4. If you feel that your medical needs are not being met, submit an encounter form via the Institutional Sick Call Procedure (see below) if that has not already been done. If you have already used that process without any success, please contact the supervisor of the Medical Department using an informal complaint form or a freeform letter to assist you before filing a formal complaint. Many problems can be resolved quickly if the appropriate staff is made aware of the issues.5. An inmate or his/her designee may review his/her medical record or obtain a photocopy by sending a request in writing to the medical records department supervisor. Reviews and copies requested can occur no more frequently than every six months and any subsequent reviews and copies made shall include only that information that was added since the previous review. Photocopying fees are twenty cents per page. Fees for copies made for court-related purposes are waived for indigent inmates.

Ophthalmological Services

1. Inmates found to have visual acuity worse than 20/40 in either eye shall be referred for optometric evaluation by an optometrist or ophthalmologist.
2. If the optometric evaluation confirms visual acuity worse than 20/40 in either eye and the optometrist/ophthalmologist deems corrective lenses necessary, then eyeglasses shall be prescribed.
3. If a recently incarcerated inmate is admitted to a DPSCS facility with contact lenses, the inmate can keep

the contact lenses until he is provided regular glasses. At that time, the inmate must surrender his contact lenses.

4. Wire eyeglass frames and glass lenses are prohibited; tinted lenses are provided if medically indicated.
5. Frequency of replacement/repairs of broken eyeglasses shall be reasonable and conform to community standards. Each inmate shall be provided eyeglasses on an every two-year basis providing that the inmate's vision status requires a new prescription. Broken eyeglasses shall be replaced/repared following the inmate's request for a fee of \$30 if glasses have been received within the last two years.
6. Self-referral for eye examination shall not be more frequent than one examination every two years.
7. Self-referrals for vision examination by the inmate must be submitted on a Sick Call request slip.
8. Per the contract between the State of Maryland and Corizon Health Sources section 3.35.3.2.1 states "if an inmate loses or breaks his/her glasses, upon the request of the inmate a new pair of glasses with the appropriate prescription strength will be ordered. The expense of the replacement glasses will be borne by the inmate. The cost is not to exceed the amount charged to Corizon Health by the subcontractor provider. The only exception is if the patient's prescription has significantly changed. The cost of each replacement pair will be \$30.

Inmates requesting a replacement pair of glasses will need to submit a Sick Call slip stating glasses are broken or lost. The individual will be scheduled for an appointment in the dispensary at which time they will need to bring the broken glasses to the visit. A voucher must be signed at this time for \$30, PRIOR to the glasses being ordered, this amount will be deducted from the inmate's account.

Sick Call Procedures (DCM 130.1)

The Dispensary at MCTC is staffed with a registered nurse twenty-four hours every day. There is a medical doctor on call twenty-four hours every day.

In compliance with DPSCS 130.0001, DPSCS will charge a co-pay for medical services. The co-pay fee will be \$2 for sick call services requested by an inmate. This fee may be waived if the inmate's sick call is directly related to a condition that he is on Chronic Care for or if the patient has been seen for the same issue in the prior 30 days. Treatment will not be denied anyone for lack of funds.

The inmate medical co-pay program is intended to encourage individual responsibility, thereby providing faster and better medical services in response to the growing population.

Physician's Assistant and/or M.D. Sick Call Schedule

MCTC:	Monday - Friday
EHU/HED:	As needed
Segregation:	As needed on the 8-4 shift
Nurse Treatments:	Monday - Sunday 8:00 a.m. - 12:00 p.m.; 4:00 p.m. - 8:00 p.m.
Nurse Screening:	MCTC: Monday – Sunday and as needed HED/EHU: Monday – Sunday as needed

How to See the Nurse or PA

1. Inmates should alert the Medical Department of their health care needs by using the Encounter Form, which is available in each housing unit. It is important that these Encounter Forms be filled out completely. The top portion should include the inmate's name, both the DOC and SID #, date, and housing location. Any allergies should be noted. The next section should include a description of the inmate's concerns or problems. This part of the Encounter Form needs to be as detailed as possible.
2. Completed Encounter Forms should be placed in the locked medical boxes located in the inmate's dining hall. Encounter Forms should not be placed in the institutional mail, or they will be returned to the inmate, nor should they be handed to medical staff at any time.

3. Encounter Forms are collected by the 12-8 shift nurse each morning. The nurses then screen the forms, and passes are issued to the inmate for him to come to the dispensary for nurse screening. It is important for inmates to "hold in" if they have any pass for the dispensary, so they will not miss their appointment.
4. If the inmate fails to report to the Medical Department when called, or chooses to leave before being seen by the health care provider, he forfeits his clinic appointment. He must submit another Encounter Form before he will be scheduled to be seen.
5. If the inmate fails to report to sick call due to court, parole hearing, case management meeting, or other official business, he must advise the Tier Officer, who will notify the Medical Department so that other arrangements can be made.
6. If the Physician or PA leaves the facility due to an emergency, before seeing all scheduled inmates, the nurse will reschedule the remaining inmates for the next available clinic.

Infection Control, Blood/Body Fluid Encounters and Contact (DCM 130.1)

If you encounter a situation involving blood and/or other forms of body fluid spills, you are to report this encounter to correctional staff **immediately**. Correctional staff has received training in the proper methods of cleaning and disposing of these types of fluids and the following precautionary measures are to be taken:

1. Blood/body fluid encounters must be cleaned up by "Blood Spill Clean Up" workers ONLY! He will be wearing protective gloves and using a disinfectant solution.
2. Contaminated clothing should be removed, placed in Laundry Bag, then a Water Soluble bag, tagged with name and DOC number, placed into red biohazard bag and taken to the inmate clothing room by a Blood Spill Cleanup Worker. It will be sent to MCI-H Laundry for decontamination laundering. Extra clothing will be maintained by each shift in the event all clothing should become contaminated.
3. All contaminated items beyond laundering or salvaging, and items such as gloves, mask, rags or other items used during these clean ups shall be placed in RED biohazard bags and delivered to the Dispensary by the Blood Spill Cleanup Crew during the clean up ONLY!!!

All inmates in this institution who may become exposed, or suspect they may have been exposed, to any form of body fluids, should report that occurrence to correctional staff and the medical department. Correctional staff will submit a written report of the occurrence. The medical department will evaluate your exposure, on a case-by-case basis to determine if further treatment is required.

MENTAL HEALTH SERVICES

MCTC's Mental Health Professional Staff who meet educational and licensure criteria will provide mental Health services. Access to Mental Health Services is done by writing a request slip to the Psychology Department. All self-referrals to Psychology must clearly state the reason for referral and a description of the problem.

The scope of services provided includes: crisis intervention, brief therapeutic interventions, ongoing individual therapy as staffing allows, group therapy as staffing allows, medication management, and risk assessments for lesser security as requested by Case Management.

PACKAGE ROOM

This information is a reminder concerning some of the procedures for receiving packages. For any other regulation concerning mail and packages, you should refer to available directives and manuals in the institutional library.

All allowable appliances will be ordered out of a catalog in compliance with DOC.220.0007.

1. All package orders must have full name, DOC, and SID number clearly printed or typed on them. If not, they will be returned to sender automatically.
2. Posters, markers, ink pens, cosmetics, and stationary cannot be received through packages.

3. No records, tapes, magazines, books, or newspapers will be permitted from home. Only approved magazines, newspapers and periodicals may be received through the mail when prepaid by subscription prior to shipment. All cassette tapes and compact discs must be factory sealed and commercially recorded to be accepted.
4. Hygiene and stationary items must be obtained through the commissary only.
5. All mailed photos should be put in regular white envelopes and marked "photos enclosed" on the outside of the envelope in order to be accepted by the Mail Room. No photos will be accepted in a package. All photos larger than 8" by 10" are considered to be a poster and are not permitted.
6. You may order anything allowed within DOC.220.0007. You are only allowed three accessories, three appliances, and three clothing per year. One order per catalog period. Catalog order forms must be used for all orders and are available in the housing unit from authorized inmate order representatives. After completing, it must be verified by housing unit officers. Upon completion and verification, the form will be put in the White Catalog Box by the dining hall.
7. Any order that is initiated with a money voucher will be reviewed to determine eligibility.
8. The inmate population shall be advised in writing or via TC-TV of any changes in times or items involving the Package Room.
9. Please inform friends and family of these procedures to help assure that packages are more promptly processed.
10. All packages that do not comply will be returned automatically to sender, with the exception of photos from the lab or religious information during catalog order periods. All third party packages will be returned to the sender. Please do not send photos/money orders in your package. These items should be sent in regular envelopes through mail only.

Catalogue/Store Ordering

The procedure for ordering allowable items (listed below) through the Package Room directly from a store/MCE will be as follows:

Orders are processed during the months of: January (Appliance/Accessories), March (Clothing), May (Appliance/Accessories), July (Clothing), September (Appliance/Accessories), and November (Clothing). 1 Catalog order per ordering period.

Allowable Catalog Items

Cap (Baseball style or knit)	1 each
Robe/ Shower Wrap	1
Socks (white or grey)	9 pair MAX
Sweatshirt (grey only)	3
Thermal Wear/Long Johns (No Black)	2 sets max
Footwear	4 pair
Undergarments/Boxers	8 sets max
Pajamas (no dark blue, black, or camouflage)	1 only
Shorts (grey only)	4
Sweatpants (grey only)	3
Jeans (5 pocket max)	2 max
Belt (military only)	1
Hooded sweatshirts	1

Each order will be processed as quickly as possible. These periods may be subject to change, and if so, any changes will be posted in the housing units.

Make sure when you order, that you have the funds in your account to cover each item ordered, including sales tax, postage, and handling. All packages that have any non-allowable items, or contain an excess of quantities listed below, will be given the option of disposing of or sending the items home at the inmate's expense.

Reminder - ONLY the allowable items listed below can be ordered from a store/catalog. You may order from only those catalogs approved by property/package room officer. It is up to the individual to obtain the catalogs. The institution will not supply catalogs. When your order arrives, should there be a problem with it, such as the wrong color, size, etc. you will not be able to reorder.

The Package Room is only responsible for the processing of packages going in and out of the institution.

***The package room is **NOT RESPONSIBLE** for any warranties or repairs on any items. This is the responsibility of the inmate or his family to contact outside companies regarding these matters.

<u>ITEM</u>	<u>MAXIMUM VALUE/ DESCRIPTION</u>	<u>QUANTITY</u>
*Religious Article	Max \$25 value	1 only
* Ring (wedding band only, no stones/gems)	Max \$75 value	1 only
* Wristwatch (clear)	Max \$50 value	1 only
Fan	Plastic blade and cage (max 12 inch)	1 only
Board Game	Chess/Checker (non-metal/wooden pieces)	1 only
Books		8 max
* Guitar	Non-electric (strings traded for one-on-one only)	1 only
* Headphones	Clear only	1 only
Cassette Tapes/CDs	Commercially recorded/sealed (no blank)	8 max
Typewriter ribbon		2 max
Radio and Cassette Players	Walkman type only and clear	1 only
CD Player	Walkman type only and clear	1 only
TV	Clear only	1 only
Sunglasses		1 only
Calculator	Handheld/pocket size (battery only), \$10 max	1 only
Alarm Clocks	No radio alarms/no electric	1 only
Game Boys		1 only
Games for Game Boy		6 max
Games for Sony Playstation 2		8 max
Art Set	Chalk, water, charcoal/non-toxic, no pens or markers	1 only
Clothing	See Appendix 2 to MCTC ID 220-007-1, MCTC ID 220-007-1	
Typewriter	Manual or electric with word processing capabilities (but no disc capabilities), no detachable monitor/catalog sales only	1 only

This procedure will help assure more prompt and efficient handling of packages of this type. It should be noted that INMATES ON DISCIPLINARY SEGREGATION WILL NOT BE ALLOWED TO ORDER!

* These items are subject to verification against existing property cards before distribution.

PAROLE

Parole is a "conditional release" from prison. It allows you to complete your sentence in the community under the supervision of the Division of Parole and Probation. Parole is not a right - it is within the discretion of the Parole Commission to release you on parole.

A. Parole Commission Powers

By law, the Maryland Parole Commission (MPC) has certain powers:

1. It hears cases for parole release and revocation. The Commission may authorize the parole of persons sentenced to six months or more under the laws of this state to any penal or correctional institution.
2. The Commission may issue warrants for the return to custody of 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 DOC to serve out your sentence.

B. Parole Process

1. Parole Eligibility - Maryland law requires the MPC to initiate an investigation to determine the advisability of granting parole to persons sentenced to a parolable term of six months or more under the laws of this state whenever the inmate has served in confinement one-fourth of the term or consecutive terms. The law requires a person serving a life sentence to serve 15 years before receiving a parole hearing (see below). If you received a life sentence as the result of a death penalty proceeding for an offense occurring after July 1, 1983, you must serve 25 years, less credits, before you are eligible for a parole hearing.
1. Ineligible Cases - Some inmates are not eligible for parole, such as inmates sentenced under Article 27, S286(b) as repeat drug offenders, inmates sentenced under Article 27, S643B as repeat violent offenders, and inmates imprisoned for civil contempt. Inmates convicted of handgun violation after July 1, 1988 are not eligible for parole under Article 27, S36B (D1) until after they have served five years.
3. Crimes committed after January 1, 1985 - In non-life cases, if your crime was committed after January 1, 1985 (or any of your crimes if you were convicted of multiple offenses), you automatically will be scheduled for an initial parole hearing at one-quarter of your term or consecutive terms, less one month (Policy 2-1).
4. Crimes committed before January 1, 1985 - If your crime was committed on or before January 1, 1985, you are covered by previously applicable Commission policy.

If you were committed to and received by DOC prior to July 1, 1979, your initial parole hearing will be scheduled at one-fifth of your aggregate sentence (except homicide cases, which are heard on one-quarter of your term) (Policy 2-7). If you were committed to and received by DPSCS with an effective date of sentence of July 1, 1979 or later, you will be heard within one year of your reception but no later than one-quarter at your aggregate sentence (Policy 2-7A).
5. Life sentences - If you are serving a life sentence, you must serve 15 years (or 25 years if you were the subject of a death penalty proceeding), less credits, plus one-quarter of any consecutive terms before you are scheduled for a parole hearing. DOC will notify the MPC when you have reached eligibility.

If you are serving consecutive life sentences, you must serve 15 years (or 25 years) for each life sentence before being scheduled for a parole hearing.
6. Administrative reviews - If you are serving a life sentence or a term of more than 25 years, your parole file will be administratively reviewed at Commission headquarters every 5 years to ensure that all

necessary information is contained in the file and to gauge your progress during confinement. This review is not a parole hearing and is conducted without notice to you. You will receive a copy of the written review, which is not appealable.

7. Notice of parole hearings and file review - You will be informed at least 15 days before any parole hearing. The Institutional Parole Associate (IPA) will furnish you with written notice. This notice will include:
- a. The date and place of the hearing.
 - b. The factors which the Commission will consider in making its decision.
 - c. The right of the inmate or a representative (attorney, DPSCS professional staff member, or Parole and Probation agent) to examine and inspect, prior to the hearing, any file reports or other documents used by the Commission in making its decision.

If you wish to review your file, you should inform the IPA. File a notice on the form furnished by the IPA. If you wish your representative to review your file, include the name, address, and occupation of your representative. Authorize this person on the form.

Bring errors, disputed facts, or omissions in the file materials to the attention of the IPA. Disputed information can be discussed at your hearing.

8. Parole Hearings and Decision - A parole hearing is conducted in the form of an interview. It is held in an informal manner and allows you to express views and feelings that pertain to your case.

Your attorney cannot be present at this hearing, although he/she can contact the MPC with any relevant information. Your parole hearing will result in one of the following:

- a. Approval - your release will be scheduled.
 - b. Rehearing - you will be scheduled for another hearing at a specified date in the future.
 - c. Refusal - you will remain incarcerated until your mandatory release.
 - d. Interim decision:
 1. Hold - your parole decision is deferred pending additional information; a new decision will be issued upon receipt and review of the information.
 2. Administrative refusal - you are refused parole pending disposition of pending charges or open detainers; after they are resolved, an amended decision will be issued.
- * If you are serving a life sentence, a suspended life sentence, or a sentence for a homicide offense, you will be given a parole hearing before two Commissioners. Cases heard by two Commissioners cannot be appealed.

Hearings in all other cases are heard by a Hearing Officer or a Commissioner acting as a Hearing Officer. The Hearing Officer will inform you of the recommendation at the end of the hearing. This recommendation must be reviewed by a Commissioner. The commissioner can:

1. Adopt the Hearing Officer's recommendation.
2. Disapprove the Hearing Officer's recommendation.
3. Send the case back to the Hearing Officer for an immediate reconsideration and a new recommendation.

A pre-printed parole decision form (form MPC35) will be given to you by the IPA, along with an appeal form. Use this form if you want to appeal your decision. The form must be completed and forwarded to the IPA as specified. Remember, you cannot appeal your decision if your case was heard by two Commissioners.

If you appeal your parole decision, two Commissioners will be assigned to review your case on the record. The panel will review your case at Commission headquarters and will render one of the

following final (non-appealable) written decisions:

1. It may affirm the recommendation of the Hearing Officer.
2. It may reverse the recommendation of the Hearing Officer and render a new decision.
3. It may modify the recommendation of the Hearing Officer.
4. It may send the case back to the Hearing Officer for reconsideration and a new recommendation.

* When the recommendation of the Hearing Officer is not adopted by the reviewing Commissioner, there will be an automatic "in-house" appeal. This is treated in the same manner as an inmate appeal.

9. **Parole Approval** - When you receive a final decision approving your parole, you will be released as soon as administratively possible. There are some exceptions, which include:
 - a. You receive a delayed release date.
 - b. Your home and employment plan is pending verification.
 - c. You are convicted of an infraction and the MPC, upon notification, rescinds your approval and schedules another hearing.

You will be required to sign an Order for Release on Parole before your release. This order defines the terms and conditions upon which your parole was granted. It is your certification of acceptance of the terms and conditions. In addition to general parole conditions, the Commission may impose special conditions.

10. **Mandatory Release (Mandatory Parole)** - If you are not granted parole, your date of release will be determined by deducting your good conduct, industrial and special project credits from your maximum expiration date. This date is called the mandatory supervision release date.

When given a mandatory release, you will be on mandatory parole until you reach your maximum sentence expiration date. The requirements to report for parole supervision will be provided to you before release. You should keep in mind that you will be under parole supervision. It is your responsibility to report to the Division of Parole and Probation on the date and time that you are given. Do not hesitate to ask for the information from a case management specialist.

C. Parole Retake and Revocation

The Division of Parole and Probation supervises parolees. It enforces parole rules and special conditions. If your parole agent reports that you may have violated the terms of your parole, the MPC may issue a retake warrant or a subpoena. A subpoena is issued when the MPC determines that it is not necessary to take the parolee into custody but it does require you to appear at a revocation hearing.

If you are returned to custody as an alleged technical violator (meaning you violated a condition of parole other than the commission of a new offense), you will receive a hearing before a preliminary hearing officer. This officer will determine if there is probable cause to detain you.

You will then be given a parole violation notice, which indicates your right to counsel and to have witnesses at your revocation hearing. You may waive the preliminary hearing if you wish to proceed with a prompt revocation hearing.

If you return as a technical parole violator, it is within the discretion of the Commissioner who revoked your parole to set a parole rehearing date. If you received a consecutive or concurrent sentence for a new offense, you may be eligible for a parole hearing. Questions should be directed to the IPA.

D. Supervision, Drug or Alcohol Testing Fees

Effective January 1, 1992, anyone serving a sentence for a crime committed on or after May 1, 1991 must pay supervision and/or drug testing fees as prescribed in Article 41, Section 4.519 of the Annotated Code of Maryland. Anyone unemployed at the time of release is exempted from these fees until the Division of Parole and Probation determines the ability to pay and so notifies the Parole Commission.

E. Open Hearings

A victim who desires that the hearing be open to the public must first make a written request to the MPC for notification of parole hearings, in accordance with Article 41, Section 4-504, Annotated Code of Maryland. After making a request for notification of hearings, the victim must make a written request that the parole release hearing be open to the public.

Open parole release hearings for inmates under the jurisdiction of the Department of Public Safety and Correctional Services shall be held at a regional open hearing center as set forth in COMAR 12.08.01.20.04. Each regional open hearing center will be assigned a hearing week or weeks during each calendar quarter of the year.

F. Parole Law - Violent Offenses

Any person who commits a violent crime AFTER October 1, 1994, and is convicted will not be eligible for parole until one-half of the sentence has been served. Presently the criterion for parole is one-quarter. This does not mean that at that time parole is automatic. It only means that parole may be considered at the hearing. This law also eliminates street time credits if you were serving time for a violent crime when you were paroled and revoked for committing a violent crime while on parole. This law adds several sections making parole hearings open to members of the public, including the victims of the crime.

It also addresses mandatory sentences for crimes of violence. It provides for an individual who is serving life without parole or any non-parolable sentence for a violent crime to petition the Parole Commission for parole consideration if that individual has reached 65 years of age and has served at least 15 years of his sentence.

Write to the Institutional Parole Associates, not the Maryland Parole Commission, if you are overdue a hearing and want to be scheduled.

G. Inmate File Review for Video Hearings:

A major change with video dockets is that same-day inmate review of his parole file will no longer be possible because the parole file will not be available at the time of the video hearing. This means when the inmate is issued a parole pass for file review, he must show up. Inmates that do not show up for file review, or refuse file review are deleted and rescheduled. Unfortunately for those inmates that are in court, in the hospital or refuse to stay in from their work release job, etc. are also deleted and rescheduled.

H. Inmate Letters and Related Materials:

Do not send inmate correspondence to MPC Headquarters. All inmate correspondence sent directly to the MPC will not be answered. Inmate correspondence that needs the attention of the MPC must be submitted to the IPA at MCTC, who will respond to your inquiry and direct your letter to the MPC Headquarters.

PERSONAL GROOMING/HYGIENE

Inmates are provided the freedom of a reasonable choice of the selection of hairstyle, personal grooming and appearance. This is subject to the need to ensure the proper hygiene, identification, safety, and order and security of the facility. No designs, symbols, etc. are to be shaved into the head. Shaving of the head on both sides leaving a strip of noticeably longer hair in the center is also prohibited, as is the dyeing of hair from its natural color. You will be afforded the opportunity to get a haircut every 30 days. An inmate will keep their body clean by regular showering and washing. Fingernails must be maintained no longer than the end of the finger.

Upon your arrival at this institution, you will be given the opportunity to purchase an \$11.00 entry kit, which includes: an ink pen, note pad, comb, shampoo, 2 deodorants, toothbrush, toothpaste, mouthwash and laundry detergent, 20 envelopes (5 which are stamped), 2 disposable razors, and 2 bars of soap. If you are indigent, you will be given this kit free of charge until you can afford to purchase items from the

commissary. If you run out of any of the above supplies, see your Tier Officer regarding monthly welfare commissary forms.

PERSONAL PROPERTY

DPSCS has a standardized listing of allowable inmate property. It is the inmate's responsibility to know what constitutes allowable property at MCTC, not the responsibility of staff. The MCTC Library maintains a copy of OPS.220.0004, Appendix 1: the Allowable Inmate Property Matrix, along with updated Institutional Bulletins that are sent to every Unit. It is each inmate's responsibility to keep all items to within allowable limits. All excess property will be mailed home at the inmate's expense.

MCTC Form 220-001-1aR: Allowable Inmate's Valuables - must be completed for the following items: radios, TVs, watches, rings (wedding band only), chains with religious articles only, musical instruments (guitar and harmonica), calculators, headphones, typewriters, fans, alarm clocks, and trimmers. A copy of this form must be kept in the inmate's possession at all times if he has any of the above listed items as part of his property.

All inmates arriving at MCTC from any other institution, or being transferred to another institution from MCTC, must have all of their property searched and inventoried by the property officer. In the event of a transfer, after property has been inventoried it will be packed in the appropriate box(es) and sealed. These boxes will stay in Receiving and ID until picked up by Transportation.

Any inmate leaving MCTC overnight or longer must have his property inventoried, packed in sealed boxes, and stored in the court room until his return.

Any questions dealing with property can be addressed to the property officer, or can be found in the property directives (220 series) in the library.

RECREATION

The recreation program at the Maryland Correctional Training Center encompasses scheduled gymnasium/courtyard programs. Housing Units are scheduled for either gym or courtyard on a rotating basis. This schedule for the month is posted on bulletin boards in rec halls.

Scheduled gym periods provide inmates with the opportunity for basketball, ping-pong, and weight lifting. Courtyard offers softball, volleyball, weight lifting, and a track. When weather permits, the courtyard will be the scheduled recreational area. Boots are not permitted to be worn in the gym during recreation periods.

The intramural program includes such sports as flag football, indoor volleyball, basketball, softball and soccer. These programs are announced on TC-TV, along with instructions for enrollment in the program(s).

Currently the physical fitness program includes morning recreation, bodybuilding, power lifting, and "over 40" in the evenings. The physical fitness program is subject to change at any time. Eligibility requirements differ for each program. Contact the assigned gym officer for information.

When the gymnasium is used for recreation, there are two periods scheduled on the 8-4 shift and the 4-12 shift. The gym periods last for approximately 45 minutes.

For specific policy/procedures, see rule section.

RELIGIOUS SERVICES

The Protestant Chaplain will lead all non-denominational services unless a volunteer or inmate is designated. The Administrative Chaplain facilitates inmate marriages that are conducted by clergy from the community.

General Rules for All Religious Activities

1. Anyone entering the chapel area, for any reason, should be properly dressed.

- A. Absolutely no sweat pants allowed at any time.
 - B. No hats (other than religious headgear) allowed.
 - C. No food or drink in the chapel area allowed.
2. The altar is for sacramental purposes and is not to be used for any other purpose or for display.
 3. Everyone is responsible to keep the entire Chapel area clean and in proper order.
 4. No Commissary items are to be brought into the chapel.
 5. All inmates participating in activities will receive an orientation as soon as possible, and hopefully prior to activity participation.
 6. The Chapel officer(s) shall have full access to all areas, maintain good order, be physically present and shall not tolerate any disruption of any type or disregard for these rules. The Chapel Officer controls and monitors traffic to, from, and within the Chapel. Inmates will not be allowed to roam the Chapel area.
 7. Inmate access to the Chapel is authorized by the Housing Unit staff via individual or group passes.
 8. Inmates attending activities in the Chapel shall remain there unless permission to leave is granted by the Chaplain or Chapel Officer. The inmate must check out with the Chapel Officer prior to leaving.
 9. Inmates seeking counseling on personal matters shall submit a request slip to the Chaplain and will be placed on pass.
 10. The Chapel is an inter-denominational and ecumenically appointed area reserved primarily for: worship, private prayer, and religious instruction. An attitude of quiet and prayer is to be maintained at all times in the Chapel area. Improper conduct, disruption, disrespect, etc., during any service or class will result in expulsion from that activity and subject that inmate to an adjustment.
 11. The entire chapel may be used by all groups when space demands. Respectful adjustments to the Christian symbols are permitted by drawing the curtains over such symbols or by other similar means.
 12. Phone calls through the Chaplain's Office are restricted to proven cases of emergency involving immediate family members only (parent, sibling, spouse, child, or grandparent) to be determined by the Chaplain. Personal/Non-emergency phone calls are available through the housing unit.
 13. Orders for kufis and other religious articles shall be placed through catalog ordering, in accordance with Package Room procedures.
 14. Religious clothing: kufi hats can be worn anywhere, anytime (including trips out of the institution, such as court, transfers, etc.). The hat is to be institutionally approved, flush against the head, and not self-made. All other religious clothing that has been approved such as the kurta shirt and robe-like garments are restricted to religious services/groups only (because of their bulk, ease of concealing items, and interference with work performance). Bandana-style beaded headgear is prohibited and shall be worn for Odinism/Altruism and Native American Services only. This approval will be for general population inmates only.
 15. All services and other activities shall have a designated date and time, to be determined by the Chaplain and in conjunction with security limitations. These items are subject to change as necessary. See the Chapel schedule for service/study times.
 16. Inmates are allowed to attend one (1) study group per week and must submit a request slip to the Chaplain to be placed on the proper list.
 17. Time schedules for all religious services and activities are generated each month on the Chapel Monthly Calendar and posted within each Housing Unit.
 18. In accordance with the Religious Services Manual (OPS.140.0002), Religious Preference changes are processed semi-annually.

For specific policy/procedures see rule section.

Islamic Activities

1. All services and activities for Muslim groups will be monitored by a staff person. In the absence of the Chaplain, the Chapel Officer shall assume control of the activity for security purposes only.
2. Study classes are conducted by a volunteer/designated inmate(s), who shall select the subjects/topics to be presented based on an assessment of the groups' needs.
3. Moorish Science and Nation of Islam services/classes may be conducted by the Grand Sheik or minister, respectively. However, the Chaplain is responsible for coordinating all functions and activities, to include obtaining volunteers and guests.

Jewish Services

The DOC currently employs a Jewish Rabbi to serve all correctional facilities throughout the state. The Rabbi makes regular monthly visits to MCTC to commune with Jewish inmates, provide spiritual instruction, and address their concerns. Inmates wishing to see the Rabbi can see the Administrative Chaplain for assistance in contacting him.

1. Jewish services are held weekly at MCTC for all Jewish inmates.
2. In order for an inmate to attend these services, he must indicate his religious preference as Jewish upon arrival at MCTC, or on a Religious Preference Re-Registration Form.
5. For questions regarding these services or to attend any of these Jewish functions, Jewish inmates may contact the Administrative Chaplain at MCTC.

Protestant Activities

1. The Protestant Chaplain is responsible for coordinating and scheduling all Protestant religious services, activities, and programs. In the absence of the Chaplain, the Chapel Officer shall assume control of the activity for security purposes.
2. Three Protestant Non-Denominational Sunday worship services are held weekly to accommodate all housing units. Housing units are rotated each month.

Catholic Activities

1. The Catholic Chaplain is responsible for all aspects of the Catholic program at MCTC/EHU/HED, MCIH, and RCIH. When available, the chaplain is assisted by approved Catholic program volunteers.
2. Confessions are heard upon request to the Catholic Chaplain. Communion and Confession is also available to inmates in Segregation upon request.
3. Special Catholic programs are announced in advance. The current Catholic program includes weekly Bible/Catholic study, choir, and prayer group. A Catholic library is also available upon request.
4. Pastoral counseling is available upon request to the Catholic Chaplain. The Catholic Chaplain is available per request and for family emergencies.
5. The Catholic Chaplain also sponsors the Big Brothers program at MCTC and RCI. This is a non-religious program open to all interested inmates who desire to enhance and improve their interpersonal skills and abilities both in and outside of prison.
6. If you are listed as Catholic, your name is automatically included on the roster for Sunday Catholic Mass. To attend other Catholic programs, please submit a request to the Catholic Chaplain.
7. The Rite of Christian Initiation of Adults (R.C.I.A.) is offered beginning in September and normally concluding at Easter, for men who are interested in becoming Catholic. The Catholic Chaplain also offers a sacramental preparation program for Catholic inmates who have not made their First Confession, First Communion, or Confirmation. Please make an appointment to speak to the Catholic Chaplain for details.

8. The Catholic Archdiocese of Baltimore does not give permission for the celebration of Catholic marriages in prison. Therefore, the Catholic Chaplain does not perform Catholic marriages.

Other Activities

Contact the Chapel to find out more information on all religious services, studies, and programs offered at MCTC. The following are some of the cognitive and educational opportunities that are available within the Chapel: Right of Passage, Covenant Theological Seminary and Certificate Program, Kairos, Financial Literacy, Purpose Driven Life, Young Godly Men, and Celebrate Recovery.

SOCIAL WORK

The Social Work Department at MCTC offers the following services:

1. **Reentry Planning Services** – Social workers help inmates receiving treatment for a **major** medical or mental health condition to continue their care after release. Services may include application for disability and other benefits, scheduling doctor or clinic appointments, helping to obtain medications and contacting housing resources. Inmates may self-refer or be referred by staff. **Inmates must be eligible for services and are screened before being accepted.**
2. **Social Work Groups:** Please be aware that there is a waiting list for all Social Work groups. Time until release is one factor used to select inmates for group. **One inmate request is enough to have your name placed on the waiting list.** There may be a long wait for group, depending on staff availability.

Thinking/Deciding/Changing (TDC) is a 20-session group. Participants learn decision-making and problem-solving skills. They learn new ways to solve problems and conflicts. You can sign up for this group by writing to Social Work for placement on the list. You will receive confirmation of your request for placement.

InsideOut Dads™ is a 12-session group. It is a national program for incarcerated fathers. Participants learn ways to be better dads while inside and on the outside. By the end of the group, they will develop a plan to improve or establish a relationship with their children. To be eligible, inmates must have minor children in their care upon release (under the age of 18). You will receive a questionnaire to complete and must send back BEFORE your name is placed on the wait list. You will receive a confirmation of your request for placement.

Domestic Violence is a 30-session group open to inmates who have a pattern of violence against a wife or intimate partner. Participants must confront and disclose their abusive behaviors. Participants learn and practice skills that promote healthy domestic relationships. Inmates may self-refer or be referred by staff to the group. Inmates must be screened found eligible before acceptance in the group.

Trauma Education and Support for Survivors (TESS) is a 14-session structured support group for individuals with complex trauma (prolonged/multiple forms of interpersonal trauma such as child abuse, growing up around domestic violence or community violence, etc.). The group provides peer support and helps strengthen coping, communication, self-esteem, trust, and empathy for better functioning during and after incarceration.

Anger Management is a 14-session cognitive-behavioral group for individuals struggling to control their anger. The group offers individuals coping skills and tools in order to manage their anger. Sessions include education on the impact of anger, cues that alert before an angry outburst and strategies for managing negative emotions.

3. **Individual Requests** are limited to brief consultation on an issue such as with child custody, family issues, reports to social security, and providing resources for release when you are six months prior to your current release date. Inmates should briefly explain their need on their written request, being as specific as possible. Telephone calls are NOT routinely given. **Requests are assigned to an available social worker, not necessarily the worker to whom the request is addressed.** Social Work will reply with a written response to your request unless an in-person meeting is required. Please write to the

Psychology department if you are seeking individual counseling. Case Management facilitates legal calls and applications for birth certificates and social security cards.

TELEPHONE PROGRAM

Inmate Telephone Change Request Procedure

You can change your phone list at any time by following the system instructions. Forms are no longer used.

Inmate Telephone Call Procedure

Telephones have been placed in all housing units and on the back porch of the gym to enable inmates in each unit to make collect calls. Inmates may have up to ten names on their phone list.

1. A 30-minute time period is established for phone use. Once the inmate is on the phone, they will have 30 minutes allocated for the call. At the end of 30 minutes, the phone will automatically cut off. A 90 second warning will be provided prior to the end of a call.
2. In housing areas where phones are located on upper and lower levels (tiers), inmates are restricted to use of the phone on the level they are housed.
3. Phone calls will be allowed during any recreational periods on the 8-4 and 4-12 shifts between 8:00 am and 11:00 pm. When officers announce the closing of rec hall, the inmates using phones are to terminate their call and proceed to their assigned area. This shall include the period of time when movies are shown in all areas.
4. Inmate access to the telephones shall not interfere with the institution's operations including count, work assignments, programs, etc.
5. Use of any PIN other than your own is prohibited and will result in a suspension of phone privileges.
6. Inmates assigned to closed housing units shall:
 - A. Report to the rec hall prior to requesting use of the phone when left out for recreation periods.
 - B. Notify the tier officer when they are going on the tier to use the phone.
 - C. Not exit the rec hall until the inmate who was on the phone has completed their call and returned.
 - D. Proceed directly to the phone and return upon completion of their phone call. Loitering or passing items on the tier is prohibited.
7. Inmates assigned to open housing units shall not loiter in the area of the phone or on the tier when waiting to use the phone.
8. A phone list assigning time slots to individual inmates may be used at the discretion of the unit manager.
9. The inmate phone system is designed for the use of the individual inmates and not inmate groups or organization. Phone calls are not to be shared between inmates.
10. Inmates on disciplinary segregation, cell restriction, or informal disposition shall have their non-emergency privileges suspended for the duration of the restriction.
11. Inmates on administrative segregation shall have access to the inmate telephone program. These calls shall be placed on Saturday and/or Sunday, during the 8-4 shift. Each call will be recorded on the appropriate DC Forms.
12. Access to telephones for non-emergency use will be consistent with the security requirements of the inmate's housing area, as well as their status and institutional adjustment.
13. The Warden or his designee may suspend an inmate's telephone privileges for security reasons, violation of institutional procedures, or if complaints of telephone misuse are received.
14. Problems or complaints about the inmate telephone system must be reported, in writing, on an **official inmate telephone complaint form**. The On-Site Administrator of the Inmate Telephone System will handle the problem and answer any questions.

Procedures for Use of the Inmate Telephone System

Your 4-digit PIN will be 4 digits of your choosing. Your PIN (last 4 digits) will NOT be changed.

Your calling list is activated as calls are accepted. If you move from facility to facility, your calling list will follow you. There is no need to fill out a transfer form or a change form.

Attorney calls will be recorded unless we receive a written letter from the attorney requesting that your calls not be recorded. Your attorney calls will need to be part of your calling list until we receive a letter from your attorney. Once the attorney letter is received, the attorney number will be removed from your calling list and added to a global calling list.

If inmates are working on legal matters and the attorney sends a letter (on official letterhead) acknowledging they will accept collect calls, then that person can be submitted in addition to the ten approved names. Collect calls are not accepted by countries outside of the United States from prisons.

There will be a charge of fifteen cents for a copy of the telephone list.

VET DOG PROGRAM

The dogs and puppies you may see at MCTC are being raised by inmates as service or guide dogs. Please help these inmates accomplish their goals to raise successful working dogs by reading the following information:

DO ask to say hello to pups-in-training as long as the handler is present. Socialization is critical, but the pups must always be in control and well behaved when they greet someone.

DO NOT acknowledge pups that are not calm and polite.

DO NOT interact with pups in their crates or without their handler present.

DO NOT feed the pups. They are on a strictly observed meal plan.

DO NOT give any commands to the pups or handle the pups in any way.

DO NOT interfere with pups that are wearing their "service dog in training" cape, unless approved to do so by their handler.

DO NOT correct a pup, even if it is misbehaving. Please contact the pup's handler. Yelling at a pup or telling it to "Be Quiet!" only reinforces bad behavior.

Observing these guidelines will make for a well-trained, calm, and obedient dog. Your help in achieving this goal is appreciated!

VISITING

At the time of this publication, Friday visits have been suspended. If and when Friday visits are reinstated, you will be notified, and policies that apply to Monday visits will also apply to Friday visits. (OPS 195.0003).

1. Visiting hours:

Weekdays (Monday); Weekends

8:30 a.m. - 2:30 p.m. Visitors must arrive prior to 2:00 p.m. for any afternoon visits.

2. Inmates are allowed two (2) visits per week, with an additional visit on Legal State Holidays. Only one visit per day. The visiting week begins on Monday and ends on Sunday.
3. On weekends only inmates shall be permitted visits according to SID number, i.e. those with SID numbers ending in an even digit may have visits on even dates and those with SID numbers ending with an odd digit may have visits on odd numbered dates. The odd/even visiting system shall not be utilized on Monday.
4. The normal time limit on Saturday and Sunday is one hour, subject to space available. The normal time limit on Monday is one hour, subject to space available. Inmates must arrive in the visiting room one hour or two hours prior to the closing of the visiting room to receive the full time limit.
5. Visitors age sixteen (16) and above must provide proper identification. Proper identification is described in DCD 195-1 as a card bearing the holder's name, address, date of birth and photograph that

has been issued by a government agency, i.e. driver's license or other state or federal identification card.

6. Each inmate - not staff - is responsible for notifying visitors that they have been added to or deleted from his visiting list.
7. During your in-processing at MCTC, you prepare your visiting list as instructed by the Reception Officer. Fifteen (15) persons are allowed on the list. Any person age sixteen (16) and over must be on your approved visiting list. You will have fourteen (14) days from your date of arrival to complete your list. Once you have reached fifteen (15) names, or the time limit has expired, you will only be allowed to make changes to your visiting list every ninety (90) days, unless it is an emergency as defined by staff. Any request for additions or deletions must contain the person's name, address and relationship.
8. Three persons (age 18 and over) are allowed per visit. Any person under the age of eighteen (18) must be accompanied by an adult at all times and the maximum number of visitors per inmate under the age of eighteen is three (3).
9. When you are called for a visit, answer promptly.
10. Religious visits are permitted and encouraged. Contact the Chaplain's Office for assistance.
11. Inmates will be responsible for informing visitors of rules and regulations. Passing of contraband by visitors could result in prosecution and/or restriction of the visitor from the institution.
12. When possible, a private area will be provided for confidential visits by attorneys or legal representatives.
13. Disciplinary segregation visits will be non-contact and permitted only on Mondays of each week (one per week). If an individual is on segregation or goes on segregation and receives visits, this individual should inform his visitors of this procedure.
14. Cash will not be accepted from visitors for inmates. Money received for placement into an inmate account must be sent via mail.
15. For months which have 31 days, you will be allowed a visit on the 31st or the 1st - not both days.
16. Visitors are subject to search. If visitors refuse to be searched, they will not be allowed to visit and they will have to leave the institution. The visitor may be denied further visiting privileges.
17. Visitors will be subjected to electronic finger print identification.
18. Visitors with a verifiable home address outside the 200-mile radius of MCTC may be permitted an extended visit not to exceed two hours in length. If available space is an issue, the allowable time will be reduced proportionately to other visits. A visitor may have up to four special visits per calendar year.
19. There will be a fifteen-cent charge for a copy of an individual's visiting list.

For specific policy/procedures see rule section.

VOLUNTEER SERVICES PROGRAM

The Volunteer Services Program works in cooperation with agencies and private citizens in the community to offer religious activities, education assistance, peer counseling, leisure learning and community referrals. Both regular and special programs are offered.

Throughout the year, community volunteers offer special programs for the general population or individual groups of inmates.

Special activities coordinated by the VAC Department are announced in advance through TC-TV, posters, bulletins or individual notices. Inmates wanting to participate in any of the programs can send a request to the (VAC) when the programs are announced.

Regular Programs

Volunteers offer a number of programs on a regular basis from the community and local agencies. Most workshops are repeated each month with a new pass list for each month. Requests for placement should be sent to the VAC unless otherwise noted.

1. Alternative Directions, Inc. - provides seminars on civil legal problems such as divorce, visitation rights, debts, etc. This does not include any criminal law problems. Individual help is available by writing to them using the address in the back of this handbook. Send requests to Case Management.
2. Good Will Industries - seeks to provide pre-release services to individuals who are disabled and Washington County residents who will be released within 3-6 months. Send requests to Case Management.
3. Washington County Mediation Center - provides an opportunity for inmates to create peace and resolve conflict with your family before release. If you are being released within 6 – 18 months you may be eligible. Send requests to Case Management.
4. The Alternatives to Violence Project (AVP) - is a volunteer-based workshop that explores the roots of violence and pathways to nonviolent solutions. The four main components of AVP are affirmation, cooperation, communication and creative conflict resolution. Workshops are three days of intensive programming. The project is designed to create successful interactions and transform violent situations.
5. Sewing Program - a M-F morning and afternoon shop utilizing unusable inmate denim clothing to create rag quilts which are donated to non-profit cold weather shelters in the community.
6. Acrylic Painting - a 6-week program, creating two paintings, providing inmates an opportunity to learn to paint. One painting is donated and the other may be mailed home at the inmate's expense.
7. Storybook Program - available for inmates who wish to read a children's storybook while being recorded on DVD that is then mailed to the inmate's child(ren) with the book for \$6.
8. Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) – are separate 12-step self-help programs offered to assist individuals with their alcohol and narcotics addictions respectfully.

RULES, POLICIES, AND PROCEDURES

Inmate Rule Violation Summary

See COMAR 12.03.01.04

For the purpose of organizing inmate rule violations under this regulation and to facilitate understanding by staff and inmates, the Department has established categories of inmate rule violations based on the severity of the offense associated with an inmate rule violation. The categories of inmate rule violations are:

- (A) Category 1A – most severe inmate rule violation;
- (B) Category 1B;
- (C) Category II;
- (D) Category III;
- (E) Category IV; and
- (F) Category V – least severe inmate rule violation.

Category 1A Inmate Rule Violations. An inmate may not:

1. 100 – Participate 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 nor an inmate;
5. 104 – Make threats that include the use of physical harm to objects, property, or individuals;
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. 110 – Possess an implement or article that may be used in an escape;
10. 116 – Posses, misuse, tamper with, damage, or destroy security devices, equipment, property,

detection or monitoring equipment, or fire suppression or alarm devices;

11. 117 – In any manner arrange, commit, perform, or engage in a sex act or sexual conduct in any manner;
12. 119 – Commit, conspire to commit, or participate in an act of masturbation;
13. 122 – Possess a telecommunication device, SIM card, battery charger, carrying case or other device, or article identified with a telecommunication device; or willfully pose for the taking of an unauthorized photograph or video recording or make an unauthorized audio recording;
14. 124 – Be involved with or participate in willful or negligent homicide; and
15. 125 – Be involved with or participate in the taking of a hostage.

Category 1B Inmate Rule Violations. An inmate may not:

1. 108 – Escape when assigned pre-release security status;
2. 109 – Escape while in the community;
3. 111 – Possess a drug, controlled dangerous substance or medication requiring staff observation to ingest or an intoxicant including alcohol;
4. 112 – Use a controlled dangerous substance, use a medication requiring staff observation to ingest when not prescribed or use an intoxicant;
5. 113 – Vacant;
6. 114 – Possess a drug, controlled dangerous substance or medication require staff observation to ingest or an intoxicant including alcohol in a sufficient quantity or possessing packaging materials suggesting distribution of or the intent to distribute
7. 115 –
 - a. Refuse or fail to provide a require volume or urine necessary for urinalysis testing; or
 - b. Provide a diluted or adulterated urine specimen for urinalysis testing
8. 116 –
 - a. Make application for, obtain, or possess articles or materials for unauthorized financial account; or
 - b. Use an unauthorized financial account
9. 121 – Possess tobacco in sufficient quantity or the materials necessary for packaging tobacco or other related products that suggest an intent to distribute or distribution of tobacco;
10. 123 – Posses currency in:
 - a. A facility where currency is not permitted, or;
 - b. An amount that is \$50 or greater that is in excess of the amount the inmate is permitted to possess
11. 126 – Knowingly provide false reports, claims, or accusations related to the Prison Rape Elimination Act (PREA) or use the PREA hotline for other than the intended purpose

Category II Inmate Rule Violations. An inmate may not:

1. 200:
 - a. Refuse testing or assessment for the mandatory education program;
 - b. Refuse assignment to or refuse to participate in the mandatory education program; or
 - c. Engage in behavior that causes removal from the mandatory education program;
2. 201:
 - a. Refuse testing or assessment for a program designated as a mandatory remediation program;
 - b. Refuse assignment to or refuse to participate in a program designated as a mandatory remediation program;
 - c. engage in behavior that causes removal from a program designated as a mandatory remediation program,
3. 202 – Refuse:
 - a. To participate in or submit to the deoxyribonucleic (DNA) sampling collection; or
 - b. To be fingerprinted as required by statute, law, or the Department;
4. 203 – disobey a specifically cited facility Category II rule not listed in this regulation as an inmate rule violation

Category III Inmate Rule Violations. An inmate may not:

1. 300:
 - a. Administer a tattoo;
 - b. Receive a tattoo, or;
 - c. Possess tattoo equipment, materials, or paraphernalia;
2. 301 – Possess or use alcohol without authorization;
3. 302 – Possess equipment, materials, or paraphernalia that may be used in the manufacture of alcohol;
4. 303 – Refuse to submit to alcohol detection testing;
5. 304 – Possess, use, hoard, or accumulate medication without authorization;
6. 305 – Participate in an act that is in violation of a law, statute, ordinance, or provision of law;
7. 306:
 - a. Gamble, or;
 - b. Possess gambling paraphernalia
8. 307 – Participate in an act of extortion, bribery, or coercion;
9. 308:
 - a. Steal State property;
 - b. Possess stolen State property;
 - c. Possess State property without permission; or
 - d. Tamper with, damage, or destroy State property;
10. 309:
 - a. Steal the property of an individual or entity;
 - b. Possess stolen property of an individual or entity;
 - c. Possess property of an individual or entity without permission; or
 - d. Alter, tamper with, damage, or destroy property of another individual or entity;
11. 310 – Participate in an act not included as an inmate rule violation under this regulation that is in violation of a rule, policy, directive, or regulation of a:
 - a. Department program;
 - b. Facility program; or
 - c. Community program;
12. 311 – Possess currency in an amount that is \$20 or more in excess of the amount the inmate is permitted, but less than \$50 in excess of the amount the inmate is permitted to possess;
13. 312 – Interfere with or resist a search of a person, item, area, or location;
 - a. Interfere with or resist the search of a person, item, area, or location;
 - b. Cause the early return of a community detail due to a violation of the rules;
 - c. Commit any inmate rule violation outside of the confinement of a secure facility
14. 313 – Disobey a specifically cited home detention or work release rule not listed in this regulation as a rule violation;
15. 314 – In any manner, commit, conspire to commit, or participate in an act of indecent exposure;
16. 315 – Possess or pass contraband; or
17. 316 – Disobey an order

Category IV Inmate Rule Violations. An inmate may not:

1. 400 – Vacant;
2. 401 – Vacant;
3. 402:
 - a. Enter or be in a location without authorization;
 - b. Leave an assigned location without authorization;
 - c. Be absent from or late reporting to an assigned location without authorization;
 - d. Loiter or linger in a location without authorization, or;
 - e. Refuse or fail to obey or follow an order, rule, policy, or procedure regarding inmate movement or travel within or outside of the facility;

4. 403:
 - a. Provide false information;
 - b. Alter, misrepresent, or forge a document; or
 - c. Possess an altered, misrepresented, or forged document;
5. 404 – Possess currency in an amount that is less than \$20 in excess of the amount the inmate is permitted to possess;
6. 405 – Vacant
7. 406 – Vacant
8. 407 – Participate in or operate an unauthorized business, personal service, or enterprise;
9. 408 – Vacant
10. 409:
 - a. Make an unauthorized phone call;
 - b. Make or participate in a three-way telephone call;
 - c. Use a telephone for an unauthorized or illegal purpose;
11. 410: Demonstrate:
 - a. Disrespect;
 - b. Insolence; or
 - c. Use of vulgar language; or
12. 411 – Possess tobacco in a limited quantity that may suggest personal use when there is no other evidence to suggest intent to distribute or distribution.

Category V Inmate Rule Violations. An inmate may not:

1. 500 – Fail to possess or properly display a required inmate identification badge or card when directed by staff or required by facility rule;
2. 501 – Participate in reckless behavior or horseplay;
3. 502 – Fail to maintain:
 - a. Personal cleanliness;
 - b. The cleanliness of the facility or assigned housing area; or
 - c. The cleanliness of a location other than the facility; or
4. 502 – Disobey a specifically cited facility Category V rule not listed in this regulation as an inmate rule violation.

NOTE: Soliciting, conspiring, being an accessory to, attempting to commit or aiding in the commission of the violation shall constitute a violation of that rule and shall subject an inmate to the same penalty. Specific definitions of terms above can be found in Correctional Services Article §2-109(c), 3-205, 4-208, and 5-201, Annotated Code of Maryland, 12.03.01.02.

GENERAL POLICY

The following instructions are general in nature and are set up to inform you of what is expected of you, and to assist you in living at MCTC.

Failure to adhere to **any** of the instructions or policies that follow may result in disciplinary action.

For All Housing Units/Areas

1. Inmates shall keep lockers upright and not in a position to block the officer's view. They are not be covered with towels, etc.
2. Hair cutting is not allowed in any areas of the tiers or housing unit.
3. Rec hall doors are to remain closed unless otherwise directed by an officer.
4. Musical instruments shall not be played between the hours of 11:00 pm and 8:00 am.
5. No inmate is permitted in a cell or bunk area unless assigned to that cell or bunk area.
6. Inmates shall not call to another inmate from their tier, cell, hallway, or the compound. No loud noise, singing, yelling, boisterous arguing, etc., at any time is permitted.
7. Upon assignment to a cell/bunk area, an inmate shall notify the tier officer of any damage or contraband

within 24 hours.

8. Inmates shall not throw trash out of the bunk area, cell/dormitory window or door.
9. Cardboard furniture, display boxes or shelves are not permitted. Only one box per inmate is permitted.
10. Inmates shall not be on a tier and/or level other than their own without permission from the tier officer.
11. Nothing will be hung that will block the viewing of any bunk or bunk number. Nothing is to be hung on the rails, grill, tier, or shower area, blocking the officer's view. Clotheslines are prohibited.
12. During count you must be on your assigned bunk or in your assigned cell. You must be standing for the stand-up double count.
13. No plants/animals are permitted in the institution without authorization.
14. Loud and/or vulgar language is not permitted.
15. Loud or disruptive behavior including (but not limited to) slamming cards and/or dominoes on the tables in the rec halls is not permitted.
16. Passing anything from the hallway to the rec hall, from the rec hall to the hallway, from tier to tier, from cell to tier, or out/in through any window is forbidden.
17. Inmates not assigned to a tier may not approach the grill/door of the tier without the officer's permission.
18. Social visits, recreation activities, etc. with inmates on cell/bunk restriction are not permitted.
19. Any inmate excused from school, work, etc. due to illness will remain in their cell/bunk area for the remainder of that day or until seen by the Medical Department. They may not attend rec hall, courtyard, gym, visits, or other recreational activities for that day.
20. Inmates shall not have glass in their possession or in their assigned area.
21. Nothing shall be placed under the cell door for the purpose of a dust roll that may obstruct entry of the cell or the operation of the door.
22. Inmate showers will not exceed 10 minutes in length.
23. One inmate per showerhead.
24. Cell lights and windows shall not be tampered with or covered at any time.
25. All inmates entering and exiting buildings equipped with a metal detector shall be required to clear the metal detector or satisfy the requirements of staff.
26. No exercising permitted in the rec hall, on the tier, in the bathroom or showers.
27. No inmate may enter another inmate's cell.

Rules for Closed Housing Units (Applicable to Housing Units 3, 4, 5, 6, 7 & 8)

Violation of these policies may result in disciplinary action.

1. Arms and hands are to remain inside the cell at all times.
2. Mirrors are not to be held outside the cell at any time.
3. Chairs will remain in the cell.
4. You shall not prevent the cell door from opening or closing in any manner.

Applicable to Housing Units 7 and 8 only:

1. Do not tamper with call boxes on the tier.
2. Do not touch or tamper with light switches located outside the cell.
3. No sitting or leaning on hand rails in rec halls.

Rules for Open Housing Units (Applicable to Housing Units 1 and 2)

Violation of these policies may lead to disciplinary action and/or removal from open housing.

1. There will be no visiting during 'lights out'. During authorized visiting times, a maximum of one inmate visitor is allowed at a cell door at one time.
2. Chairs are not permitted on the tiers or in the cell doorways. Chairs must be returned to the cell at the

end of each rec period.

3. Cell doors, when left open, shall be **fully** opened with the door back against the wall. The cell door number is not to be covered by anything at any time.
4. Inmates shall have their cell keys on their person at all times when out of the cell. The cell key shall not be loaned to any other inmate.
5. Cell doors shall remain closed during 'lights out'.
6. When visiting, inmate visitors must stand **completely** outside the door of the cell and be visible to the tier officer at all times. Visitors must be from the same tier level.
7. During the late night rec hall, there will be no visiting or socializing on the tier.
8. During count times no cell door is to be opened while the officer is on the tier.
9. An inmate who is on cell restriction status must have an officer's permission to be out of his cell for any reason.

Appliance Policy and Procedures (Walkman, CD player, TV, Playstation 2, X-Box)

To reduce complaints about noise, misuse and abuse of radios, TVs, CDs, and tape players, the following conditions must exist:

1. Institutional television sets must be turned off by the last person leaving the recreation room.
2. When not in your cell, you must have lights, radios, tape/CD players and televisions turned off.
3. Appliances must be played with headphones in all cell areas after 'lights out' and must be properly registered to the person in possession of the item. Appliances *must not*:
 - a. have microphone or recording capabilities.
 - b. be used to conceal any type of contraband. (Seals are applied upon arrival/receipt at this institution.)
 - c. be modified or tampered with in any manner. Any violations make that appliance subject to confiscation.
 - d. be played at a loud or disturbing volume at any time.
4. Radios, tape/CD players are allowed only in cell/bunk area and the courtyard. TVs are only permitted in your cell.
5. All entertainment appliances must be ordered through approved catalogs available in the property room. Individuals electing to violate the above policy may have their entertainment appliance confiscated for a period of time or the item may be mailed home at the inmate's expense and may be subject to disciplinary procedure.

Cell/Bunk Restriction Policy

1. While on cell/bunk restriction, you are to remain in your cell/bunk area. In open housing units (Housing Units 1, 2, and HED) cell doors shall be closed at all times. This applies even when a double cell is involved and one man is not on cell restriction.
2. In open housing and dormitory housing (EHU), only authorized movement to the bathroom/shower is permitted. Permission must first be obtained from the tier officer.
3. No recreational, self -help, leisure activities, use of microwaves, or telephone calls are permitted when on cell/bunk restriction status.
4. The only activities permitted while serving cell/bunk restriction are school, vocational shop, work assignment, meals, one religious service per week, visits (if not denied through disciplinary action), commissary, treatment groups, and access to legal law material.
5. Inmates assigned to open housing receiving 3 or more guilty dispositions for infractions during a 30-day period will be removed from open housing and will not be eligible to return for at least 30 days.
6. Inmates assigned to open housing serving cell restrictions of 29 days or less will remain in open housing. Cell restriction of more than 29 days will result in movement to a closed housing unit.

Chapel Policy

1. Chairs shall be returned to the storage area after use.
2. Curtains shall be tied back after use.
3. Inmates are to maintain a quiet demeanor while in the chapel.
4. No inmate(s) may act as security personnel in the chapel. No blocking of doorways or walkways at any time, either within or near the Chapel area. This applies to any religious service/activity in any area.
5. No adjusting or moving of any religious symbols. Nothing is to be removed from the walls or sanctuary. The Chapel will remain intact.
6. No disruptive behavior of any type is permitted.
7. Inmates attending activities in the chapel shall remain there unless permission to leave is granted by the Chaplain or Chapel Officer.
8. Inmates are to return to their respective housing units immediately following the conclusion of the religious service/class.

Courtyard Policy

1. Formation of large groups, unless engaged in sanctioned sporting events or activities, is prohibited.
2. Military drills, martial arts-oriented exercises, wrestling, shadow boxing, and/or body punching are prohibited.
3. Only the items listed below are authorized to be taken to/from the courtyard.
 - Towel (to/from)
 - 1 set sweat clothing (to/from)
 - 1 guitar, tape/CD player, 4 tapes/CDS, or radio (to/from)
4. Conversations between inmates in the courtyard and inmates in housing units are prohibited. Also, inmates are prohibited from engaging in conversations with inmates who remain in the housing unit, or who work in shop while they are en route to the courtyard.
5. Kitchen whites and orange colored clothing are prohibited in the courtyard.
6. Gambling and possession of gambling paraphernalia is prohibited.
7. Inmates are prohibited late entrance into the courtyard. After the gate closes, inmates coming off a pass will not be admitted.
8. Once an inmate leaves his unit to attend courtyard and then returns to his unit for any reason, he will not return to the courtyard.
9. With the exception of the equipment building, all areas between the outside of the track to the fence are out of bounds.
10. Any contact sporting activity is prohibited.
11. When leaving the courtyard, report back to your unit before going anywhere else.
12. When going to and from the yard, you must have a shirt on and be properly dressed.
13. No clothing with holes, and no gloves.
14. Congregational prayer is not permitted in the courtyard. Any disruption of the normal function of the courtyard may result in cessation of this activity, regardless of the number of inmates involved.
15. Outside weight pit is limited to 50 inmates, and has all the same rules as the courtyard.

Dining Room Policy

1. You shall show your ID card to eat in the Dining Room.
2. Assume the seat the Officer directs.
3. No visiting or passing food between tables is permitted.
4. No food, spices, commissary items, extra clothing, or packages will be taken to the Dining Room.
5. No food shall be taken from the dining area, unless specifically authorized.

6. Do not throw food or debris on the Dining Room floor.
7. Return eating utensils and cups to the racks near the exit as directed when leaving the Dining Room.
8. Leave the Dining Room immediately upon being released from the area.
9. Loud and/or vulgar language is not permitted.
10. Sunglasses are to be removed when entering the dining room. You may not wear tank tops, shower shoes, shorts, or sleeveless shirts. Socks must be worn at all times in the Dining Room.
11. There are First Aid signs posted in the Dining Room to demonstrate how to assist victims of choking.
12. There is a defibrillator located in the Dining Room foyer to be used in emergency circumstances such as heart failure.

Gymnasium Policy

1. No chewing gum or candy is allowed.
2. No hard-soled shoes are allowed on the basketball floor area.
3. No radios, musical equipment (i.e. guitars), etc. permitted in the gym.
4. No spitting on the floors, walls, equipment, or bleachers.
5. Personal grooming or hair styling is prohibited while in the gym.
6. No hanging on the basketball rims.
7. No drink containers may be brought to the gym.
8. When leaving the gym, return to your unit before going anywhere else.
9. No slamming/dropping of weights.
10. Do not use a weight machine that is broken or appears to be unsafe. Report it immediately.
11. No sitting or placing any items on game tables.
12. Military drills, martial arts-oriented exercises, wrestling, shadow boxing, and/or body punching are prohibited.
13. No kitchen whites, clothing with holes, or gloves are permitted.
14. Inmates are prohibited from late entrance to the gym.
15. Once an inmate leaves his unit to attend gym and leaves for any reason, he will not return to the gym.
16. No standing, stopping, or leaning on the front of the gym office windows, door, or weight cage. The gym office is 'Out of Bounds'.

If you have a suggestion or idea for the gym officer, send it through the institutional mail.

Inside Weight Pit Rules

1. No dropping weights.
2. Return all equipment to original place.
3. Once the gate is locked it will remain locked.
4. Only 25 inmates at a time or as permitted by staff.
5. No spitting on the floor.
6. No leaning on or yelling out of the cage.
7. Clean up after use of each machine.
8. No outside equipment in cage.

Movie Procedures

Movies are shown daily on the MCTC main compound as well as EHU/HED on the 8-4 and 4-12 shifts on a continuous basis. The ICC and Chief of Security choose movies jointly. Movies can be observed in the rec hall or on personal TVs in your cell.

Search Policy

Inmates are subject to searches at any time. Inmates are subject to a strip search upon entering and leaving the visiting room. When deemed necessary, you are subject to a complete search, which may include searching of body cavity by medical personnel. All inmates when entering or leaving the institution will be strip-searched. Searches and shakedowns will be at frequent intervals and timed so as not to be anticipated. Searches will be conducted in a systematic but careful manner so as not to damage property. A number of cell searches will be performed daily. Cells will be picked at random, unless conditions dictate otherwise. Mass shakedowns will be performed in housing areas, work areas, and all other locations of the institution at timely intervals. You will be subject to regular searches when leaving vocational training and food service work areas. Metal detectors are used regularly throughout the facility.

Gender Dysphoric Inmates: a correctional officer of the same sex will search you unless you have been diagnosed with Gender Dysphoria and have been issued a Personal Search Exception Card from the warden that specifies a different protocol for the search being performed. Failure to present this card may subject you to a frisk/strip search in accordance with the gender associated with the inmates assigned to this correctional facility.

Smoking Policy

OPS.110.0033 bans smoking and tobacco products in all Department of Public Safety and Correctional Services Facilities.

Visiting Room Rules and Policies

Standard Contact Visits

1. At the end of your visit and once directed by staff, you and your visitor will be permitted to embrace each other and give each other a brief kiss on the cheek. There will be a designated location identified for this to occur. No other physical contact between you and your visitor will be permitted.
2. There will be no changing of seats or moving of furniture without prior permission of a visiting room officer. Visitors and inmates must remain entirely in their seats. Sitting on the front edge of seats is prohibited. Visitors and inmates are not permitted to touch or lean on barrier.
3. You are not permitted to take any property (other than legal materials during legal visits) into the visiting room. No chewing gum or candy allowed. You are not permitted to receive anything during a visit, from a visitor or an inmate.
4. You are required to ensure that all visitors, to include small children, remain under control and do not become disruptive.
5. You must conduct yourself in a proper and orderly manner prior to, during, and after a visit.
6. No gang clothing, gang signing or any gang related activity will be tolerated. Termination of the visit will occur.
7. You must be properly attired as defined below while walking to and from the Visiting Room and during your visit:
 - Shoes - Boots or tennis (must be tied)
 - Socks - Must be worn
 - Pants - Jeans only
 - Shirt - Button up, pullover, sweatshirt, and tee shirts. All shirts must have sleeves.
 - White tee shirt (underwear type) MUST have sleeves – NO tank tops.
 - NO** Sweat hoods or net type shirts
 - NO** Exposed Long John shirts or bottoms
 - NO** Sandals
 - NO** Clothes with holes
 - NO** Jewelry other than a wedding ring, including **NO** watches

8. There will be no exchanging of visitors.
9. No inmates will be allowed outside of the MCTC Main Visiting Room.
10. Visits will be terminated by the Visiting Room Officer for any rule violation or misconduct on the part of the inmate or visitor.
11. All inmates will be searched prior to entering and leaving the visiting room. This may include a strip search.

VIOLATIONS OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION WHICH MAY INCLUDE: NON-CONTACT, RESTRICTED, SUSPENDED, OR TERMINATED VISITING PRIVILEGES. SANCTIONS MAY BE IMPOSED WITHOUT FORMAL DISCIPLINARY ACTION BEING TAKEN.

Non-Contact Visits

1. Non-contact visits will not permit any physical contact between the inmate and the visitor at the beginning, during, or at the end of a visit.
2. Visits will be immediately terminated if you or your visitor makes any physical contact while on non-contact status.
3. Non-contact visits may be imposed by the Warden or his designee for any reason deemed necessary for maintenance of proper security and control.
4. Disciplinary and Administrative Segregation inmates shall receive visits in the area designated for non-contact visits.
5. Inmates and visitors must keep arms and hands off the non-contact partitions that are placed between visitors and inmate.
6. Non-contact visits are one hour only.
7. For all non-contact visits, the inmate will be handcuffed behind the back for the duration of the visit.

INSTITUTIONAL INFORMATION DIRECTORY

<u>FOR INFORMATION CONCERNING:</u>	<u>CONTACT:</u>
Institutional job assignment/programming Security level, Program eligibility concerns Release dates and home plans Parole eligibility/Parole summaries Detainers, warrants, pending charges Social, institutional, or personal problems	Case Management Specialist
Legal problems	Prisoner Rights Information System of Maryland
Photocopying	Case Management/Education Department
Spiritual or Pastoral problems	Chaplain
Visiting List	Visiting Reception Officer
Institutional Financial Accounts	RCI Business Office
V.A. (Vet) information and activity groups	Volunteer Services Coordinator
Emergencies, cell change requests	Tier Officer
Telephone problems	Nicole Young, RCI
Legal materials	Library
Alcoholics or Narcotics Anonymous	Volunteer Services Coordinator
Psychological or psychiatric issues	Medical/Psychology Department

MOST REQUESTED ADDRESSES

PRISM (Prisoner Rights Information System of Maryland)
208 High Street Suite 200
Chestertown, Maryland 21620

Department of Public Safety and Correctional Services
6776 Reisterstown Rd #309
Baltimore, Maryland 21215

Maryland Coalition Against Sexual Assault
P.O. Box 8782
Silver Spring, MD 20907

Alternative Directions, Inc.
2505 N. Charles Street
Baltimore, MD 21218

RAINN
1220 L Street NW, Suite 505
Washington, DC 20005

Maryland Department of Health
201 W. Preston Street
Baltimore, MD 21201

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