

Revised Jan. 2023
INTRODUCTION

Roxbury Correctional Institution is a Medium Security facility opened in the fall of 1983. We take pride in keeping Roxbury clean and in a good state of repair. You can help with this by taking care of the facility, as it is a place where you will live for a period of time.

Roxbury is organized and operated by a management strategy known as Unit Management. Unit Management involves taking the total institution and dividing it into smaller units. These smaller units then operate as if they were small Institutions within the larger whole. This may be done in a variety of ways. One way is by Housing Units. Roxbury's organization reflects this method. Thus, we have five small management units known as Unit 1, Unit 2, Unit 3, Unit 4 and Unit 5. Unit 5 is a special management unit while the remainders are general population units.

Each Housing Unit has a Unit Manager and a team of Unit staff. The Unit Manager is the Lieutenant of the 7-3 Shift. The unit team consists of a Case Management Specialist(s) and Security staff. The Lieutenant is empowered with a level of authority that exceeds that of a typical unit supervisor. The Unit Manager may: 1) approve longer or extra visits, 2) receipt of clothing, 3) emergency phone calls, etc. The Unit Manager and staff are responsible for that unit's security, safety, activities and programming of inmates.

In summary, the Unit Manager is responsible for the management of the unit, unit staff, inmate relationships, communications, and enforcing rules and regulations for the Unit. While you may address requests and questions about Unit living to Department Supervisors and the Administrative officers of the Institution, these requests will be discussed with, and sometimes returned to, the Unit Manager. You are therefore, responsible for discussing matters of interest and concern with your Unit Manager first.

It is imperative that you familiarize yourself with all safety procedures here at RCI. Your Detail Officer will make you aware of any special care, or issue you any personal protective equipment, if needed, while working your Institutional assignment.

We hope your stay here is a productive one. While we realize you would rather not be here, nevertheless you are, and if you take advantage of the programs and services available, you have the opportunity to leave here better prepared for your return to society.



Carlos Bivens
Warden, Roxbury Correctional Institution

GENERAL ADMINISTRATIVE PROCEDURES

It is your responsibility to become familiar with these rules and procedures. Progress within the correctional system in large part depends on a satisfactory behavior record. If you have problems or questions, the Housing Unit Officer, Unit Manager (Lieutenant or Captain in your unit), or Case Management Specialist should be contacted. They are the first line of communication whenever assistance is needed.

INMATE RIGHTS

It is the policy of RCI to acknowledge and comply with DPSCS policies and procedures concerning inmate rights as outlined in DCD 200-1 and RCI 200.0001. These rights include but are not limited to: A safe and secure environment, non-discrimination, an adequate and wholesome diet, health care services comparable in quality to those in the general population of the State, sufficient clothing for basic needs, adequate toilet, bathing and bedding facilities and personal hygiene supplies, access to the Courts and legal services, practice of one's religion of choice and access to Clergy and religious publications and services, sending and receiving of mail in a legal matter consistent with Institutional regulations, a postage allowance for indigent inmates, participation in the Case Management process, reasonable access to the news media, being informed of Institutional rules and regulations, regular exercise, personal grooming choices limited only by requirements for safety, security, identification, or hygiene, timely computation of Good Conduct and Industrial Credits, having property not retained by the inmate inventoried and secured to prevent loss, and having complaints heard by the Institution and Division Administrative Remedy Procedure and Inmate Grievance Office. You may visit the inmate Library to see the list of DCD's included with 200-1 which pertains to these issues and to review the ones in which you are interested

Inmates may not be subjected to corporal punishment, personal abuse, personal injury, disease, property damage, harassment, use of unnecessary force, or be subjected to medical, pharmaceutical or cosmetic experiments.

Inmates may exercise a reasonable choice of their hair style, personal grooming and appearance subject only to the need to ensure proper hygiene, safety and identification. (For example, if an inmate's ID picture shows him clean-shaven and he chooses to grow a heavy beard, the institution may require a new ID picture to be taken at the inmate's expense.)

INMATE CONTROL OVER OTHER INMATES

The responsibility for supervision of inmates belongs solely to Staff and cannot be delegated to inmates. No inmate or groups of inmates will be given control or authority over another inmate(s). Staff will not appoint an inmate supervisor of an inmate work detail; allow an inmate(s) preferential treatment or show favoritism toward any inmate(s).

NON-DISCRIMINATION

The Department of Public Safety and Correctional Services (DPSCS), and Roxbury Correctional Institution (RCI) provide equal access for all inmates to programs, services and activities without regard to race, religion, national origin, sex, disability or political beliefs unless membership in any of these services requires the exercise of restriction to afford an inmate reasonable protection from harm. RCI shall provide a safe, healthful environment and freedom from corporal punishment, injury, personal and mental abuse, harassment, sexual assault and manipulation. No sanctions will be allowed which adversely affect the health, physical welfare or psychological well-being of inmates. Each Institution publishes written regulations to mandate and guide policy and practices.

You may communicate with any Court of Law in any City, County, or State by mail. You may communicate with the State Public Defender's Office by mail for any assistance concerning direct appeals of criminal convictions, petitions for post-conviction relief and petitions for habeas corpus relief in the state courts.

It is suggested that you write directly to the Public Defenders' Office to request representations.

Note: DCD's and ID's referred to in this handbook are available for you to read in the Inmate Library.

INMATE MOVEMENT

Movement within the Institution is closely monitored and controlled for safety, accountability and order. There is mass movement and individual movement. Mass movement is by wing or Housing Unit to meals, courtyard and some job assignments. While on the compound, there will be no yelling from one inmate to another. There is to be a continuous flow of movement with inmates facing the direction of travel. There is to be no speed walking or running nor stopping and congregating on the compound. After each mass movement, there is a body count.

I. D. CARDS

DPSCS regulations require that inmate I.D. Cards be replaced every three years or when an inmate's appearance has changed in a manner that differs from the present I.D. Card. You will not be charged for the cost to replace an I.D. card which is over three years old, however, a charge will be made for the cost of a replacement I.D. card if it becomes necessary due to loss, damage, theft or the change of your appearance. Remember you are required to carry your I.D. Card whenever you leave your cell.

DRESS CODE RULES

Education Building: See Education Rule #10.

Chapel: Sweatpants of any type or material are not permitted. Food Service whites, black state boots, shorts and non-religious headgear are not allowed in the Chapel.

Visiting Room: Sweatpants of any type or material are not permitted. Coats, jackets, cardigan type sweaters, and non-religious headgear must be removed and stored in a locker before entering the Visiting Room.

Gym/Courtyard: Moderate shorts/cutoffs, tank tops, and sleeveless shirts may be worn. If you are permitted to remove your shirt while in this area, it must be put back on before departing. No extra clothing will be taken to these areas.

Transportation: Sweatpants of any type of material are not permitted. Clean well-maintained state clothes only. No watches. Court papers only, no personal papers.

Inmates are not allowed to wear or possess hooded sweatshirts, or hoods of any kind. Inmates are also not allowed to wear towels around their neck, or covering their face.

PERSONAL GROOMING

An inmate shall be properly clothed at all times. He shall keep his state issued clothing clean and in a good state of repair. When an inmate leaves the Housing Unit for any reason, he will be properly dressed. Proper dress is considered long pants (ankle length), shirt with sleeves, socks 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 worn. The sleeve of the shirt must at least come down half way between the shoulder and 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 mid-section. Fishnet shirts are not allowed. Socks will be worn at all times outside the Housing Unit. Shoes/boots will be worn at all times outside the Housing Unit. Leather sandals may be worn with socks. Slippers or shower shoes will not be worn outside the Housing Unit. Coats/jackets and other approved outer garments may be worn, not carried. At no time will clothing be worn inside out.

Inmates shall be required to be clothed in such a manner that their mid-torso area including the genitalia and anal areas are covered with the appropriate attire while sleeping. An inmate shall never be in a state of nudity.

Inmates shall not wear any clothing or article, (i.e. wig, makeup, etc.) that would prevent positive identification by staff. Any clothing that is black, navy blue and/or any color scheme that resembles the DPSCS uniform of any Correctional Employee is strictly prohibited. Clothing restrictions are listed in OPS.220.0004.

An inmate shall keep his body clean by regular showering and washing. Fingernails must be maintained no longer than the end of the finger. Inmates may wear their hair in any style within the guidelines of good grooming. This will include the wearing of sideburns, mustaches and beards. Hair length for reasons of sanitation and hygiene will not extend below mid-shoulder blade length.

SEARCH POLICY

Searches are required and will be routinely conducted by the Institution. The search may be one of four types: Frisk search, Strip search, Body Cavity Search and/or Housing Unit, wing, cell, or room search. The search may involve running hands across clothing worn to detect any hidden objects, the use of metal detectors, the complete removal of all clothing, and visual inspection of body cavities. Searches will be conducted as you move through various parts of the Institution, and before or after events such as visits, meetings, transfers, etc. You must submit yourself and/or your property for search upon request. Failure to submit to a search is a violation of Rule 312 (COMAR 12.03.01.04). You are allowed to be present during a cell search unless it is determined by staff that you are a threat to Institutional security. Care will be taken to prevent any damage, abuse, or loss of your property.

Gender Dysphoric Inmates

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

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

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

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

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

HOUSING RULES

Inmates are assigned to one of five Housing Units to live in while at RCI. Housing Units 1, 2, 3 and 4 are general population units and Housing Unit 5 is a special unit. Unit 5 houses inmates assigned to Disciplinary Segregation, and inmates placed on Administrative Segregation. When you arrive at RCI, you will be assigned to a cell location in a Housing Unit and scheduled for Orientation. Per RCI Information Bulletin #6-03, you are responsible for checking the cell within the first two hours of moving in for any type of damage and/or contraband. Report anything of this nature to your wing Officer immediately. Each general population unit has an honor wing. The honor wing is a housing area where you carry the key to your cell and have extra privileges. You must be infraction free for 90 days to be considered for the honor wing. You may address questions about the honor wing to your Unit Manager. Radios, televisions, personal fans, and electronic games are not permitted in the recreation hall. These recreation halls are used for watching television, table games and free time outside your cell. Each wing has laundry inmate workers. Laundry is available at Maryland Correctional Institution-Hagerstown for washing sheets and pillowcases. Showers are provided on each wing of the Housing Unit. It is the responsibility of each inmate to clean and maintain his assigned cell and living area. This includes mattresses and pillows. Materials for cleaning and disinfecting will be available from the wing Officer during cell cleaning on Saturdays. General housing unit rules are established for the Housing Units and the honor wings. These rules are included at the end of Inmate Rules of Conduct Section. These rules exist for your safety and welfare and to make living here an orderly experience in view of the number of people assigned to this Institution. You are responsible for knowing these rules and complying with them. RCI takes a pro-active approach to reducing violence. You are encouraged to reference I.B. 1-06. Ice distribution for all housing units will be handled by staff in accordance with RCI procedures.

Policy and Procedure for Television Operation (Recreation Hall)

When the television is in operation, the following procedures will be used:

1. Selection of all programs will be by majority vote.
2. Once the program has been selected, it will remain on until completion unless there is a majority vote to change the program.
3. After completion of a program, another vote will be taken for the next program.
4. When a championship sporting events is on, the event will remain on as long as one person wants to watch the event.
5. The only time sports has priority is for championship events. These are: The World Series, the Super Bowl, N.B.A. Finals, Stanley Cup Finals or other sporting events approved by the Chief of Security.
6. Tampering or misuse of the television is prohibited.
7. The wing Officer will control the volume of the television.

GENERAL HOUSING UNIT POLICY

ALL UNITS

1. Use care when entering and exiting your cell. Do not attempt to stop the door with any part of your body or any object. Do not place anything under the cell door that would hinder its operation, including dust rolls, etc. This may result in personal injury or damage to the door mechanisms for which you shall be responsible.
2. Do not tamper with any light, receptacle, switch, heater, plumbing fixture or security stickers on these items.
3. Be mindful that a female Officer may be assigned to your wing. Inmates must be properly dressed when out of the cell. Prior notice shall be given before a female Officer enters the wing. At this time, you must be clothed or covered while inside your cell.
4. During counts, make yourself visible to the wing Officer. It is necessary that the Officer sees skin and movement when taking count. Therefore, do no attempt to conceal yourself. At 7:00 AM, the 7-3 Shift conducts a standing count. At that time, you must be standing in your cell.
5. Do not cover your cell door windows at any time, and do not hang any items on the bunk, walls, or ceiling that would prohibit the Officer from seeing in the cell.
6. There shall be nothing attached to the walls, window screens, doors or lockers. Cell windows and lights shall not be covered. No items shall be used to cover floors including rugs, towels, newspaper, etc.
7. When moving into a cell, it is your responsibility to examine the cell for damage, discrepancies, or contraband and bring these problems to the attention of the wing Officer. After occupancy, you shall be charged with any damage, contraband or discrepancy that is discovered.
8. Your cell must be kept orderly at all times. Prior to leaving the cell each day, the cell shall be in order and the bed made in a manner that the Officer can see under your bed. Inmates are prohibited from having cardboard boxes in their cells or living area.
9. No sanitary supplies shall be stored in cells. Cells shall be cleaned as directed by the wing Office and supplies and equipment shall be stored in the sanitation closet.
10. Inmates, their person, personal belongings and cells are subject to search at any time. Your belongings may also be checked and inventoried at any time. Only authorized clothing and items as described in OPS.220.0004 (See Appendix B) shall be allowed in your possession. Other items or authorized items found in excess of the allowable amount shall be confiscated.
11. Radios, televisions, musical instruments, etc. must be played at low volume. Musical instruments shall not be played between the hours of 11:00 PM and 7:00 AM. There shall be NO loud singing, communication or any other loud noises causing undue commotion at any time.
12. At no time shall an inmate enter a cell other than his assigned cell, nor shall he allow another inmate to enter his cell.
13. Inmates are expected to keep themselves clean, well groomed, and properly dressed in accordance with the Personal Grooming Standards in the Inmate Handbook. Failure to comply with these guidelines shall result in an Adjustment.
14. Physical exercises are restricted to the Courtyard and Gym. Military drills, karate oriented exercise, wrestling, body punches, and horseplay are not permitted in any area.
15. There shall be no loaning or borrowing of any appliance. Any appliance such as TVs, radios, fans, etc. found in possession of anyone other than the owner shall be confiscated and sent home at the owner's expense. Trading, lending, borrowing other items without the authorization of the proper Institutional authority is prohibited.

16. Inmate must follow the chain of command. Problems shall be brought to the attention of the wing Officer. If the wing Officer cannot handle your problem, then you may be referred to a Sergeant or Supervisor. The Housing Unit Managers and Case Management Specialists Officers are out of bounds unless specifically authorized by Custody or Case Management Staff. If you want to see your Case Manager, submit a request slip that is available from your wing Officer. If you want to see the Housing Unit Sergeant or Lieutenant, you must go through the wing Officer.
17. A laundry service is available for your bed linens. No personal clothing or linens are to be sent to the Institutional Laundry.
18. Due to hygiene concerns, there shall be no cutting or braiding of hair, shaving heads or any type of hair removal conducted outside of the cell or Barber Shop.
19. There shall be no radio or television antennas attached to the window screen or protruding from the cell.
20. To help conserve electricity, turn off lights, radios, televisions and other appliances before exiting your cell.
21. The last load of clothes shall be out of the washer and dryer at 10:00 PM. While laundry is being done, the inmates on the Laundry Detail will remain by the washers and dryers.
22. There will be nothing attached to the walls, window screens, doors, lockers, ceiling, or the ends of your bunk. Cell windows and lights will not be covered.
23. Radios with speakers will be operated in the individual's cell only, except that they may be taken to courtyard. These appliances will be played at low volume. Walkman type radios with headsets and game boys are permitted in recreation halls.
24. An individual's television will be played in his cell only.
25. Inmates must stay in compliance with RCI's Allowable Property, as described in OPS.220.0004.

HONOR WINGS

1. The honor wing of the Unit is intended for those inmates who meet certain eligibility criteria and have earned the privilege to move to this wing through their progress and behavior. You may submit a request to your Housing Unit Lieutenant if you are interested in the honor wing.
2. Inmates assigned to the honor wing will be governed by the general rules of the Housing Unit, with the exception of those privileges granted for the honor wings.
3. Each inmate assigned to this wing will have a key to his cell door and will be responsible to see that his cell door is double locked when he leaves the cell for any reason. The key is your responsibility and should remain in your possession (no loaning or borrowing). If the key is lost, both inmates will be moved to other cells.
4. Inmates may visit on this wing, however, there will be no more than two inmates at a cell, at any given time, and they must remain completely outside the cell door on the wing. There will be no chairs on the wing for visiting purposes. Inmates will remain standing outside the door. Visiting on the wing is a privilege that may be determined by the Unit Manager. Visiting and recreation hall will stop at 10:00 p.m. when count is taken by the 3-11 shift. After the 11-7 shift completes 11:00 p.m. count, the recreation hall will reopen until 1:30 a.m. Noise will be held to a minimum at all times, and those who do not comply with this will be ordered to their cell and locked in for the remainder of the shift.
5. The pool table and ping pong table will be governed and controlled by the wing Officer. You are not allowed to use the pool or ping pong tables on holidays on the 3-11 shift.

6. Recreation hall will open at the completion of sanitary work each day and remain open until 1:30 a.m., except for counts and bar checks. No inmates allowed on the wing during sanitary work except those assigned to the sanitary detail.
7. Showers will be open while the recreation hall is open, except for the time sanitary work is in progress, until 1:30 a.m.
8. Any rule violations could result in being removed from the honor wing by Housing Unit Managers. Removal does not have to be as the result of an Adjustment.
9. Lost and broken keys will be replaced at the inmate's expense. Lost keys necessitate that the inmate pay for a new door lock and keys by signing a money voucher. Broken keys will be replaced by signing a money voucher.
10. During count, all inmates will be inside their cells with the door closed. Cell doors shall stay closed after 11:00 p.m. and no visiting shall be permitted on the wing after 11:00 p.m.
11. An inmate shall not commit cruelty or abuse of an animal by infliction of pain, suffering, injury, or maiming, except in a dire situation where self-defense or the safety of others is required.

GENERAL POPULATION

1. Each day, bar check is conducted by 3-11 Shift. Inmates in their cells must have their entire body on the bunk while the Officers are in the cell.
2. Inmates must check in and out with their wing Officer upon leaving for, or returning from, any pass. When entering the Unit, go directly to your assigned wing and stand directly in front of your cell until the door opens. Step inside the cell and stand clear of the door as it closes. Prior notice shall be given before the opening of the cell doors for various activities. Be prepared to exit the cell when the door opens.
3. Inmates are expected to act in an orderly fashion. No loitering on the wings, hallways, stairways, or the compound. While on the compound, you must remain on the walkways and walk at a normal pace. Running, as well as walking at a very slow pace, is prohibited. While outside of the Unit, you must go directly to your destination and return directly to your Unit.
4. Yelling to inmates in a unit from the compound, as well as, conversing with anyone in Housing Unit 5 from the compound is prohibited.
5. Congregate prayer is not permitted in areas outside of the Chapel except during authorized religious functions organized by the appropriate authority.
6. Recreation hall activities shall be scheduled by the Housing Unit. During recreation hall, inmates shall remain in the recreation hall with the recreation hall door closed except for inmates taking showers and six inmates on the telephones. There shall be no sitting on the recreation hall tables and chairs shall remain with legs on the floor. Radio and television procedures are explained in the Inmate Handbook.
7. The wing entrance, Control Center steps and the area around the wing Officer's desk is considered Out of Bounds.
8. When an inmate has more than one pass, he shall go on his first pass. When he is finished with his first pass he must return to his Housing Unit check in/out with the wing Officer prior to going to the next pass. Once an inmate leaves the Unit for a pass, Gym or Courtyard and the inmate is sent back for any reason, he shall go directly to his cell and lock in until the next recreation hall period.
9. Showers shall be open during recreation hall hours and governed by the wing Officer. Inmates on bed rest and cell restriction shall be given a shower on 3-11 Shift. All workers upon returning from work shall be permitted to shower. Showers are limited to 10 minutes.

10. Games can be obtained from the wing Officer in exchange for your ID card. Your ID shall be returned when you return the game. Failure to return all or part of the game shall result in an Adjustment.
11. When leaving your cell for any Institutional function, bring belongings that you may need for these functions because you shall not be allowed back into your cell except to lock in.
12. Radios, televisions, personal fans, and electronic games are not permitted in the recreation hall.

INMATE RULES OF CONDUCT AND PENALTIES
COMAR 12.03.01

Your rights of due process are protected within the disciplinary process. If you are charged with an infraction of rules, you will receive a fair and impartial hearing.

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

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

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

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

- B. Upon a second conviction of one of the above rules, your visiting privileges will be suspended for 12 months.
- C. Upon a third conviction of one of the above rules, your visiting privileges will be suspended indefinitely. Reinstatement may only be applied after 18 months and requires clearance through your case manager, the chief of security, and the warden.

Please note the **Mandatory Program violation infractions** (200-203). Being found guilty of one of these rules has drastic consequences which include loss of all good conduct and special project credits. The method for having part or all of those credits restored is outlined in the Case Management Manual. Restoration of the lost time depends on approval from Case Management, the Warden, and Headquarters. It may only be a portion of the time lost.

These are the rules you will be expected to follow during your sentence. Read them carefully and review the Sentence Matrix and Alternative Sanctions that follow. You should note that an offense that occurs in a security-sensitive area and/or during a mass movement will be sentenced under a more severe category of the sentencing matrix. The rules on the list below are up to date as of the effective date of this handbook. See your Case Management Specialist or your team leader for any clarification needed. Attempting to commit a violation or soliciting, conspiring, being an accessory to, or aiding in the commission of a rule violation shall be considered a violation and subject an inmate to that violation's prescribed sanction.

RULE VIOLATIONS **COMAR 12.03.01.04**

04 Inmate Rule Violation Summary.

B. Category of Inmate Rule Violations.

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

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

- 100 — Participate in a disruptive act;
- 101 — Commit assault or battery on staff;
- 102 — Commit assault or battery on an inmate;
- 103 — Commit assault or battery on a person who is neither staff or an inmate;
- 104 — **Make threats that include the use of physical harm to objects, property, or individuals;**
- 105 — Possess, use, or manufacture a weapon;
- 106 — Escape when assigned maximum or medium security status;
- 107 — Escape when assigned minimum security status;

- 110 — Possess an implement or article that may be used in an escape;
- 116 — Possess, misuse, tamper with, damage, or destroy security equipment or property, detection equipment, or fire suppression equipment or alarm;
- 117 — In any manner, arrange, commit, perform, or engage in a sexual act or sexual conduct;
- 119 — In any manner, commit, ***conspire to commit***, or participate in an act of masturbation;
- 120 — Disobey a specifically cited facility Category I rule not listed in this regulation as a rule violation;
- 122 — Possess a telecommunication device, SIM card, battery charger, carry case, or other device or article identified with a telecommunication device; or willingly pose for the taking of an unauthorized photograph or video recording or make an unauthorized auto recording;
- 124- Be involved with or participate in willful or negligent homicide; and
- 125- Be involved with or participate in the taking of a hostage;

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

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

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

- 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;
- 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; or
(c) Engage in behavior that causes removal from a program designated as a mandatory remediation program.

202 — Refuse:

- (a) To participate in or submit to deoxyribonucleic acid (DNA) sampling collection; or
- (b) To be fingerprinted as required by statute, law, or the Department; and

203 — Disobey a specifically cited facility Category II rule not listed in this regulation as an inmate rule violation.

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

300 — (a) Administer a tattoo

(b) Receive a tattoo or

(c) Possess tattoo equipment materials, or paraphernalia;

301 — Possess or use alcohol without authorization;

302 — Possess equipment, material, or paraphernalia that may be used in the manufacturing of alcohol;

303 — Refuse to submit to alcohol detection testing;

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

305 — Participate in an act that is in violation of a law, statute, ordinance, or provision of law;

306 — (a) Gamble; or

(b) Possess gambling paraphernalia;

307 — Participate in an act of extortion, bribery, or coercion;

308 — (a) Steal State property;

(b) Possess State property;

(c) Possess State property without permission; or

(d) Tamper with, damage or destroy State property;

309 — (a) Steal the property of an individual or entity;

(b) Possess 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.

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;

(c) Community program

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 permitted to possess;

312 — (a) Interfere with or resist a search of a person, item, area or location;

(b) Cause the early return of a community detail due to a violation of the rules; the performance of staff duties to include a search of a person, item, area, or location; or

(c) Commit any inmate rule violation outside of the confinement of a secure facility;

313 — Disobey a specifically cited home detention or work release rule not listed in this regulation as a rule violation.

314- Vacant

315- Possess or pass contraband;

316- Disobey an order; or

317- **In any manner, commit, conspire to commit or participate in an act of indecent exposure**

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

400 — Vacant

401 — Vacant

- 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 or a rule, policy, or procedure inmate movement or travel within or outside of the facility;
- 403 — (a) Provide false information;
- (b) Alter, misrepresent, or forge a document; or
- (c) Possess an altered, misrepresented or forged document;
- 404 — Possess currency in an amount that is less than \$20 in excess of the amount the inmate is permitted to possess;
- 405 — Vacant
- 406 — Vacant
- 407 — Participate in or operate an unauthorized business, personal service or enterprise;
- 408 — Vacant
- 409 — (a) Make an unauthorized telephone call;
- (b) Make or participate in a three way telephone call; or
- (c) Use a telephone for an unauthorized or illegal purpose;

- 410 — **Demonstrate:**
 (a) Disrespect
 (b) Insolence; or
 (c) Use of vulgar language; and
- 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.

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

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

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

- (1) Disorderly conduct;
- (2) Language use that is disruptive or incendiary;
- (3) An unauthorized gathering;
- (4) A demonstration or disturbance;
- (5) Misuse or damage of property during a disruptive act;
- (6) Setting a fire; or
- (7) Possessing or using an explosive or flammable device.

J. The term weapon under §C(6) of this regulation shall include:

- (1) An instrument for offensive or defensive combat that may be used in physically threatening, harming, or injuring an individual; and
- (2) An unauthorized material, substance, article, instrument, or tool that may be manufactured into or used as a weapon regardless of it being used for a purpose other than as a weapon or whether its original character has been altered.

K. The term "make threats" under §C(5) of this regulation shall include:

- (1) A use of language that implies intimidation, coercion, or a threat of harm toward an individual or property;
- (2) Regardless of the ability to carry out a threat; and
- (3) May be conveyed:
 - (a) Verbally;
 - (b) In writing;
 - (c) By gesture;
 - (d) By drawing; or
 - (e) By display or projection of an image.

L. The term "contraband" under §F(15) of this regulation shall include property, an article, or a substance (other than a controlled dangerous substance) that an inmate, by law or correctional policy or procedure, is not permitted to possess, pass, or receive and that is:

- (1) Allowable property that requires registration to be in the possession of an inmate;
- (2) Otherwise allowable property or an authorized article in an area where an inmate is not permitted to possess or use the authorized article; or
- (3) Allowable property that is identified as belonging to an individual other than the inmate in possession of the property.

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

- (1) May not be automatically excused by a claim of "self-defense"; and
- (2) A claim of "self-defense" may be considered in the disposition of a charge of battery.

N. Horseplay.

- (1) The term "horseplay" under §H(2) of this regulation shall include unauthorized rowdy or rough:
 - (a) Consensual play;
 - (b) Amusement; or
 - (c) Recreation.
- (2) A claim of the defense of "horseplay" to a charge that includes intentional physical contact between individuals may not be considered under §H(2) of this regulation and shall be considered a battery violation under §C(2)(3) or (4) of this regulation.

O. A charge of participation in a sex act under §C(11) of this regulation may not be excused by a claim of "consent".

P. A charge of refusal under §G(3)(e) of this regulation may not be excused by an unsubstantiated claim of "danger" or "threat of harm."

Q. The language “possess a telecommunication device” under §C(13) of this regulation shall include an inmate who:

- (1) Willfully poses for the taking of an unauthorized picture or video recording by an individual using a telecommunication device or camera; and
- (2) Failed to report the taking of the picture or video recording along with the name of the individual using the telecommunication device or camera to staff.

PENALTIES
COMAR 12.03.01.27

NOTE: All sanctions imposed by a Hearing Officer are effective as of the date the hearing officer imposes such. In other words, all sanctions such as segregation, cell restriction, loss of privileges, etc., take effect on the specific date indicated by the Hearing Officer, regardless of the date the Warden reviews the infraction proceedings.

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

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

ALTERNATIVE DISCIPLINARY AND INFORMAL SANCTIONS

COMAR 12.03.01.28

The following sanctions may be imposed as sanctions for informal dispositions or after a formal disciplinary hearing independently, in conjunction with other alternative sanctions, or in addition to the revocation of good conduct and/or special program credits and/or segregation time determined by the sentencing matrix:

1. Reprimand
2. Sanitation Assignment for a period not to exceed 15 days as an informal sanction or 30 days as an alternative sanction.
3. Restitution
4. Suspension of any of the following privileges:
 - a. Radio, CD/tape player, video game player, television, telephone calls, and/or commissary (excluding informal sanction or 3 months as an alternative sanction).
 - b. Catalog privilege for a specified period not to exceed six months as an informal sanction or 1 year as an alternative sanction.
 - c. Visiting privileges, except legal and clergy, for a specific period up to but not to exceed 30 days as an informal sanction or up to 60 days as an alternative sanction.
 - d. Any other specified facility privilege for a specific period not to exceed 30 days as an informal sanction or 60 days as an alternative sanction.
5. Cell Restriction for a specific period not to exceed 15 days an informal sanction or 30 days as an alternative sanction.

HOUSING UNIT #5 ADMINISTRATIVE SEGREGATION/SEGREGATION PROCEDURES AND RULES

Tray Handling:

Applicable to Segregation, once you receive your tray, the door slot will be closed and you will be given ample time to eat your meal. When the door slot is opened, you will place your tray and boxed drink on the slot ledge for pick up by Food Service workers. **TRAYS AND BOXED DRINKS WILL NOT BE THROWN ON THE WING OR YOU WILL BE SUBJECT TO DISCIPLINARY ACTION** (adjustment). If you take a tray, you must also take a boxed drink.

Cell Cleaning:

Saturday is designated for cell cleaning and Friday is designated for the distribution of toilet paper and other such supplies as may be necessary. You are required to keep your cell clean at all times.

Sick Call:

Segregation Sick Call Slips may be turned in at any time by giving them to the Officer or dropping them in the white sick call box near the Control Center. Fill out your requests completely and write plainly so it can be read. Requests of an emergency nature will be handled at any time. The R.N. will come to the unit seven days per week.

Laundry:

The wing laundry schedule is as follows and subject to change:

7-3 Shift/Cells 1-4 and 25-28 on Monday and Thursday, Cells 5-8 and 29-32 on Tuesday and Friday, Cells 9-12 and 33-36 on Wednesday and Saturday, sheets will be washed with your laundry.

3-11 Shift/Cells 13-26 and 37-40 on Monday and Thursday, Cells 17-20 and 41-44 on Tuesday and Friday, Cells 21-24 and 45-48 on Wednesday and Saturday, sheets will be washed with your laundry.

Commissary:

Commissary is delivered to each cell weekly for the Disciplinary Segregation wing(s) as well as Administrative Segregation.

Welfare Commissary:

You are eligible for Welfare Commissary if you have had less than \$4.00 in your account for the past thirty days. A list for Welfare Commissary will be taken up monthly, and is distributed during the second full week of each month.

Library/Reading Materials:

All library requests will be handled by written request only. This includes legal services (LASI form). Library slips are handed out every Sunday and collected later in the day.

Case Management:

There is a Case Management Specialist assigned to segregation inmates. If you need to see him/her, you should submit a request slip (be specific). Segregation reviews are scheduled approximately every thirty days, but no longer than thirty days from the start of your segregation. The Housing Unit Manager (Lieutenant) and your Case Manager are members of the Segregation Review Team and will discuss with you any problems or questions you have, as well as, determine your segregation status. Remember that cooperation, patience; self-control and a positive attitude are some of the factors that determine if you should receive positive behavior incentives.

Visiting:

Visiting privileges shall be in accordance with the provisions of OPS 195.0003 and DOC 110.0006 and Institutional Directives.

Disciplinary Segregation inmates shall have no more than one visit per week. Administration Segregation inmates can have two visits a week and both will be in the non-contact booths in the Visiting Room. An Inmate's visits may be further restricted, due to poor behavior as determined by the Warden or designee. Such restrictions shall be documented in writing with a copy placed in the base file. You will be placed in a non-contact booth for your visits. Visits are limited to one hour. Administrative Segregation inmates can have 2 hour visits Monday and Friday space permitting.

Bunk Assignments:

There will be no bunk changes, unless approved by the Housing Unit Manager. Adjustment Reports will be written if you are not in your assigned bunk.

Outside Exercise:

Weather and temperature will be determining factors and the final decision will be made by the Unit Manager/Officer-in-Charge on the day in question. Also, outdoor exercise is a privilege, not a right, and may be denied (with cause) by the Unit Manager. Inmates who go to the outside enclosures will remain there for the entire period, unless authorized to leave by an Officer.

Positively nothing will be taken to the outside enclosures, including extra clothing which is not worn. Shoes must be worn at all times (no shower shoes). Gloves, hand wraps or anything else that can be used to conceal contraband is forbidden. All inmates will be properly dressed prior to coming out of their cell for the outdoor exercise period. All inmates will be searched and cuffed in the back before exiting their cell.

Yelling or conversing of any kind into cell windows or to anyone walking on the compound/large yard is forbidden. Abuse of any of the above rules or Institutional rules may subject you to an Adjustment Report and may result in the loss of your outside exercise privileges

Exercise>Showers:

All Administrative Segregation and Disciplinary Segregation inmates will be allowed one hour exercise on **Monday, Tuesday, Wednesday, Thursday, and Friday.** (This schedule may be altered due to unforeseen circumstances.) You must give your name to your wing officer at the 7:00 a.m. or 3:00 p.m. or 11:00 p.m. count if you wish to exercise.

The Institution will provide the opportunity for showers for all Administrative Segregation and Disciplinary Segregation inmates.

Allowable shower items will be limited to the following:

- | | |
|-----------------|-------------------------------|
| (1) Bar of soap | (1) Towel |
| (1) Shampoo | (1) Brush |
| (1) Washcloth | (1) Clean pair of undershorts |

You will be handcuffed behind your back, with your hands back-to-back, thumbs up, before you exit any cell or recreation area and, subject to be searched, you will remain handcuffed until you are secured into the next area, at which time your handcuffs will be removed through the slot.

Do not stop at any other cell and do not pass or receive anything from any other inmate on the wing. Abuse of any of the above rules may subject you to an Adjustment Report and may result in loss of exercise period or shower. Only inmates sharing the same cell will be walked/showered together.

Packages: Inmates shall not be allowed to receive packages while on Disciplinary Segregation.

Adjustments of Segregation:

If any rule violation is committed while on Disciplinary Segregation, suspension of visiting privileges may be imposed.

Proper Dress:

Inmates will be properly dressed in RCI Segregation clothing anytime they are out of their cells for any reason. (visits, walks, etc.)

Allowable Property:

Your property will be inventoried as soon as possible. Any items over and above the allowable property for Segregation inmates will be packed and secured in the Segregation Property Room.

Property Storage for Segregation Inmates:

RCI will no longer store televisions, radios, CD players, any style walkmans, typewriters or fans if an inmate receives 181 days or more of Segregation time or accumulates 181 days or more while on Segregation. The appliances must be mailed home at the inmate's expense, donated to the institution or, destroyed per OPS.220.0004. Property sent home will not be returned to the Institution later for any reason.

There will be no perishable food items stored in the Segregation Property Room. The food items will be handled in accordance with OPS.220.0004.

Religious Property:

Authorized Religious property for Segregation inmates shall be limited to essential faith items as listed on the Personal Property Inventory Form.

POSITIVE BEHAVIOR SEGREGATION INCENTIVES

In keeping with the concept of rewarding positive behavior, RCI is going to offer certain incentives to inmates serving time on Disciplinary Segregation:

Phone calls Visiting Privileges

These privileges are offered as an incentive and are based on both short-term goals and long-term goals. **Privileges cannot be demanded: they must be earned.** These incentives require cooperation, patience, self-control and a positive attitude.

INFORMAL COMPLAINT

You are encouraged to resolve any complaint on an informal basis by addressing your complaint to the appropriate Staff verbally or by letter. If this fails to resolve the problem, you may also submit complaints on an **Informal Inmate Complaint Form** (available from your Case Management Specialist or in the inmate Library) to the head of the department with which you have a problem. Staff will attempt to provide a resolution and/or reply to the complaint within fifteen calendar days. Submission of an Informal Inmate Complaint Form is not required prior to submitting an Administrative Remedy Form.

ADMINISTRATIVE REMEDY (ARP)

The Administrative Remedy Procedure 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 Informal Inmate Complaint Form, Appendix E to DOC 185.0002 provides a means for informal resolution at the Institutional level. The Administrative Remedy Procedure, or ARP, is a formal complaint allowing formal appeal of the Warden's response to the Deputy Secretary for resolution of the complaint at Division Headquarters. You are encouraged to initially use the Informal Complaint process for any problem as stipulated in COMAR 12.02.28. However, if your complaint cannot be resolved at that level or is more serious in nature, the formal process or ARP is available.

The following procedures for handling ARP's at RCI have been implemented. ARP's may be turned in on all shifts any day of the week and **MUST** be signed by a Sergeant or above. ARP's for the Disciplinary, Administrative Segregation, and Protective Custody population will be collected by the Sergeant or Lieutenant making tier rounds. The yellow copy of the ARP will be given back to the inmate to retain for his records. Ensure all sections of the ARP are completed or the ARP will be returned with instructions for completion. ARP forms are located in each Unit Manager's office and in the Library. ARP appeal forms can also be found in these locations. Inmates with disabilities or with Limited English Proficiency may seek assistance with the ARP process from their assigned Case Manager or the Institutional ARP Coordinator.

INMATE GRIEVANCE OFFICE

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 filed by an inmate.

The grievance must be filed within 30 calendar days of the event, the final ARP decision, the disciplinary process decision, or the classification action. The grievance may be filed in letter form. It may be typed or handwritten, specifying exactly and briefly the nature of the complaint. The grievance should include the following in the order shown below:

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

COURTYARD PROCEDURES

Courtyard will be held daily weather permitting, when the temperature is reasonable.

The outer edge of the track is the out-of-bounds marker. Any inmate between the track and the fence will be considered out-of-bounds unless given permission by an Officer to cross this line to retrieve balls, etc.

When inmates have entered the Courtyard, the marked off area around the gate will be kept clear. No loitering is permitted in this restricted area, nor is it permitted behind the backstop located in the southeast corner of the Courtyard. All weight lifters and weight equipment must stay within the fenced in weight yard off the east end of the gym for the entire courtyard period. Failure to return all weights to racks or line up area in good order can lead to loss of weight privileges for up to 90 days for individuals or whole Housing Units.

All inmates entering or leaving the Courtyard are subject to ID check and frisk search. There will be no formation of groups larger than 4 inmates permitted in the Courtyard, other than those groups engaging in an authorized sporting event. Only guitars, game boys, radios and CD/tape players may be taken to the Courtyard. There will be no more than two tapes and CD's and no extra batteries. Only walkman radio/tape players will be taken to the weight area.

There will be no blankets, extra clothing, drinking containers, Kitchen whites or Segregation uniforms allowed in the Courtyard or weight area. One towel may be taken to the Courtyard. No papers or photos of any kind will be permitted in the Courtyard. Due to hygiene concerns, there will be no cutting of hair, shaving heads, braiding or any type of hair removal anywhere in the institution except in the inmate's cell or in the RCI Barber shop.

Picnic tables in the Courtyard are for older inmates (over 50) or disabled inmates to play board games. Military drills, karate oriented exercises, wrestling, body punching, boxing exercises and horseplay will not be allowed whether by group or individuals.

RECREATION/ GYM PROCEDURES

The Gym is a multi-purpose area for gym and special activities. During Gym periods, appropriate Gym clothing in good repair may be worn such as sweat suits, moderate cutoffs, sleeveless shirts, etc. Athletic shoes only are to be worn on basketball courts. No extra clothing may be worn or taken to the Gym area, including gloves or hand wraps. Due to hygiene concerns, there will be no cutting of hair, shaving heads, braiding or any type of hair removal anywhere in the institution except in the inmate's cell or in the RCI Barber shop.

During regular Gym periods, all inmates who go to the Gym or Courtyard will remain in the Gym or Courtyard until the conclusion of that period. Upon entry to the Gym, ID cards will be held chest high in plain sight.

Radios, tape players and game boys are not allowed in the Gym – only walkman type radios in the weight pit.

No food, drink, or any other Commissary items will be taken to or be permitted in the Gym. Any person found not complying with this order may lose Gym privileges for up to 90 days.

No running on the walks to or leaving the Gym. You will face the direction you are walking.

Recreation Periods:

The following recreation periods may be altered, postponed, or cancelled by the Warden or designee for reasons that may include: inclement weather, security, or mechanical issues.

7-3 Shift: Gym/Courtyard: 8:30 am to 9:30 am and 12:45 pm to 1:45 pm

3-11 Shift: Gym/Courtyard: 6:45pm to 8:00 pm

7-3 Shift Recreation and League Play:

- Courtyard/Gym general inmate population per each Housing Unit calendar rotation AM and PM (7 days a week)
- 45 and over recreation period (Friday)
- Blind/SNU Gym recreation period (Tuesday and Thursday)
- Handball League (Saturday and Sunday)
- Football League (Saturday and Sunday)
- Soccer League (Saturday and Sunday)
- Volleyball League (Saturday and Sunday)
- Spring Inmate Olympics/ Powerlifting Competition (annually/ May or June)
- Checkers and Ping Pong Tournament (annually/ January or February)

3-11 Shift Recreation and League Play:

- Courtyard/Gym general inmate population per each Housing Unit calendar rotation Evening (7 days a week)
- Housing Unit 1 and 3 powerlifting period (Monday and Wednesday)
- Housing Unit 2 and 4 powerlifting period (Tuesday and Thursday)
- 40 and over powerlifting period (Friday)
- ABA Basketball League (Saturday and Sunday) Spring/Summer
- 40 and over Basketball League (Monday thru Wednesday) Fall/Winter
- NBA Basketball League (Monday thru Wednesday) Winter
- Modified Softball League (Saturday and Sunday)
- Slow Pitch Softball League (Saturday and Sunday)
- Indoor Soccer League (Thursday and Friday) Fall/Winter
- Indoor Volleyball League (Thursday and Friday) Fall/Winter

BARBERING SERVICES

A Barber Shop is operated by the Institution with inmate Barbers to meet your hair care needs. The procedures below outline the operation of the Barber Shop.

1. Open Monday through Saturday from 8:00 a.m. to 10:30 a.m. and from 12:00 p.m. to 2:00 p.m.
2. Due to hygiene concerns, there will be no cutting of hair, shaving heads, or any type of hair removal anywhere in the institution except in the inmate's cell or in the RCI Barber shop.
3. Housing Units 1, 2, 3, 4 and 5 population inmates will be accommodated during the 7-3 shift by Housing Unit rotation per week, 1 through 5 in succession. Disciplinary Seg and Administrative Seg inmates are seen at least once a month.

TELEPHONE CALLS

Inmates within the DPSCS are granted the privilege of utilizing the inmate calling system. Per OPS.200.0002 all inmates must sign the Automated Inmate Telephone System Disclosure Form, those who refuse will have their phone account suspended indefinitely (or until a signed copy is submitted).

The company that provides the inmate phone calls is Global Tel Link (GTL). GTL phone time is purchased through Keefe Commissary using the Scantron bubble sheet. It may be purchased in increments of \$2.00 or \$5.00. Each Housing Unit has GTL phones available. In specific Housing Units you can find TTY phones and/or cart phones, which can be used. GTL does not guarantee connections or quality of calls placed to cell phones for multiple reasons but mostly because of dead zones and interference. Also GTL does not guarantee calls to internet based providers or call forwarding providers. When submitting a discrepancy to the GTL representative, please make sure you use the GTL Discrepancy forms that should be available from the Officers. Please make sure that you are filling out this form in its entirety.

RCI is on a 90 day phone list change period. The first 10 days in January, April, July and October. Effective January 1, 2017 inmates will be restricted to adding numbers only during the 10-Day Open Enrollment Period for the facility in which they are housed. A maximum of 10 additions will be permitted during the Open Enrollment period.

For Example: During Open Enrollment an inmate has the opportunity to change the numbers on his phone list. An inmate can add/delete 0-10 of the numbers during the Open Enrollment. Once all ten numbers are allotted, they cannot be changed until the next Open Enrollment. The inmate will need to ensure he knows which 10 numbers he wants on his list before starting the process. Any attempt to add additional numbers during this Enrollment Period will be denied by the system.

Phone list change requests outside of the change period will be denied. At the Institutions discretion, emergency phone list changes are allowed. All emergency changes will be verified before approval is given.

The use of any PIN other than your own is **PROHIBITED**. The Warden or designee may suspend an inmates telephone privileges for security reasons, violation of Institutional procedures, or if complaints of telephone misuse are received.

Access to the phones is dependent on the Officers in the Unit or the Warden. Phone calls are 30 minutes long unless otherwise stated by Facility Administrators.

Phone numbers for Attorney Offices can be added to the inmate's phone list at any time. These numbers not considered one of the 10 allowable numbers. The Attorney will need to submit their request on company letterhead to the inmate's Case Manager for processing and approval. Calls placed to approved Attorneys will not be recorded.

VISITING ROOM

RCI Staff will not respond to public inquires about the contents of your visiting list. The person calling will only be given that information by you, so please make sure family and friends know if they are on your list. Visiting on weekends will be on the even/odd digital system. Those inmates with SID numbers ending (0-2-4-6-8) may receive visits on an even number date. Those with SID numbers ending in odd digits (1-3-5-7-9) may receive visits on the odd number dates. In the months where both the weekend days are odd numbered, such as the 31st followed by the 1st of the month, inmates may be visited on either day, but only on one of those two days.

Inmates are allowed two visits per week. The visiting week begins on Saturday and ends on Monday. Tuesdays, Wednesdays, Thursdays and Fridays are non-visit days. Only one visit will be allowed per weekend day. On weekdays only, if a second and different visitor arrives to visit, they may do so. The second visit that day is then the second for the week and no more will be allowed. The number of visitors is limited to a maximum of three adults and three children. Any person under eighteen years old must be accompanied by an adult and is required to be a relative of the inmate or the visitor, otherwise the visit will not be allowed. All visitors 16 years of age and older must present a government issued photo ID.

VISITING ROOM RULES

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

1. Seating in the Visiting Room will be at the direction and discretion of the Visiting Room Officer(s). Once seated, there shall be no changing of seats, unless directed by a Visiting Room Officer(s). All inmates and visitors shall be required to sit in their chairs with full-seat contact during the visit. Sitting on the outermost edge of the chair does not meet full-seat contact requirements.
2. Physical contact between inmates and visitors is restricted to a brief kiss on the cheek and brief embrace at the end of the visit. During the course of visits there will be no physical contact between the visitor and inmate over the visiting barrier. (Holding hands is not allowed.) Children accompanying adults on visits must be supervised and kept under control by the adults at all times or the visit may be ended. This includes restricting children from wandering away from their assigned seat. Inmates will only visit with those visitors registered to them. All other contact is prohibited.
3. Once a visitor or the inmate leaves the Visiting Room for any reason, their visit is terminated. Other visitors visiting the same inmate may remain. However, no new visitors may replace the departed visitor. In the event more than three adults want to visit, only three may visit. Upon completion of their visit, a second visit may be granted provided it does not exceed the allotted two visits for that week. On Saturdays, Sundays and State legal holidays an inmate may not receive two visits on the same day by the same visitor. Diaper bags and any diaper bag accessories will not be permitted into the Institution.

4. It is recommended that visitors use the restroom prior to entering the Institution. Designated restrooms will be accessible to all visitors prior to and after visits. These restrooms are located in the Front Lobby.
5. The Institution is a place of business and revealing, indecent and suggestive attire is prohibited. The following are not allowed: halter tops, tube tops, tank tops, see-through garments, shorts, (i.e. "hot pants") mini-skirts or mini-dresses, form-fitting clothes, (i.e., spandex, leotards, leggings, sweatpants, or stirrup pants), clothing that exposes a person's midriff, sides, or back, tops or dresses that have revealing "V" neckline or excessive splits (i.e. spaghetti straps and sundresses), Military or Law Enforcement uniforms, hats or head wear (except religious or if medically necessary) and sunglasses. All other garments will be secured in lockers provided in the Front Lobby before entering the Visiting Room.
6. Persons appearing to be under the influence of alcohol, drugs, controlled dangerous substances or unruly in any manner will be denied visits and will be requested to leave the premises.
7. All inmates will be searched before entering and leaving the Visiting Room.
8. Visitors are not allowed beyond the "NO TRESPASSING" signs in the front of the Institution, and are subject to penalty for trespassing. All visitors, both male and female, are subject to search in accordance with OPS. 195.0003. The search may include a visual mouth inspection. It is noted on signs posted at the main entrance in the Front Lobby. Persons refusing a request to be searched will be asked to leave. If they refuse, they shall be treated as trespassers and the proper authorities will be contacted. A detailed explanation of the DPSCS regarding visits is contained in OPS. 195.0003 and specific RCI policy is contained in RCI.195.0001 available in the inmate Library. You are responsible for informing your visitors of these policies.
9. Fifteen names are allowed on the visiting list. Changes are allowed every 90 days (this includes additions and deletions unless otherwise approved by the Warden or his designee). Anyone not on the visiting list will be denied visitation. The names of visitors 18 years of age or older shall be on the list.
10. Photos are no longer permitted during regular visitation.

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.

Out of State/Extended Visits

In order to clarify the procedure referencing request for out of state visits, the following criteria must be followed:

1. When an inmate wants to schedule an out of state visit, he must send a request slip providing the full name and address of those individuals who will be visiting to the Visiting Room. This request must be received at least seven days prior to the date the visit is to occur. In order to be considered for our out of state visits, the travel time must be equal to 200 miles or more one way.
2. There will be a maximum of two extended visits granted per inmate in a twelve month time period. Every attempt will be made to afford at least one hour of extra time, if that time does not interfere with Institutional schedules and if there is ample space available.

MAIL/PACKAGE PROCEDURES

1. Outgoing sealed letters may be mailed as often as desired by all inmates including those on segregation. Letters containing money vouchers shall be given to the wing Officer unsealed. **All letters must have the inmate's full name, SID number, and address on them.** Certified mail forms are available upon request from the Mailroom. Outgoing mail will be stamped as coming from RCI.
2. Personal stationery may be purchased in the Commissary. It cannot be sent in from home.
3. Outgoing mail will not be read or censored, except as circumstances may warrant; and if read or censored, will be documented. However, inmates may not write to another incarcerated person unless that person is a member of the inmate's immediate family or is a co-defendant in the case. Inmates must receive permission from the Warden to do so.
4. Visitors may not bring any items for you on a visit.
5. All incoming mail will be opened and checked for enclosures such as money orders, pictures, stamps or contraband. All cash, personal checks, stationary (paper/envelopes), stickers (photos/amusement), and stamps will be returned to the owner at your expense. Greeting cards (store bought or homemade) and Polaroid pictures are **not allowed** and will be returned to sender. Money orders, cashier checks, government checks and certified checks must be sent to the lockbox; PO Box 17111 Baltimore, MD 21397-0382, for processing and must be addressed to your name and SID #. You will receive a receipt when it is processed. All incoming mail **must** have your full name, SID # and a return address. If not, it will be returned to sender.
6. Inmate mail may be further reviewed if there is evidence that the correspondence poses a threat to the safety and security of the Institution.
7. Legal correspondence (i.e. from a Court, Judge, Attorney, etc.), when received on official stationery, will be opened only in your presence.
8. Magazines, newspapers and periodicals purchased **by subscription only** may be received; however, enrollment in record, CD, tape, and book clubs is prohibited. Inmates are allowed to receive legal CD's or DVD's. They must get approval from the Warden first. Posters of any type are prohibited as are newspaper and magazine clippings.
9. Indigent inmates are entitled to materials and stamps for letters for personal use (seven per week). Mail requiring notarization will be handled by Case Management.
10. Unauthorized items will be returned at your expense.

PACKAGE ROOM

The Housing Unit Inmate Catalog Clerks are provided with catalogs, order forms and money vouchers. The clerks are also available to assist with the catalog ordering process. The inmate placing the order is responsible for checking their order form for any mistakes and must have his wing Officer sign the money voucher to insure that it is the said inmate placing the order. After the money voucher is signed by the wing Officer, the inmate must give his order form, signed money voucher and stamped company addressed envelope to the Housing Unit Inmate Catalog Clerk to be delivered to the Package Room for processing.

Catalog orders must be submitted according to the designated catalog order periods. The order schedule is provided to and can be obtained from all Housing Unit Inmate Catalog Clerks, and can be found in RCI ID.220.0007. Inmates are restricted to one (1) catalog order per ordering period, two (2) times each calendar year. Once an order is placed it cannot be cancelled. All orders returned from the Finance Department

marked as (NSF) shall be considered as an order submitted. Inmates are required to contact the company directly with any issues or concerns in regards to their order. When a package is received at RCI for an inmate that is on segregation, has been transferred to another facility, or has been released, the package shall be returned to the sender for a refund, according to the company policy.

CLOTHING ROOM

Inmates arriving at RCI shall have their personal clothing inventoried at Rec/ID. Personal clothing refers to all clothing in your possession including any state issued or purchased items. State clothing shall be issued in consideration of the inventory to ensure inmates have a total of no less than three sets of clothing.

You have the opportunity to exchange clothing as part of the Annual Exchange program. The Inmate Clothing Room will automatically issue you a pass once Rec/ID verifies and issues each inmates property and provides a copy of the inventory to the Clothing Room. After the first exchange clothing is exchanged once per year. Inmate may be required to pay for lost or altered state clothing.

The annual clothing exchange allotment is:

3 T-Shirts	3 Boxers
3 Pair Socks	1 Pair Sneakers
1 Pair Jeans	1 DOC Shirt
1 Winter Hat	1 Set Thermals

Any purchase of clothing you make from Keefe Property or Catalog during that exchange period will be deducted from your annual allotment. See RCI.220.0002 for more detailed information.

PERSONAL PROPERTY

You are permitted to retain certain items of personal property in your possession. These items are listed in OPS 220.004 (page 29). Items that are not authorized, as well as allowable items in excess of authorized limits, are considered contraband. These items will be confiscated and disposed of as follows:

- You may mail the items home at your expense by way of FED-EX. If you are indigent, the institution will pay mailing costs, but you will be required to reimburse the Institution when you receive funds.
- You may elect to destroy the items.
- Donate to charity (i.e., Goodwill Industries)

The option you choose is final and cannot be changed later.

PERSONAL PROPERTY INVENTORY

Appendix 3 to DCD 220-004

(See DCD 220-004 for details. Allowable quantity listed is the maximum for General Population, combination of State-issued & personal property.)

Inmate Name _____ Number _____ Institution _____
 Inventory Reason: () Transfer In () Transfer Out () Segregation () Release from Segregation () Hospital () Escape
 () Out in Custody () Other _____

Item	Allow Quant	Item	Allow Quant	Item	Allow Quant	Item	Allow Quant
CLOTHING		APPLIANCES & ACCESSORIES		RECREATIONAL MATERIALS			
Belt, 2" buckle (no logos)	1	Alarm clock	1	Art brushes	5		
Bras, state issue	7	Antenna, TV	1	Art set	1 set		
Coat, Jacket	1	Batteries (as needed plus 1 additional set)	As Req	Board games / Dominos (no dice)	1		
Footwear (any combo athletic shoes, shower shoes, slippers, sandals)	4	Beard/mustache trimmer and attachments	1	Chess set (solid) \$20	1		
Handkerchiefs	6	Book lights	1	Guitar w/wo case \$150	1		
Hat (knit style)	1	Calculator	1	Guitar strings (exchange only)			
Hat (baseball style)	1	Cassette tapes, or CD's commercially recorded	8	Harmonica w/case \$25	1		
Hat (stretch style) Male	2	factory sealed-no DVD		Jigsaw Puzzle	2		
Hat (rain bonnet) Female	1	Extension cord or 1- outlet surge protector (9 ft max)	1	Playing cards	2		
Pajama sets (nightgown, female only)	2	Fan	1	Support belt/athletic supporter	As Req.		
Rain poncho or raincoat	1	Handheld Game System	1	MEDICAL ITEMS			
Shirts (jerseys, sweatshirts, sweaters)	6	Game Cartridges \$35	6	(Quantities Only As Prescribed)			
Shorts, athletic	4	Headphones (Clear) \$25	1	Dentures and containers			
Shower robe	1	Radio, AM or AM/FM, w/wo cassette or CD no recording capability or detachable speakers \$75	1	Eyeglasses / Contacts and Case			
Socks (pair)	9	Television or TV/AM/FM Combo, w/wo remote \$200	1	Other items (braces, etc.), elastic joint support, other medical items			
Special work clothing	As per	Typewriter (or word processor, no detachable monitor or disk) \$250	1	Prosthetics			
Thermal underwear (set)	2	Other accessories for appliances (typewriter ribbon, earphone extensions, AC adaptor, no universal adaptors, coax connectors. (As permitted))	As Req.	FOOD/DRINK ITEMS - NO GLASS			
Trousers, Pants, Sweatpants, leisure-style pants (Skirts, female only)	4	MISCELLANEOUS		Beef Jerky	6		
Undershirts/Tee-shirts	8	Air Freshener, solid	2	Candy, bags	5		
Underpants, Boxers/Briefs	8	Comb	1	Candy Bars	24		
JEWELRY & PERSONAL ACCES.		Drinking cup 16 oz. max.	1	Canned goods & Packaged Meals (Total)	15		
Clothes Hangers (plastic)	6	Hair Brush	1	Cereals	2		
Combination lock	2	Laundry Soap	2	Coffee, Hot Chocolate	24		
Earrings, pair (females)	1	Mirror (plastic)	1	Individual packs			
Religious Articles		Nail clipper (small)	1	Crackers, cookies, cakes (box)	3		
Jewelry \$25	1	Razor (Disposable only)	5	Creamer-non-dairy (box)	2		
Clothing (Female 4)	3	Roach/Ant motel	3	Instant drinks (containers)	5		
Other	4	Soap Dish (Plastic)	1	Potato chips, popcorn, pretzels, nuts	8		
Ring, Wedding \$75	1	Toothbrush	2	Pudding (packages)	2		
Sewing Kit	1			Soft drinks, juice (case)	1		
Shoe/boot laces (spare)	3			Soup noodles	24		
Shoe polish - no wax	1			Spreads - condiments, mayo, honey, cheese, jelly	6		
Shoeshine brush	1			Sweetener (box)	1		
Shoeshine cloth	1			Tea bags (box)	1		
Sunglasses	1			Plastic bowl	1		
Trash can- max 3 gal.	1			Plastic fork & spoon (pack)	1		
Wrist watch \$50	1						

I/we, _____, Date _____, have personally inventoried the above listed items and find this to be true and correct.

I, inmate _____, DOC # _____, have checked the above list of personal property and agree that all the items hereon are mine, and consist of all my personal property.

I, _____, Date _____, have checked the above list of property and certify that the items were received into my custody and issued to the above-named inmate.

I, inmate _____, DOC # _____, have received these items on date _____.

LINEN AND LAUNDRY PROCEDURES

Linen and bedding are to be turned in weekly for laundering. The bedding and linen will be sent to the laundry by the Clothing Room on Wednesday morning and returned Wednesday afternoon. The wing Officer shall maintain a count of items that each inmate turns in so that the same amount can be returned. Mattresses shall be exchanged as required between the Housing Units and the Clothing Room. One (1) pillow and one (1) bed linen set may be purchased through catalog orders. Pillows must be standard size, have removable and washable cover, be fire retardant, and have polyester fill or latex foam material. The bed linen set must consist of one (1) standard size pillowcase and two (2) twin size flat sheets. Fitted sheets are prohibited. The bed linen set must not be black, dark blue, orange, light blue, or camouflage (same as clothing restrictions). Sheets predominantly white with prints or stripes are allowed. These items are only allowed at RCI and must be disposed of prior to transferring out of RCI to another Institution.

INMATE WELFARE/INMATE FUNDS

It is the policy of RCI to provide selected Commissary (hygiene items, writing materials etc.) for inmates identified as indigent by DPSCS regulations. Postage will be paid for seven letters per week. Give the unstamped letters to your wing Officer. The Housing Unit Manager will determine eligibility and the Mailroom will stamp them and mail them out. Upon accumulation of funds, "Welfare Postage" must be reimbursed to the state. Money you are paid for your Institutional assignment and receive from any other sources will be managed by the Business Office. You may receive a regular statement of your encumbered (reserve) and spending account balance. The Business Office maintains two accounts for each inmate. When you receive your monthly pay, a percentage of your money is placed in your encumbered account until \$50.00 is accumulated. The remainder of the money and other funds received will be placed in your spending account. The encumbered account is non-spendable until you are released from incarceration, at which time it will be given to you. Inmates serving life sentences are not required to maintain a encumbered account.

INDIGENT INMATES **DCD 175-2, RCI 175.0002**

An indigent inmate is one who at reception has less than \$4.00 in his active account, or who in the previous 30 days has not received pay for an assignment and has not had \$4.00 in his active account; or for the sole purpose of acquiring a birth certificate, has less than \$6.00 in his active account. Patterns of spending and receiving funds that shows manipulation of the account balances to maintain indigence will not qualify the inmate as indigent. If the inmate does not already possess the item(s), the Property Officer may issue a welfare packet upon arrival. After reception, a welfare package will be issued on a monthly basis only to indigent inmates upon request upon submission of a welfare slip on the first Monday of the month. The slips shall be sent to the Housing Unit Manager. Additional paper and envelopes for legal correspondence will be provided upon request from a Case Manager.

KEEFE COMMISSARY/PROPERTY

Commissary will be open to the general population Monday through Friday with each Housing Unit having a designated day. Your ID card must be presented to the Keefe Commissary Staff member to make certain of the correct identity. Signing for or picking up another up inmate's commissary order is prohibited. Excessive noise will not be allowed and may result in your return to your Housing Unit. Inmates will conduct themselves in an orderly manner while in the Commissary area. There will be no trading, loaning or passing of items or bags. No food or drinks are to be consumed while you are in the Commissary or on the walk. All Commissary items will be taken straight to your Housing Unit. The maximum amount that you can spend in one week is \$ 85.00. The schedule is as follows:

- Monday Housing Unit # 1
- Tuesday Housing Unit # 2
- Wednesday Housing Unit # 3
- Thursday Housing Unit # 4
- Friday Housing Unit # 5 & MCE Graphic Workers

In the event that delivery cannot be made due to court or medical trips, an additional attempt may be made on Friday of that week; however any delivery not made by Friday will be cancelled and full credit will be issued to the inmate's account.

Scantron forms are to be turned in each Sunday for processing. MCE Graphics workers are required to turn their forms in on Sunday morning to the 7-3 shift. All other scantron forms are to be turned in during the 3-11 Shift. The scantron forms are "bubble" type sheets in which an item number and quantities must be shaded in. It is recommended that a # 2 pencil be used. It is important that the inmate's SID number and item number be filled in correctly so that the scanning process can work. Any form that is found to be unreadable will not be processed. It is the responsibility of each inmate to ensure that these forms are filled out properly and turned in on time.

A scantron submitted on Sunday will not be delivered until the following week. Housing Unit Staff will advise inmates when they have a bag to be picked up and will send the inmate at the appropriate time. Keefe personnel will go through the order and check off the items against the order as it is being given to the inmate. All claims of non-received or damaged items must be noted at the time of pick up and must be written on the receipt by the delivering Keefe personnel.

A quarterly property menu has been developed for inmates to order regulated items as well as a few clothing items. The procedure for ordering these items is as follows:

West Region will order quarterly: February, May, August and November. **One week only** will be designated for scantrons to be turned in. Inmates cannot order these items on the regular Commissary scantron. The 7-3 Shift Wing Officers will pass out and collect completed **Quarterly Commissary & Regulated Property (QCRP) Menu** scantron order forms. Completed forms will be given to the Supply Department, who will approve, sign and date each order. Quantities can be adjusted by the approving Officer and all items over the allowable limits of the DOC will need to be exchanged at a rate of one for one. All orders will be subject to the property sending limit of \$85.00. Inmate receipts will mimic the current Commissary receipts. Orders will be distributed, when received, by the approving Officer. Inmates **will not** receive these orders with their regular Commissary Orders. Inmates will report to the Commissary area

when picking up these orders. A special window is designated solely for the distribution of these property items.

Any issues an inmate may have regarding Keefe operations are to be addressed through the use of the Keefe Commissary Communication Forms that are available in each Housing Unit. These forms should be filled out and placed in the Institutional box located on each wing. In filling out these forms, the specifics of the problem must be made clear and should include the date of the discrepancy as well as any corresponding documentation such as the receipt.

DIETARY PLAN

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

The primary difference between the two menus is that the Lacto-Ovo Vegetarian Diet does not contain meat, fish, or poultry. A variety of non-meat items are provided in the Lacto-Ovo Diet that meets the recommended dietary allowance just as the Master Cycle Menu does. These two Diet Plans will have no effect on individuals who are on Medical Diets.

If you elect to choose the Lacto-Ovo Diet, you are required to submit a Meal Preference Form to the Food Service Manager stating your preference. Forms are available for new inmates by contacting the Food Service Manager and requesting a "Meal Plan Preference" form.

Once an individual has indicated his preference, he will be required to adhere to his choice for at least six months. Changes may occur during February and August. The only exception to this rule is inmates transferring into the Institution. The form must be completed and sent to Food Service within fifteen days of transfer. A form will be available in the Medical Department.

Individuals who have selected the Lacto-Ovo Vegetarian Diet will be processed with a new identification card to enable them to receive their requested meal. An individual who receives a diet other than his registered diet will be subject to disciplinary action per COMAR (Chapter 12.03.01).

Dining Room

All meals are served in the main dining room unless you are on a special status in a Housing Unit. If you are on a special status, you will receive your meal in your cell.

Inmates are called for meals in the dining hall by wing and/or Housing Unit. Meal schedules may vary depending upon overall population size and the schedules of other Institutional activities. Currently, the time frames are approximately: Breakfast 4:00 a.m. to 6:40 a.m., Lunch 9:30 a.m. to 12:00 p.m. and Dinner 3:50 p.m. to 6:30 p.m. The times are subject to change. Housing Unit staff will inform you of changes as they may occur. Meal lines have to be moved in a timely fashion. Otherwise, other activities can be affected, such as recreation periods and training, etc. Consequently, you may not have the amount of time to which you are accustomed to consume your meal.

Meals are planned on a cyclical basis. They are reviewed for nutritional content by a registered and licensed dietitian for the age groups of the population assigned to RCI.

In order for mealtime to be conducted in an orderly and organized fashion, please observe the following rules/procedures while in the dining room.

- You are to be properly dressed when going to the dining room (i.e. long pants, shirts with sleeves, shoes and socks) (No kitchen whites when not working)
- Commissary items, extra clothing, books, magazines, etc., will not be allowed in the dining room. The only exception is Educational material when an inmate reports directly from school to chow.
- The Officers will regulate movement, entrance, seating and exiting. All chairs at each table will be filled before seating at the next table in the row. After being seated, inmates will not be allowed to get out of their seats unless directed to do so.
- Dining room chairs will not be switched from one table to another.
- There will be no passing of food from one table to another. Additional rations of food not authorized will be considered contraband, immediately disposed of and disciplinary action may be taken.
- You are responsible for the eating utensils issued to mealtime. It is your responsibility to see that they are returned in the proper manner at the end of the meal. During collection, inmates shall hold the utensils in one hand, so it can be easily seen the Officer, before depositing it in the container.
- No food items are permitted to be taken from the dining room.
- Food Service inmate workers are prohibited from bringing **anything** with them when reporting to work (books, magazines, cups, etc.)

Medical/Religious Diets

When the inmate enters the chow hall, he will go to the east side chow line and place his diet card through the slot. There, it will be given to the diet line where the tray is made and handed out the east side window to the inmate. If the inmate is unable to get his tray by himself, an inmate worker will get the tray for that inmate.

MEDICAL INFORMATION

The Institution employs full-time Health Care Staff. The area/department in which sick call is held operates a Dispensary. From time to time it may be necessary to go to MCI-H for infirmary (hospital) services. The three Institutions in this region share some medical services. For those medical procedures requiring the service of a hospital, you will go to Meritus Medical Center, Bon Secours Hospital or University Hospital in Baltimore. Dental services are also provided at the Dispensary.

The following operational procedures are applicable to health care:

There is a Registered Nurse on duty 24 hours each day and a Physician available or on call 24 hours per day. Nurse treatments are completed daily as needed. Passes are issued to any inmate requiring a treatment, such as dressing change or blood pressure check. Treatments are scheduled for both day and evening shifts as required.

Inmates are referred from nurse screening and are scheduled as appropriate. Chronic Care Clinics are scheduled routinely for inmates with chronic health problems and evaluated by appropriate Physicians, Physician Assistant or Nurse Practitioner.

Qualified personnel shall administer medication. Self-administration is only permitted when authorized by the attending Physician. If you are found to be in possession of medication that is beyond the prescribed date of use, and/or has been accumulated or hoarded during the time period for the use of medication, such medication will be considered contraband. You will be charged with the appropriate rule violation of COMAR 12.03.01. -- Rule #304. You are advised that any medication in your possession for a prescription that has expired is to be returned to the dispensary.

Inmates may access the Medical Dept. by submitting a Sick Call Slip or Encounter Form and placing it in the designated sick call boxes. Slips are collected daily, dated at time of receipt and screened by the Nurse and scheduled. When filling out a sick call slip make sure to put your DOC and SID number on the form. Once scheduled, the inmate is issued a pass and he should report to the Dispensary to be seen. Sick call is held 7 days/week. Requests are collected at 4:00 a.m. daily by Medical Personnel. The sick call box is located on the main walkway in front of HU #1. Segregation inmates are required to give any sick call slips directly to the nurse when doing rounds in the Housing Unit.

An inmate on pass to the Medical Department shall report to the Dispensary. Once at that location, he may refuse medical treatment after being properly informed by medical staff of the consequences and after signing the necessary paperwork. If an inmate fails to report to that pass, the Housing Unit Officer will issue a DIRECT ORDER for the inmate to report to the Dispensary, and he will receive an adjustment report for violation of COMAR 12.03.01, specifically Rule #316.

Unscheduled appointments are for true emergencies. Notify your wing officer of your emergency and the Medical Department will be notified. Information will be obtained, the situation assessed and the wing officer will be directed on how to proceed. Unscheduled emergencies should be life threatening (example: chest pain, shortness of breath, bleeding, etc.) emergencies. Misuse of the emergency system shall result in an Adjustment, Rule #403.

Pharmacy/Medications:

General population medication/pill lines will occur every morning from approximately 8:00-9:00 a.m. and every evening from approximately 7:00-9:00 p.m. Dispensary staff will call for these inmates. Sick call/encounter forms will not be accepted at the medication pill windows. No ID, no medications. You are responsible for taking your medications as prescribed. If you choose not to take your medication as ordered, then you may sign off of your medication.

Blister card distribution will be completed daily and passes will be sent to the inmate in order to pick up their blister card. It is expected that inmates pick up the blister card on the day the pass is received.

To request a refill of a medication the following procedure should be used:

- Remove the sticker from the blister card.
- Place the sticker on a sick call/encounter form and place the slip in the sick call box. Be sure to complete upper portion of sick call request: name, date, DOC and SID number
- Refills should not be requested until you have five days of medication left. The pharmacy will not refill medications before this time. Submitting too soon may delay receipt of your refill.

Dental requests will be handled by the Dental Department and Institutional pass system. The Dental list is continuous and inmates will be seen in the order of priority of need with emergencies taking precedence.

There will be no loitering in the Dispensary at any time. Loitering is not allowed outside the Dispensary.

Co-Pays:

In compliance with legislation passed by the Maryland General Assembly a \$2.00 medical co-pay will be assessed for initial sick call services. Inmates will not be denied medical care due to lack of funds. This is intended to develop individual responsibility and to provide faster and more efficient utilization of medical services in response to the growing population.

Eyeglasses cannot be sent into the Institution. New eyeglasses must be issued by the state.

MRSA FACTS

Staphylococcus aureus, often referred to as staph is a common type of bacteria found on the skin and in the nose of healthy persons. This bacteria may cause minor infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain staph bacteria that have become resistant to the first-line antibiotics are called MRSA. These are more difficult to treat, but usually respond to antibiotic therapy. MRSA is NOT the “flesh eating” bacteria.

MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

How to prevent becoming infected:

- Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- Never touch another person’s wounds, infected skin, or dirty bandages.
- Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- Don’t ever share personal hygiene items with others, including toiletries and towels.
- Clean off recreational equipment such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt between your bare skin and exercise equipment.
- Shower after participating in close-contact recreational activities whenever possible.
- Don’t ever get a tattoo while in prison, use injection drugs or have sexual contact with other inmates.

Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA. Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital. Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

MARYLAND CORRECTIONAL ENTERPRISE (MCE)

Inmates assigned to MCE must have a good Adjustment record, be at least 180 days infraction-free, and have a verified high school diploma or GED. They must be trust worthy and willing to work. Past experience will be helpful but not necessary. All requests for employment should be addressed to Case Management. MCE's Plant Manager will interview potential employees on a need to hire basis.

GUIDELINES FOR PLACEMENT ON MCE WAITING LIST

Effective 9/3/13

Must have a verified high school diploma or GED at the time of placement on waiting list. No exceptions.

Must have resided at RCI for at least 120 days immediately preceding placement on the waiting list. The only exception to this requirement is for inmates who were transferred to RCI for the express purpose of obtaining MCE training.

Must be off Disciplinary Segregation for at least six (6) months. Must be off Cell Restriction status for at least ninety (90) days.

If fired from an Institutional job assignment (i.e.: placed on Idle status), must wait at least 6 months from the date of removal from that job.

If serving a life sentence, must have served a minimum of fifteen (15) years. Other sentence restrictions are at the discretion of the Case Management Supervisor or Manager.

Placement on a MCE waiting list is a Case Management action. The following factors are to be considered:

- History of escape (or attempts) , must meet zone sensitive job criteria
- History of assaults and/or use of weapons
- History of stealing and/or contraband dealing (especially in a MCE setting)
- Housing history (Administrative Seg/Protective Custody, chronic housing problem, etc.)
- Institutional work history
- Recent changes in medical or mental health status
- Recommendation from MCE Manager for or against placement

If an inmate is removed from any MCE shop for disciplinary reasons (such as an infraction in a MCE shop or removal at request of MCE for unsatisfactory job performance, etc.), the inmate shall never be placed back on the MCE waiting list without the express consent of the MCE Manager.

EDUCATION GUIDELINES

You must ask your Case Manager to place your name on the school waiting list. If we are not able to get test scores within the last 4 months, you will be called to the Education Department for a placement test to determine where you will be placed in school. After placement on the waiting list for school, inmates may correspond directly to the Education Department about their enrollment concerns. Please note that most questions can be answered by reading this section regarding Education.

Special Education and 21 and Under Students/Under 21 Students:

An inmate is defined as “Under 21” until the 30th of June following his 21st birthday. Students who fall into this category are directly assigned to school unless they have a High School Diploma or GED. Those inmates through the age of 21 with a history of special education services may be placed in special education classes. The terms “21 and under” as well as “Under 21” are used interchangeably in the Education Department, having the same meaning.

Occupational Education Programs:

The main objective of the occupational training program is to provide basic job skills, enabling you to pursue employment once released. **AVAILABLE SHOPS:** Masonry, Automotive Technology, Barber Shop, Office Technology, and Warehouse. Employment Readiness is also offered as a transitioning class. An inmate must be off Disciplinary Segregation for 90 days, as well as not having had a guilty infraction (regardless of consequence) in the previous 90 days, before being placed on the shop wait list. See your Case Manager for other eligibility criteria, only one shop is allowed per incarceration.

School Cards & Schedules:

School cards are issued to you to allow you to come to the Education Building from the Unit. Your card indicates your school time, homeroom and schedule. School cards and I.D. cards must be in your possession to be admitted to the Education area. If you do not have both School Card & ID with you, you will be sent back **UNEXCUSED** for that day.

Mandatory Education:

Any inmate who is Special Education and/or 21 and Under is mandatory, regardless of the amount of days he has been in school, unless he has a High School Diploma or GED. An inmate is considered a mandatory education student if (1) he does not have a copy of a verified High School Diploma or GED on file in the Education Office, (2) he has at least 18 months to serve, and (3) he has not completed at least 240 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 will cause you to forfeit all accumulated good days.*

School Waiting List

The Education Department does not add students to the waiting list; that must be done through your Case Manager. Any student on the school waiting list will be required to take a placement test unless we have valid scores within 4 months of being placed in school. An inmate must be out of Disciplinary Segregation for 90 days, as well as not having had a guilty infraction (regardless of consequence) in the previous 90 days, before being placed on the school waiting list. Being placed on the waiting list DOES NOT guarantee

immediate placement in school. Mandatory students will be placed before any non-mandatory students. There is a criteria that must be considered when placing students into school. There is a process that must be followed, and that process is followed for everyone. School is not “first come, first served” and your patience is required.

Testing:

1. Once on the school waiting list, you will be scheduled for multiple test sessions. You will have at least 4 tests to complete. If you score out of range for any of those tests, you will be called again for additional testing. Completing this testing does NOT guarantee immediate placement in school. There is still a process and procedure that must be followed.
2. Initial TABE test scores determine your academic placement. TABE scores are valid for 4 (four) months. If you are reassigned from school and want to return, you may be required to retake the TABE test in order to update your scores.
3. TABE testing is done approximately every 8 (eight) weeks.
4. Students are eligible to take the GEDReady™ test after earning the following scores on the D Level TABE test: Reading 549, Math 556, and Language 559. Students must earn a minimum score of 145 in each section of this test to become eligible to take the official GED.
5. Students who are unexcused for testing may be automatically removed from school and an adjustment may be written.

GENERAL RULES

You are expected to follow all of these rules. If you do not follow the rules you may be dropped from school, placed on Idle status for up to 90 days, receive an adjustment, or any combination thereof.

- 1 **School is your job assignment.** You are expected to be present and to be on time.
 - If you are too sick to attend class, you must still report to school. Inform your Teacher that you need to leave sick. Failure to do so will result in your absences being **UNEXCUSED**. It is **your responsibility** to present verification of your Medical visit to your homeroom Teacher within 48 hours of the Medical visit.
 - For all absences, it is **your responsibility** to provide appropriate documentation of why you were not in School. Otherwise, the absence will be considered **unexcused** for that day.
 - Academic students are **unexcused** if they go to Commissary or Barber Shop during their assigned school schedule.
 - AM school students will go to Commissary in the afternoon
 - PM school students will go to Commissary in the morning under the direction of the wing Officer.
 - Shop students will go in the afternoon and then go to shop

Your 2nd Cumulative unexcused absence and/or unexcused lateness may result in a written warning. Any unexcused absence thereafter shall result in you being removed from the academic program and placed on Idle status for at least 90 days. You will not be paid during this time, nor will you be able to earn Good Conduct Days. After the 90 days you will need to contact your Case Manager to be placed back on the waiting list. This does not mean that you will get back in to school

immediately. Mandatory students and those entering school for the first time will take precedence over those re-entering school.

2. **Any** physical contact or any conduct or gestures with sexual overtones with an Educational Staff member, Custody Staff Member or other students will result in you automatically being reassigned out of school. You will not be placed back on the school waiting list. For those students who are mandatory, this would mean you would be placed on the transfer list.
3. While the Education Department respects the diversity of all the students, the school program is focused on the academic and vocational success. Academic and vocational assessments are given in the English language. Therefore to better ensure students achievement in all programs, English is expected to be spoken in all the classes in the Education Department at all times by both staff and students.
4. The restroom is “**OUT OF BOUNDS**” except for approved break periods. Break time, not class time, is to be used for restroom, water, etc.
5. The School Office, Teacher’s desk and computers are **OUT OF BOUNDS**. Being in an unassigned area or classroom is **OUT OF BOUNDS** and an adjustment can be written.
6. No one is to be in the halls during classes.
7. No foul language is to be used in the Education Building. It is not proper and will not be tolerated. An Adjustment could be written and you may be subject to reclass.
8. If your class number is announced in your Housing Unit as being cancelled, **DO NOT REPORT** to school. If your class number is not announced, you are to report. If you are not sure which class has been cancelled, walk up to the Education Building and check the cancellation board. **DO NOT ENTER** the building if your class number is posted. Return to your Housing Unit.
9. If you need to leave the Education Building for any reason, i.e., sickness, pass, early dismissal, etc. you must check out with your teacher and the Education Officer before you leave.
10. **DRESS** must be appropriate to the school environment. **Sweatpants are not permitted**. If you wear them you will be sent back **UNEXCUSED**. Hats and/or headgear must be removed when you enter the Education Building: only religious headgear is permitted. Appropriate dress falls under the same DOC guidelines as the Visiting Room. Pants must be worn so that your underwear is not showing. No tank tops, sleeveless t-shirts or thermals are allowed. Only non-marking shoes or sneakers can be worn. This will be enforced in all areas of the Education Building.
11. The professional staff will evaluate the progress of students. Students will be given a reasonable time to show appropriate progress in their program. If progress does not conform to the teacher’s criteria, the student will be reclassified out of the program to provide slots for students on the Education Waiting List. If you are reassigned out of school for any reason relating to attendance, behavior problems, segregation, or poor classroom performance, you must see your Case Manager to be placed back in school. New students will be given first consideration over those re-entering.
12. If you wish to see the school principal for a legitimate reason, you must fill out the “**Principal Request Form**” which can be obtained from your teacher and return it to your Teacher.
13. All non-school related items are not permitted in the school. Examples include but are not limited to: cups, drinks, food, candy, religious books, publications, and pictures. Such items can be confiscated.
14. If you go to the Courtyard, Gym, Barber Shop or Commissary during your assigned school schedule, you will be **UNEXCUSED**, and you may receive an adjustment. You may be subject to removal from school.
15. If a student loses, damages, or misuses any of the instructional or reference materials assigned to him by the Education Department, he will be held personally and financially responsible for these materials.
16. If a student tampers with or touches a security device, a Category I Adjustment will be written and the person will be removed from school.

17. Courtesy and respect will be shown to all staff and students. Horse play, shouting, profanity, running, or any type of disturbance, will not be tolerated and could result in being dropped from school and/or an adjustment being written.
18. Students must be prepared for class with all necessary materials.
19. Students must display, and always have in their possession, their DOC inmate identification badge.
20. The TABE test is a mandatory test given approximately every 4 months in order to remain in school and take the GED test. Refusing to test will result in disciplinary action, including removal from school, and possibly an adjustment.
21. Any student using a Tablet during class must give the teacher their DOC ID in order to sign the tablet out for the class period. The Tablet must be signed back in at the end of the class. The teacher will inspect the Tablet prior to it being signed out, and when it is signed back in, to determine if any damage has occurred. Any student found to have damaged a Tablet will be held personally and financially responsible and will automatically lose all Tablet usage privileges.
22. Students may be sent back unexcused if they sleep or disrupt class in any way.
23. Each teacher has his/her own specific rules in addition to these rules. You are expected to follow your teacher's rules in addition to the school policy and regulations or you could face possible disciplinary action(s).
24. Students must attend all classes listed on their school card. If a student leaves at break, they will be considered out of bounds and a ticket may be written, they will be considered unexcused for the entire day and receive no pay.
25. Inmates must put school card in wooden box, when entering the Education Building. If not in the box when the officer does attendance, no matter if you are marked in on the teachers' attendance sheet, you will be marked unexcused in Officers book, no questions asked.
26. If you are discharged from school for any reason you could be placed on Idle status for up to 90 days, receive an adjustment, or any combination thereof.

School gives each student the opportunity to further his education. Be mindful of other students around you; they too, have earned the privilege to be in the school program. The School Staff treats all students fairly and respectfully. Therefore, respect must be mutual between staff and students. Remember, this is your opportunity to make good choices and experience life's successes.

LIBRARY SERVICES

The Library is located in the Education Building and is managed by a full-time Librarian. The following resources and services are available for all inmates:

Materials

- Books (fiction and non-fiction) cataloged by "Dewey"
- Magazines, newspapers
- Computer databases (legal)
- Reference materials (legal and general)
- Audiovisual materials (CDs, DVDs)
- Foreign Language Books and Audio-tapes

Special Reference Materials and Databases:

- Legal Databases: The Legal research databases provide information on State and Federal laws.
- LASI (Legal Assistance to State Institutions) LIPS: Legal Information Packets on most frequently requested materials are provided.
- Maryland Manual: This manual has information on Local and State agencies.
- Other Resources: DCDs (Division of Corrections Directives), IDs (Institutional Directives), IBs (Institutional Bulletins).
- Some Court Forms
- Some Legal Forms

Services

The Library provides information, circulation, reference books, and resources, legal reference, and audiovisual services.

Special Services

Transition/Career Information Center: Videos, and books on careers, employment, and education are available. Job searching classes are provided to inmates who are within 120 days of release.

Service for visually impaired inmates: The RCI Library provides a printer, 3 (three) specially adapted Dell Computers, each with Talking Typewriter (a verbal typing instructional program), WORD/Publisher programs (to ensure patrons can type correspondence/create designs) and, JAWS (a program that will read back to the user what was typed) and, enlarged digit keyboards and earphones.

Also, a DaVinci Enlarger, SARA CE Scanner/Reader/Camera, Optilec (a portable scanner/reader) as well as several handheld enlargers are available. Our Visually Impaired Patrons (VIP's) receive training to use all of the equipment provided as their need for privacy and independence is respected.

VIP's complete an application to borrow an audio tape player and earphones. They may use these in their own cells (to be returned prior to transferring/leaving this facility). Audio tapes and magazines on tape are individually ordered bi-weekly from the catalogs provided for each inmate, by the Library for the Blind and Physically Handicapped (LBPH). Inmates with requests not found in the catalog may request other titles from the Librarian, who will explore options on the LBPH online catalog.

VIP's may also use the Legal Resources computers, which can enlarge its print of state cases (LexisNexis) and other legal documents that may pertain to their personal legal needs.

Information and Referral Services: The Library has directory information on Educational Institutions, Social Services agencies, and community resources.

Programs/Contests/ Events: Book reading, Poetry, Art Contests, Guest Speakers, book discussions, workshops and One Maryland One Book programs occur throughout the year.

Photocopying Services

A card operated Canon copying machine is available for use by inmates. Copy cards may be purchased by submitting a voucher to Inmate Accounts. Once your voucher has been processed CSOS Kotanko will call you to pick up your card. You must have this card to make copies. Only legal, educational, and other approved items may be copied. The Librarian is not responsible for the operation of this machine.

The Library is open five days a week during the day. The Library is also open on two evenings per week to accommodate inmates who cannot attend library during the day. Library Pass Request forms are printed on the back of the Roxbury Weekly Newsletter. Inmates must fill in the form and mail it to the Librarian if they wish to visit the library.

VOLUNTEER OFFICE

To get more information or to become involved in one or two groups/programs listed below, write to the Volunteer Activities Coordinator

IVOR Group (Incarcerated Veterans of Roxbury)- A service group for Veterans of any wartime period that were discharged under honorable conditions. Meetings are monthly and are facilitated by a member of the Custody Staff who acts as their liaison. The group works with community Volunteers to address items such as VA benefits. The group participates in fundraising. To apply, you must submit a copy of your DD-214 to verify military service.

Art Program- The project provides an instructional format for RCI inmates to learn creativity in a positive form of painting. The program can also be used to learn a viable trade upon release from prison. The program is facilitated by the VAC who attends classes as the Staff Liaison. Classes are limited to 8 students and will meet twice weekly for approximately 36 weeks.

Storybook Project- The program is for fathers and grandfathers who wish to enrich their children and grandchildren's lives with the gift of literacy. The project promotes parental bonding. ITV video records the individual reading a storybook to their child. The storybook and DVD are mailed home for the child to keep.

Health class- This class educates participants about health and wellness through an interactive learning process. The Physician facilitator uses case studies, basic anatomy, physiology, and pathology, exposing students to a holistic wellness-oriented approach grounded in mind-body medicine.

Lifer's Group- Membership is limited to those serving a life sentence or life suspended sentence. The group's focus is on improving quality of life for lifers and the prison community at large, and assists in dealing with issues specific to those serving a life sentence.

AVP (Alternatives to Violence) Program- A three level 3-day workshop facilitated by community Volunteers that focuses on learning alternatives to violent behavior.

Yoga- A one-hour morning yoga class for all ages and body sizes, which meets once a week. The class is taught by nationally certified yoga instructors. It includes all elements of the ancient science of yoga-breathing, physical movement in and out of the traditional poses, relaxation, and brief meditation. Teachers offer beginning and more challenging variations for most poses. Students are encouraged to proceed at their

own pace. It is the aim of the class to provide a safe and quiet environment, so students may benefit from the inward, peaceful experience of yoga while toning and strengthening all muscle groups in the body.

CDL (Commercial Driver's License)- Inmates are instructed in the basic knowledge necessary to pass the written portion of the CDL test upon release from incarceration.

Business Group- Inmates are instructed in the basic knowledge necessary to start their own business. This includes how to obtain funding and time and money management.

Re-Entry Mediation (must be 6-18 months from release, no active detainees)- eligible persons will be contacted in writing by the VAC.

Youth Challenge (Send request to VAC, names will be forwarded to appropriate personnel)

A/A (Alcoholics Anonymous) - Support group meets weekly and is facilitated by community Volunteers.

N/A (Narcotics Anonymous) – Support group meets weekly and is facilitated by community Volunteers.

CASE MANAGEMENT

Within seven days of arrival at RCI every inmate will receive a pass to attend Orientation. Every inmate is assigned to a Case Management Specialist (Case Manager) who will discuss your eligibility for programs, job assignments, and movement through the system. The following are some of the items that your Case Manager can assist you with:

- Guidance in determining or seeking assignments or programs
- Placement on waiting lists for Academic School, Vocational Shops, and preferred jobs
- Assignment to a work detail or program
- Preparation for and determination of eligibility for security level changes
- Preparation of Speedy Trial requests on Detainers
- Monitoring of Institutional progress and/or Adjustment problems
- Referral for emergency counseling
- Restoration of Good Conduct Credits

Shortly after your arrival at RCI, you will be seen by a Case Manager and assigned to an Institutional job or Education. Initial job assignments will normally be Sanitation. All requests for job assignments in the Housing Unit must be approved by the Unit Manager, Lieutenant, Sergeant, or Detail Supervisor. Eligibility for any job assignment does not mean suitability. Infraction history, nature of offense and criminal history shall all be taken into consideration when hiring.

When an inmate is fired from a job assignment, he may be assigned to Idle status for a period of up to 90 days at the discretion of the Case Manager. The inmate will not earn pay or credits while assigned to Idle.

Any inmate who has been fired from his detail or assignment must wait six months before he can be considered for a preferred detail or preferred detail waiting list. If fired from Food Service the inmate must

have consent from the Food Service Manager prior to being reconsidered. An inmate must be removed from Disciplinary Segregation for at least 90 days, or shall not have had a guilty finding for a Notice of Infraction in the past 90 days before placement onto a School, Vocational shop or Segregation Food Service waiting list.

An inmate may be on only one job wait list at a time. Placement on any job wait list will result in removal from any wait list the inmate was previously on. Placement on Disciplinary Segregation will result in removal from any job wait list the inmate is currently on.

At the discretion of the Case Management Department, inmates who meet the following criteria may be either assigned to a preferred job or placed on a waiting list for a preferred job:

- Housed at RCI for at least 120 days.
- Off Disciplinary Segregation and , shall not have had a guilty finding for a Notice of Infraction for at least 180 days and off Cell Restriction for at least 90 days.
- Meet the minimum requirements for the job.
- Have a verified GED or High School Diploma (for jobs marked with an *).
- Be screened by Psychology/Intel as required. (Observation Aide only)
- Zone sensitive areas only – no escape or attempted escape from a Medium Security Institution for the last 10 years, two or more convictions or administrative findings for escape, no drug related infractions for at least 3 years.

Preferred Jobs

Barber Detail
Blood spill Clean-up Detail*/**
Chapel Clerk
Education Aide*/**
MCE Assignments*#
Library Aides*/**
Dog Handler**

Preferred Jobs

Blind Escorts**
Catalog Clerk
Package Room Clerk *

Zone Sensitive Jobs

Cart Driver**
Asia Custodian**
Clothing Room Clerk/Repair*
Inmate Observation Aide**
Food Service Loading Dock
Grounds Maintenance
Maintenance Detail
Receiving and ID Detail*

(**No Sex Offense in addition to preferred job criteria)
(# Refer to MCE Guidelines)

To be eligible for Blind Escort you must meet the following criteria:

- Have not been convicted of a crime involving the abuse of a vulnerable person.
- NO infractions for 1 (one)year
- NO affiliation with a security threat group

RCI has a Dog Program for eligible inmates. To be eligible for this selection/interview process, you must meet the following criteria:

- Housed at RCI for 1 (one) year;
- NO infractions for 1 (one) year;
- NO sex offense
- NO domestic violence or cruelty to animals.

If you feel you fit the criteria and are interested, contact your Case Management Manager or the Housing Unit 1 Manager.

COGNITIVE BEHAVIORAL RESTRUCTURING PROGRAM

The goal is to teach inmates how thinking controls behavior and how changing one's way of thinking changes the resulting behavior. Case Management, Social Work and Psychology all offer groups based on the cognitive model. Social Work and Psychology offer different groups on a rotating basis. Case Management offers Anger Management, Thinking for a Change and VILL (Victim Impact Listen and Learn) throughout the year. General population inmates are eligible for consideration. Inmates must demonstrate a desire and willingness to improve their behavior and must also be willing to complete homework assignments. Anyone who presents a security risk will be excluded from participation in the program. Interested inmates should contact their Case Manager for placement on the waiting list for Anger Management, Thinking for a Change or VILL. Inmates should write directly to Social Work and Psychology for programs they offer. Preferential placement on the waiting lists may be determined by proximity to release date and/or risk assessment scores.

PSYCHOLOGY

Mental Health services will be provided by RCI's Mental Health Professional Staff who meet educational and licensure criteria. 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
- Management of the Special Needs Unit
- Risk assessments for lesser security as requested by Case Management

The Special Needs Unit is a program for inmates with a documented serious mental illness as defined by COMAR regulations. Acceptance into this program is a multi-disciplinary team decision. Inmates accepted into this program receive ongoing individual mental health contact with the Psychology Department, medication monitoring, and access to a variety of therapeutic groups.

SOCIAL WORK DEPARTMENT

Release/Re-entry Planning: Social Workers help incarcerated persons receiving treatment for major medical or mental health conditions 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. Incarcerated persons may self-refer or be referred by staff. Participants must be eligible for services and are screened before being accepted.

Social Work Groups: (with staff availability) Send one request to be placed on the waiting list.

Thinking, Deciding & Changing (TDC) is a cognitive-behavioral group where participants learn decision-making and problem-solving skills. Through cognitive restructuring, they learn new ways to solve problems and conflicts, and proactive tools for self –change.

Decision Points is an open-entry cognitive behavior intervention program designed for persons in contact with justice system. The program is built on the principle of the “Strategy of Choices”, and equips participants with alternative ways to examine their thinking and the related actions that lead them into trouble.

Victim Impact is a program to help participants to learn about the impact of crime on victims. The program challenges participants to begin to focus on other people...people they have harmed. The group is not about offenders rights. The focus of this group is on the victims.

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

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, persons must have completed a prior group and have minor children in their care upon release.

TESS (Trauma Education and Support for Survivors) is a support group geared toward individuals with complex trauma (i.e. they have been through prolonged or multiple forms of interpersonal trauma, including child abuse, growing up around domestic violence, exposure to community or organized violence, etc.) Members learn skills for self-regulation, communication, and trust and empathy building. The group intends to strengthen individuals’ psychosocial skills to enhance functioning during and after incarceration.

Individual Counseling The Social Work Department also provides brief intervention counseling regarding a specific issue and/or concern.

Individual Requests are limited to brief consultation on an issue such as with child custody, family or health-related issues. Incarcerated persons should briefly explain the need on a 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. When appropriate, the social work response may be a written memo or referral to another department.

ADDICTIONS SERVICES

Addictions Services oversees support and treatment activities within the Institution.

Treatment Services: The Alcohol and Drug Professional Counselor is responsible for - Addictions Treatment Protocol Program (ATP) and its Aftercare Service. ATP is a six-month cognitive behavioral program that utilizes skill building techniques with an emphasis on pro-social behaviors. This model of treatment places responsibility at the core of its philosophy, emphasizing responsibility and that behavioral change can occur.

ATP focuses on empowering each member with the skills necessary to change his thinking in order to cope with high risk situations that could lead to drug use or criminal behavior. Each client follows a developed individualized treatment plan. The group meets for 6 months, twice a week, with bi-weekly individual counseling sessions. ATP eligibility requires a mandatory or anticipated release within 2 years and a score of 3 or higher on the Texas Christian University (TCU) Assessment. Final placement will be determined by the SMART TAP Assessment scores and at the discretion of the Headquarters Program Enrollment Coordinator. A participant who completes ATP will be offered Aftercare Treatment to continue to develop the skills learned.

RELIGIOUS SERVICES **(OPS.140.0002)**

The facility employs Chaplains to provide Pastoral Care in meeting your spiritual and religious needs. Chaplains manage worship and religious study classes as well as Clergy visitors under the direct supervision of Chaplains to assist in worship, studies and special programs. Clergy visits are permissible and must be on your visitation list. All Clergy and pastoral visitations require Administrative approval.

It is important to follow procedures for participation in religious groups. You must submit a Religious Preference Form for inclusion in religious groups. Request a Religious Preference Form by writing the Chaplain or see your Housing Unit Tier Officer. Inmates can attend only one religious group and must be on the pass list to attend any services. Coming to Chapel without authorization is a violation of policy and failure to adhere to policy may result in an adjustment.

Inmates may register a religious preference. Once registered you may only attend the congregated activity that you have chosen. A Chaplain or Housing Unit Officer has Religious Preference Forms if you have not already registered your faith tradition of choice. Any inmate desiring to change their religious preference must correctly complete a Religious Preference Form and send it to the Chaplain. If religious activities are unavailable for your denomination or religious preference, you must make a request through a Chaplain to attend an alternate congregated activity.

Individual worship is allowable only if practice does not interfere with the privacy of another individual, with Housing Unit operations or does not pose a threat to the security or safety of the facility.

The Chapel is provided for worship and religious instruction. All activities are coordinated through the Chaplain. Inmates can attend a weekly worship if permissible through the religious tradition. Monthly religious worship and study schedules are on all inmate bulletin boards adhering to your religious preference or approved alternate congregant meeting per regulations.

Chaplains coordinate the process for inmate marriages. Inmates must submit a request to the Chaplain to obtain marriage information forms. Inmates are responsible for obtaining all necessary marriage items including marriage license. Chaplains do not perform marriage ceremonies. You are responsible for obtaining an Officiant to perform the marriage ceremony.

PAROLE

Parole is a “conditional release” from prison. It allows you to complete your sentence on the street under the supervision of the Division of Parole and Probation. Parole is not a right and it is within the discretion of the Parole Commission to release you on Parole.

The Maryland Parole Commission hears cases for Parole release and revocation. The Parole 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. The Parole Commission may issue warrants for the return to custody of alleged violators of Parole. The Parole Commission can revoke a Parole upon proof of a violation of the conditions of parole and can order you to return to the DPSCS to serve out your sentence.

Parole Eligibility - Maryland law requires the Parole Commission to initiate an investigation to determine the advisability of granting Parole to persons sentenced to a Parole 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.

COMMUNICATION COMMITTEE

The Communication Committee was established at RCI to enhance and promote communication between the inmate population and the Administration of the Institution. This committee is made up of representatives elected by and from the inmate population representing each tier of a Housing Unit. These tier representatives meet with the Housing Unit staff on a regular basis and also communicate in an ongoing way to address Unit/tier issues affecting the inmates.

In addition each Housing Unit has one Unit Representative who is appointed by the Administration. The Unit Representatives meet regularly to discuss issues that affect the RCI inmate population and then meet with the Administration to discuss these issues and issues of concerns from the Administration.

Inmates are encouraged to know their various representatives and utilize this process to address concerns and issues.

INMATE TELEVISION (ITV)

ITV is a weekly televised inmate information program that communicates Facility events and issues. This program is produced and recorded by RCI inmates under the supervision of a representative of the Administration. Inmates can submit items for this program through the assigned inmates or through the representative of the Administration.

ACCESS TO NEWS MEDIA

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

ACCESS TO RECORDS

An inmate may request to review his medical or psychological file every 6 months by completing the Medical Release of Information Form DPSCS Form OTS 130-500-1(available on wing). Requests for medical file reviews need to be submitted to Medical Records. Requests for Psychological file review should be submitted to the Psychology Department.

- There is a charge of 20 cents per page for copies.

An inmate may request to review his base file every 6 months by completing form DCD 20-12, Appendix 1 and submitting it to the Case Manager for the Warden's review. If approved, your Case Manager will schedule an interview

Charges for each side of each page on a per copy basis are as follows:

- Inmates who are indigent – no fee for copies of documents required for court related activities
- Inmates who are not indigent -15 cents per page for copies

LEGAL SERVICES FOR INMATES

DPSCS regulations clearly provide for uncensored and unlimited mailing privileges to the Governor, Attorney General, Courts of Law, or your designated Lawyer. You are advised that in the event you have any legal problems the following agencies and services are available to you:

You may contact your Case Manager. He or she will provide information to you in obtaining legal assistance. You may obtain Civil Rights Petitions (1983 forms) from your Case Manager. It must be remembered that your Case Manager is not an Attorney and cannot give legal advice or perform legal services, but may refer you for assistance. (You may owe a fee for filing in Federal Court – see “Prison Litigation Act”).

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

You are allowed to possess any law books or materials subject only to Institutional rules pertaining to space, fire safety, and security. You are reminded that it is the policy of the DPSCS not to interfere or in any way hamper any individual’s access to the judicial process. The inmate Library has legal texts available for reference. Counsel is appointed by the Courts to represent indigent defendants in direct appeals from criminal convictions to both the Court of Appeals and the Court of Special Appeals of Maryland. Counsel is also appointed by the Courts to represent indigent inmates in proceedings under the uniform Post-Conviction Procedure Act (Article 27, Section 645 (A), and Annotated Code of Maryland).

PRISON LITIGATION ACT

The Prison Litigation Act was passed by the Federal Government in January, 1996, and has been implemented by the DPSCS. You will be required to submit:

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

PRISONER RIGHTS INFORMATION SYSTEM OF MARYLAND, INC (PRISM)

The Prisoner Rights Information System of Maryland, Inc. is a legal resource for the inmate population of the DPSCS. If you have questions or concerns of a legal nature PRISM can be contacted at the below address;

Prisoner Rights Information System of Maryland, Inc.
PO Box 929
Chestertown, Maryland 21620

THE PRISON RAPE ELIMINATION ACT

The Prison Rape Elimination Act (PREA) is a federal law signed in September, 2003 by President George W. Bush. Its general purpose is to establish federal intent with regard to the elimination of the incidence and effects of “prison rape” in federal, state, and local correctional institutions.

- The Department does not tolerate sexual abuse or sexual harassment of an inmate.
- The Department does not consider alleged or actual consent as a defense to an allegation of inmate on inmate sexual conduct.
- The Department shall continue an aggressive approach to preventing, detecting, and responding to acts of sexual abuse and sexual harassment involving an inmate.
- The Department shall ensure that existing efforts and new strategies to prevent, detect, and respond to acts of sexual abuse and sexual harassment involving an inmate comply with applicable national standards under the authority of PREA.

Filing a Complaint:

- 1) A complaint of alleged inmate on inmate sexual conduct may be submitted by the following individuals:
 - a. The victim
 - b. An individual with knowledge of an incident of alleged inmate on inmate sexual conduct
 - c. A “third party” or other individual who has knowledge of the alleged inmate on inmate on inmate sexual conduct.

- 2) A complaint of alleged inmate on inmate sexual conduct may be submitted in the following formats:
 - a. In writing (includes electronic documents)
 - b. Verbally

- 3) A complainant may remain anonymous.

- 4) To increase prevention and aid in intervention, all staff, contractors, and volunteers will be trained to recognize signs of assault/rape and how to report any incidents. Therefore, any inmate who has been involved in a sexual assault/rape or is being threatened or coerced to have sexual contact with anyone, can report any incident(s) to any staff member, contractors, or volunteers they feel comfortable confiding in. There is also a PREA Hotline, 410-585-3177, which is an anonymous way for inmates to report allegations of the following:
 - a. Inmate on inmate sexual assaults/rape
 - b. Staff, contractors, or volunteers on inmate sexual assaults/rape
 - c. Sexual Misconduct and harassment and related retaliation

FIRE SAFETY AND EMERGENCY EVACUATION

The Institution has emergency plans for fires, natural disasters, civil defense, power outage and other emergencies. Generally, you will be called upon to either evacuate your area or to seek a safer, more secure location. You should familiarize yourself with the posted evacuation routes so that you will know how to react in an emergency requiring evacuation. If an evacuation is necessary, you should quickly and quietly follow the instructions given to you by the Staff until you arrive at the evacuation site.

Evacuation/fire drills will be held periodically to help familiarize you with the evacuation procedures. Inmates on Segregation of any type will not leave their cells during an evacuation/fire drill. As part of our fire prevention program, you are not allowed to store flammable material in your cell, nor are you allowed to accumulate material in your cell, i.e., newspapers, boxes, magazines, etc., to the point that they become a fire hazard.

You are advised that setting fires with paper materials or other combustible materials is a violation of safety rules and rules of behavior. Setting fires will subject you to an adjustment report and may result in prosecution for a violation of state law. Furthermore, you may lose the privilege to have paper materials in your cell.

In a natural disaster (tornado, high winds, earthquake, etc. or a civil defense emergency), evacuation may be necessary. The staff will direct you to the safest most secure part of your area. Generally, you will want to avoid windows or doorways. It is important that you follow the exact directions of staff that have been trained in these emergencies.

HAZARDOUS/TOXIC WASTE

The DPSCS and the Maryland Occupational Safety Health Administration are responsible for providing the inmate population with guidelines 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, in all areas where these materials are used, a Safety Data Sheet on each substance, the purpose of its use, the proper handling of that substance and what measures to take in case of an emergency.

DEPARTMENT TO CONTACT

Information about your individual case is handled by different departments. The following list will enable you to write directly to the department best able to provide the information on the listed question.

Question Regarding	Where to Write
Release Date	Case Management Specialist
Parole	Institutional Parole Associate
Mental Health Services	Psychology Department
Medical	Request Sick Call
Dental	Request Sick Call
Eyeglasses	Request Sick Call
Divorce or Child Support Problems	Volunteer Office (to see someone from Alternative Direction)
Legal Matters	Your Personal Attorney/Public Defender or PRISM
Visits	Front Lobby
Appeals on Disciplinary Proceedings or Case Management Decisions	The Warden, then: Inmate Grievance Office
Mail	Mail Room
Detainers and Speedy Trial Requests	Case Management Specialist
Baltimore City Public Defender	Suite 1400 6 St. Paul Centre Baltimore, MD 21202

PERTINENT AGENCIES AND ADDRESSES

Commissioner of Correction
6776 Reisterstown Road, Suite 310
Baltimore, MD 21215

Chairperson, Maryland Parole Commission
6776 Reisterstown Road, Suite 307
Baltimore, MD 21215

Public Defender System- Inmate Services Division
3rd Floor, Public Defender Building
201 St. Paul Place
Baltimore, MD 21202

Inmate Grievance Office
6776 Reisterstown Road, Suite 200A
Baltimore, MD 21215

Inmate ADA Coordinator
Office of the Commissioner, DPSCS
6776 Reisterstown Road
Baltimore, MD 21215

STATE COURTS

Court of Appeals of Maryland
361 Rowe Boulevard
Annapolis, MD 21401

Court of Special Appeals
361 Rowe Boulevard
Annapolis, MD 21401

Circuit Court for Baltimore City
5800 Wabash Ave
Baltimore, MD 21202

District Court for Washington County
36 W. Antietam Street
Hagerstown, MD 21740

Circuit Court of Washington County
95 W. Washington Street
Hagerstown, MD 21740

INDEX

-A-		-L-	
Access to News Media.....	49	Legal Services for Inmates	50
Access to Records	49	Library Services.....	42
Addictions Services	47	Linen & Laundry Procedures	30
Administrative Remedy (ARP).....	21		
		-M,-	
-B-		Mail/Package Procedures	27
Barbering Services	24	Maryland Correctional Enterprise	36
		Medical Information.....	33-35
-C-		MRSA Facts	35
Case Management.....	43-45		
Clothing Room.....	28	-N,O-	
Cognitive Behavior Restructuring Prog.	45	Non-Discrimination	3
Communication Committee	48		
Courtyard Procedures.....	22	-P, Q-	
		Package Room	27-28
-D, E-		Parole.....	48
Department to Contact	53	Penalties for Rule Violations.....	16-17
Dietary Plan	32-33	Personal Grooming	4
Dress Code Rules.....	4	Personal Property.....	28
Education Guidelines	37-40	Pertinent Agencies and Addresses.....	54
		PRISM	50
-F-		Prison Litigation Act	50
Fire Safety & Emergency Evacuation.....	52	Prison Rape Elimination Act.....	51
		Property (Allowable).....	29
-G-		Psychology	45
General Administrative Procedures	2		
General Housing Unit Policy	7-10	-R-	
		Recreation/Gym Procedures	22-23
-H-		Religious Services.	47-48
Hazardous/Toxic Waste	52	Rule Violations.....	11-16
Housing Rules.....	6		
Housing Unit #5 Procedures & Rules	17-20	-S-	
		Search Policy	5
-I, J, K-		Social Work Department	46
I.D. Cards.....	3	State Court Addresses.....	53
Indigent Inmates.....	30		
Informal Complaint.....	20	-T,U-	
Inmate Control over other inmate	2	Telephone Calls	24-25
Inmate Grievance Office (IGO)	21		
Inmate Movement	3	-V, W, X, Y, Z-	
Inmate Rights	2	Visiting Room Rules	25-26
Inmate Rules of Conduct & Penalties	10-11	Volunteer Office.....	42-43
Inmate Television.....	49		
Inmate Welfare/Inmate Funds.....	30		
Introduction.....	1		
Keefe Commissary/Property	31-32		

