

KEY WCI PERSONNEL

<p>Warden: R. Shane Weber Assistant Warden: Bradley O. Butler Security Chief: Jason Harbaugh Shift Commander (8-4): Major James Llewellyn Shift Commander (4-12): Major Robert Cross Shift Commander (12-8): Major K. Daniel Northcraft Case Management Manager: Michael Yates Case Management Supervisor: Brent McKenzie Case Management Supervisor: Gary Sindy Case Management Supervisor: Jordan Tichnell Inmate Parole Representative (IPA): Vacant Chief of Psychology: Ashley Harold Supervisor Social Work: Stacey Wedlock Addictions: Vacant ARP Coordinator: Sgt. Briana Hart Dietary Manager: Robert Herbold Maintenance Manager: Mike Iser</p>	<p>Director of Operations: Dr. Sam Rahman ACOM: Cynthia Shriver DON: Zach Dudek Health Services Administrator: Jodi Doyle Commitment Manager: Tina Geraghty Fiscal Administrator: Larry Hanlin Principal: Lonnie Lewis Librarian: Liam Kennedy Acting Volunteer Activities Coordinator: Lt. M. Bennett Chaplain: Chaplain G. Beitzel Chaplain: Jay Atkinson Supply Supervisor, Lt. James Pennington Housing Unit #1 Manager, Lt. C. McKenzie Housing Unit #2 Manager, Lt. B. Wagner Housing Unit #3 Manager, Lt. G. Forney Housing Unit #4 Manager, Lt. J. Smith Housing Unit #5 Manager, Lt. P. Merling</p>
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**Institutional phone number: Local: 301-729-7101, Toll-Free: 1-877-286-3965,
 TTY Users 1-800-735-2258**

DIRECTIONS TO WESTERN CORRECTIONAL INSTITUTION

<p>From Baltimore: I-70 West to Hancock I-68 West to Cumberland Exit 42 – route 220 South Turn left at light 3½ miles to WCI on the left</p>	<p>From Washington: I-270 North to I-70 West I-70 West to Hancock I-68 West to Cumberland Exit 42 – Route 220 South Turn left at light 3½ miles to WCI on the left</p>
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I. GENERAL INFORMATION

ORIENTATION

Upon admission to the institution, you will attend an orientation session. Pay close attention during this period. You should have read and familiarized yourself with the Division of Correction Inmate Handbook (DCM 210-1) which you received at the Maryland Reception-Diagnostic and Classification Center (MRDCC). Keep your book of rules and regulations as a reference when needed. If you need assistance in reading or understanding this or any material, contact the Housing Unit Manager. You are responsible to know these rules and comply with them.

NON-DISCRIMINATION POLICY

The Division of Correction provides equal access to all programs, services, and activities, without regard to race, religion, national origin, handicap, or political beliefs. If you feel this right has been violated you should contact the Warden of the institution.

PRISON RAPE ELIMINATION ACT (PREA)

It is the policy of the Western Correctional Institution (WCI) to have zero tolerance for sexual assaults/rapes or any other contact among inmates or staff.

During the intake process, inmates shall receive information explaining the agency's zero-tolerance policy regarding, sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

WCI will screen all inmates during the intake process to assess for history of sexual assaults/rapes either as a victim or as a perpetrator. A Mental Health professional will refer inmates with a history of such behavior(s) for a more extensive interview. These inmates will be housed in a manner to reduce the risk of further assaults, i.e., on intake, if an inmate is identified as vulnerable, at risk, or a perpetrator. The mental health staff will inform the Housing Unit Manager so appropriate housing can be arranged for the identified inmates.

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 in confiding to. There is also a Prison Rape Elimination Act (PREA) hotline, 410-585-3177, which is available for inmates to report PREA related allegations.

SEXUAL ASSAULT FORENSIC EXAMINATION

Inmate's who are sexually assaulted in custody, are entitled to a Sexual Assault Forensic Exam (SAFE) free of charge. This is an exam conducted by specially trained medical personnel to assess injury and collect forensic evidence. These exams can take several hours and may be traumatic for some patients. An inmate reserves the right to refuse an exam. Inmates also have the right to stop the exam at any point if there is a particular part of the process they do not consent. Since forensic evidence rapidly degrades, forensic exams should be conducted within four days of the assault.

PREA Investigations

Reporting incidents of sexual assault will result in an investigation process. Inmates should not be required to use informal grievance processes or otherwise resolve the incident with staff. Administrative & Criminal Investigations can result in three potential findings as follows:

*Substantiated: the allegation was investigated and found to have occurred.

*Unsubstantiated: the allegation was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

*Unfounded: the investigation determined that the alleged sexual misconduct did not occur.

Upon completion of the investigation, the investigating agency must notify the inmate as to whether the allegation is substantiated, unsubstantiated, or unfounded. Reports can be made anonymously and will still be investigated.



PRISON RAPE ELIMINATION ACT (PREA)
Intake & Reception Sheet
 PREA Standards: § 115.33(a), § 115.51, § 115.53,

ZERO TOLERANCE POLICY

- The Department does not tolerate sexual abuse or sexual harassment of an inmate.
- The Department requires that an employee with knowledge of an incident of inmate sexual abuse or sexual harassment shall report that knowledge according to Department procedures for reporting employee misconduct or inmate rule violations.
- The Department shall investigate the background of all prospective employees, promotees and contractual service providers who have direct contact with inmates to determine suitability for hire or promotion under the standards established by the Prison Rape Elimination Act.

REPORTING INCIDENTS OF SEXUAL ABUSE OR HARASSMENT

Inmates may report incidents of sexual abuse and sexual harassment in the following ways:

- Inmates may report incidents to any staff member verbally or in writing.
- Inmates may contact a third party to make a report on his or her behalf.
- Reports may be made anonymously, but doing so will make your complaint more difficult to investigate.
- Inmates may make a free, confidential call to the PREA Hotline (410.585.3177) on any inmate telephone. After leaving a message your call will be screened by an operator from an outside agency that is not part of the Department of Public Safety & Correctional Services. Reports of sexual abuse will be forwarded to investigators who will respond to your complaint.

INMATE ACCESS TO OUTSIDE CONFIDENTIAL SUPPORT SERVICES

The facility provides inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving you mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations. The facility will enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible. Telephone calls to these agencies may be monitored. Written communication will remain confidential.

Family Crisis Resource Center
 146 Bedford Street Cumberland,
 MD 21502
 Tel: (301) 759-9246
 Hotline: (301) 759-9244

**Maryland Coalition Against
 Sexual Assault**
 P.O. Box 8782
 Silver Spring, MD 20907
 301.328.7023
 800.983.7273

Sexual Assault Legal Institute
 P.O. Box 8782
 Silver Spring, MD 20907
 301.564.2277
 877.496.SALI

Just Detention International
 1900 L St, NW, Suite 601
 Washington DC, 20036
 202.506.3333

RAINN
Rape, Abuse & Incest National Network
 No Written Correspondence
 800.656.4673

Anne Arundel County
Sexual Assault Crisis Center
1517 Ritchie Highway; Suite 101
Arnold, MD 21012
Hotline: 410-222-6800

St. Mary's County
Walden-Sierra, Inc.
30007 Business Center Dr.
Charlotte Hall, MD 20622
Hotline: 301-863-6661

Washington Casa, Inc.
116 West Baltimore St.
Hagerstown, MD 21740
Hotline: 301-739-8975

Baltimore City
TurnAround, Inc.
1800 North Charles St; Suite 404
Baltimore, MD 21218
Hotline: 410-828-6390

Somerset, Wicomico, Worchester Counties
Life Crisis Center, Inc.
PO Box 387
Salisbury, MD 21803
Hotline: 410-749-4357

Reporting
You're external PREA Hotline
410-585-3177

UNIT MANAGEMENT

WCI utilizes the Unit Management model of institutional administration. Simply put, Unit Management is an approach to institutional administration designed to improve the relationships between staff and inmates by dividing the large institutional population into smaller groups, in order to improve the delivery of services. This ensures that an individual inmate's legitimate needs are identified and met in a timely manner.

Unit Management emphasizes decentralization and delegation of authority to the Unit Manager. The Unit Manager has been given the authority to resolve a wide variety of inmate issues. For example; issues involving mail, supply, clothing, dietary, religious services, medical, and fiscal (inmate finances) can very often be easily resolved at the Unit Manager level. Please be aware that almost all correspondence to the Warden, Assistant Warden, and Chief of Security are sent to the Unit Manager to be researched and resolved. Writing to the Warden, AW, or Security Chief often slows the process down. **A UNIT MANAGER IS THE LIEUTENANT ASSIGNED TO YOUR UNIT ON THE 8-4 SHIFT. START WITH YOUR UNIT MANAGER.**

GENERAL INMATE RIGHTS: FREEDOM FROM ABUSE

You may not be subject to corporal punishment, personal abuse, personal injury, property damage, harassment, use of unnecessary force. You may not be subject to medical, pharmaceutical, or cosmetic experiments. You will, be restrained only when necessary and only with the necessary force to control the situation.

MANDATORY REMEDIATION PROGRAM PARTICIPATION

Inmates may be compelled to engage in work assignments essential to support the operation, safety, and maintenance of the facility e.g., food services, sanitation details, prison industries, etc. Refusal to accept work assignments or participate in programs mandated by statute will subject you to the adjustment process and result in an adjustment report for a category II rule violation. If convicted, you may be subject to the loss of GCC credit, possible security increase, unassignment, and other sanctions as outlined in CMM Section 9 will be enforced. All inmates found eligible and suitable for participation in any program designated by the Commissioner or mandated by Maryland statute, such as a Mandatory Remediation Program, are required to complete the program. Mandated programs include, but are not limited to:

<ul style="list-style-type: none"> ◆ Participation in Assessment 	<ul style="list-style-type: none"> ◆ Substance Abuse Programming ◆ TC, RSAT, ROTC, ITP, ATP ◆ Mandatory Basic Education
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SEARCH POLICY

Inmates are subject to search at any time, which includes a frisk search or a strip search. A visual inspection of body cavities will typically, be conducted during a strip search. All inmates will be strip searched when entering or leaving the institution. Searches will be conducted frequently and on a random basis. Inmates will be strip searched upon leaving the visiting room after visits. Custody staff will perform cell searches daily. Cells will be picked randomly, or at the discretion of supervision. Mass shakedowns will be performed in, housing areas, work areas, and all other areas of the institution at timely intervals. You will be subject to regular searches when leaving the dining area. Metal detectors are used regularly throughout the facility.

The Institution shall strictly adhere to Secretary’s Directive #04-2007 in reference to contraband and the legal consequences involved in contraband possession in a correctional facility. (Copy of Directive available in Library)

ACCESS TO THE NEWS MEDIA

You are permitted to contact the news media under DOC regulations. For further information refer to DCD WCI ID 195.0001.1 that is provided in the Library. Media representatives however must have the permission of the DPSCS and/or the Warden of the institution to interview inmates and subject to the conditions that may be imposed. Be further advised that we will not release any information about you to the media other than that which is considered a matter of public record.

ACCESS TO RECORDS/BASE FILE INFORMATION

The Warden or designee must approve all requests to review and make copies of material in inmate records in accordance with the terms and conditions contained in DCD 20-12. You must consent to the release of any information from your records by completing DC Form 20-12. The form should be forwarded to the Case Management Manager for review and processing. Requested records or documents may only be reviewed in the presence of an authorized DOC employee. Inmates wishing to review their records must be specific in their request, and list the specific reason for requesting the review and the specific information to be reviewed.

Attorneys and Legal Aid employees may review all allowable information in your record in its entirety. For further information, reference DCD 20-12 and WCI ID 20-12 located in the institutional library. It should be noted access to Medical Records, Psychological Records, and Social Work Records are covered by DCD 130-600, DCD 124-311, and DCD 126-220. All are available for review in the institutional library.

It is the inmate's responsibility to provide friends and family members with specific case information in accordance with the Right to Privacy Act. Institutional staff may divulge general case information only to the public as prescribed by COMAR. Any request for information on any health issue by a family member or interested person, must be requested in writing. No medical information will be divulged over the telephone nor will it be released without your written consent.

II. INMATE BEHAVIOR ADJUSTMENT RULES, REGULATIONS, AND PROCEDURES

Rights of due process is protected within the adjustment procedure. If you are charged with an infraction of the rules, you will receive a fair and impartial hearing conducted by an independent Hearing Officer. All Correctional staff are under obligation to report violations of rules by inmates. There are five categories of infractions. Violations are categorized by the severity of the offense, with Category I being the most serious and Category V the least serious. Soliciting, being an accessory to, attempting to commit, or aiding in the commission of a violation of any rule shall constitute a violation of that rule. Category I, II, and III infractions, can't be resolved informally, but **MUST** be addressed through a formal adjustment hearing. Category IV and V infractions can be addressed through formal or informal methods.

An informal disposition will result in a minor penalty such as cell restriction, loss of recreation, loss of phone privileges, work, or visitation privileges. Formal dispositions have time limits and procedures that are outlined in the COMAR 12.02.27 series. Refusal to appear before a Hearing Officer constitutes a waiver of the right to a hearing, and the Hearing Officer will review the case in absentia.

At the Adjustment Hearing, you have the right to representation. You may request to have an inmate in good standing in the general population to act as your representative. An inmate at another institution cannot represent you. You will also have the opportunity to call one or more witnesses if the Hearing Officer determines it to be relevant to your case. Such witnesses may include the accuser and the employee

who presented the charges. The Hearing Officer shall allow you to question any witnesses who testify at the hearing, if they deem it relevant to your case and the testimony is not cumulative. You do not have to testify in your own defense. Failure to testify is **not** an admission of guilt. You are expected to be responsible for adhering to all rules and regulations. Ignorance of the rules is not an excuse. See your tier officer or Case Management Specialist for any clarification needed.

INMATE RULE VIOLATION SUMMARY

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 IA
 - b. Category IB
 - c. Category II
 - d. Category III
 - e. Category IV
 - f. Category V

Category IA

- (1) 100 – Engage in a disruptive act;
- (2) 101 – Commit assault or battery on staff;
- (3) 102 – Commit assault or battery on an inmate;
- (4) 103 – Commit assault or battery on a person who is neither staff or an inmate
- (5) 104 – Make threats that include the use of physical harm to objects, property, or Individuals;
- (6) 105 – Possess, use, or manufacture a weapon;
- (7) 106 – Escape when assigned maximum or medium security status;
- (8) 107 – Escape when assigned minimum security status;
- (9) 110 – Possess an implement or article that may be used in an escape;
- (10) 116 – Possess, misuse, tamper with, damage, or destroy security devices, equipment, property, detection or monitoring equipment, or fire suppression or alarm devices.
- (11) 117 – In any manner, arrange, commit, perform, or engage in a sex act or sexual conduct.
- (12) 119 – In any manner, commit, conspire to commit, or participate in an act of masturbation
- (13) 122 – Possess a telecommunication device, SIM card, battery charger, carrying case, or other device or article identified with a telecommunication device; or willfully pose for the taking of an unauthorized photograph or video recording or make an unauthorized audio recording.
- (14) 124 – Be involved with or participate in willful or negligent homicide.

- (15) 125 – Be involved or participate in the taking of a hostage.

Category IB

- (1) 108 –Escape when assigned pre-release security status.
- (2) 109 –Escape while in the community
- (3) 111 –Possess a drug, controlled dangerous substance, or medication requiring staff observation to ingest, or an intoxicant , excluding alcohol.
- (4) 112–Use a controlled dangerous substance, use of a medication requiring staff Observation to ingest when not prescribed, or uses an intoxicant.
- (5) 113 –VACANT
- (6) 114 –Possess a drug, controlled dangerous substance, or medication requiring staff observation to ingest, or an intoxicant, excluding alcohol, in a sufficient quantity, or possess packaging materials, suggesting distribution of, or the intent to distribute.
- (7) 115 –(a) Refuse or fail to provide a required volume of urine necessary for urinalysis testing or (b) provide a diluted or an adulterated urine specimen for urinalysis testing
- (8) 118 –(a) Make application for, obtain, or possess articles or materials for an unauthorized financial account or (b) Use an unauthorized financial account
- (9) 121 –Possess tobacco in sufficient quantity or the materials necessary for packaging tobacco or other related products that suggests an intent to distribute or distribution of tobacco.
- (10) 123 –Possess currency in: (a) a facility where currency is not permitted; or (b) an amount that is \$550 or greater in excess of the amount the inmate is permitted to possess.
- (11) 126 –Knowingly provide false report, claims, accusation or information related to The Prison Rape Elimination Act (PREA) or use the PREA Hotline other Than for the intended purpose.

Category II

- (1) 200 – (a) Refuse testing or assessment for the mandatory education program (b) Refuse assignment to or refuse to participate in the mandatory education program, or (c) engage in behavior that causes removal from the mandatory education program.
- (2) 201 - (a) Refuse testing or assessment for a program designated as a mandatory remediation program (b) Refuse assignment to or refuse to participate in a program designated as a mandatory remediation program; or (c) engage in behavior that causes removal from a program designated as a mandatory remediation program.
- (3) 202 –(Refuse to participate in or submit to deoxyribonucleic acid (DNA) sampling collection; or (b) Refuse to be fingerprinted as required by statute,

Law, or the Department

- (4) 203 – Refuse to obey a specifically cited facility Category II rule not listed in this Regulation as an inmate rule violation.

Category III

- (1) 300 – (a) Administer a tattoo; (b) receive a tattoo; or (c) possess tattoo equipment materials, or paraphernalia .
- (2) 301 – Possess or use alcohol without authorization;
- (3) 302 – Possess equipment, materials, or paraphernalia that may be used in the manufacturing of alcohol.
- (4) 303 – Refuse to submit to alcohol detection testing;
- (5) 304 – Possess, use, hoard, or accumulate medication without authorization;
- (6) 305 – Participate in an act that is in violation of a law, statute, ordinance, or provision of law.
- (7) 306 – (a) Gamble; or (b) possess gambling paraphernalia;
- (8) 307 – Participate in an act of extortion, bribery, or coercion;
- (9) 308 – (a) Steal state property. (b) possess state property. (c) possess property Without permission; or (d) tamper with, damage, or destroy state property
- (10) 309 – (a) Steal the property of an individual or entity. (b) possess stolen property of an individual or entity. (c) possess property of an individual or entity without permission. (d) Alter, tamper with, damage, or destroy property of another individual or entity.
- (11) 310 – Participate in an act not included as an inmate rule violation under this Regulation that is in violation of a rule policy, directive, or regulation of (a) department program (b) facility program or (c) community program.
- (12) 311 – Possess currency in an amount that \$20 or more in excess of the amount the Inmate is permitted to possess.
- (13) 312 – (a) Interfere with or resist a search of a person, item, area, or location. (b) Cause the early return of a community due to a violation of the rules. (c) Commit any inmate rule violation outside of the confinement of a secure facility.
- (14) 313 – Disobey a specifically cited home detention or work release rule not listed In this regulation as an inmate rule violation.
- (15) 314 – VACANT
- (16) 315 – Possess or pass contraband
- (17) 316 – Disobey an order
- (18) 317 – In any manner, commit, conspire to commit, or participate in an act of indecent exposure.

A. Category IV

- (1) 400 – VACANT
- (2) 401 – VACANT
- (3) 402 – (a) Enter or be in a location without authorization
(b) Leave an assigned location without authorization
(c) Be absent from or late reporting to an assigned location without authorization
(d) Loiter or linger in a location without authorization
(e) Refuse or fail to obey or follow an order, rule, policy, or procedure
Regarding inmate movement or travel within or outside of the facility
- (4) 403 – (a) Provide false information

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

Category V

- (1) 500 – Fail to possess or properly display a required inmate identification badge or card when directed by staff or required by facility rule
- (2) 501 – Participate in reckless behavior or horseplay
- (3) 502 – Fail to maintain:
 - (a) Personal cleanliness;
 - (b) The cleanliness of the facility or assigned housing area
 - (c) The cleanliness of a location outside the facility other than in the facility

- (4) 503 – Disobey a specifically cited facility Category V rule not listed in this regulation, as an inmate rule violation.

A current version of the Department’s regulation for inmate rule violations can be found in the inmate law library.

GENERAL INSTITUTIONAL RULES OF CONDUCT

- 503-35-1** **There shall be no loitering, lingering, and/or delay in any area of the institution.**
- a. Inmates are to take the most direct route between their departure point and destination. A direct route is a straight line. Walking on grass areas, not designated as recreation fields, is prohibited. Inmates are prohibited from walking backwards or excessively slow.
 - b. If access is denied or delayed to an inmate’s destination, the inmate is to stand quietly and wait.
 - c. All inmate movement must be in an orderly, controlled manner. Running, sprinting, pushing, etc., is prohibited. Any inmate observed running in a restricted area will be returned to his unit.
- 503-35-3** **The use of a face covering of any description is a security threat and will not be permitted for any reason other than a medically prescribed and documented necessity. Unless medically prescribed, sunglasses are prohibited inside any building to include medical, education and dining rooms.**
- 503-35-4** **Possession of military style clothing is not permitted.** The altering of clothing to resemble military dress is not permitted (no insignias). Inmates are prohibited from possessing and/or wearing any black, dark blue, predominantly dark-colored garments, or clothing made from camouflaged material. Blousing of pants and possession of heavy-gauge weave overcoats (i.e., Carhartt® coats) is not permitted.
- 503-35-5** **There will be no body punching or horse playing between inmates or between inmates and staff at any time.**
- 503-35-6** **Physical exercise is limited to those areas specifically provided (i.e., recreation yard, gymnasium, etc.). Only state equipment designed for exercise is to be utilized. The use of tables, chairs, water jugs, poles in fencing etc... is prohibited.**
- 503-35-7** **There shall be no unauthorized group gatherings, military drills, exercises in the martial arts (i.e., karate, etc.), religious gatherings and prayer sessions.** Shadow boxing will be permitted in the yard recreation areas provided. The boxing is isolated to one individual. This individual may not be closer than six (6) feet from any other person.

503-35-8**Property rules:**

- a. Trading, lending, borrowing, or selling of any item is not permitted.
- b. The modification, removal, or destruction of any State property to facilitate reception to TV's, radios, and/or tape players is forbidden.
- c. Modification of antennas for radios and/or TV's, other than the authorized antenna extensions purchased through the Commissary, is prohibited. No modification of electronic equipment (TV's, radios, CD players, earphones, etc.) and/or appliances (fans, trimmers, etc.) is permitted without written authorization of the Warden.
- d. There will be no loud playing of radios or televisions. Inmates are to maintain volume at an acceptable level so as to not disturb other inmates. Inmates who choose to operate their TV's, radios, tape players, etc., between the hours of 11:00 p.m. and 7:00 a.m. must use earphones or earplugs.
- e. Televisions, appliances, electronic equipment, personal game systems, such as PSII's, are not to be taken outside cells, with the exception of radios, tape players, and walkmans which are permitted in the yards during recreation periods, provided volume levels are maintained at acceptable levels.

503-35-9

There shall be no violation of administrative policy and procedures regarding visiting, use of telephones, or mail, as defined by institutional directives and regulations.

503-35-10**Housing Unit rules:**

- a. There shall be no mounting of pictures, posters, or any other items to cell walls, lockers, doors, ceilings, windows, etc. Pictures may be freestanding upright on the locker. **No pornographic** pictures of any nature are to be displayed inside or outside of the cells.
- b. The placing of any article in the vicinity of the cell door which may interfere with the door's operation is forbidden (i.e., dustrolls). In addition, no items may be placed in a manner which may block the bunk area from view of staff. Also, cell windows and lights shall not be covered or blocked in any way.
- c. At no time shall an inmate be allowed to enter a cell or wing other than that to which he is assigned, unless authorization is received from the officer-in-charge.
- d. When exiting a cell, it is the inmate's responsibility to stand by his door until it is secured.
- e. Bedroom slippers/shower shoes shall not be worn outside the housing units.
- f. No floor covering is permitted in the cells (i.e., towels, blankets, rugs, etc.) at any time. The only exception is the use of prayer rugs for worship only.
- g. During bar check, all inmates must be sitting/lying on their assigned bunks. During the stand up count you must be standing by your bunk. Wheelchair

inmates must be sitting on their bunk or in their wheelchair.

- h. Inmates are assigned to specific bunks in the cells. A change in bunk assignment may be approved by the Unit Manager or Officer in Charge only.
- i. Only in the absence of Correctional staff on the tier may inmates use the intercom at the front slider in order to communicate with control staff. At no time are inmates to use any other communication equipment in the institution unless it is an emergency.
- j. Upon entering/exiting the housing units, all inmates must check in with their tier officer.
- k. No personal property is to be left unattended on the tier at any time.
- l. A maximum of three (3) inmates is permitted at the shower area at a time.

503-35-11 There shall be no storing of sanitary equipment or materials in any cell.

503-35-12 There shall be no hoarding or accumulation of any items or articles beyond the limits prescribed by DCD 220-004 (Allowable Inmate Property).

503-35-13 There shall be no loud talking or noise after “lights out.”

503-35-14 During any institutional count, all inmates must be physically visible in their assigned cells or areas.

503-35-15 There will be no yelling or conversing of any kind through exterior cell windows to anyone exercising in the recreation yard, from housing unit to housing unit, or across the compound.

503-35-16 Dining Room rules:

- a. Inmates must present proper identification to enter the dining hall or they will be sent back to their housing unit. (i.e., special diets report to special diet dining hall, etc.)
- b. Commissary items, extra clothing, non-school related books, magazines, etc., are not allowed in the dining rooms. School books may be carried when students arrive at the dining hall directly from the school area, or will be proceeding directly from the dining hall to the school. Inmates entering the dining area must proceed through the line in an orderly fashion. There will be no conversations with inmate dietary workers.
- c. All movement, seating, and exiting shall be monitored by Correctional staff.
- d. No supplemental food items will be allowed in the dining halls. Condiments are provided with meals.
- e. There will be no passing of food items from one table to another or from the

serving line to the seating area. Additional rations of food which are not authorized will be considered contraband and shall be confiscated. Each inmate is allowed only one tray.

- f. Only one sealed milk carton shall be taken from dining rooms after meals except for that which has been previously authorized. All food must be consumed in the dining rooms.
- g. There will be no reserving of tables or moving to the head of the line without permission from Custody staff.

503-35-17 There shall be no items taken to or from work assignments other than required materials.

503-35-18 Inmates are prohibited from having fingernails that exceed ¼” in length due to hygiene concerns.

503-35-19 Homemade strings may not be used to transfer items from cell to cell or as clothes lines.

503-35-20 All inmates shall be properly dressed upon leaving their cells, as described below:

- a. Long pants, shirt (not sleeveless), socks, and shoes will be worn to all areas of the institution with the exception of recreation areas. Gray & white T shirts are permitted. Sweat pants are not permitted in the medical area, chapel, dining halls, education etc...
- b. Shorts, moderate cut-offs, and sleeveless shirts may be worn to the gym and recreation yard. In addition, each inmate may possess one drinking cup in recreation areas.
- c. Shorts, moderate cut-offs, sleeveless shirts, and shower shoes may be worn in housing unit rec halls and hallways.
- d. At no time will boxer shorts, thermal underwear, pajamas, or shower robes be worn in recreation areas or off the tier as visible clothing.
- e. Hats and caps, with the exception of approved religious headgear, may not be worn in the visiting room or education department.
- f. Sweatshirts can be worn anywhere in the Institution with the exception of the visiting room. Sweatshirts can be worn to & from visits but must be removed prior to entering the visiting room.
- g. At no time will the cuffs of pants be altered or shortened to expose the skin or socks. All pants cuffs shall touch the top of the arch of the shoe. Cuffs may be rolled up but not to violate the above ruling. Pants are not allowed to be tucked into socks.

503-35-21 Inmates may not misuse or abuse institutional communication equipment (i.e., radios, intercoms, or inmate telephones).

503-35-22 No whistling, cat calling, and yelling out of windows or doors, directed at visitors, staff or other inmates.

503-35-23 Commissary rules:
 a. Inmates shall legibly sign and return their Commissary order forms/cards.
 b. No food items are to be consumed in the Commissary.
 c. Inmates will not pass or exchange Commissary purchases or passes at time.
 d. Inmates will not loiter in the Commissary area prior to entering the receiving line or after receiving purchases.

503-35-24 Upon receiving new housing assignments, inmates are responsible for the inspection and contents of the cells. Any damage or contraband must be reported to the tier officer within twenty-four (24) hours.

503-35-25 Inmates may not spit on the paved walk ways. Spitting is permitted in the grass next to the walk way only. Wiping hands on walls, doors, doorframes etc... is prohibited.

503-35-26 Inmates shall not possess any contraband DVD’s, such as, pornographic or non-issued. Inmates in violation of this rule will be subject to forfeiture of any apparatus that can be used to view DVD’s indefinitely.

503-35-27 An inmate not assigned as a dog handler for the Vet Dog Puppy Program shall not attempt to handle, feed, pet or have any interaction with the puppies at any time. The only exception to this rule will be when the puppy is not wearing the working vest, at which time the puppy is under socialization training. Any inmate who strikes, kicks or otherwise attempts to harm a puppy in any manner will be charged as if he assaulted staff in reference to WCI ID #100.0002.05.3.

503-35-28 Inmates are prohibited from wearing headphones on the compound. Violation of these rules may subject the inmate to disciplinary penalties as described in DCD 105-4 and below:

<p>Rules 503-35-8 b, c, and e: First Infraction—Warning issued. Second Infraction—Item confiscated for a period of 60 days. Third Infraction—Item confiscated and mailed home</p>	<p>Rule 503-35-8 d: First Infraction—Counsel and reprimand with warning of more severe sanctions. Second Infraction—Item confiscated for 60 days. Third Infraction—Item confiscated and mailed home</p>
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at inmate's expense. Loss of inmate's use/ownership privilege at this facility.	at inmate's expense. Loss of inmate's use/ownership privilege at this facility.
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Adjustment History Sentencing Matrix

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

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

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

.28 Alternative Disciplinary Sanctions and Informal Disposition Sanctions.
 A. Privilege Suspension.

Numerical Value in any Cell is the number of days stated as optional or mandatory periods that may be imposed. The Hearing Officer may override the matrix adjustment history under the procedures of DCD 105-4.

Symbols

- GCC** Good conduct and/or special program credits range (stated as optional periods), will be revoked.
- SEG** Disciplinary segregation period range (stated as optional or mandatory periods) that may be imposed.
- “O” or “O or”** No matrix sanctions, or the matrix sanctions are optional.

Definitions of Adjustment History

Violation Free – means no previous violations

Good – 12 months since last violation

Fair – less than 12 but more than 3 months since last violation

Poor:

- ◆ three (3) months or less since last violation
- ◆ inmate has been convicted of a violation involving killing, assaulting, battering, or using threatening language within the previous five (5) years
- ◆ engaging in disruptive activities within the previous three (3) years
- ◆ possession of any weapon or an article modified into a weapon within the previous three (3) years
- ◆ holding another person hostage within the previous three (3) years
- ◆ refusal or failure to submit to any authorized urine, breath, or medical test within the previous three (3) years
- ◆ unauthorized use, possession, or distribution of any substance which reasonably could be used as an intoxicant, any controlled dangerous substance (or counterfeit substance), and any paraphernalia used to administer the same within the previous three (3) years.

Alternative Sanctions

This matrix does not outline the type, number, or periods of alternative sanctions that may be imposed. They are listed in Appendix 3 of DCD 105-4.

Inmates should be aware of Reduction in Violence (RIV) protocol. The RIV Committee may introduce additional sanctions upon inmates found guilty of violent institutional adjustments.

III. INSTITUTIONAL OPERATIONS**COUNT**

Inmate counts will be taken at varying times, day and night. During count in housing units, the inmates, upon being notified, will remain in their cells with the door closed until the count is complete. Inmates are to situate themselves in the cell so they can easily be seen by the officer conducting the count. One count per

day must be a stand up count. The 3:00 p.m. count on the 8-4 shift is a stand up count where you must be standing by your bunk at count time. Wheelchair inmates must be sitting on their bunk or wheelchair.

ADMINISTRATIVE PROCEDURES FOR RADIOS AND TV'S

The following rules will be strictly enforced. Any violation of these rules will result in an adjustment report being written in addition to the loss of the privilege of having a radio or a television.

1. Radios are allowed **ONLY** in the cells and recreation yard. Personal TV's are permitted in cells only.
2. All televisions without headphone capacity (jack outlets) may be played after 11:00 p.m. but **must** be kept at a low volume at all times. Failure to comply will result in confiscation of the TV, issuance of an adjustment, and forfeiture of the TV for a specified period of time. Earplugs will be used with all other TV's after 11:00 p.m.
3. There will be no trading, selling, loaning, or giving of any radio or TV from one inmate to another.
4. All radios and TV's coming into this institution by transferring inmates must meet WCI specifications.
5. Each inmate will be responsible for his own radio and TV.
6. Radios and TV's that will no longer operate and that you do not wish to have repaired, **MUST BE DESTROYED BY THE PROPERTY OFFICER**, in order that they may be removed from the record. Only then will you be permitted to receive another radio or TV.
7. All radios and TV's will be registered by completing WCI Form 220-6-1AR in triplicate (distribution: basefile, property room, inmate).
8. All televisions must have a clear or see-through housing as approved by Division regulation security reasons. All new radios must be of walkman type and must also be clear or see-through.

CASE MANAGEMENT

Upon arrival at the Western Correctional Institution, you will be assigned to a Case Management Specialist based on your housing location. Your assigned Case Management Specialist will assist you with:

1. Consideration for lesser security (if eligible);
2. Consideration for restoration of lost Good Conduct Credits (if eligible);
3. Processing of motions for fast and speedy trials on active detainees;
4. Consideration for assignment to a job or school waiting list;
5. Screening for all DPSCS programs;
6. Understanding DPSCS policy and directives;
7. Reconciling your criminal history;
8. Awareness of the Maryland Parole process;
9. Obtaining identification upon release and re-entry assistance;
10. Individual Case Plan development

Your assigned Case Management Specialist **cannot:**

1. Make or allow you to make personal telephone calls from his/her office unless it is a bonafide emergency; (Legal calls are not considered emergencies)
2. Act as a legal or spiritual advisor;
3. Get involved as an advisor with personal matters.
4. Intervene in decisions governed by other departments e.g., Commitment Department calculations, etc.

To contact your assigned Case Management Specialist, write him/her a letter, specifically outlining your progress or programming concern. You will be contacted as soon as possible and your concerns will be addressed. Should you wish to research the Case Management Manual, a complete set can be found in the institutional Library.

If you are a sex offender, you may be required, by Maryland State law, to register with local authorities upon your release as defined in DCD 95-6. Any questions dealing with this process should be addressed to your assigned Case Manager.

Maryland State law requires that those individuals convicted of qualifying crimes provide a DNA sample as outlined in ACM. Failure to provide such a sample may result in any or all of the following actions:

◆ Disciplinary Segregation	◆ Legal action
◆ Loss of GCC credit	◆ Continued Administrative Segregation
◆ Notification of Parole Commission	assignment until sample is taken.

For a list of qualifying offenses please refer to DCD 20-9, which is available in the WCI library.

ADMINISTRATIVE REMEDY PROCEDURE

The Division of Correction encourages inmates to seek resolution of their problems or complaints at the lowest possible level by presenting them informally to appropriate staff. Historically, there were no informal resolutions of a complaint, the only recourse available to an inmate was to file an inmate grievance or pursue civil remedies in the federal courts. The Administrative Remedy procedure was developed to resolve inmate complaints informally within the division prior to resorting to the Inmate Grievance Office or the courts.

The Administrative Remedy procedure (ARP) provides a means for informal resolution of a complaint, formal presentation of the complaint to the Warden for resolution at the institutional level, and formal appeal of the Warden’s response to the Deputy Secretary for resolution of the complaint at Division headquarters.

The forms used to file complaints at each step of the ARP process, can be obtained from the inmate library, the housing unit officer, or from an inmate’s assigned Case Management Specialist. The time frames

and instructions for completing the forms can be found in (COMAR 12.02.28). If help is needed to complete a form, assistance can be obtained from the inmate's assigned Case Management Specialist or from the institutional Administrative Remedy Coordinator. The ARP Coordinator is a staff person designated by the Warden to manage the process within the institution. When a specific issue is addressed through the administrative remedy procedure, the decision is final and cannot be resubmitted at a later date or when an inmate is transferred to another institution. However, formal complaints must first be addressed to the Warden, who also provides a response. Information about the appeal process and the formal grievance procedure can be found in (COMAR 12/02.28). If inmates or staff have questions regarding instructions or time frames of the ARP process, they should review the DPSCS Directives or contact the institutional Administrative Remedy Coordinator.

Informal Complaint Procedure (DOC Form 185.0002bR)

Inmates are encouraged, prior to filing an ARP, to complete and submit Appendix D to DOC 185.000.2, "Informal Inmate Complaint Form". Forms are available from Housing Unit Officers, Case Managers, the inmate library, and the Administrative Remedy Coordinator. Each complaint should be submitted on a separate form. The complaint should be submitted as soon as possible after the date of the incident or the date the inmate first gained knowledge of the incident. Submitting a complaint for informal resolution does not extend or affect the 30-day time frame for submitting a formal request for an ARP, Appendix E to DOC 185.0002.

These instructions should be followed when completing the Informal Inmate Complaint Form:

1. Check the appropriate box to indicate the subject of the complaint.
2. Complete Section A, including the following information:
 - a. date the incident occurred or the date the inmate first gained knowledge of the incident.
 - b. name(s) of the person(s) involved in the complaint.
 - c. brief description of the incident/complaint.
3. Date and sign the complaint form in the spaces provided.
4. Send completed complaint form to the appropriate department head or Shift Commander.

An effort to informally resolve an inmate's complaint should be concluded by staff within 15 calendar days of the receipt of the Informal Inmate Complaint Form. Use of the informal procedure is not required in order to file a formal complaint.

Issues Addressed Through Remedy

Issues for which an inmate may seek resolution through the ARP procedure include, but are not limited to:

1. Institutional Policies and Procedures
2. Medical Services
3. Access to the Courts

4. Religious Liberties
5. Lost, damage, stolen, destroy, or improperly confiscated property
6. Use of Force
7. Institutional conditions affecting health, safety, welfare, and the application and the operations of the Administrative Remedy Procedure.

Inmates may **not** seek relief through the ARP procedure on the following issues:

1. Classification recommendation and decisions
2. Maryland Parole Commission procedures and decisions
3. Adjustment hearing procedures and decisions, and
4. Appeals of decisions to withhold mail.

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

Time Frames for Filing

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

1. 30 calendar days of the date on which the incident/complaint occurred or
2. 30 calendar days of the date the inmate gained knowledge of the complaint.

If the inmate files under "2" above the inmate must clearly state the date on which he first learned of the incident or complaint and explain why knowledge of the incident or complaint was obtained later than the thirty day period. Complaints that are submitted beyond the time periods specified shall be administratively dismissed.

The inmate shall submit the request for remedy to the Warden of the institution of current assignment regardless of where the incident resulting in the complaint occurred. Completed forms may be turned into any custody staff member. If an inmate has reason to believe there would be an adverse effect if the complaint became known at the institutional level, the request may be addressed directly to the Deputy Secretary. When a request is submitted directly to the Deputy Secretary, the inmate shall provide a written explanation for **not** submitting it to the Warden.

INMATE GRIEVANCE (DCD's 180-001 thru 180-005)

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 on the merit of any complaint or grievance filed by an inmate. You may not be discriminated against based on race, religion, nationality, or political belief.

Examples of Grievances

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

Grievance Filing Procedure

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

The complaint or grievance should include the following information:

1. Date.
2. Name and number of complainant.
3. Date of Birth and last place of residence.
4. Address of institution or place where complainant is in custody.
5. Charge and sentence of complainant.
6. Case Management status - Maximum, Medium, Minimum, and Pre-Release.
7. Nature of grievance or complaint.
8. Person or persons responsible for the act or condition causing the complaint.
9. The facts or evidence on which the grievance or complaint is based. Give dates, times, and names of any persons, officials, or other inmates involved.
10. Request for a hearing if desired.
 - a. Names and addresses of witnesses desired by the complainant.
 - b. The name of counsel, lawyer, friend, or relative, if any, who will appear.
11. Names of officer, inmate, attorney, or other, if any, who aided in the preparation of the complaint or grievance. Refer to DCD 180-001 through 180-005 for additional information.

The complaint should be placed in a sealed envelope and mailed directly to:

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

PERSONAL HYGIENE ARTICLES

If you do not receive your property upon arrival at this, institution you will be provided an Inmate Care Package with necessary hygiene items to hold you over.

PERSONAL PROPERTY

The DPSCS has a standardized listing of allowable inmate property. It is the responsibility of each inmate to maintain his property in an orderly condition and keep all items to within allowable limits. All excess property will be mailed home at the inmate's expense. A DCD Form 220-001aR, Allowable Inmate's Valuables, must be completed for the following items: radios, TV's, watches, rings (wedding only), chains with religious articles only, musical instruments, calculators, headphones, typewriters, fans, alarm clocks, and trimmers. A copy of this form must be kept in your possession at all times if you have any of the above listed. **WCI strictly adheres to the standardized property list.**

Inmates serving an extended period of Disciplinary Segregation (180 days or more), will be inventoried in accordance with WCI ID#110-6-1. Due to storage issues, upon inventory of property it may be necessary to remove non-allowable property from the institution and send home at the inmate's expense.

INMATE CLOTHING ROOM PROCEDURES

The procedure for requesting items through the Inmate Clothing room at WCI is as follows:

1. Inmates will submit a completed WCI Inmate Clothing Request Form no later than the 7th of each month. **New inmates should write "New Inmate" across the top of the form.**
2. Each inmate is allowed to submit one clothing room request per year.
3. The Clothing Room Officers will determine eligibility by reviewing the inmate's property file.
4. If eligible, the inmate will be assigned a time to report to the clothing room for his yearly clothing issue.
5. The Clothing Room Officer will instruct the inmate on the amount of clothing items to bring with them for exchange.
6. When the inmate arrives at the clothing room for his issue, he **must** be dressed in appropriate institutional attire. **NO SWEAT CLOTHES, TANK TOPS, SHORTS, ETC.**
7. The Inmate Clothing Room is located in the Multi-Purpose Building.
8. If the inmate purchases any clothing or footwear items through the catalog ordering process, then the inmate forfeits his right to be issued those items from the clothing room as part of his Standard Annual Issue.

Initial Issue – New Inmates

1. Upon entering the institution, inmates will be issued the following items as needed:

5 – Socks

4 – T shirts

- 4 – Boxers
- 2 – Blue Shirts (1 each Long & Short Sleeve)
- 2 – Jean
- 1 – Knit Hat
- 1 – Thermal (set)
- 1 – Coat (One Time Issue)
- 1 – Sneaker

Standard Annual Issue – as needed basis

- 5 – Socks
- 4 – Boxers
- 1 – Blue Shirt (Long or Short Sleeve)
- 1 – Jean
- 4 – T shirts
- 1 – Thermal (set)
- 1 – Sneaker

Linen exchange - if needed**Work Details**

Inmates assigned to a work detail may be supplied with additional work clothes as needed due to the nature of their assignment. The detail supervisor **must** approve all requests. Those inmates with jobs will be called to the Inmate Clothing Room to be properly suited for work. Due to inmate workers prematurely leaving their job assignments, previously worn uniforms and boots will be issued first before new items are issued to the inmate. All work uniforms and boots have been properly washed and sanitized to be handed out for future issues. **Any inmate worker not willing to be issued previously worn uniforms and boots will be re-classed by their detail supervisor.** Students, sanitation workers, and non-employed inmates are not authorized to receive work clothes or boots.

Turn-in

When an inmate transfers out of the institution or leaves a specific job assignment, **all** work clothing and boots issued to them must be returned to the clothing room. Any work clothing or boots not returned to the clothing room will be handled through the adjustment process or informally by using money voucher for reimbursement to the state.

Mattresses, Pillows, Blankets, and Bed Linens

Each inmate will be issued a mattress, a pillow, a blanket, and bed linens upon entry into the institution. The condition of these items is the responsibility of the inmate and will be taken with them wherever the inmate is assigned for housing, except the Infirmary and Housing Unit 4. Damages resulting from abuse are handled through the adjustment process or informally by money voucher for reimbursement to the state. Due to normal wear a mattress should last a minimum of two years. After this time frame, you may request a replacement mattress through the inmate clothing room.

INMATE FUNDS

The institution's Business Office manages all receipts and disbursements of inmate funds. The Business Office follows accepted accounting procedures and DPSCS accounting regulations. You will receive information on deposits and withdrawals for your institutional account by means of receipts, vouchers, and notices. (Please refer to Directive 245-1 of the Administrative Manual in the library for more information). If you have questions about your institutional spending and reserve account, contact your Case Manager or write to Inmate Accounts section of the Business Office.

Inmate account statements (Inmate Account Summary) can be requested from your Case Manager. Inmate Accounts will address specific concerns or complaints regarding an account.

The Inmate Account Summary will show several balance columns:

Trust - Available or spending funds

Debt - Balance of funds owed (including federal filing fees)

Reserve – Funds held until an inmate is released (maximum balance \$50.00)

OUTGOING FUNDS

Vouchers for checks to be issued from inmate's accounts for over \$500.00 require the following information:

Social Security number (SSN), Federal Identification number (FID), if a business, address and phone number of the payee (person or business the check is being made out to). The voucher will be processed by Inmate Accounts, and the check will then be issued directly from the Comptroller of Maryland.

FUNDS RECEIVED FOR ACCOUNTS

Effective July 1, 2020, money orders are to be sent to the central P.O. Box (Lockbox) addressed to:

Inmate Name, State Identification Number (SID#) and Facility Name or Abbreviation
P.O. Box 17111
Baltimore, MD 21297-0382

The Lockbox accepts only Money Orders, Approved Vendor Checks, and Official Business Checks. Other items, such as letters are not accepted. Letters can be sent to the facility.

Receipts for money orders for \$250.00 or more are placed on hold for thirty days. The funds will be automatically released to the “available balance” after the thirty day period.

Funds can also be applied to inmates’ accounts through Access Corrections, either on-line using the Access Corrections App or at access.corrections.com, or by phone at 866-345-1884.

All inmates are permitted to open an interest bearing savings account with an outside bank (checking accounts are not permitted). Inmates may operate the savings account through the mail. Since bank regulations vary from bank to bank, the inmate shall have to correspond with the bank to obtain information regarding its procedures. Inmates may not use their savings account as a checking account. To transfer money to his savings account, the inmate shall prepare for mailing the required bank paperwork, along with an institutional voucher (Appendix 1), have an officer witness his signature, and have a supervisor review the request as cited in Section VI.D.1. The inmate is responsible for his savings account book and bank records.

Keefe Commissary Procedures

Welfare Commissary: _____ Those basic items for personal hygiene provided free of charge to inmates meeting the definition of indigent.

Indigent Inmate: An inmate who, within the previous 2 weeks, has not received pay for an assignment in work or school, and who has less than \$2 in his/her spending account, or an inmate received within the previous 2 weeks who has not had \$2 in his or her spending account.

Policy: It is the policy of Keefe Commissary Network to provide an annual schedule for Keefe Commissary and to maintain an acceptable variety and level of Commissary items.

Procedure: The procedure outlined below specifies the manner in which Keefe Commissary transactions are conducted. Failure to adhere to these procedures can cause an inmate to lose his Keefe Commissary privilege for the week.

Keefe Commissary Procedures

1. Inmate Keefe Commissary ordering options- Inmates have the option of placing their Keefe Commissary orders by using either their tablets or the phone.

2. The maximum amount that an inmate can spend each shopping period:
Housing Unit 1 thru Housing Unit 5 GP \$85.00, Ad Seg \$85.00, Dis Seg \$45.00.
3. Keefe Commissary delivery agents will distribute orders either from within the housing unit or from the multi-purpose building depending on the security needs of the institution. When distributing at the Multipurpose building, the inmate will arrive at the Multi-Purpose building on his scheduled shopping day. He will give his name and Housing Unit location when entering the building to the Correctional Supply Officer posted in the lobby. The CSO will then verify the inmate is on the list to receive commissary. To ensure an accurate transaction, the inmate will stand behind the yellow line, **without talking**, until his name is called by the Keefe Commissary Delivery Agent. Inmates who are caught talking will be offered an Admin Kit and their Keefe Commissary order will be returned for full credit. Once the inmates name is called, the inmate shall give their ID to the Keefe employee. After the Keefe employee checks the inmate's ID, the inmate will sign for his order and then will be provided with his commissary. It is the inmate's responsibility to verify his order. Any disputes concerning his order must be made before the inmate leaves the building.
4. **After the inmate takes possession of the goods, no returns, exchanges, or refunds of Keefe commissary items are allowed.**
5. Inmates may receive commissary once per week on their assigned day. Inmates on Protective Custody shall be escorted to the Multi-Purpose building. Administrative Segregation inmates shall have their commissary distributed weekly by the Keefe employees. Disciplinary Segregation inmates will receive their commissary on a bi-weekly basis.
6. No inmate will be allowed to receive Commissary without an ID card. **There will be no talking and the inmate must be properly dressed (no sweat clothes, no shorts, no tank tops, etc.).** Any inmate caught breaking these rules will be offered an Admin Kit and their Keefe Commissary will be returned for full credit.
7. There will be no sharing of bags, trading items, passing off items, or borrowing items by inmates while waiting in the lobby area of the building. Those caught doing so will be offered an Admin Kit and their Keefe Commissary will be returned for full credit. The only allowable Commissary shopping bags are laundry bags purchased from Keefe Commissary.
8. An inmate may only **shop once weekly**. When he arrives to receive Commissary he cannot leave and come back. If he leaves for any reason, he will not be able to shop again until the following week and his Keefe Commissary will be returned for full credit. If an inmate misses his scheduled time to receive his Keefe Commissary, his bag will be returned for full credit. **There are no make-up days!**

9. All battery and razor (blades intact) purchases require a one-for-one exchange.

10. Keefe Commissary regulations are subject to change without notice.

Personal and Welfare Needs of Indigent Inmates

It is the policy of the Western Correctional Institution to provide selected legal and hygiene items for those inmates identified as indigent by OPS Directive 175-0002. These items are provided via state contract through Keefe Commissary.

Indigent inmates may request a welfare package using the form Appendix 1 to OPS 175-0002 Welfare Commissary Request. Welfare Commissary requests will be accepted throughout the month. The deadline is the third Sunday of each month. Place request slips in the box marked Welfare Commissary located in the lobby of the Housing Units. Segregation inmates must submit the filled out request form to their Tier Officer to place in the Commissary box. Any slip received after the third Sunday of the month will not be processed until the following month. All Welfare Commissary is distributed by the end of the month.

CATALOG ORDERS

Inmates are permitted to purchase pre-approved items from authorized catalogs. **It is the inmate's responsibility to ensure any items ordered are in compliance with OPS.220.0004.** Catalog orders are a privilege. Any inmate who attempts to violate the catalog order procedures will have their privilege suspended for no less than one year. The procedure for ordering allowable items from a catalog through the Package Room at WCI is as follows:

1. All Packages received at the institution must be catalog orders. No third party orders will be allowed! Catalog orders that are initiated with a money voucher will be reviewed by the package officers.
2. Catalog orders are the responsibility of the individual. Delays, problems, substitutions, credits, returns, etc. shall **NOT** be considered by the Package Room Staff.
3. The institutional library has the catalogs for your review.
4. These orders may consist of any item listed in OPS.220.0004 which is **NOT** sold by **Keefe Commissary**.
5. Money vouchers must be completed during the designated regular catalog order period. Please ensure you have the required funds in your spending account to cover each item ordered including sales tax, postage and handling. **All non-allowable items will be confiscated!** Any excess of

- allowable quantities will be exchanged on a **one-for-one** basis. You will be given the option of having excess or disallowed items destroyed, or mailed out of the institution at your expense.
6. The catalog ordering periods are from **January 1st to May 31st** and **July 1st to November 30th**. **Orders for each catalog period must be submitted no later than May 25th and November 25th in order to allow time for processing prior to the end of each ordering period.** You may only place one order per period. When ordering from multiple catalogs, all orders are to be submitted at the same time. No catalog orders may be placed in the months of June and December, including appliance replacements. Catalog orders to one company must be submitted on the same order form. Appliances must be ordered through approved catalogs. If at the time an inmate is ordering an audio/visual appliance (TV, Walkman type radio, Walkman type radio/cassette player or Walkman type CD player, Video game console) authorized for an inmate to possess and the item is available in a clear case model, the inmate may only order the clear case model.
 7. The Religious Coordinator must approve all items of a religious nature. WCI.220.0004.1 Appendix 2 is to be submitted to the Religious Coordinator for approval. All orders of a religious nature must be processed through the property officers. **All items ordered must be in compliance with OPS.220.0004 Appendix 1 unless otherwise noted in Appendix 4 to OPS.140.0002.** All orders must be placed within 90 days of approval date. **No** Cd's from book companies except religious CDs with Chaplin's approval.
 8. All Catalog and religious orders must be in compliance with the property matrix colors, limits, and sizes.
 9. Any questions regarding an order are to be addressed using the Inmate request form. Do **NOT** have a tier officer call.
 10. Books have a \$25.00 each limit. No hard back books are allowed on Administrative or Disciplinary segregation.
 11. **TENNIS SHOES MUST BE GREY, WHITE, GREY/WHITE, NO OTHER COLOR ON SHOES.**
 12. When inmates arrive at the Multi-Purpose building to receive a package, he must be appropriately dressed. **NO SWEAT CLOTHES, TANK TOPS, SHORTS, ETC.!!!!**
 13. **Inmates serving a disciplinary segregation sentence may not place catalog orders. If an order comes in while on disciplinary Segregation your order will be held for a maximum of 14 days from date of being received.**
 14. **All** packages ordered from a catalog must be **NEW** and in factory sealed packaging.
 15. **No pockets in sweatpants or shorts!!!** Items will be sent back to company at inmates expense.
 16. **Inmates are not allowed to transfer property to other inmates!**

17. Inmates wishing to mail out a package must write the package room officer. If approved, the officer will notify the inmate when to report to have his package mailed out. **Only currently allowable appliances will be sent out for repairs. Non-allowable items may only be replaced with an allowable item.**

DIETARY

Dining Room Rules:

1. You may not wear tank tops, shower shoes, shorts, or sleeveless shirts. Socks must be worn at all times in the Dining Room. This is for health reasons.
2. Work uniforms such as MCE and Maintenance will not be permitted unless the inmate is enroute to or returning from work.
3. All inmates **must** present proper ID in order to enter the Dining Room or you will be sent back to your housing unit.
4. No reserving tables. All inmates will be seated by officers.
5. No cutting in line.
6. One tray/meal per inmate.
7. No food shall be taken from the dining area unless specifically authorized.
8. No commissary items, extra clothing, or packages are allowed in the dining area.
9. All inmates receiving LOV or medical diets shall go to Dining Room #2.
10. Inmates must be properly dressed in the Dining Room.
11. Inmates who reside in housing units #3 or #5 and assigned as a PM student shall eat lunch in dining room #2 or #3. No PM students shall eat in dining room #1.

When directed by the Officer-In-Charge, you will leave your table, place your tray and mug in the slot for the dish-room, place yellow plastic ware in soaking pans by the exit, and exit the dining hall in an orderly fashion.

Meal Times

Breakfast: 4:30 a.m.—6:40 a.m.

Lunch: 10:15 a.m.—12:45 p.m.

Dinner: 4:00 p.m.—6:45 p.m.

Alternative Diets

The DPSCS has made available an alternative meal plan for those individuals who request for it. Specifically, at this time, you are being given the choice of:

1. The Regular Menu
2. The Lacto-Ovo Vegetarian Diet

Both meal plans meet the recommended dietary allowances. The primary difference is that the regular menu provides protein primarily through fish, poultry, and meats with the exception of pork and pork-products, while the lacto-ovo vegetarian diet establishes the legumes, meat analogues, cereals, nuts, cheese, milk products and eggs as the protein sources. Once a preference is identified, you will be required to adhere to your choice for at least a six (6) month period. No changes, no exceptions. ***To get on Religious Diet, see Institutional Chaplain.**

Diet Re-registration Procedure

1. Changes will be accepted twice a year during the months of January and July.
2. Inmate ID cards will be changed to note this diet preference. All requests for diet change which cause a change to the inmate's ID, will be at the inmate's expense.
3. A meal preference form must be properly filled out and submitted to the Unit Manager during one of the above listed months. Specific dates will be posted.
4. Any request for a diet change which causes a change to the ID card will be at your expense. Newly arriving inmates will have ID's made to reflect diet choices at the expense of the institution. Newly arriving inmates have 15 days to sign up for the L.O.V. diet, regardless of their diet choice at the previous institution.

Medical Diets

Inmates with specific health problem(s) will be provided special medical diets as prescribed by qualified health care personnel. Medical diets will be continued until specifically terminated by the facility medical authority.

An inmate with health problems requiring a special medical diet shall follow sick call procedures to obtain the diet. Medical diets will not be provided by Food Service until an order is provided by the Medical Department. Inmates receiving p.m. snack bags as part of their Medical Diets will leave the bag sealed in the Dining Halls and until reaching the Housing Unit.

EDUCATION DEPARTMENT

POLICY: It is the policy of WCI and Education Services to monitor the behavior, attendance, and progress of inmates assigned to school. These standards are to convey the manner in which the WCI school program will operate and define the expectations of each student. Each student is responsible for adhering to these standards.

PROCEDURES:

A. Attendance

1. Each student is to report to school daily, on time, properly dressed, and prepared with required materials and supplies and to attend all assigned classes. Each student must present his school pass to the Education Officer upon arrival and is to report to the Education Office when leaving the school building during the school session.

A student who fails to present a school pass will be returned to the housing unit to retrieve the school pass and then to promptly return to school. A student who promptly returns with his pass shall be recorded as “Late – Excused.” Prompt return is to be understood as within 15 minutes of the morning or afternoon school session starting time (i.e., returning who does not return promptly shall be considered “Late – Unexcused”). If the student does not return, he will be considered “Unexcused”). School passes will be returned to the student prior to the end of the school session. Students are financially responsible if they lose their pass.

2. Lateness: The WCI inmate movement procedure provides ample time to report to class. Therefore, lateness in reporting to school is unacceptable. Upon the second (2nd) episode of “Late – Unexcused” within a 2-month school period, the student shall be removed from the school enrollment. Lateness shall be excused if arising from a Custody or institutional incident or action that can be verified.

3. Absences:

Students are required to attend all scheduled classes and academic testing sessions as scheduled. The Education Officer, for payroll purposes, and the school administration, for state and federal reports, records each student’s daily attendance. Students who experience *Excused Absences* will maintain their pay. Students who experience an *Unexcused Absence* will lose pay for each such occurrence. The Education Officer will submit an **Absences Report** (Attachment 5) for students who fail to report to their assigned job detail.

Minimal tolerance will be afforded to students abusing the attendance policy. Upon the Second (2nd) episode of an *Unexcused Absence*, the student may be removed from the school enrollment. It is the student’s responsibility to be aware of his attendance record. A student removed from the school program for abusing the attendance policy will not be considered for re-admittance until after 90 days on the waiting list.

4. Call-Out: Students who have been issued passes shall report to school and will proceed to their designated appointments from school when so instructed by the

Education Officer. Property Room, Clothing and Commissary passes will be routinely scheduled for times that do not conflict with the student's assigned job detail. However, when this is not possible, the Education Officer will delay the appointment until the end of the student's scheduled classes. Sick-Call passes are priority passes. Students called-out to receive a medication are to return to school as soon as possible.

Inmate students assigned to DPSCS mandated treatment programs will be removed from the school roll. Voluntary school participation while the inmate is assigned to the DPSCS program will not be permitted. When the mandated treatment program obligation is fulfilled, the inmate will have the opportunity to re-enter the school program. It will be the inmate's responsibility to notify his Case Manager of his desire to return to school. These former students will have priority status on the School Waiting List.

5. **Sickness-Not Reporting to School:** When a student claims to be ill but is not on the Sick-Call list, the student, if physically able, is to report to the Education Officer's Station to inform the officer of his condition and to complete a Sick-Call Request form. He will then return to his housing unit to be confined to his cell until seen by medical personnel or until the beginning of the Midnight-to-8 AM shift. Medical personnel will issue a return to school note to sick students. You must have an excuse to get paid.

If physically unable to report to the Education Officer's station, the student is to inform the Tier Officer and request that the officer notify the Education Officer. The student will complete and submit a Sick-Call request and will be confined to his cell until seen by medical personnel or until the beginning of the next Midnight-to-8 AM shift.

The absence of a student who claims illness or injury, but fails to properly report the illness or injury as detailed in the preceding paragraphs, will be recorded as an *Unexcused Absence*.

6. **Sickness-Exit from School:** A Student leaving school because of illness must request permission to leave the classroom from the teacher. The student is to report to the Education Officer's Station and complete a Sick-Call Request form. If the Education Officer does not instruct the student to report to the infirmary at the time, the student will return to his housing unit and be confined to his cell until seen by medical personnel or until the beginning of the next Midnight-to-8 AM shift.

7. Return to School: Upon receiving medical attention for a self-reported illness or injury, the student is to request that a **Return-to-School** (Attachment 1) slip be completed. The Return-to-School slip is to be presented to the School Office to update the status of the absence. Failure to present the Return-to-School slip within 2 days of resuming classes, or to present a slip that does not coincide with the period of self-reported illness, will cause the absence to remain as an Unexcused Absence. Presentation of a Return-to-School slip that appears to be altered, or has been forged in any manner, will result in a Notice of Infraction and removal from the school enrollment.
8. A student who is verified by medical personnel to be ill shall be paid up to a maximum of three days (DCD 245-5). A student having a long term illness (i.e., 10 days or more) that prevents his participation in school shall be withdrawn and be re-enrolled for the next available semester if his medical condition improves.
9. A student will be excused to attend regularly scheduled religious services when such services coincide with school days. The student must report to the school and will be excused to attend services at the appropriate time.

B. Deportment

1. A student is to be groomed and properly attired (i.e., clothing should be clean, buttoned, zipped, free of any holes or tears, and trousers properly worn at the waist). Hats, caps, bandanas, and sunglasses are not to be worn within the classrooms or school building. DPSCS approved religious headgear may be worn by a student who is a registered member of the applicable religious denomination. Such headgear shall be considered as caps having no religious significance if improperly worn (i.e., cap extends over the ears or forehead).

The Education Officer shall direct a student who is improperly attired to correct his attire. The directive may require the student to return to his housing unit. When the student promptly returns from his housing unit appropriately attired, he shall be recorded as "Late—Excused." Prompt return is to be understood as within 15 minutes of the morning or afternoon school session starting time (i.e., returning no later than with the 7:45 AM or 11:45 AM movement period). When the student does not return promptly, he shall be considered "Late—Unexcused". If he does not return, he will be considered as demonstrating a "Refusal to Report to Job Detail" and will be removed from the school program.

2. Courteous and respectful behavior is to be demonstrated at all times to all individuals. Actions inappropriate in the school are loitering, cheating, yelling, loud

talking, profanity, horseplay, littering, destruction or vandalism of property, conducting personal business, and all other actions which interfere with the operation of the classroom or school program. Entering classrooms to which the student is not assigned shall be considered as loitering, unless an invitation or direct order to do so has been extended by the teacher present in the classroom.

3. A student whose actions or deeds cause a disruption, distraction, or otherwise interferes with, or prevents a teacher from performing his or her duties, shall be subject to immediate removal from the class and school building by the Education Officer.

- a. Depending upon the severity of the incident, the teacher may prepare an education program **Incident Report Form** (see Attachment 7), a **WCI Information Report Form**, or a Notice of Infraction prior to the end of the school session detailing the events that occurred. The report will be presented to the School Principal for processing.

NOTE! Any student activity or action covered by Rule 100 Inmate Violation Series will cause the immediate removal of the student from the building by custody personnel. The inmate will be prohibited from future enrollment opportunities if found guilty of the violation.

- b. A student removed from the classroom at the request of the classroom teacher will be placed on *Suspension* for a maximum period of 3 days at the discretion of the School Principal or his/her designee. A student placed on suspension will not be paid for the number of days involved. A **Notice of Suspension** (Attachment 6) will be forwarded to the student detailing the suspension period and cause. **The student will report to the School Principal prior to returning to class. Failure to do so will result in removal from the school program.**
- c. A student whose actions cause a **Notice of Inmate Rule Violation and Disciplinary Hearing** to be submitted by school-based personnel will be removed from the school program.

4. A student is not to bring items to eat, drink, within the school building.

5. A student is not to bring any personal property to the school building (e.g., newspapers, magazines, photographs, books, audio tapes, CDs, etc.)

6. School materials and equipment are not to be removed from the school building without written approval. A student will sign and be financially responsible for all items borrowed or assigned to him.
7. A student must have an authorized pass to be absent from the classroom. A student must request permission from his teacher to leave his classroom. When leaving the Education Building before the end of the school session, the student must report to the Education Officer.
8. A student requesting to go to the school office must complete an **Inmate Request Form** to be submitted to the teacher. The teacher will forward the request to the Principal's Office. A conference will be scheduled if warranted.
9. These designated areas are Out-of-Bounds to all students:
 - a. Teachers' workroom unless accompanied by staff.
 - b. Computer lessons or software not assigned by the teacher
 - c. Storage cabinets, file cabinets, and teachers' desks
 - d. Unassigned classrooms or other areas posted as being Out-of-Bounds,
 - e. School office, unless in possession of a pass
 - f. Sanitation closets, and
 - g. Area behind the Education Officer's station.
10. A student not in his assigned class at the start of each class period will be considered Out-of-Bounds unless in possession of a Hall Pass. A pattern of lateness to class shall cause the student to be removed from school.
11. Anything brought into the school building is subject to search at any time. Only assigned homework should be carried into the school building. Non-essential material must stay in cell.

B. Academic Progress

1. Students are expected to demonstrate consistent academic progress.
 - a. An enrollment period of 365 calendar days will be afforded to a student in the Adult Basic Education (ABE) curriculum to achieve the Correctional Education Program's Adult Literacy Certificate. A student who fails to achieve the Advanced Adult Literacy Certificate during this time will be reassigned to allow other inmates the opportunity to enter school. A student who is so reassigned may request his case manager to place his name on the

school waiting list for re-enrollment in the future. An extension may be granted at the discretion of the School Principal.

- b. An enrollment period of 180 calendar days will be afforded to a student in the Adult Secondary curriculum to achieve the Maryland High School Diploma via the General Education Development (GED) examination. The School Principal may grant a 90 calendar day extension.

A student will be scheduled for the GED examination and one retest session. Should the student not attain a passing score when retested, he shall be removed from the school program. The Principal retains the option to retain the student for a second retest session.

- c. Adult Secondary level students must attain the Advanced Adult Literacy Certificate (ASC4) to be eligible to register for the GED examination.
- d. A student will be administered the Test of Adult Basic Education (TABE) at regular intervals to assess his academic progress. Adult Literacy Certificates are awarded as follows:
 - Basic Adult Literacy Certificate is issued when a student attains a functional grade level TABE score of 4.0 in reading comprehension.
 - Intermediate Adult Literacy Certificate is issued when a student attains a proficiency grade level TABE score of 6.0 or higher in reading comprehension, mathematics, and language (grammar and writing) skills.
 - Advanced Adult Literacy Certificate is issued when a student attains a minimum proficiency grade level TABE score of 9.0 in reading comprehension, 8.0 in mathematics and an 8.0 in language skills.
- e. Standardized testing with instruments such as the TABE are integral functions of the school program. Thus, each student is required to participate when scheduled for assessment(s). A student is expected to put forth his best effort to demonstrate his academic achievement.
- f. To maintain a seat in Education, a TABE reading test must be taken every four (4) months, regardless of previous score.

be immediately removed from the school program. The Principal or designee will complete a Notice of Inmate Rule Violation and Disciplinary Hearing documents stipulating a rule #308 and 403 violations.

- b. A student whose academic performance is grossly incongruent with his demonstrated ability level as measured by academic testing or as evidenced by his classroom performance, or who refuses by word or action to fully participate with assessment efforts, may be removed at the discretion of the School Principal without prior warning. Examples of these behaviors include inconsistent (up-and-down) test scores, test answer forms submitted in record time (dot-to-dot game to get it over with), and test scores not compatible with scores attained on class assignments and tests.
 - c. A student who falsifies his prior academic status, or who presents fraudulent documents, will be removed from school without prior warning and will be issued a Notice of Infraction and Disciplinary Hearing by the School Principal for a Rule 403 violation. A falsified diploma, certificate, school transcript, Social Security Number, and birth certificate are examples.
 - d. A student who fails to report to school, or leaves without authorization or under false pretenses, will be denoted as refusing his job assignment and shall be removed without prior warning. Examples are: claiming illness but going to yard, being excused to attend a treatment program session but not attending or found not to be a registered participant in the treatment program.
 - e. A student who vandalizes school equipment or furniture shall be issued a Notice of Infraction and Disciplinary Hearing, and removed from school and barred from re-admission to the school program. Expenses for the repair or replacement of the item shall be charged to the inmate's financial account.
 - f. A student who is excused to attend religious services, but does not attend the service or is found not to be a registered member of the denomination, will be considered as having refused his job assignment and shall be removed from the school program without prior warning.
 - g. Violates school standards.
6. A Notice of Inmate Rule Violation and Disciplinary Hearing citing Rule 203 Violation will be issued to a student for whom school enrollment is a DPSCS Mandatory Program requirement if he refuses to fulfill the mandatory 120-day

enrollment requirement, or when his actions cause him to be removed from the school program prior to the completion of the mandatory period.

7. A student removed from school must request reinstatement on the School Waiting List through his Case Manager.
8. Former students who were removed for disciplinary reasons will not be reassigned to school without the written approval of the School Principal. The Principal reserves the privilege to dispense the academic disciplinary actions addressed in Section VI, Item C, #3 (prior warning) and impose such actions as addressed in Section VI, Item D #5b (to remove without prior warning).

D. School Waiting List

1. The Case Management Office shall refer inmates to the school principal for placement on the School Waiting List. To expedite the collection and verification of an inmate's education history, an **Inmate Referral for Academic Testing/Waiting List** form (Attachment 4) is to be completed and forwarded to the School Office. An inmate is selected for enrollment based on the chronological order of his referral date and on an academically appropriate class opening based on his achievement test data.
2. An inmate's name shall be removed from the School Waiting List if his status changes to Disciplinary Segregation or Administrative Segregation. Upon returning to general population, the inmate must request his Case Manager resubmit his name again to the School Waiting List.
3. The School Principal will issue a NOI to any inmate who submits falsified education documents such as a diploma, a certificate, or a school transcript in an attempt to avoid completing the Mandatory Education Program.
4. Inmates awaiting school enrollment who are enrolled in DPSCS mandated treatment programming shall be passed over until they have fulfilled their obligation. The inmate is responsible for notifying the School Office that he is available for school entry.
5. The School Principal reserves the option to prioritize enrollment opportunities to those inmates who have never been enrolled in the WCI School Program, or to those inmates whose circumstances justify priority consideration.

E. Transcripts

1. Inmates needing or wanting their secondary school transcript may obtain a **Request for School Transcript** form (Attachment 8) from the school office. The inmate is responsible for mailing the form and for any fee that may be requested by the issued school system.

An inmate who needs to verify his high school diploma may obtain a **Request for Verification of Graduation** (Attachment 9) form from the school office. The form is returned to the School Office for processing.

2. An inmate who needs to verify his Maryland High School Diploma earned via a GED examination may obtain a **Request for Verification of Maryland GED Testing** for (Attachment 10). The form is to be returned to the School Office for further processing.
3. An inmate who needs to verify that he earned a high school diploma in another state, a federal institution, or in the military service may obtain a **Request for Verification of GED Diploma** form (Attachment 10) from the School Office. The form is to be returned to the School Office for further processing. The inmate will be responsible for any fee that may be requested by the issuing authority.

SPECIAL EDUCATION/SUMMARY OF INMATES RIGHTS

If you believe that you have problems that make it hard for you to learn in school or if you have ever received special help in school, you may be eligible for Special Education services while you are an inmate in a Maryland Correctional Facility. Students with disabilities (such as problems learning to read, doing math problems, or concentrating in class) under the age of twenty-one (21), are guaranteed the right to a free and appropriate public education. Your rights are guaranteed under Federal Law, which includes the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act. The Maryland State Department of Education Correction staff is responsible for finding out what students in Maryland's Correctional Facilities are eligible for Special Education and making sure that those students receive the help they need to succeed in school.

Your rights protected by Federal laws include:

- ◆ The right of your parents to be involved in decision making regarding your school program, including the right to attend meetings and review and consent to any educational plans developed for you.
- ◆ The right to be screened and tested by qualified professionals to find out whether you are eligible for special education services. If your parents disagree with the results, you may get others to test you.

- ◆ The right to look at your educational records and to keep your records confidential.
- ◆ The right to receive education services as described in an Individualized Education Program (IEP) made up for you; as well as services related to your education, such as counseling, occupational and speech therapy.
- ◆ The right to have your IEP reviewed by a team that includes school staff, you, and your parents.
- ◆ The right of your parents to appeal decisions made by the team concerning your IEP, or your eligibility for special education services. This appeal would be heard by a panel of impartial hearing officers. An appeal can be made to the Federal courts.
- ◆ The right to be represented by a lawyer in matters concerning your education, including the development of your IEP and appeal hearings.
- ◆ The right to receive information about how to file an appeal, how the appeal hearing will be conducted, and how to get free or reduced cost legal representation.

The protection of the Federal and State laws for students with disabilities is quite detailed. If you would like more information about any of the rights listed above, or if you believe that you may be eligible for special education services, tell your case manager, or a teacher or principal in your facility's school program. He or she will assist you.

OCCUPATIONAL PROGRAMS

The Occupational Programs provide the opportunity to attend functional life skills in the trade areas of Pre-apprenticeship Facilities Maintenance, Pre-apprenticeship Welding, Cabinetry, Graphic Design, and Plumbing. Assignment to the Occupational Program Waiting List (School Waiting List) is done by Case Management. The Occupational Programs are a work assignment and require daily attendance and demonstration of positive work habits and skills.

Approximately 600 hours of class time is required for completion of the programs. Attendance is 6 hours per day, Monday through Friday. The student attends both morning and afternoon sessions 7:30 to 10:30 and 11:30 to 2:30.

Two (2) of the programs, Pre-apprenticeship Facilities Maintenance and Pre-apprenticeship Welding, have National Certification Status upon completion and passage of national examinations.

General School Rules from the Academic School Programs section of the Inmate Handbook also apply to the Occupational Programs in terms of Attendance and Comportment.

Vocational Shop Eligibility Criteria

1. Within ten years of a mandatory release date and not within one year of mandatory release date, or

2. A Maryland Parole Commission contingency that includes a vocational shop.
3. 180 days removed from disciplinary segregation and no #105 Weapons ticket for two years
4. Have a GED, High School Diploma or pass the Vocation Educational Program Entrance Test.
5. If you meet the eligibility criteria, fill out the Vocational Education Referral form and send it to your assigned case management specialist.
6. Case Management will screen for eligibility and the Education Department will administer the Vocational Test and maintain the waiting list.

Occupation Programs Progress

Students are expected to maintain consistent progress towards the completion of their chosen program. This is demonstrated by participation in class assignments and by completing all necessary program module exams. Students must maintain a score of 70 percent or above in order to be in compliance with NCCER standards and maintain eligibility in the program.

Sanctions & Reassignments

Due to the important nature of class work and exams - attendance is a necessary component for completing the programs.

Students placed on Administrative Segregation for up to 120 hours (5 days) may return to the Vocational Program. Students remaining on Administrative Segregation beyond 120 hours will be reassigned.

Students committing a violent or sexual act toward staff or other inmates shall be issued a Notice of Infraction and will be immediately removed from the occupational program. The student will be prohibited from re-enrollment in the Occupational Program

Students whose behavior has caused them to be removed from the occupational program due to disciplinary reasons will be prohibited from re-enrollment in the Occupational Program unless approved by the School Principal.

School Waiting List

Case Managers refer the students meeting the selection criteria to the school for placement on the Occupational Waiting List (School Waiting List). Students are selected for enrollment based upon the chronological order of their release dates, achievement test scores, and appropriate program availability.

LIBRARY SERVICES

Library services are available to all inmates. General Population inmates are scheduled by housing unit for one day of library services each week. Borrowed Library materials can be kept for two weeks with one two-week renewal allowed. All library patrons shall be held financially responsible for any damaged or unreturned library materials. The WCI library is NOT a law or legal library. The WCI library is NOT an inmate's access to the courts. The LASI system is your access to the courts.

Fiction & Non-Fiction

Available materials include most genres.

Periodicals and Newspapers

The Library provides current weekly and monthly news and general interest magazines, and a daily law and business newspaper.

Reference Materials

The Librarian and library aides are available to assist inmates in locating materials on a variety of topics. Reference materials are not available to borrow and shall not leave the Library.

Special Materials

Upon request and with sufficient time, the library can provide large print books or talking books for inmates with vision impairments. This service is provided by the "Maryland State Library for the blind and physically handicapped".

Access to the Courts

Maryland provides inmates "access to the courts: in numerous ways, including but not limited to the LASI program. Additionally, a thorough range of law material is available in the library in print and digital formats. The WCI Library is not, however, a Law Library.

Library Assistance to State Institutions (LASI)

This service provides inmates with personal copies of many Federal Appellate Court Opinions and U.S. Code, all Maryland State Appellate Court opinions, State laws, and State regulations, and more. Forms for this service are available in the Library. Requests are typically completed in 2-4 weeks.

Copy Services

A digital copier is available for inmate use in the Library. Pre-paid “copy cards” are required for use, and available through Commissary with value in \$3.00 increments. The cost is \$0.15 per page. Copying needs for indigent inmates will be addressed in accordance with DCD 75-3 (April 1, 2006).

The Librarian **will not** make copies for you.

Typing documents and word-processing software

Computer workstations with Microsoft Word are available in the Library. Printing from these workstations requires a “print-card” which is available for order through the Custody Education Post just outside the Library door. Cards cost \$4.00 for 20 print-outs.

Services to Administrative Segregation, Segregation inmates

Recreational reading material for this population is provided via the book cart. The book cart serves Housing Unit 4 in accordance with WCI Institutional Directive 110.0006.1. Other inmates of this status are served by the book cart on weekends. LASI forms and law information for these inmates are mostly provided through Institutional mail.

FIRE, SAFETY, AND EMERGENCY EVACUATION

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

When your living/working area is involved in a fire drill or actual fire emergency, you will be directed to evacuate the building by the on-duty staff. **Inmates on segregation, administrative segregation, and protective custody will not leave their cells during a fire drill.** During an evacuation you will be expected to walk, not run, to the designated exit. Once out of the building, you will be directed to an assembly area. You are expected to obey all orders of staff during the evacuation and at the assembly area. When ordered to identify yourself during count, you will immediately comply with that order.

You are not allowed to store flammable materials in your cell, nor are you allowed to accumulate materials such as newspapers, boxes, magazines, etc. to the point that they constitute a fire safety hazard. In a natural disaster such as a tornado, high winds, earthquakes, etc. or a civil defense emergency, evacuation may be necessary. The institutional staff will direct you to the safest, most secure part of your area. Generally, you will want to stay away from windows or doorways. It is important that you follow the exact direction of staff, who have been trained in these emergencies.

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

The Western Correctional Institution has a lock-out/tag-out policy to render safe any equipment that is energized and/or has moving parts. Any equipment that is labeled as either locked-

out or tagged-out must be left alone and not touched.

IV. INMATE SERVICES

At WCI all inmate organizations operate in accordance with DCD 170-5. Self-help groups consist of inmates joined together for the purpose of personal development and rehabilitation of its members. Self-help groups include Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Anger Management, Commitment to Change, Voice (Victim Awareness), and Making Parole and re-entry.

How to Start an Inmate Organization

If you would like to start an inmate organization, you may submit your suggestion to the Volunteer Activities Coordinator. Refer to DCD 170-5 for specific information. Be prepared to give:

1. A clear statement of the purpose,
2. Who the members will be,
3. The day, time, and location of the meetings,
4. The name of the staff person who will be the advisor.

Remember there is limited space for activities. Institutional programs such as education or counseling have precedence on any available space. It is the policy at WCI that non-religious inmate organizations do **not** conduct fund raisers or have bank accounts.

LEGAL SERVICES FOR INMATES

You are reminded it is the policy of the DPSCS not to interfere, or in any way hamper, any individual's access to the judicial process. You are allowed to have law books and other legal materials to read. Regulations prescribe the number of books and amount of material you may have based on the safety and security needs of the institution. The DPSCS allows inmates to assist other inmates on a non-reimbursable basis in the preparation of legal materials. You may obtain legal assistance from:

1. Your lawyer.
2. A legal referral service or directory.
3. Clerks of Courts.
4. The Prisoner Rights Information System of Maryland, Inc. (PRISM)
P.O. Box 929
Chestertown, MD 21620
5. The State Public Defender's Office.
6. Trial judges (for special cases).
7. The legal reference materials available in the institutional library.

If you need legal help and cannot afford legal representation, the Courts will provide you with representation when your legal action falls under the Uniform Post Conviction Procedure Act, Art. 27, §645

A to J, ACM. You must make a direct appeal to the Maryland Court of Special Appeals or Court of Appeals. The U.S. District Court will provide you with representation when the Court deems it is necessary.

Indigent inmates as defined by DCD 175-2 will be provided with additional paper and envelopes for legal correspondence as necessary to ensure access to the courts. Postage will be provided in accordance with the terms and conditions of DCD 250-1.

With the passing of the Prison Litigation Reform Act of 1996, inmates are responsible for the cost of appropriate fees when a civil suit is filed in federal court. If the inmate wishes to initiate a civil action at either the Federal District court or Federal Circuit court level, he/she must submit:

1. an affidavit that includes a statement of all assets that you possesses in your account; and,
2. a certified copy of the account statement for a six-month period preceding the filing of the complaint or notice of appeal. Two copies of the Inmate Banking System six-month report shall be provided upon request.

The Maryland Offender Banking System statement will satisfy the above requirements. Upon written request from you, this information will be obtained from your assigned Case Management Specialist. Case Management staff shall also send a copy of your request to the institutional finance office. You must submit this information with the appropriate forms in filing a complaint under the civil rights act, 42 United States Code, section 1983, see appendices 1 and 2 to DCD 185-7. These forms may be obtained from the inmate library or Case Management.

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

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

The court of jurisdiction will send notice of the assessment to the finance office at the institution where the inmate was confined at the time the civil action was filed. Upon receipt of the inmate's current location the court will assess the filing charges and amount.

If the inmate is no longer confined at that location, staff shall forward the assessment to the institution finance office where the inmate is housed; or if the inmate is no longer confined in the DPSCS, staff shall notify the court that the inmate has been released and provide the last known address of the prisoner.

After payment of the initial partial filing fee, the inmate will be required to make monthly payments of 20 percent of the preceding month's income credited to the inmate's account. The institutional finance office will forward payments from the inmate's account to the clerk of the court in accordance with established procedures. In no event will the filing fee collected exceed the amount of fees permitted by statute for the commencement of a civil action or an appeal of a civil action or criminal judgement.

In no event will a prisoner be prohibited from bringing a civil action or appealing a civil or criminal judgement for the reason that the inmate has no assets and no means by which to pay the initial partial filing fee. For indigent inmates filing a legal action, your Case Manager can assist you with photocopies. These

requests shall be processed in accord with DCD 75-3. Those individuals who are non-indigent may utilize the photocopy procedures within the WCI Institutional Library.

Legal phone calls, collect calls only, are to be made from inmate telephones located in the day room.

FOREIGN NATIONALS

Foreign Nationals who are arrested or detained within the United States by any Federal, State or Local law enforcement personnel have the right to have their consular notified of their arrest if they so choose. Normally, inmates are accorded these rights at the time of their arrest and detention in a local detention center. However, if you have not been afforded this opportunity, or have the need to reach your consulate, you should contact your assigned Case Manager. The institutional directive outlining Foreign Nationals can be referenced in the library.

MAILING PRIVILEGES

1. Mail may consist of written letters, photos, and money orders.
2. Outgoing sealed letters may be mailed as often as desired by all inmates, including those on segregation status.
3. Personalized stationery, to include personal labels, are not permitted. That includes the following: pens, pencils, writing paper, postage stamps and envelopes.
4. There is no limit on the amount of incoming or outgoing mail. All incoming mail will be opened and inspected for contraband, with the exception of legal mail, which will be opened in your presence and staff. Mail will not be read or censored except for just cause. A report must be made to you and the Managing Officer in such cases. Outgoing mail shall likewise be inspected for contraband. Should any contraband be found, you will receive an adjustment report. All money vouchers must be signed by an officer prior to being forwarded to the mailroom.
5. Magazines, newspapers, and periodicals may be purchased, **only by subscription**, and may be received through the mail. Enrollment in clubs requiring time payments, such as record, tape or book clubs is prohibited. The State assumes no responsibility for debts incurred in this fashion.
6. Posters of any type are prohibited.
7. Unapproved items for return will be mailed at your expense. You and the sender will receive a report of this and may appeal this action.
8. Incoming mail will be opened prior to delivery to you and inspected for cash/checks and contraband. Cash, personal checks, postage stamps, and pre-stamped envelopes received by mail will be returned to sender (See DCD 245-6).
9. Incoming mail containing Certified Cashier's Checks and/or Money Orders will be credited to your account, and you will receive notification from the mailroom. These Cashier's Checks and/or Money Orders must show the **sender's name** and should not be defaced in any manner, or they will not be accepted. All incoming funds should show **your DPSCS number** to ensure proper identification.
10. If you are indigent, you will receive postal supplies through welfare commissary. You may send a total of seven letters per week. Both your name and DPSCS number **must** be included in the return

address for the mail to be processed.

11. You must sign for all incoming legal mail. Receipt of this type of correspondence will be recorded in a log book kept in the mail room. Legal mail will only be opened in your presence. These items must be on the official stationery of the sending individual or agency to be considered legal mail.
12. Your first class mail will be forwarded if you leave the institution or returned to sender if you leave no forwarding address.
13. All outgoing mail must be placed in the mail boxes provided.
14. Polaroid photos are not permitted through the mail. They will be returned to the sender.
15. Be advised that misuse or abuse of the mails is punishable by Federal law and may subject you to mail restrictions.

Note: All incoming mail should be addressed as follows:

**Inmate's Name and DOC Number
c/o the Western Correctional Institution
13800 McMullen Highway, SW
Cumberland, MD 21502**

Certified Mail

You may receive and keep in your possession a supply of forms necessary to process certified mail. These forms are available through the library, postal service, and housing unit officer.

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

MEDICAL SERVICES

General Information

1. Inmates entering the Medical Department must CHECK IN with the panel officer, advising the officer who he is there to see and then be seated in the waiting room until called by staff. Personal items, not limited to cups, handheld games, and paperwork, should not be brought to the medical department. Loitering is prohibited and subject to adjustment action.

2. It is the responsibility of the inmate to show up for scheduled appointments. You are responsible for checking the pass list daily.
3. If you fail to report to the Medical Department within 15 minutes of your scheduled appointment, or choose to leave before being seen by the health care provider, you must complete and sign a “Release of Responsibility” form. You forfeit your clinic appointment and must submit another Sick Call form in order to be rescheduled.
4. If you fail to report to sick call due to court, parole hearing, case management meeting, or other official business, you must advise your Tier Officer, who will notify the Medical Department so other arrangements can be made.
5. Contract Health Care staff are employed at the institution 24 hours per day. A dispensary is operated by the institution at which sick calls, specialty clinics, dental services, X-rays, and blood draws are provided. An infirmary is also available on-site.
6. A physician, physician’s assistant, nurse practitioner, and/or nurse are available on a daily basis for managing emergencies.
7. Provider sick call (physician, physician’s assistant, or nurse practitioner) is held 5 days a week. Nurse sick call is available 7 days a week.
8. Consultations for off-site specialty care are subject to Utilization Review.
9. Eyeglasses will be provided on an every 2 year basis. If your eyeglasses are lost, stolen, or broken during this time, you will be responsible for the replacement fee.
10. Dental appointments will be handled by utilizing the institutional pass system. Dental services are provided on the basis of priority.

How to Access Health Care

1. You can request a medical appointment by using the Sick Call Encounter form, which is available in each housing unit. It is important that these forms are filled out completely. You must include your name, DOC number, date, and housing location. You need to include a description of your healthcare problem on the form.
2. Completed Sick Call forms should be placed in the locked medical boxes located in the dining hall or in the lobby of your housing unit. Sick call forms should not be placed in institutional mail, or they will be returned to you for proper submission.
3. Sick Call forms will be collected by the 12-8 nurse. The forms are screened by the RN and sent to the appropriate department (medical, dental, mental health).
4. When you are scheduled for sick call, your name will be listed on the Medical Department pass list that is sent to each unit daily. It is important for you to “hold in” if you are on the pass list so you do not miss your appointment. You will be assessed and treated by the appropriate health care provider.
5. In emergency situations, the housing unit officer will call the Dispensary to make arrangements for the inmate to be seen. Non-emergent requests will be referred back to the sick call process.

Sick Call Procedures

The Dispensary at WCI is staffed with a Registered Nurse on a 24 hour basis. There is also a medical doctor on-call around the clock. In accordance with DCD 254-8, you may be charged a \$2.00 co-pay fee for certain medical treatments. No inmate will be denied medical treatment for an inability to pay the co-pay fee.

HIPPA

Security staff receives HIPPA training yearly. Due to the safety concerns in a maximum security environment, custody staff will be present in the health care area during visits.

Co- Pays

Inmates are required to pay a \$2.00 co-pay when seen for sick call. This money will be taken out of your account. However, no inmate will be denied access to medical care because an inability to pay the required co-pay. The following are exempt from co-payment:

- Follow-up services (As ordered by the clinician)
- Hospital Services
- Sick Call requested by security staff- Urgent/ emergent request only
- Intake or Administrative Physicals
- Mental Health Services
- Chronic Care Clinic Visits

Medications

1. Medications will be administered by qualified health care personnel. Self-administration of medications, also known as “Keep On Person” (KOP), is only permitted when authorized by the attending provider. Generic medications may be substituted for name brand medications.
2. Medications will be delivered in the segregation units. All other inmates will report to the medication administration area. It is your responsibility to come to the medication line promptly. Medications will not be given outside of the specified time period.
3. You are expected to have your ID card when you present to the medication line.
4. To receive a refill of a medication, you should pull the sticker from the top label of the medication card and attach it to a sick call slip. The sick call slip should then be placed in the sick call box. You can request a refill when you have 3-5 days of medication left.
5. A pass list is sent to the housing units daily for inmates whose KOP blister packs have arrived on-site. You will need to sign your MAR to receive your medication.

6. If medications or supplies are available through the commissary, they will not be ordered by the medical provider.
7. Inmates transferred to WCI with medications in their possession must have their medication reviewed by the medical department.

Communication Regarding Health Care

Communication regarding Medical Services can be directed to the Medical Department Administrator by using an Inmate Request Slip or an Informal Complaint form. Many problems can be resolved quickly if the appropriate staff are made aware of your issues. Communication may also be directed to the Unit Manager, Case Manager, or to the Administrative Remedy Coordinator through the use of DC Form 185-2A.

All inmates are encouraged to seek informal resolution to their complaints prior to utilizing the formal Administrative Remedy Process.

Medical Records

1. An inmate may review his medical record or obtain a photocopy (for a fee) by sending a request in writing to the medical records department. Allotted time for a review of a medical record is limited to 30 to 45 minutes per session. Medical record reviews can only be completed once every 6 months.
2. If you want your medical information shared with your family, you need to request a Release of Information (ROI) from medical records. This form needs to be completed yearly.

Infection Control, Blood/ Body Fluid Encounters and Contact

1. Frequent handwashing using warm, soapy water is important to inhibit the spread of germs.
2. If you have a boil or “spider bite”, do not squeeze the area. You need to place a sick call to be seen.
3. HIV testing is available on-site through writing a request to the infection control department. Results are given within minutes.
4. Influenza vaccinations will be given yearly based on priority. Patients with chronic diseases enrolled in Chronic Care will be given first priority. You can submit a sick call to request a “flu shot”, starting in late September.
5. If you encounter a situation involving blood and/or other forms of body fluids, you are to report this encounter to correctional staff immediately. Correctional staff and certain inmates have received training in the proper method of cleaning and disposing of these types of fluids and the following precautionary measures must be taken:
 - a. Only those inmates who have received training in Universal Precautions and Blood and Body Fluid Cleanup shall be involved in any blood/ body fluid clean-up process.
 - b. Wear protective gloves and use disinfectant solutions such as household bleach diluted along with soap and water to clean the area.

- c. Contaminated clothing should be removed as soon as possible and laundered in hot water, detergent, and bleach. Extra clothing will be maintained by each shift if uniforms become contaminated.
 - d. All contaminated items such as gloves, masks, rags, or other materials shall be placed in red plastic bags and placed in marked contaminated containers for proper disposal.
6. All inmates in this institution who may become exposed, or suspect they may have been exposed to any form of body fluids, should report that occurrence to the correctional or medical staff. Correctional staff will submit a written report regarding the occurrence. Medical staff will complete a Blood/ Body Fluid contact Report. The Medical Department will evaluate your exposure, on a case by case basis, to determine if further treatment is required.

PERSONAL GROOMING

You are permitted the freedom of a reasonable choice of the selection of hairstyle and personal grooming subject only to the need to ensure proper hygiene, identification, safety, and the order and security of the facility. You are expected to keep yourself clean by showering regularly and wearing clean clothing.

All inmates will be afforded the opportunity for a haircut once a month. Prior to the beginning of the month, the Recreation Officer will send a schedule to each housing unit. Housing Unit #4 segregation and the infirmary have their own schedules. Any inmate with a legitimate excuse for not receiving a haircut on their scheduled day will be able to receive a make-up haircut. Legitimate excuses are defined as medical, dental passes, job assignments, or being out of the institution for court or medical appearances.

Inmates will be issued clothing, which is stamped, properly fitted, durable, presentable and suitable for the activity in which the inmate may be involved. All clothing will fit properly and be sized appropriately, (i.e., no double extra large on a medium size inmate). It is the individual inmate's responsibility to work with the supply officer to obtain proper fitting clothing.

- Clothing is not to be loose fitting (Baggy)
- Clothing is not to be skin-tight (stretching the seams)
- Clothing will be kept clean and in good repair
- Clothing that becomes worn through normal use will be exchanged
- Clothing will not be altered by inmates
- Inmates needing to exchange clothing will use the process established by the Supply Department and managed within the Housing Unit

Inmates must be properly dressed outside their cell/bunk area. Properly dressed is defined as:

- Wearing state issue clothing
- Shirts buttoned closed (the top collar button may be left unbuttoned)
- Shirts to be tucked into pants

- Shirts that are square cut and designed to be worn un-tucked (outside the pants) may be worn un-tucked
- Shirt sleeves and pants legs will not be rolled up
- If the pants are too long, they may be rolled to the ankle and no higher until proper tailoring is available
- Undershirts (t-shirts and thermal underwear) are not to be worn as outside clothing (except as noted below)
- T-shirts and/or thermal undershirts may be worn as outside clothing during gym recreation periods and only in the recreation yards and halls
- Sweat pants may be worn outside of the cell/bunk area for recreation periods. Sweat clothing may be worn to indoor recreation halls, yard and gym.
- Shoes will be laced and tied
- Baseball hats, if worn, must be worn with the bill forward
- Sweatshirts can be worn anywhere in the Institution except during visits
- Sunglasses shall not be worn inside any building unless medically prescribed

Work Clothing

Inmates assigned to various work details will have appropriate work clothing supplied. These details include Dietary, Outside Maintenance, Laundry, and some identified inside maintenance and sanitation positions.

- The institution will maintain, clean and repair work clothing
- Inmates will wear work clothing in a manner for which it was designed
- Inmates will follow established procedures to change into or use work cloths. These procedures will be clearly explained to each inmate when he is assigned to a work detail.
- It is important that clothing be worn properly on work assignments. Loose and dangling clothing represents a safety hazard when working around machinery.
- Work uniforms will not be permitted in the Dining room unless the inmate is enroute to or returning from work.
- Inmates are to be properly dressed when reporting to all areas within the Institution, such as Medical, Education, Library, Case Management, Social Work, Visiting Room, Commissary and Dining Rooms. Acceptable dress is jeans/gray pants, button-up shirts.
- Inmates assigned to an outside detail will maintain a professional appearance and attitude at all times.

PSYCHOLOGICAL SERVICES

The Psychology Department offers a full-service outpatient program available to all residents through staff or self-referrals. Most self-referrals address adjustment issues, feelings, family problems, or problems experienced by generally well functioning individuals. The staff psychologist will evaluate the treatment needs of the individual and develop an individual treatment plan as indicated. Most treatment is provided

through brief, solution oriented therapy. Individual counseling is largely limited to individuals who are capable of following a self-monitored treatment plan. Individuals who are identified as “Special Needs” will have a treatment plan and be followed more closely by psychologists, in addition to participating in the Psychiatric Chronic Care clinic as needed. Psychological evaluation and crisis intervention is available through staff referral. Group services will be offered as a specific group or topic arises; the offerings will vary on the needs of the inmate population. Group offerings will be at the discretion of the staff psychologist and on a first serve basis. Evaluations for a job assignment or lesser security must be initiated by the case management department as the inmate population cannot initiate this process on their own through the sick call procedure. Institutional psychologists will not conduct court evaluations or recommendations and parole evaluations or recommendations. Services may be requested through self-referral slips available in each housing unit.

RECREATION

Facilities, equipment, and the opportunity for regular exercise is provided. Varied opportunities will be made available to all inmates for regular exercise to reduce tension and boredom, encourage the creative use of leisure time, and ensure basic health. Adequate space and equipment in proportion to the inmate population will be provided to permit at least one hour per day of recreation five days a week, including outdoor exercise, weather permitting. You shall be informed via the institutional newspaper as to contact personnel and a schedule of activities.

- A. Recreation Yard:
 - 1. Rules of use:
 - a. No extra items of clothing, with the exception of a towel, will be allowed in the recreation yard.
 - b. Military drills, karate oriented exercises, wrestling, and body punching are strictly prohibited.
 - c. Conversations between inmates in the recreation yard and inmates remaining in the housing unit are forbidden.
 - d. Kitchen whites are prohibited in the courtyard.
 - e. Gambling in the recreation yard is strictly prohibited.
 - f. Once an inmate leaves the recreation yard and returns to the housing unit for any reason, he must remain in the housing unit for the remainder of the recreation period.
 - g. Congregate activities involving large groups of inmates are prohibited.
 - h. No food or drink items will be allowed to be taken out of the big yard.
 - i. No religious gatherings/worshiping/praying.
 - 2. Allowable items which inmates may bring into the yard:
 - a. 1 article of reading material
 - b. 1 article of writing material
 - c. 1 pen/pencil

- d. 1 plastic drinking cup
 - e. 1 towel
 - f. Only articles of clothing that the inmate is wearing. If you are permitted to remove your shirt while in this area, it must be put back on before departing. You are not required to wear your outer garment (coat, jacket) when returning to your unit.
 - g. Radio/Cassette/CD Player—with up to 3 Cassettes/CDs.
- B. Recreation Halls:
1. When coming out of your cell for any activity (gym, courtyard, rec hall, etc.), bring everything (cards, shower gear, etc.) you will need for that period of time. You will **not** be allowed back on the tier or in your cell for any reason except to lock in.
 2. All movement from cells to the recreation hall, yard, gym, meals, etc. will be in an orderly fashion.
 3. There will be no personal grooming, such as cutting of hair or shaving allowed in the rec hall.
 4. No sitting on the rec hall tables.
 5. No passing of items or yelling from rec hall to inmates or staff in the corridor or other tiers will be permitted.
 6. While in the rec hall, inmates are expected to act in an orderly manner.
 7. T.V. Guides and newspapers provided for use by those in the rec hall shall not be removed from the rec hall.
 8. No worshiping, preaching or praying is allowed inside the recreation halls or on the tiers. Religious activities are confined to the chapel area and cell only.
 9. Rec halls will be closed during meal times.
 10. Rec halls will not be used as an exercise area.
 11. Only one inmate allowed in the rec hall bathroom at a time.

CRITERIA FOR ORGANIZED SPORTS PARTICIPATION

The following criteria has been established for all wishing to participate in organized sports, applicable to coaches, players, officials, etc. In order to be included in the particular sport and season you are wishing to join, you must meet all eligibility requirements at the time of sign-up.

1. **Eligibility**
 - a. All inmates in the general population are eligible to participate.
 - b. You must not have a guilty charge for a rule violation for at least sixty (60) days.
 - c. If you are placed in segregation for any reason during the season, you will be removed from the roster.
 - d. You must be off segregation for a period of at least ninety (90) days.
 - e. You must be off segregation for a period of at least one (1) year for a rule 102/103 violation.
 - f. You must be off segregation for a period of at least two (2) years for a rule 101 violation.

- g. If you receive five (5) or more days of cell restriction, you will be removed from the roster.
 - h. If you fail to report to scheduled games, your name will be removed from the roster. Your name may be placed back on the roster only for excusable absences verified by your tier officer.
2. **Change Dates:** The ONLY changes that will be made to a team roster will occur on dates to be specified. This will be the only time you will be able to add players to your roster. If you lose players for any reason, (Segregation, Cell Restriction, Transfer, Housing Move, etc.) you will not be able to add players until the scheduled change date. You will not be permitted to trade from one team to another for any reason; you will only be able to add new players to your roster. If you are removed from the roster for any reason, you will not be re-added.
3. **General Rules of Conduct** All players, coaches and referees are expected to conduct themselves in a sportsman like fashion. The following are some general rules that you will be expected to follow. Failure to do so will result in your removal from the sport for the season.
- ◆ No swearing at or threatening any official, referee/umpire, etc.
 - ◆ No acts of aggression towards other participants in the game. This includes “rough play”.
 - ◆ Any destruction of equipment, jerseys, etc., will result in automatic rejection from the league for the season and/or monetary restitution for the damaged equipment.
 - ◆ Overall attitude shall remain sportsman-like and professional—towards all.

SEASONAL RECREATIONAL ACTIVITIES

Softball	April-August
Handball	March-November
Power Lifting	April-August (Morning & Afternoon) (Labor Day Competition)
Soccer	August-October
Body Building	October-March (Morning & Afternoon)
Indoor Volleyball	September-November
Basketball	December-March
Cardio Class	September-March
Badminton	May-August
Racquetball	January-April
P 90 Cardio	January-March
Biggest Loser	January-March

RELIGIOUS SERVICES

General Rules for All Religious Activities: You are accorded religious freedom and beliefs subject only to security, safety, and program limitations. Your participation in religious programming is voluntary. Proselytizing or the advancement of one religious faith over another for purpose of membership recruitment is strictly forbidden. Furthermore, any activity that may be reasonably interrupted to advocate resistance to the lawful authority, insurrection, or racially derisive and inflammatory speech may result in the suspension and/or termination of any given religious group.

1. Religious activities will be covered in an orientation as soon as possible and hopefully prior to activity participation.
2. The Chapel Officer controls and monitors traffic to, from, and within the Chapel. Inmates will not be allowed to roam the Chapel area.
3. Access to the Chapel is authorized by the Housing Unit staff via individual or group passes or computer generated pass lists.
4. Inmates attending activities in the Chapel shall remain there unless permission to leave is granted by the Chaplain or Chapel Officer. Regardless of who gives permission, the inmate must check out with the Chapel Officer prior to leaving the Chapel.
5. Loitering in the Chapel is prohibited. Inmates are to return to their respective housing units immediately following the conclusion of the religious services.
6. Inmates seeking counseling on personal matters shall submit a request slip to the Chaplain.
7. Improper conduct, disruption, disrespect, etc., during any service or class will result in expulsion from that activity and subject you to an adjustment.
8. Phone calls through the Chaplain's Office are restricted to verified cases of emergency to be determined by the Housing Unit Manager. Personal/non-emergency phone calls are available through the housing unit.
9. Congregational prayer is not permitted in the courtyard. Any disruption of the normal function of the courtyard may result in cessation of this activity regardless of the number of inmates involved.
10. Orders for religious apparel shall be placed through catalog ordering and coordinated by the Chaplain's Office. Religious head coverings may be worn at any time except the taking of ID photos. Religious clothing may be worn to, at, and from religious activities only. Inmates serving a disciplinary segregation sentence are not allowed the use of religious clothing. Inmate may only participate in 1 religious service faith group. ***Religious head gear can be worn at all times throughout the facility.**
11. All services and other activities shall have a designated date and time to be determined by the Chaplain in conjunction with security limitations. These items are subject to change as necessary.
12. Inmates are allowed to attend one (1) study group per week and must submit a request slip to the Chaplain to be placed on the proper list.
13. When an inmate misses three (3) consecutive studies or services, will be removed from the pass list. He must submit a new request to be put back on the list.
14. Time schedules for all religious services and activities are posted on Channel 6 Inmate TV.
15. In cell religious activities shall not interfere with Institutional counts.

In Chapel Area:

1. Everyone is responsible to keep the entire Chapel area clean and in proper order.
2. An attitude of Quiet and Prayer is to be maintained at all times in the Chapel area.
3. The Chapel is an inter-denominational and ecumenically appointed area reserved primarily for Worship, Private, Prayer, and Religious Instruction. No disruptions will be permitted and anyone violating this rule shall be asked to leave the area.
4. Nothing is to be removed from the walls or sanctuary. The Chapel is to remain intact.
5. The Chapel officer(s) shall have full access to all areas, maintain good order, be physically present and shall not tolerate any disruption of any type or disregard for these rules.
6. Inmates shall be checked in by the Chapel officer at the door leading into the Chapel area and proceed into the Chapel in an attitude of quiet and prayer.
7. Inmates need to be properly dressed when reporting to religious services.

SOCIAL WORK SERVICES

Social work services are offered within the housing unit. Social work services include:

1. Education, counseling, and dealing with HIV/AIDS.
2. Release planning services for anyone with a serious medical or mental health problem is provided for issues such as: HIV, diabetes, cancer, depression, etc. Referrals are made by Medical, Case Management, or Psychology.
3. Various social work groups, topics, meeting frequency, and meeting times will be announced within the housing unit. Groups include:
 - ◆ Communications
 - ◆ Relationships
 - ◆ Thinking, Deciding, Changing
 - ◆ Domestic Violence
 - ◆ Parenting (Various support groups)
 - ◆ Individual treatment, limited to brief, issue specific counseling, 10 sessions or less.
4. Pre-release group sessions for general population inmates close to release.
5. Inmates with any documented hearing impairments should contact Social Work for available resource/services.

Addiction Services

There is currently no Addiction Counselor on staff. Once this position is filled, a schedule will be announced.

The Alcohol and Drug Abuse Administration (ADAA) will send a representative to the institution to complete court order substance abuse evaluations under Maryland Health General Article 8-505. These assessments are scheduled through DOC Headquarters who contacts the Case Management Department to schedule interview dates.

TABLET ISSUES

Report all tablet issues via “*REQUEST APP*” on your tablet.

If you are unable to log into your tablet, report it to the local Phone Administrator who will forward it to the Tablet Administrator.

If you need replacement for anything related to the tablets, a request must be made to the Property Department.

INMATE TELEPHONE SYSTEM

Telephones are provided in each housing unit. These telephones are for the use of inmates wishing to make collect or pre-paid phone calls to family, friends, and legal counsel.

The company that provides the inmate phone calls is “Global Tel Link” (GTL). Each housing unit has GTL phones and/or cart phones, that may be used where available. GTL does not guarantee connections or the quality of calls, especially calls that are placed to cell phones. Also, GTL does not guarantee calls to internet based providers or call forwarding providers. If you are submitting a discrepancy to the GTL representative, please make sure you use the GTL Discrepancy forms that will be available through your tier officers. Please be sure to fill out the form in its entirety.

Access to and use of telephone equipment:

1. Each wing, except those designated segregation/administrative segregation housing, will have access to telephones during all recreation has periods. Calls outside of recreation hall periods will be coordinated, whenever possible, by the Housing Unit Managers. Each Housing Unit Manager is responsible for implementing a system to allow the use of the telephone every day from 8:00a.m. to 11:00p.m.
2. Inmate access to telephones must **NOT** interfere with the institutions operations in any way including programs, work assignments, counts, etc.
3. All calls will be made collect or prepaid and limited to **thirty (30) minutes**, unless stated by facility administrators.
 - a. To gain access to the telephone, the inmate will need to enter a DPSCS Seven Digit SID number, say their name (V-Pin) and enter their four (4) digit private code. (PIN)
 - b. The list, with the approved telephone numbers noted and the inmate’s SID, will be forwarded to the facilities telephone administrator.
 - c. A thirty (30) minute period is established for phone use. Once the inmate is on the telephone they will have thirty (30) minutes allocated for the call. Forty-five (45) minutes must elapse before another call can be made.
 - d. You will have the ability to change your inmate telephone list during the first ten (10) days of the specified change period at your facility. An inmate may request to add or delete telephone numbers from the Initial List or wait for the list change period which

- occurs every ninety (90) days.
- e. You may have up to ten (10) telephone numbers on your phone list.
 - f. Attorney numbers will NOT be added to your inmate telephone list. If you have an Attorney number on your telephone list, please use the Discrepancy form to notify the GTL site administrator. The GTL site administrator will guide you through the process of correcting.

Phone List Rules

1. Change requests
When you have 10 numbers on your list, you will not be able to change a telephone number until the next change period. All requests will be denied.
2. Emergency change requests
When the limit of 10 numbers has been reached, any EMERGENCY telephone list change requests need to be submitted to facility administration for approval.
3. Request of phone list
Using the Auto Enrollment IVR, you have the ability to listen to phone numbers in your inmate telephone list during the change period at your facility. Requests for a phone list printout will be denied.
4. Numbers added fraudulently
All requests to change a number, due to the number being added against your will, will be referred to Intel.
5. You are under suspension and cannot make calls
GTL will not remove your suspension without the facility's approval.

ALL REQUESTS OR COMPLAINTS NEED TO BE SUBMITTED TO GTL VIA THE INMATE DISCREPANCY FORM

1. No telephone calls are to be made for another inmate using their SID Number. Each inmate may only place calls for themselves. Abuse of this rule will result in the loss of the inmate's telephone privileges. The person placing the call will terminate the call when ordered to do so. Only one inmate will be at the telephone at any given time. No interchanging allowed. Assistance in placing the call will only be given by institutional staff. **Inmates will not control the phone process.**
2. Inmates on cell restriction are not allowed access to the inmate phones. Inmates lose telephone privileges until they come off cell restriction.
3. Telephone numbers for attorneys must be verified as legal counsel. Any communication between inmates and their attorneys should be handled through the mail, visits, or by collect calls using the recreation hall telephones.
4. All telephone calls on the system will be initially announced to the called party as originating from a correctional facility and being subject to monitoring. Announcements may be made periodically during telephone conversations.

This telephone program is a privilege and not a right. If the programs guidelines are abused, an Information Report will be submitted by an Officer which may result in an inmate being restricted from the phones. Also, the Unit Manager, Chief of Security, or Warden may suspend or revoke telephone privileges. All guidelines must be strictly adhered to for a smooth operation. One person will not monopolize the system when other inmates are waiting to use the phone. The Warden or his designee may suspend an inmate's telephone privilege for security reasons.

Inmates may make a pre-paid telephone call. Payment for use of the system may be made by filling out a "Commissary Scantron". Debit calling will be sold in \$2.00 and \$5.00 blocks. The Commissary Menu item # for these are as follows:

<u>ITEM#</u>	<u>ITEM DESCRIPTION</u>	<u>PRICE</u>
9802	GTL Inmate Debit Calling	\$2.00
9805	GTL Inmate Debit Calling	\$5.00

The amount of debit calling purchased will not count towards your commissary's inmate order dollar limit. **Note...You may want to add extra money to your last Voucher to be submitted to finance to cover additional week of time during change over.**

Inmates on Disciplinary Segregation have **NO** telephone privileges during their segregation time until they meet specific behavior requirements as noted in the segregation procedures

The same privileges that are available to general population inmates are available to administrative segregation inmates when making telephone calls.

INMATE V-PIN AND PRIVATE CODE REGISTRATION INSTRUCTIONS:

Pick up the handset and follow the steps below to register for VPIN and to establish your four (4) digit private code:

1. Dial 1 for English or 2 for Spanish
2. Dial the number 111 to begin registration
3. Enter your 7 digit SID number
4. Say your first and last name
 - *Speak directly into the phone
 - *Speak in a clear and natural voice
 - *You will have 5 seconds to say your name
5. Confirm your first and last name by restating them after the tone
6. If your VPIN registration is successful, your name will be repeated back to you
 - *If you get a message that your voice did not match, **do not hang up!** You will be asked to restate your name up to three times.
 - *If you did not successfully register after your third attempt, you will hear "Your voice or name did not match". Try your call again, Good bye. The System will then hang up.
7. You will be prompted to register your secure four digit private code. Enter your 4 digit

code on the telephone keypad.

*You will need to remember this code when making future calls

* Do **NOT** share this code with anyone

8. You will hear “You entered (your private code number) Press 1 to confirm. Otherwise press 2

*You will hear “Your 4 digit code is registered”

* If your code becomes compromised, dial 112 to reset the code

Dialing Instructions:

1. Pick up phone. For English press 1, for Spanish press 2
2. For a collect call press 0
3. To make a debit call press 1
4. Enter the 10 digit phone number you are attempting to call
5. Enter your 7 digit SID Number
6. Say your first and last name
7. Enter your 4 digit private code

COMMITMENT INFORMATION

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

Term of confinement defined (CS §3-701)

"Term of confinement" means:

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

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

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

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

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

Example:

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

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

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

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

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

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

Other Local Credits

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

Revoked Local Credits

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

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

§3-702. Inmates entitled to diminution credits

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

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

(c) Exception -- Prior conviction. -- An inmate who is serving a sentence for a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years is not entitled to a diminution of the inmate's term of confinement as provided under this subtitle, if the inmate was previously convicted of a violation of § 3-307 of the Criminal Law Article involving a victim who is a child under the age of 16 years.

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

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

§7-502. Legal custody

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

Types of DOC Diminution Credits

DOC Good Conduct

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

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

Rate of DOC Good Conduct Credit

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

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

0 credits if the inmate is serving a sentence for a crime committed on or after 10/1/2010 in violation of § 3-303 (Rape 1st Degree) or § 3-304 (Rape 2nd Degree) or in violation of § 3-305

(Sexual Offense 1st Degree) or § 3-306 (Sexual Offense 2nd Degree) of the Criminal Law Article involving a victim who is a child under the age of 16 years.

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

5 credits each month if the term includes a sentence for a crime of violence (§14-101 Criminal Law Article) or a crime relating to the distribution of controlled substances in violation of §§ 5-602 through 5-609, § 5-612, or §5-613 of the Criminal Law Article.

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

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

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

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

DOC Job and Program Credits

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

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

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

- a) Prison industry assignments;
- b) Education programs;
- c) Work details;
- d) Work release employment; or

- e) Rehabilitation programs including, but not limited to, programs addressing:
1. Substance abuse; and
 2. Criminal behavior.

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

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

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

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

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

DOC Special Project Credit for Housing

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

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

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

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

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

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

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

Good conduct and special project credits may be revoked for a violation of the DOC's rules of discipline. Good conduct credit and special project credit may be restored under CS § 3-709. The Case Management department manages consideration for restoration of revoked credits.

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

Release

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

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

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

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

Once an inmate serving a term of confinement over 18 months has earned a sufficient number of diminution

credits, the inmate is released on mandatory supervision. While on MSR, the individual is subject to the same laws and conditions as parolees, and is supervised by the Division of Parole and Probation. The individual remains on MSR until the maximum expiration date of the term of confinement.

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

Revocation of Release

Revocation of MSR (CS §7-504)

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

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

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

Parole Process

Parole is a “conditional release” from prison. It allows for completion of a sentence on the street under the supervision of the Division of Parole and Probation (DPP). Parole is not a right and it is within the Discretion of the Maryland Parole Commission (MPC) to release an inmate to parole. The MPC is a Separate agency from the DOC and subsequently has agency guidelines governing the parole process for the State of Maryland. The DOC staff are only facilitators in the process.

Parole Hearings and File Review

Inmates will be given the opportunity to review their parole file before their parole hearing occurs. Inmates detecting errors, disputing facts, or omissions in the file materials should discuss such matters at the hearing. During a parole file review, the Institutional Parole Associate (IPA) will furnish inmates with a Written notice including:

1. The month and place of the hearing
2. The factors that the MPC will consider in making its decision

A parole hearing, is conducted, in the form of an interview. It is held, in a manner that allows inmates to express views that pertain to their case.

1. **Approval/Delayed Release**- a release date will be scheduled
2. **Rehear** – another hearing will be scheduled in the near future
3. **Refusal** – an inmate will remain incarcerated
4. **Interim Decision:**
 - a. **Hold** – the inmate’s parole decision is deferred pending additional information and a new decision will be issued upon receipt and review of the information
 - b. **Administrative Refusal** – an inmate is refused parole pending disposition of pending charges or open detainers. After they are resolved, an amended decision will be issued.

The written parole decision will be given to the inmate by the IPA. To appeal the decision, an appeal form must be requested at that time. The form must be completed and forwarded as specified to the WCI/NBCI Parole Office.

When an inmate receives a final decision approving their parole, they will be released as soon as administratively possible. Before the institution will release an inmate on parole, the Division of Parole and Probation must verify the inmate’s home plan and the Parole Commission must issue a release date and the Commitment Office must certify the release.

Inmates will be required to sign an order for “Release on Parole” prior to leaving the DPSCS. This order defines the terms and conditions of release of the granted parole.

Open Parole hearings (OPH)

Inmates incarcerated for a violent crime are subject to an Open parole hearing. The victim or the victim’s representative may make a request to hold the hearing in an open format. The inmate will be notified if they are scheduled for an OPH. The IPA can explain more about the Open Parole Hearing process.

Parole Questions

All inmate parole related correspondence should be sent to the Institution’s Parole Associate, (IPA) Whose office is located at the NBCI facility. This can easily be done through the institutional mail System.

Mandatory Release

If inmates are not granted parole, their date of release will be determined by deducting their good conduct, industrial, and special project credits from their maximum expiration date. This date is called the “mandatory release” date. A Case Management Specialist can explain more about this process

Revocation of Parole (CS §7-401)

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

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

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

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

VISITING PROCEDURES**Visiting Days and Hours:**

In-Person Visits are conducted on Saturday and Sunday, scheduled by appointment only and will be conducted in one hour time frames. ***In-person visits are conducted on a two-week rotation.***

Housing Unit #39:00am-11:30am every other Saturday

Housing Unit #212:00pm-2:30pm every other Saturday

Housing Unit #5.....9:00am-11:30am every other Sunday

Housing Unit #1.....12:00pm-2:30pm every other Sunday

***It is the Incarcerated Persons responsibility to inform the approved visitor of the scheduled time slot and when to arrive.**

In-Person Visits for Segregation, Housing Unit#4 workers, and Protective Custody

Segregation and Housing Unit #4workers.....9:00am-11:30am every other Saturday

Protective Custody.....12:00pm-2:30pm every other Saturday

***It is the Incarcerated Persons responsibility to inform the approved visitor of the scheduled time slot and when to arrive.**

***All regular visits will be scheduled as a maximum of one (1) hour in length with a defined start and end time. There must be at least 15 minutes remaining in the assigned visitation period once processing is complete and the Inmate has arrived in the visitation area for the visit to take place.**

WCI recognizes the following days as Holidays, which do not count toward the maximum two or three visits, allowed in that week. They are:

New Year's Day—January 1 Thanksgiving Day	Independence Day—July 4 Christmas Day—December 25
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General Inmate Visiting Procedures:

1. Visitors must arrive at the gatehouse at least thirty (30) minutes prior to the end of each visiting session. All members of a party must enter the institution as a group. The visiting week begins on Saturday and ends Sunday. All visitors must be on the inmate's visiting list to be allowed to visit, unless prior approval for a special visit has been obtained. A maximum number of four persons (including up to three children under the age of eighteen) will be allowed to visit an inmate at any one time. Visitors less than 18 years of age must be under adult supervision. Visitors 16 years or older must have a photo ID issued from a government agency showing date of birth and current address and must also be listed on the inmate's visiting list. All regular visits will be a minimum of one hour in length. Visits may be terminated due to the misconduct of inmate or visitor. There will be no interchanging of visitors during a visit.
2. General Population, Administrative Segregation, and Protective Custody inmates are allowed two (2) visits per week. Inmates serving a Disciplinary Segregation sentence are allowed only one (1) visit per week. The visiting week begins on Friday and ends on Monday. Inmates transferring to WCI must submit an updated visiting list within thirty (30) days of their arrival. Thereafter changes will be accepted once every ninety (90) days throughout your stay at WCI. All visitors are required to be on the inmates visiting list, unless approved for a special visit. Inmates placed on segregation will be allowed a five (5) day grace period in which visitors will be allowed to enter.
3. The use of the restroom facilities is encouraged while waiting in the visitors waiting area. Once your visit begins, your visitor will not be permitted to use the restroom and return to your visit. Those visitors who have infants and toddlers are encouraged to freshly diaper them before entry, as the same restroom procedures apply. One clear plastic bottle for juices, etc., a small cloth or towel and one pacifier will be permitted. Children must be controlled at all times and remain seated in a chair or on the lap of an accompanying adult. Disruptive episodes may result in the termination of the visit.
4. All visitors entering the institution are subject to a personal search, a drug screen by a trained drug detection dog, Ion Scanner and they must clear the metal detector. Persons with medical implants (metal) and/or braces, pacemakers, or infusion devices must provide medical documentation from their doctor for our records. These are the only exceptions where the use of a hand scanner is permitted.
5. Physical contact for General Population inmates is limited to a standing embrace (as defined) at the end of the visit only. Staff will maintain close proximity in a position to closely monitor the embrace. **No** kissing or handholding is permitted. Reaching over the wall is strictly prohibited.

Inmates and their visitors shall not interrupt, or have any contact with other inmates or their visitors while in the visiting room.

“**Embrace**” means to hold (someone) closely in one’s arms, especially as a sign of affection.

This rule shall be strictly enforced, and any violation shall result in the immediate termination of the visit, in addition to other disciplinary action.

6. Dress Codes: The institution is a place of business. You should inform your visitors that they should dress as they would when entering a place of business. Revealing, indecent, and suggestive attire is prohibited and may result in missing your visit. The following types of clothing are not allowed to be worn into WCI:

Visitors Attire

- ◆ Sleeveless attire—i.e., halter tops, tube tops, sundresses, and see-through garments.
- ◆ Skirts or dresses that do not extend to the top of the knees, or have slits that rise above the top of the knees.
- ◆ Form-fitting clothing such as spandex, unitards, stirrup pants, or any clothing that is worn so tight as to appear form fitting.
- ◆ Sweatpants/clothing which exposes a person’s midriff, side, or back.
- ◆ Tops or dresses that have revealing, neck, or bust lines.
- ◆ Outer garments—coats, jackets, sweaters, vests, athletic warm-up tops, etc.
- ◆ Shorts

Inmates While Visiting

- ◆ coats
- ◆ jackets or hats (except authorized religious headgear)
- ◆ underwear or thermal garments worn as outer garments
- ◆ clothing in a state of disrepair
- ◆ jewelry of any kind (except for a wedding ring)
- ◆ all state outer garments will be allowed with the exception of sweatpants

NOTE: **The O.I.C. of the visiting room will have the final decision as to any questionable attire. WCI will not be responsible for any unauthorized items left in the coatroom.**

7. Inmates are not permitted to receive any packages or other items from visitors.
8. Food, drink, and smoking by either visitors or inmates in the visiting room are prohibited.
9. In the event a visitor is observed by staff or reports being involved in an accident or injured in any way, the visitor may be examined by medical personnel and reports will be submitted to the Warden. If medical treatment is refused, reports shall indicate refusal of treatment but shall contain all other pertinent information.
10. Persons who appear to be under the influence of alcohol, drugs, or anyone not conducting

themselves in appropriate manner shall be denied visitation and be asked to leave the premises. Abuse shall result in removal from all visiting lists and/or prosecution to the fullest extent of the law.

11. No visitation will be allowed on the day that an inmate is scheduled to transfer to another facility or hospital.
12. It shall be the inmate's responsibilities to advise his visitors of any restrictions as well as attire regulations for visits. (Loss of visits, etc...)

No private or commercial bus service is available directly to WCI.

Morgan Taxi—(301) 722-2800 Yellow Cab Company—(301) 722-4050
WCI—(877) 286-3965

Special Visits

1. Inmates may request a total of two (2) special visits per calendar year while housed at WCI. Each special visit must be requested in writing at least 48 hours in advance either by the inmate or person(s) requesting special visit. The information will be submitted to the Case Management Department, who will screen the request for eligibility and submit to the Warden/designee for approval. Request shall include the following information:
 - The name, address, and relationship of each visitor(s);
 - The date and time of the requested special visit;
 - The duration of the visit (not to exceed 2 hours).
2. Approved special visits will take place on regular visiting days. Special visits will not count toward the weekly allowable number, and visiting parties need not be listed on inmate's visiting lists.
3. Inmates must have been released from a disciplinary segregation sentence for a period of six (6) months in order to be eligible for consideration, and special visits may not be requested for parties who reside within 200 miles of the institution.

Infirmary/Hospital Visits

Visits in the institutional infirmary or outside medical facilities require a 48-hour notice for approval of both the medical provider and the Warden. If permitted, the visit must be conducted consistent with local hospital policy and procedure. The visitor(s) must be on the inmate's visiting list in good standing. A maximum of two (2) visitors (one [1] of which may be a child) will be allowed at any given time. The Infirmery Officer shall receive advance notice of any approved Infirmery visit. The length of these visits shall be determined by the medical provider, but shall **not** exceed one (1) hour length.

Legal/Clergy Visits

1. Legal/religious visits require prior approval through the Institution Entry Process at least 24

hours in advance. The Case Management Department will handle all requests for institutional entry and forward authorization to the Gate House Reception Officer and the Duty Lieutenant after approval. In the event the approved institutional entry form is not present, **the visit will not be allowed** unless approved by the Warden, Assistant Warden, or Chief of Security.

2. Whenever possible, legal visits shall be held in private interview rooms. Administrative segregation/disciplinary segregation inmates shall be placed in the non-contract rooms. All attorneys must present one photo ID (i.e., driver's license) and their Bar Cards; all paralegals must present one photo ID (i.e., driver's license) and a letter on company letterhead from the law firm they represent. Clergy visitors are required to be on the inmate's visiting list; however, they are not counted as one of the fifteen (15) allowable names. Neither legal nor clergy visits are counted toward inmates' weekly allotted number of visits.

Video Visits

General Population Video visits are conducted between the hours of 6:00pm and 10:00pm by appointment **only**, and for fifteen-minute time blocks.

Monday – AM: Admin Segregation/ PM-Housing Unit #3

Tuesday – Housing Unit #2

Wednesday – Housing Unit #1

Thursday – Housing Unit #4, and Housing Unit #5, general population

Friday – Protective Custody

Administrative Segregation Video Visits are conducted between the hours of 8:50am and 1:30pm by appointment only on Monday.

INMATE VOTING RIGHTS

Incarcerated persons who are currently in Pre-Trial status, sentenced for a misdemeanor or convicted of a felony but not currently serving a sentence for a felony have the right to vote in local, State, and Federal elections. Incarcerated Persons currently serving a sentence for a felony will have their rights restored upon release from a department correctional facility and will be provided with a voter registration application at the time of release.

An election mail drop box for election related materials is located in the hallway leading to the Library/Education department. This drop box is for election related materials **only**. Eligible incarcerated persons can utilize the drop box while reporting to the Education department or Library. If you have difficulty accessing the box, please contact your Housing Unit Manager or O.I.C.

WCI Movement Schedule 2023:

A Compound officer shall be selected on all shifts and shall be responsible for calling all movements in coordination with the other Compound Officers, Housing Units and areas. The compound will be called clear prior to Housing Unit recreation and yards being conducted. All movements will be clear of the compound prior to the next movement being called.

12:00am **Informal Count**
 12:45am **F/S worker movement**
 3:15am **Formal Count**
 3:45am **F/S worker movement**
 4:00am **Meal Carts to units**
 5:30am **Meal Carts return from units**
 5:45am **MCE movement**
 7:30am **Gym movement when staffing permits (8-4 staff present to monitor movement)**

8:00am **Informal Count**
 8:15am **Bar Check**
 8:30am **Mass Movement (Education, Library, Gym Passes, Workers, etc.)**
 8:40am **Inside Recreation / Small Yard**
 8:50am **Religious Services**
 9:00am **Medical Passes, F/S workers**
 9:30am **Medical Passes**
 10:00am **Medical Passes**
 10:30am **Mass Movement (Morning Passes Return), Medical Passes**
 10:40am **Inside Recreation / Small Yard complete, Meal Cart to units**
 11:30am **Education Passes, F/S workers, Medical Passes**
 12:00am **-----**
 12:30pm **Mass Movement (Library, Gym Passes, Workers, etc.)**
 12:40pm **Inside Recreation / Small Yard**
 12:50pm **Medical Passes, Religious Services**
 1:30pm **Medical Passes, Religious Service (movement when applicable)**
 2:00pm **Medical Passes**
 2:30pm **Mass Movement (Afternoon Passes Return)**
 2:40pm **Inside Recreation / Yards closed**
 2:50pm **Formal Count**
 3:00pm **Wing Sanitation**
 3:30pm **Insulins / Dental Movement when applicable**

4:00pm **Informal Count**
 4:10pm **Bar Check**
 4:20pm **F/S Cart Pushers report to Dining Halls (monitored by Escort and Relief)**
 4:30pm **Trays arrive in Housing Units**
 5:00pm **Empty Trays return to Dining Halls**
 5:30pm **FS Workers exit the Kitchen and return to the Housing Units**
 6:00pm **Medication Lines begin/1 st Period Rec Hall Begins**
 7:00pm **1 st Period Rec Hall Ends/2nd Period Rec Hall Begins**

8:00pm	Medication Lines End/2nd Period Rec Hall Ends/3rd Period Rec Hall Begins
9:00pm	3rd Period Rec Hall Ends/4th Period Rec Hall Begins
10:00pm	4th Period Rec Hall Ends
10:15pm	Housing Unit Sanitation Begins
10:45pm	Sanitation Complete
11:00pm	Formal Count

Department of Americans with Disabilities Act (ADA)
Contact Information

For issues related to detainees, inmates, and supervisees with disabilities, questions or complaints can be filed by using the information below:

Michele Gardner
Department ADA Coordinator
Office of Programs, Treatment and Re-Entry Services
Department of Public Safety and Correctional Services
6776 Reisterstown Road
Baltimore, Maryland 21215

ADA HOTLINE: 410-318-6089