

MARYLAND DIVISION OF CORRECTION



INMATE HANDBOOK

2007

FOREWORD

This handbook is a reference guide to rules and other important information that inmates need to know. However, it must be kept in mind that all information in this handbook is subject to change. Division of Correction Information Bulletins (DCIBs) will be published to inform inmates about changes, and these bulletins may be found in the prison's library.

This handbook should be used with other handbooks and orientation information an inmate will receive at his/her holding institution. If there are questions about any subject in this handbook, it is suggested that an inmate read the Division of Correction Directive (DCD) on that subject or ask his/her assigned case management specialist for more information.

A handwritten signature in cursive script that reads "J. Michael Stouffer".

J. Michael Stouffer
Acting Commissioner

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I. General Administrative Information

A. Division of Correction (Division) Organization

The Commissioner of Correction is in charge of the entire Division. A warden manages each institution and a facility administrator manages each pre-release facility. The Division gives inmates access to programs and services without regard to race, religion, national origin, sex, disability, or political belief. If a program or service proves to be harmful to the health, safety, welfare or the order of the institution, the Division will not allow inmate participation.

B. Non-DOC Housing

When an inmate committed to the custody of the Commissioner of Correction is housed in a non-DOC facility, the rules and regulations of that institution shall apply to the inmate except where their application would be contrary to law.

C. Initial Assignment

The Division has two reception, diagnostic and classification centers to classify inmates to a security level and assign them to housing. The Maryland Reception, Diagnostic and Classification Center (MRDCC) in Baltimore classifies males. The Reception, Diagnostic and Classification Center within the Maryland Correctional Institution for Women (MCIW) in Jessup classifies females. The reception centers are classified as administrative security, which means they have multiple security levels. At these reception centers, inmates will go through the identification process (fingerprinting and photographing), have a medical screening, and be given tests. A case management specialist will interview inmates. The information from the interview, the test results and the inmate's criminal history will be used in an inmate's classification.

After fingerprinting and photographing at MRDCC, nonviolent male offenders convicted in Baltimore City courts and sentenced to short terms may be immediately transferred to the Metropolitan Transition Center (MTC) to complete the diagnostic and classification process under the Departmental Intake and Admissions Program.

D. Security Levels

The security level of a prison is based on physical features that help control inmate behavior and prevent escape. The Division has prisons with six security levels:

1. **Maximum Level II** is the highest security level for special problem males who have shown a pattern of violence or institutional misconduct, or are very high escape risks. Assignment to this security level involves a reduction in programs and privileges. Inmate movement is highly restricted and under close direct supervision.
2. **Maximum Level I** security prisons confine inmates who pose a high risk of violence, are escape risks, have a history of serious behavior problems, or are likely to have serious

behavior problems. Movement is supervised and scheduled.

3. **Medium Level II** security prisons confine inmates who pose a risk of violence, are above moderate risk of escape, or who have demonstrated through institutional adjustment that they do not require maximum security status.
4. **Medium Level I** security prisons confine inmates who have some risk of violence, moderate risk of escape, or a limited history of behavior problems. Housing units are under continuous supervision and movement is scheduled.
5. **Minimum** security facilities have fewer security features and confine inmates having less risk of violence or escape and a satisfactory behavior record. Movement within the facility may occur with or without direct supervision.
6. **Pre-Release** is the lowest security level. Pre-release facilities have the fewest security features. This level is for inmates who present the least risk of violence or escape and have established an excellent record of acceptable behavior. Inmates may have access to the community for work release, special leave, compassionate leave and family leave.

Administrative security facilities have multiple security levels and a unique role and mission.

E. Institutions and Facilities

BALTIMORE REGION

Maryland Reception, Diagnostic and Classification Center (MRDCC) is an administrative security facility in Baltimore. Intake at MRDCC is comprised of all adult males committed to the Division, as well as all technical parole violators and escapees. Inmates are transferred from MRDCC to maintaining facilities after evaluation and classification.

Maryland Correctional Adjustment Center (MCAC) is a maximum level II facility in Baltimore, which provides a highly structured program with limited inmate movement and limited recreational, library and educational services for special education eligible inmates. GED testing is available.

Metropolitan Transition Center (MTC) is an administrative security facility located in the former Maryland Penitentiary complex in Baltimore. Inmates with short sentences are transferred to MTC where they are provided services to prepare them for transition to be released. The State Department of Education offers adult basic education, adult secondary education (GED) and library services. Addictions, social work and religious services are also provided.

Administratively, the following Baltimore pre-release facilities are managed by the warden of MTC:

Baltimore Pre-Release Unit (BPRU)

Baltimore City Correctional Center (BCCC)

Dismas House, Inc. – East (contractual pre-release facility)

Dismas House, Inc. – West (contractual pre-release facility)

Threshold, Inc. (contractual pre-release facility)

Division of Parole and Probation Pre-Release Program:

****Central Home Detention Unit (CHDU)** is a pre-release program for eligible inmates from the Baltimore Metropolitan area. CHDU allows inmates to live in approved private residences and work in the community. Supervision is conducted by electronic monitoring equipment and intensive 24-hour oversight. Public service or gainful employment is mandatory, and substance abuse, school, and self-help programs may be required as a condition of placement.

EASTERN SHORE REGION

Eastern Correctional Institution (ECI) is a medium level I facility located near Princess Anne. Educational programs include basic and adult secondary education (GED), a college program and library services. ECI has occupational training programs in auto mechanics, graphic arts, office practices, masonry, drafting and construction. On-the-job training is available in sewing, printing, and furniture refinishing through Maryland Correctional Enterprises (MCE).

Eastern Correctional Institution-Annex (ECI-X) is a separate minimum security facility in the Eastern Complex.

Poplar Hill Pre-Release Unit (PHPRU) is a pre-release security facility in Quantico that offers work release and other rehabilitative programs. PHPRU is under the authority of ECI.

HAGERSTOWN REGION

Maryland Correctional Training Center (MCTC) is a medium level I facility in Hagerstown. MCTC offers educational programs in basic education, library services, adult secondary education (GED), and a college program. Occupational training is available in auto mechanics repair, auto body repair, graphics, HVAC, masonry, plumbing, electrical wiring and residential construction. On-the-job training in the manufacturing of modular office units is available through MCE. MCTC also has minimum and pre-release security housing units. Eligible inmates participate in work release.

Maryland Correctional Institution - Hagerstown (MCI-H) is a medium level I facility in Hagerstown. MCI-H offers programs in adult basic education, adult secondary education (GED) and library services. Occupational training programs include sheet metal and upholstery. MCE offers an apprenticeship program in meat cutting and on-the-job training in metal fabrication, upholstery and brush and carton manufacturing.

Roxbury Correctional Institution (RCI) is a medium level II facility in Hagerstown. RCI offers programs in adult basic education, adult secondary education (GED) and library services. Occupational training is available in office practices, auto mechanics, building maintenance, masonry, computer literacy, and drafting. MCE offers manufacturing jobs in graphics, recycling and agriculture.

JESSUP REGION

Maryland Correctional Institution - Jessup (MCI-J) is a medium level I facility in Jessup. MCI-J offers adult basic education, adult secondary education (GED), and library services. Occupational

courses include auto mechanics, and apprenticeship training in food services. MCE offers manufacturing jobs in graphics.

Maryland Correctional Institution for Women (MCIW) in Jessup is the only major prison for women. It contains its own Reception, Diagnostic and Classification Center. This administrative security facility includes maximum, medium, minimum security and pre-release housing. At MCIW, courses are available in adult basic education, adult secondary education (GED), college programs and library services. Also offered are occupational programs in office practices, and multi-occupational construction trades. On-the-job training is available in sewing, bulk mailing services and data entry. MCE offers training and employment in CADD design and planning. A parenting program is available for pregnant inmates and female inmates with children. Under the authority of MCIW is the **Baltimore Pre-Release Unit for Women (BPRUW)**, which offers work release and other rehabilitative programs for females.

Jessup Correctional Institution (JCI) is a maximum level I institution in Jessup. Adult basic and adult secondary education (GED), post-secondary education and library services are offered. MCE offers manufacturing jobs in sewing.

WESTERN MARYLAND REGION

Western Correctional Institution (WCI) is a maximum level I institution in Cumberland. Adult basic, adult secondary and post-secondary education services are available as well as library services. MCE offers manufacturing jobs in furniture.

North Branch Correctional Institution (NBCI) was initially opened as an adjunct to Western Correctional Institution (WCI) in 2002.

MARYLAND CORRECTIONAL PRE-RELEASE SYSTEM

Maryland Correctional Pre-Release System (MCPRS) has six minimum and pre-release units throughout the state and an administrative headquarters in Jessup. Some of these units offer work release and other rehabilitative programs for males. MCPRS units have adult basic education and adult secondary education (GED) programs as well as occupational education at selected locations. At some locations community agencies provide these educational services. Employment readiness workshops are offered at several locations. Most units provide work details and road crews for county and state agencies. MCPRS headquarters oversees contractual pre-release units operated by private and local government agencies. The units in the MCPRS are:

Minimum Security Facilities:

Brockbridge Correctional Facility (BCF)—Jessup
Central Laundry Facility (CLF)—Sykesville
Herman L. Toulson Correctional Boot Camp (TBC)—Jessup
Jessup Pre-Release Unit (JPRU)—Jessup

Pre-Release Security Facilities:

Eastern Pre-Release Unit (EPRU)—Church Hill
Southern Maryland Pre-Release Unit (SMPRU)—Charlotte Hall

- a modified version of the proposed MAP.
5. Once an inmate signs a MAP agreement, he/she must complete all the requirements. If this is done, the inmate will then be paroled on the date in his/her MAP agreement.

IV. General Inmate Information

A. Orientation

Upon entering a prison, an inmate will attend an orientation session and/or receive written orientation materials about the programs and operations of that prison.

B. Inmate Rights

An inmate may not be subjected to bodily punishment, personal abuse, personal injury, disease, property damage, harassment or use of unnecessary force. An inmate cannot be a part of a medical, drug or cosmetic experiment. Inmates will be restrained only when necessary and with the least amount of force necessary.

Staff of an inmate's assigned institution will advise him/her what to do in an emergency, such as an evacuation or fire. If inmates have any questions about these instructions, they should ask a correctional officer. Inmates are to follow the directions of staff during an emergency.

Inmates may not be controlled or supervised by other inmates.

Inmates have equal access to all programs, services and activities without regard to race, religion, national origin, sex, disability, or political beliefs. If an inmate believes that his/her rights were violated, he/she should contact the warden.

Food is to never be used as punishment or reward.

An inmate is entitled to:

1. Nutritional and well-balanced meals. A special diet may be prescribed for an inmate by the medical department. Pork products are not served. An inmate may register for a lacto-ovo (vegetarian) diet. If so, an inmate may only change this dietary preference after six months, upon transfer to another institution, or upon change in his/her religious preference. The schedule for meals will be posted or will be in the institutional handbook or orientation materials.
2. Access to health care
3. Sufficient clothing, personal hygiene, bathing and bedding items
4. Access to courts and lawyers
5. Practice his/her religion if it does not conflict with institutional rules
6. Send and receive mail according to Division rules
7. Have postage for seven letters a week (if an inmate has no money)
8. Make requests and state his/her opinions about his/her classification to the case management department

9. Refuse to participate in programs except those that are mandatory
10. Receive special education services set forth in federal and state law, if the inmate is under 21 years old and has a disability that interferes with his/her learning
11. Access to news media according to Division rules
12. Be informed of the rules and regulations and to have an impartial hearing if he/she gets a notice of rule violation
13. Regular exercise and recreation periods when possible
14. Timely computation of good conduct, work time and special project credits
15. Access to the Administrative Remedy Procedure and the Inmate Grievance Office
16. Proper and secure storage of the personal property taken from him/her by staff
17. Wear clothing and hair as he/she wishes, if it does not violate institutional rules and is safe and clean.

C. Identification (I.D.) Cards

All inmates will receive an identification card when they enter the Division. If an inmate loses his/her I.D. card, he/she must pay for a new one. An inmate must also pay for a replacement if it is stolen or damaged. An inmate must always carry the I.D. card and show it whenever asked to do so. The warden or facility administrator may require that an inmate wear the card when in certain areas or at certain times. If an inmate possesses another inmate's I.D. card, he/she shall be subject to disciplinary action. An inmate must immediately report the theft of his/her I.D. card to a correctional officer.

D. Money

All inmates must turn in all money when they enter the Division. An inmate's money is placed in an account. An inmate will get a receipt for the money. An inmate's account follows him/her when he/she transfers from institution to institution. This account is a record of the following:

1. Money inmate had at entry
2. Money sent to the inmate from outside sources
3. Money paid for work
4. Money taken out of the inmate's account for purchases or other payments

There are two parts to an inmate account: **Reserve Account** and **Active Account**. The reserve account has money an inmate may not spend. The Division set up this account so the inmate will have money upon release. Some of his/her money goes into the reserve account every month until the account reaches a certain level. The inmate must have the warden's permission to spend money from his/her reserve account.

Inmates may spend money from their active account. Money from relatives or other sources goes into the inmate's active account. The inmate can use money from his/her active account to buy items from the commissary. *An inmate may send money outside from the active account, but he/she must have approval to do so.* An inmate needs special approval from the warden to send certain amounts.

Each prison has a variety of work assignments, jobs, and educational and occupational programs.

Most of them pay a daily wage. An inmate should check with his/her case management specialist to find out more about these assignments.

An inmate may not have money in his/her possession unless he/she is in the pre-release system (except Brockbridge Correctional Facility). This includes cash, checks, money orders, or any other form of currency. In the pre-release units, an inmate may possess spending money. An inmate cannot have more spending money than the rules allow.

An inmate may have a savings account in a bank. If the inmate escapes, his/her money is held or frozen until he/she returns. The Division may use this money to pay any travel costs to return the inmate. After a hearing, this cost may be deducted from the escaped inmate's account. If there are any questions about inmate money, an inmate is to see his/her case management specialist.

E. Sentence Calculation and Awarding of Diminution of Confinement Credits

Generally:

In accordance with Maryland law, inmates sentenced to the Division are entitled to earn diminution credits to reduce the length of their confinement.

Term of Confinement: the aggregate of all sentences—from the first day of the sentence beginning first to the last day of the sentence ending last (the maximum expiration date).

Maximum Expiration Date: the last day of the sentence ending last. **Example:** A term of five years beginning January 1, 2006 will expire January 1, 2011.

Types of Diminution Credits:

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

Good Conduct Credits: are awarded in advance over the period of the term of confinement from the date the inmate is sentenced to the custody of the Commissioner to the maximum expiration date of the term of confinement. Good conduct credit is awarded at the rate of:

- 5 days per calendar month, prorated for partial months, for terms imposed before 10/1/92 and for terms imposed on or after 10/1/92 that include a sentence for a crime of violence or a crime involving manufacturing, possession or distribution of CDS;
- 10 days per calendar month for all other inmates.

Work Task (Industrial), Educational and Special Project Credits: are awarded each month based on job and program participation. An inmate must be assigned by case management to receive credits for job or program participation. Credits shall not be awarded for volunteer job and program participation.

Limits on earning diminution credits:

For terms imposed **on or after** 10/1/92, a maximum of **20** days per calendar month.

For terms imposed **before** 10/1/92, a maximum of **15** days per calendar month.

Revocation of diminution credits by the Division: If the inmate violates the Division's rules of discipline, the inmate's good conduct or special project credits may be revoked. These credits may be restored at the discretion of the Division. Educational and industrial credits may not be revoked.

For a term that is greater than 12 months, diminution credits are deducted from the maximum expiration date of the term to establish a **mandatory supervision release date**. For a term that is 12 months or less, diminution credits are deducted from the maximum expiration date to establish an **expiration of sentence release date**. The release date is the date an inmate will be released if not granted parole, unless he/she is serving a life sentence. An inmate serving a life sentence may only be released if granted parole by the MPC or by court order. If an inmate is serving a life sentence with the possibility of parole, time credits will affect his/her parole eligibility date.

Release by Expiration of Sentence: is an unconditional release, and the individual is not subject to supervision.

Mandatory Supervision Release (MSR): once an inmate serving a term of confinement of over 12 months has been awarded a sufficient number of diminution credits, the inmate is released on mandatory supervision. While on mandatory supervision release, the individual is subject to the same laws and conditions as parolees, and is supervised by the Division of Parole and Probation. The individual is on mandatory supervision until the maximum expiration date of the term of confinement.

Revocation of Parole: 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 of confinement, less credit for time between release and revocation ("street time") allowed within the discretion of the MPC.

If the inmate is sentenced to imprisonment for a crime committed while on parole, credits awarded before the inmate was paroled may not be applied to the inmate's term of confinement.

Revocation of MSR: If the individual violates the conditions of mandatory supervision release, the MPC may:

- revoke the release and require the individual to serve the balance of the term of confinement, less credit for time between release and revocation ("street time") allowed within the discretion of the MPC, and
- revoke **any or all** of the credits previously awarded before mandatory supervision release.

If the inmate is sentenced to imprisonment for a crime committed while on MSR, credits awarded before the release may not be applied to the inmate's term of confinement, even if the credits were not revoked by the MPC. (Effective 10/1/92 for **violent crimes** committed while on MSR, and effective 10/1/03 for **any crime** committed on MSR).

Prohibition on earning additional diminution credits: After mandatory supervision is revoked, the inmate may not earn any additional diminution credits on the term for which the inmate was on MSR. The inmate may earn diminution credits on any new sentences imposed after MSR.

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 concerns should be submitted in writing to the regional commitment office where the inmate is housed.

F. Access to Records

An inmate's case record is confidential. An inmate may review certain materials in his/her records. An inmate may also authorize others to review materials in his/her records. For information on how to do this, an inmate should check his/her orientation materials or ask his/her case management specialist.

G. Interstate Corrections Compact (ICC)

The Division has ICC agreements with several states that could allow an inmate to serve his/her Maryland sentence in another state if he/she is unable to be safely housed in any Maryland prison, or if he/she is determined by the Commissioner/designee to be a special management case.

If the Commissioner/designee approves an inmate's transfer, the referral packet then goes to the other state with a request for them to accept this transfer. If the other state accepts the inmate, the actual transfer occurs when transportation arrangements are completed. The inmate's case management specialist will notify him/her of the final decision.

If an inmate transfers under the ICC, all decisions regarding case management will be made under the rules of the other state. However, the MPC will still have authority over the inmate's parole. The Division will update the inmate's mandatory supervision release date from progress reports from the other state.

ICC transfers are intended to be permanent, but either state may request an inmate's return. If an inmate is returned, it will be to the institution from which he/she was transferred.

H. Sex Offender Registration

If an inmate is identified as a child sex offender, or as a sex offender, sexually violent offender or sexually violent predator by Maryland law, he/she must register as one of these types of offenders prior to release from the custody of the Division. Refusal to register will result in the loss of good conduct credits at a disciplinary hearing, which will delay an inmate's mandatory supervision release.

from the Division. Additional criminal charges will be brought against the inmate, which may result in an additional sentence or fine, or both.

I. DNA Sampling

Effective October 1, 2002, Maryland law authorized the Maryland State Police to take DNA samples from inmates who are convicted of felonies and certain offenses. The sample requires a saliva specimen and is painless. Failure to provide a sample will result in the loss of visiting privileges indefinitely, the loss of all good conduct credits, segregation time and an unfavorable report made to the MPC.

J. Repatriation (Return to Country of Birth)

If an inmate is a citizen of a foreign nation, it may be possible for him/her to serve his/her Maryland sentence in that country. The U.S. has treaties with certain countries that allow repatriation of incarcerated persons. An inmate must be able to prove citizenship in the country or territory.

K. Mail

Mail is correspondence, written materials, or publications. This includes, but is not limited to, letters, books, newspapers, magazines and other publications, addressed to or from an inmate. These items may be leaving or entering a Division facility via the U.S. Postal Service, or via a recognized courier system. This definition includes written communication between inmates within an institution. Only inmates who are immediate family, or co-defendants in an active legal action, may correspond. Correspondence between inmates is subject to inspection by staff at the sending and receiving institutions. All correspondence between inmates must be sent via U.S. Postal Service.

Legal Mail is identified on the envelope as from a court, judge, clerk of court, attorney-at-law, the American Civil Liberties Union, PRISM, Inc., Legal Aid Bureau, Commissioner of Correction, the Governor, Attorney General, Member of Congress, Maryland General Assembly, the Secretary of Public Safety and Correctional Services, Inmate Grievance Office, or Office of Administrative Hearings, when received on official stationery of the aforementioned persons or agencies. It is also mail addressed from an inmate to any of the above persons or agencies. Legal mail may be opened and inspected only in front of the inmate to whom it is addressed.

Incoming Mail must bear the inmate's name and Division identification number. It will be opened before delivery to the inmate and inspected only for money orders, cash, stamps, checks and contraband. Inmate mail will not be further reviewed unless there is evidence that it contains material that:

1. is contraband;
2. describes escape plans, devices or paraphernalia;
3. describes construction or use of weapons, ammunition, bombs, incendiary devices or other means of inflicting bodily harm;
4. describes procedures for brewing alcoholic beverages or the manufacture of drugs;
5. is in code;

6. is sexually explicit as stated in mail directives;
7. describes theory, design, or manufacture of prison security systems or equipment, including prison communication systems or equipment;
8. instructs in the commission of violation of Division directives that will produce a breach of security or order in the prison;
9. advocates or instructs the formation of inmate unions;
10. poses a direct and immediate danger of violence or physical harm to person(s) based upon current circumstances within the institution.

Outgoing mail may be sealed with the inmate's name, identification number, and name and return address of the institution on the envelope. Postage must be on the envelope, unless the inmate is indigent. If an inmate has less than \$4.00 in his/her active account for 30 days, he/she may be indigent. Indigent inmates can request postage and writing materials for seven letters each week. Indigent inmates may ask their case management specialists for additional postage and writing materials for legal mail. If the inmate has funds, his/her case management specialist can tell him/her how to use money from his/her account with his/her letter. Outgoing mail will be stamped to show that the mail is being sent by an inmate from a correctional institution and the date the mail was processed in the prison.

Withholding Mail. Incoming and outgoing mail, except packages, will not be held more than 24 hours, except on weekends and holidays, in unusual circumstances, or where it is shown that the mail contains materials described above. If mail is withheld, the inmate and the person who sent the mail to the inmate shall be afforded the following elements of due process:

1. The inmate will be notified that mail is being withheld 48 hours after the decision to withhold his/her mail. The notice will tell the inmate the reason the mail is withheld.
2. The person who sent the inmate the mail that is being withheld will receive written notice of the decision to withhold the mail and the reason for that decision.
3. The inmate and the person who sent the mail will be told how to appeal the decision to withhold the mail.

L. Visits

At reception, an inmate will complete a visitors' card of persons he/she would like to have as visitors. This list must be approved. To add or remove a name from this visitors list, an inmate should ask his/her case management specialist.

The inmate's lawyer and persons on official business can visit the inmate without being on an inmate's visiting list and will not be counted as a visit. A certified religious visitor must be recorded on an inmate's visiting list, but can visit the inmate without being counted as a visitor in the allowable maximum of 15 visitors. The warden or facility administrator must give permission before a visit from someone who is not on an inmate's visiting list. All visitors are subject to search.

To protect an inmate's visiting privileges, he/she must observe the rules for visits. ***Inmates are to NEVER give anything to, or accept anything from, a visitor.***

Each prison has specific visiting policies. An inmate should know the prison's policy on days, hours,

number of visitors allowed in one group, length of visits and number of visits per month. Otherwise, someone who comes may not be able to see the inmate. An inmate's case management specialist can give information about public transportation for his/her visitors.

The warden can deny a visit from anyone on an inmate's visiting list if there is good reason. Visitors may be denied entrance if they might be a threat to security, staff, inmates or the prison operations. Visits also may be denied where there has been a violation of visiting rules. *Visiting privileges shall be suspended for six months the first time an inmate is found guilty of certain rule violations.*

These rules are listed in the directive on disciplinary procedures. A second conviction will result in suspension of visiting privileges for 12 months; a third conviction will result in indefinite suspension of visiting privileges.

M. News Media

If an inmate wishes to be interviewed by the media, the inmate may contact them by mail or have his/her family contact them. If a reporter wishes to interview an inmate and the inmate agrees to be interviewed, the inmate must sign a release form and get approval from the warden. The reporter's name will be placed on the inmate's visiting list and will be allowed to come in with a pencil and pad to conduct the interview; or, the inmate can make a collect call to the reporter and conduct the interview by phone. No inmate can be interviewed or photographed by someone from the news media without the inmate's written consent.

N. Commissary

The commissary is a store run by the institution. An inmate can buy hygiene items, snacks, and other items. If the commissary makes money, its profits go into the Inmate Welfare Fund. This money is for activities that benefit all inmates. All inmates will receive a list of rules for the commissary. Inmates will also receive a list of items for sale in the commissary at each prison. If an inmate is indigent, he/she may apply for welfare commissary.

O. Institutional Work and Program Assignments

All inmates must work unless they are unable to do so for medical, disciplinary, or safety reasons. Except for mandatory remediation programs, an inmate may decline to participate in academic or occupational training, self-help activities, or structured counseling. Some programs, such as domestic violence treatment, parenting and addictions treatment, require an evaluation by social work or addictions staff. Participation in these programs can speed up an inmate's progress within the Division of Correction. As of June 1, 2006, all substance abuse programs are mandatory remediation programs per case management policies and procedures.

Work assignments allow an inmate to learn new skills or practice the skills he/she already has. The inmate's work record is an important part of his/her institutional adjustment. It is a consideration at the inmate's parole and reclassification hearings.

Case management staff makes work and program assignments. Refusing a work assignment will subject an inmate to disciplinary action. Some prisons have a job bank to coordinate inmate

employment. The inmate's case management specialist can provide information on jobs available, rates of pay and job duties.

An inmate may have to take a job that is not his/her first choice. An inmate can change jobs if the case management staff approves a change. The pay an inmate earns will be placed into his/her account. An inmate can also earn industrial credit for his/her work and in some cases, special project credits.

P. Detainers

A detainer is a request from a criminal justice agency to be notified near the time of an inmate's release because of an open charge or unserved sentence in the agency's jurisdiction. Shortly before an inmate's release, the Division will contact the agency. If the agency still wants the inmate, he/she will be released to the agency and not to community supervision.

A detainer can be based on an arrest warrant, indictment, commitment order, letter, note, telephone call or other forms of communication. Not all detainers are for pending charges. A detainer may be filed against an inmate if he/she has a sentence to be served in a local jail or in another state. If a detainer is placed, the inmate will be notified by his/her case management specialist.

The inmate's case management specialist can help an inmate file for a speedy trial if the detainer is based on an untried criminal indictment, information or complaint. An inmate cannot file for a speedy trial for a violation of probation, violation of parole or contempt of court. If an inmate files for a speedy trial on an out-of-state detainer, he/she waives the right to fight extradition to the other state to stand trial or to serve any sentence he/she may receive at the trial. With a detainer, an inmate may get a higher security score at reclassification.

Q. Escape

Escape is a serious violation of Division of Correction rules and laws of Maryland. Escapes include walk-offs. All escapes are subject to disciplinary proceedings and may be prosecuted in a court of law. An escape is a felony with a maximum sentence of 10 years. Any escape sentence is consecutive and therefore is added to the inmate's original sentence. This sentence cannot be suspended. An escapee is also liable for all reasonable costs for return to the Division. It will affect any prior programs the inmate may have been involved in and will increase his/her security status. Also, if an inmate escapes from medium or maximum security during this incarceration, he/she will not be eligible for minimum or pre-release security until he/she is within 12 months of a definite release date.

R. Leaves

If eligible, an inmate may be allowed to leave the prison through an approved special leave, compassionate leave or family leave.

1. Special leave may be granted for pre-release security inmates to participate in designated community activities/programs. Only pre-release security inmates will be eligible.
2. Compassionate leave may be granted only to inmates in pre-release security in cases of very

serious illness or death in the immediate family.

3. Family leave provides eligible and appropriate pre-release security level inmates with the opportunity to visit family at home for up to 48 hours.

Each type of leave has specific requirements and needs the approval of proper officials, including the Commissioner or designee. Their decisions include many factors, such as background information, criminal history and institutional adjustment. No leave is automatic, despite the situation. The inmate's case management specialist can tell him/her if he/she is eligible to apply. If an inmate gets approval for leave, he/she must follow specific instructions. Violations may result in disciplinary action, loss of future leaves and even criminal charges.

S. Property

The Division has certain restrictions on allowable inmate property. An inmate will be told these restrictions as part of the prison orientation. The Division has a list of allowable inmate property. An inmate's property must be registered in his/her name, and he/she must have papers to show ownership of this property. An inmate may not sell, trade, give away or lend any property to another inmate, without the approval of the warden. Any unauthorized or disallowed property will be confiscated.

The **only** allowable property is listed in the appendix to the inmate property directive, unless the inmate is housed at MRDCC, MCAC, MCPRS or MCIW. If housed at one of these institutions, the inmate should check his/her prison handbook or orientation materials for any additions, substitutions, or restrictions to the Division's allowable property list.

At institutions where inmates wear uniforms, inmates will be provided with properly fitted, climatically suitable, durable and presentable clothing.

V. Services

A. Medical

All inmates receive medical and dental services. If an inmate is sick or injured, he/she should use a sick call form to request help. A nurse will pick up the slip and arrange for an appointment. An inmate will be considered on "sick call." An inmate may receive treatment in the dispensary, a regional infirmary, or in a local hospital depending on the seriousness of his/her condition. An inmate must cooperate with the doctor and staff when they prescribe treatment. The medical staff will decide whether the inmate may work or do other activities. The prison will follow the medical recommendations about work, other activities and/or diets. Inmates must not abuse medical services.

Maryland law requires an inmate to co-pay for medical services. This co-pay is decided by the medical provider. This medical co-pay is only for an initial sick call request by an inmate. There is no co-pay for all other health services (including emergency services, hospital services, physical examinations, chronic care, prenatal care, follow-up visits, referrals by staff, etc.). **NO INMATE WILL BE DENIED MEDICAL SERVICES AT ANY TIME BECAUSE OF LACK OF**

FUNDS TO MAKE THE CO-PAY.

B. Mental Health

To receive mental health services, an inmate may contact his/her case management specialist, the housing officer, obtain a referral through sick call or make a direct request in writing to the institutional psychology department to see a psychologist.

C. Education

The State Department of Education provides an educational program at every maintaining prison and pre-release unit. Certified teachers provide educational programs, which include adult basic and adult secondary education. Adult basic education is for inmates who need to improve their reading, writing, and mathematic skills. Adult secondary education is for inmates preparing to take the high school equivalency examination. Special education is a program for inmates who have not reached their 21st birthday, who have not graduated from high school or its equivalent, and who have disabilities that interfere with their learning.

Beyond the high school level, there are post-secondary education programs at several institutions. These programs include occupationally related training and general studies. Courses are offered by local colleges and universities, as well as distance learning video courses endorsed by the American Council on Education. Inmates should contact their case management specialists or the principal of the institution for more information.

The Division and the State Department of Education take a strong stand on the importance of education. Persons committed to the Division after June 1, 1996 who are not high school graduates (or have not earned their GED) and have 18 months to be served must attend school successfully for 120 days. Students assigned to school under this policy receive a daily stipend. Mandatory education is a mandatory remediation program with serious consequences for non-participation.

Improving an inmate's education is important because it:

1. allows an inmate to qualify for occupational training
2. qualifies an inmate for employment with Maryland Correctional Enterprises
3. opens up opportunities for college
4. qualifies an inmate for institutional jobs
5. prepares inmates for employment upon release

Skill Training

Many skill training opportunities will be available to inmates. The State Department of Education offers occupational education in many trade areas. Training is a combination of classroom and "hands-on" experience. Based on how quickly an inmate learns to do certain tasks or skills of the trade, this training will last about six months. The State Department of Education also contracts with community-based agencies to provide occupational training, and coordinates and approves these programs. Waiting lists for these programs are common.

Apprenticeship training is available in meat cutting and cooking. Apprentices work full-time and attend related classroom instruction. Hands-on training is provided through MCE or institutional assignment with the related classroom instruction provided by local community colleges. MCE offers less formalized training without classroom instruction. This is called on-the-job training and is available in MCE shops. MCE requires a high school diploma or GED for employment.

Institutional employment offers inmates the opportunity to develop work habits and skills in a practical work setting. Opportunities for learning and applying an inmate's skills are available in several departments, including food service and maintenance.

Occupational Skills Training Center (OSTC)

The OSTC is a joint effort between the Division of Correction and the State Department of Education. The OSTC is an occupational/educational program that provides educational, skill and employment readiness training that will eventually lead to successful reentry into the community and to employment. A job developer assists recommended OSTC graduates to obtain trade-related employment. The OSTC offers seven occupational programs and is open to both male and female students. Male students reside at BCCC while female students reside at BPRUW.

Career Development Services

When an inmate is released, finding a job is very important. Information on the job market can be found in the institutional library. Some libraries have special career centers to help inmates. They can help an inmate find out about different jobs. Inmates can find out what skills are needed for different jobs. Classes can help an inmate learn about getting a job and filling out an application or resume (a summary of a person's skills, education and work history). Inmates can also get help on how to get a copy of their social security card, birth certificate or I.D. The library also has information on groups who can help inmates after release.

Special Education

If an inmate is under 21 years of age, not a high school or GED graduate and has trouble learning, special help may be available for him/her. If an inmate was in special classes in school, he/she will be considered for special education. Special education students have trouble reading, remembering, paying attention or listening. If an inmate is found to be eligible for special education, he/she will have an education plan (Individualized Education Plan). The inmate's parents or guardian will be asked to help set up this plan. The plan and services will help the inmate do better in school. Special education gives inmates legal rights. The teacher will talk to the inmate and his/her parents about these rights.

Library Services

The State Department of Education provides library services. Maintaining prisons have institutional libraries. Inmates in the pre-release system have access to the Brockbridge Correctional Facility library by request. Prison libraries have a variety of books and information. They have DCDs, Institutional Directives, reference collections, newspapers, magazines, audiovisual equipment and