

**DIVISION OF CORRECTION
MARYLAND CORRECTIONAL
INSTITUTION FOR WOMEN**

7943 Brock Bridge Road
P.O. Box 535
Jessup, Maryland 20794

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| <u>MCIW ADMINISTRATION</u> | | DIVISION OF CORRECTION | |
| Warden | Margaret Chippendale | APPROVED BY: | |
| Assistant Warden | Michelle Pacheco | _____ | |
| Chief of Security | Renee Sanders | Margaret M. Chippendale | |
| 7-3 Shift Commander | Major Daniel Little | Warden | |
| 3-11 Shift Commander | Major Mark Carter | | |
| 11-7 Shift Commander | Major Tonia Carrington | | |

PHYSICAL LAYOUT

- The Maryland Correctional Institution for Women (MCIW) is located in Jessup, Maryland. The buildings and other functions are:
1. Visitor Registration Building (Gatehouse)—all visitors and employees enter the institution through this building.
 2. Administration Building—also known as Center Hall; this building contains the kitchen, dining rooms, gymnasium, administrative offices, classrooms/meeting rooms, religious services, religious library, property, and the visiting room.
 3. Support Services Building (SSB)—contains the Shift Supervisors, the Infirmary, Mental Health, Social Work and Psychology Departments, Intake , Traffic, and houses inmates on admission status.
 4. Post 27 or Multi-purpose Building—contains the education department, library and case management.
 5. Maryland Correctional Enterprises (MCE) contains Data Entry, Sewing Shop, Cut Shop, Mail & Distribution and Design Shop.
 6. Maintenance
 7. 192 Building—houses inmates of all custody levels as well as those on disciplinary segregation and restricted status.
 8. A-Building—houses Therapeutic Community and structured living.
 9. B Building—houses 224 inmates of all custody levels; maximum, medium, minimum, and pre-release as well as the and work-release inmates and honor pod.

INTRODUCTION

You are now an inmate of the Maryland Correctional Institution for Women. You probably have many questions about the daily routine as well as what is and is not permissible. This information manual is designed to answer many of your questions.

The Maryland Correctional Institution for Women has two major purposes:

1. To maintain your safety while in the custody of the State of Maryland;
2. To provide you with services and programs that will enable you to return to society as a useful, productive citizen when your sentence is completed.

There are many rules and regulations you will need to know in order to live comfortably here. We will try to state them clearly in these pages. When you have general questions that are not answered here, ask the correctional officer assigned to your housing unit. He or she will either provide you with an answer or will refer you to the appropriate staff person. When you have specific questions or complaints about the policies and procedures of a department, you should direct an Informal Complaint (DC Form 185-100AR) . The individual receiving your request has ten (10) working days to answer your question or concern. There are also many facts that you need to know regarding services and programs offered at MCIW. Although every question cannot be anticipated, the most important items have been included in this handbook. You are directed to the library and bulletin boards for additional information and complete copies of the rules and regulations.

The effective, orderly operation of this institution ensures the safety and security of both staff and inmates. These goals are met through established rules, regulations and procedures. Accepting personal responsibility to obey the rules, regulations and procedures will help you adjust during your stay at MCIW; while earning a good institutional record to present to the institution review board for work, educational and special programming assignments, and to the Maryland Parole Commission should you become eligible for parole. The administration and staff support you in your efforts to achieve positive growth while at the Maryland Correctional Institution for Women.

INMATE RIGHTS

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

MCIW and its staff will advise you of what to do in an emergency, an evacuation or fire. If you have any questions about these instructions, ask a correctional officer. Follow the direction of the staff during an emergency. Inmates shall not be supervised, directed, or under the control of another inmate. You have equal access to all programs, services, or activities without regard to race, religion, national origin, sex, disability, or political beliefs. If you believe that this right was violated, you should contact the Warden.

You are entitled to the following:

1. A proper diet;
2. Access to health care;
3. Sufficient clothing, personal hygiene, bathing and bedding items;
4. Access to courts and lawyers;
5. Practice of your religion, if it does not conflict with institutional rules;
6. Send and receive mail according to Division rules;
7. Postage for 7 letters per week (If you have less than \$4.00 in your account);
8. Make requests and state your opinions about your classification to the Case Management Team;
9. Refuse to participate in programs except those that are mandatory;
10. Education services set forth in federal and state law. if you are under 21 and/or have a learning disability, school is mandatory;
11. Access to media according to the Division rules;
12. Be informed of the rules and regulations and to have an impartial hearing, if you get a notice of infraction;
13. Regular exercise and recreation periods when possible;
14. Timely computation of good conduct, work time, and special project credit;
15. Access to Administrative Remedy Procedure and Inmate Grievance Office;
16. Proper and secure storage of personal property ;
17. Wearing clothing and hair according to institutional rules.

FOR FURTHER INFORMATION CONSULT DCD 200-1

INMATES OR SUPERVISEES WITH DISABILITIES

An individual with a disability is defined by the Americans with Disabilities Act of 1990 (ADA) as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such a impairment.

In accordance with the requirements of Title II—Access to Public Services of the Americans with Disabilities Act of 1990, the Department of Public Safety and Correctional Services (DPSCS) prohibits discrimination against an inmate or individual under the supervision of the Department who is a qualified individual with a disability with regard to access to services, programs or activities available to an inmate or supervisee while in custody or under supervision by the Department.

The Department will make reasonable accommodations to enable an inmate or supervisee who is qualified individual with a disability to participate in or have access to Department services, programs, or activities available to an inmate or supervisee.

Complaints that a program, service or activity of DPSCS is not accessible to persons with disabilities should be directed to the Facility ADA Coordinator.

PARENTAL RIGHTS

We at MCIW have partnered with Department of Human Resources (DHR) to help women who are currently incarcerated and have children in foster care; maintain parental rights.

If your child/children are with family members, and, later placed in foster care, we will assist you as well. Once you find that you child/children have been placed in foster care, **contact Mr. Ruckle** with your child/children's name, birthdates and the name of the social worker/case worker, and she will contact DHR.

DIAGNOSTIC PROCEDURES

Upon your arrival at MCIW, you are fingerprinted, assigned a Division of Correction (DOC) ID number and SID number, photographed and given an identification card. You are required to prominently display your identification card at all times. Your property is inventoried; allowable clothing is chemically disinfected and returned to you. Any non-allowable property will be sent out of the institution at your expense to an address which you designate. You are required to wear your uniform at all times when out of your cell until such time you are moved into the general population.

You will be given a medical disinfectant shower by the Intake Officer. You will be issued state clothing, a personal hygiene kit and writing materials. You will be allowed to make one fifteen minute phone call. You will also receive a copy of the Division of Correction inmate handbook and resource materials which addresses MCIW's Institutional Rules of Conduct, property issues and visiting hours. Please be certain to keep all materials given to you as they will be collected at the end of your stay. This information is integral to your successful transition into the general population.

Upon completion of the intake process, you will be escorted to the medical unit where you will be medically cleared. You are considered to be on medical quarantine (phase one) until you have been medically cleared from all communicable diseases. While on phase one, you are restricted to your cell except for showers. You may not have visits.

When you have been medically cleared, you are assigned to admission status. Prior to your initial classification, several staff members will be involved in your diagnostic processing and testing. Inmates on admission status are considered to be maximum security inmates. Your Case Management Specialist is assigned to you according to the last digit of your DOC identification number. The Case Management Specialists will screen you and conduct a background history interview. The Case Management Specialist will discuss with you programs available within the institution—this may occur prior to or during your initial classification. Within 45 days of your arrival, you should receive your initial classification. You will be assigned a security level, removed from admission status, and classified as general population.

MAXIMUM SECURITY

Upon admission to MCIW, all inmates are classified as Maximum Security inmates. At the time of your initial classification, you will be evaluated and your security level will be either changed to a lesser security or you will remain on Maximum Security. Factors used at the time of your initial classification to determine your security includes your charge and your sentence. It is also possible to be reclassified from a lesser security to Maximum Security based on your adjustment history. Maximum Security is used for control purposes. (The living conditions of these inmates approximate those of general population within the guidelines established to ensure the commitment of the institution.) An inmate may be both Maximum Security and Disciplinary Segregation/Protective Custody/Administrative Segregation simultaneously, and their daily routine will conform to the guidelines set forth for both Maximum Security and any additional restricted status.

Case Management Point of Contacts:

| | |
|----------------------------|-------------------------|
| Case Management Manager | Ms. Loreli Sattler |
| Case Management Supervisor | Ms. Priscilla Sekellick |
| | Ms. Kathy Steininger |

Hours of Operation: Monday—Friday 7:30am.—5:00pm. (Closed on Holidays)

FOR FURTHER INFORMATION, CONSULT DCD 100-132

RESTRICTED CUSTODY

PROTECTIVE CUSTODY

The sole purpose of Protective Custody is to ensure the safety of an inmate. Placement on Protective Custody may be made on a voluntary or involuntary basis. Voluntary Protective Custody refers to the removal of an inmate from general population and placement in restricted housing as a result of the inmate's request or when the inmate accepts the institution's offer of this housing assignment.

Involuntary Protective Custody is the removal of an inmate from General Population to placement in restricted housing as a result of the institution's investigation which determines whether or not an inmate's personal safety may be in question.

ADMINISTRATIVE SEGREGATION

Administrative Segregation is used when an inmate requires close supervision and removal from the general population. This can be for any period of time. Administrative Segregation may be used to ensure the safety and security of the institution, the staff or the general population. Administrative Segregation is used for control purposes and is not intended as punishment. Examples for placement on Administrative Segregation include but are not limited to:

1. To prevent escape;
2. When there is reason to believe that an inmate is dangerous to the security of the institution/staff;
3. Pending an investigation of a crime;
4. Prior to an adjustment hearing when the inmate has been charged with an infraction, or one of the above conditions exist.

DISCIPLINARY SEGREGATION

Placement on Disciplinary Segregation occurs only as a result of an affirmed adjustment hearing decision. This means that an inmate is first charged with violation of a Division of Corrections' institutional rule(s) and is found guilty by the Hearing Officer. Disciplinary Segregation housing is not the same as general population. At the time the inmate is found guilty and given a segregation sanction by the Hearing Officer, the inmate's personal property is inventoried, packed and transferred to the property area for storage or further disposition. Only items that are permitted in Segregation are transferred to the unit with the inmate.

Inmates who receive a segregation sanction of 180 days or greater are required to send out of the institution all appliances. All property sent out of the institution is sent at the inmate's expense. Segregation inmates are locked in their cell at all times, except when showering or recreation for three hours per day. Visits, telephone privileges, library use, showers, recreation and sick call are all within guidelines established for disciplinary segregation inmates.

INSTITUTIONAL RULES OF CONDUCT

It is the responsibility of each inmate to become familiar with these rules and to conduct herself accordingly.

CATEGORY IV:

- 410-1 Physical contact between inmates and staff, volunteers or citizen participants is not allowed. This includes, but not limited to, hand holding, kissing and general horseplay.
- 410-2 Inmates shall not use their phone privileges to call any of the following:
MCIW Personnel
Any facility operated by the Division of Correction
The Commissioner of Corrections'
The Secretary of Public Safety,
The Parole Commission, or their Offices.
- 410-3 Inmates are prohibited from placing the names of former inmates on their visiting card or visiting card change request. Inmates wishing to include former inmates on their visiting list may direct those individuals to send written requests directly to the Warden, in accordance with the MCIW I.B. The Warden has sole discretion to approve or disapprove the request.
- 410-4 There shall be no display or use of gang signs, signals, colors, paraphernalia, greetings, and/or handshakes at any time in any area of the institution.

CATEGORY V:

- 503-1 There shall be no items taken into the school other than assignments and school books as approved by the Warden.
- 503-2 Inmates are prohibited from cutting the hair of other inmates without prior permission. Inmates may not shave their heads unless shaved prior to incarceration. Etchings to the hair or scalp is prohibited.
- 503-3 There shall be no fastening of pictures, photographs, drawings or items on the cell walls, doors, ceilings, light fixtures or furniture within the institution.
- 503-4 There shall be no writing, drawing, or marking on the walls, doors, ceilings or light fixtures of any room or area in a housing unit unless an artistic presentation has been expressly approved in advance by the Warden or Assistant Warden.
- 503-5 There shall be no storing of institutional cleaning supplies, materials, or equipment in cells.
- 503-6 There shall be no items placed in the vicinity of cell doors which interferes with their operation.
- 503-7 There shall be no covering of cell windows, doors or lights unless authorized by the Warden or Assistant Warden.

- 503-8 There shall be no altering of the approved furniture arrangement for rooms nor moving furniture from room to room.
- 503-9 There shall be no noise after lights out. Lights out shall be at twelve Midnight Sunday through Thursday, and 1:00am Friday, Saturday and any night preceding a state holiday.
- 503-10 Inmates must keep their assigned cell clean at all times. Inmates must have their beds made no later than 8:00am Monday through Friday and 10:00am on Saturdays, Sundays and holidays. This excludes inmates on bed rest approved by Medical personnel and those who are assigned to jobs which require them to work at night.
- 503-11 All inmates shall display their identification cards (I.D.) on the collar area of their upper garment at all times when not in their assigned cell. Inmates who have lost their I.D.s must be issued an Institutional Pass to attend meals. All other inmate movement except for in-house recreation shall be suspended for inmates who have lost their I.D.s until they are issued a replacement I.D.
- 503-12 Inmates may not hang curtains or cover the inside or outside windows of their cell.
- 503-13 All inmates must adhere to all housing unit activity schedules (shower, telephone, laundry, etc.)
- 503-14 Inmates must play any radio or television at a low volume.
- 503-15 Inmates must be properly dressed at all times and maintain proper personal hygiene.
- 503-16 Inmates are permitted to have only personal hygiene articles in their possession when going to the shower.
- 503-17 Inmates are prohibited from entering the officer's station except for sanitation purpose.
- 503-18 Inmates may only use the shower assigned to their tier or floor.
- 503-19 Inmates must enter via the front entry door only. Inmates may not open or otherwise utilize the rear exit of any institutional building/housing unit.
- 503-20 All inmates shall participate in the daily cleaning and upkeep of the housing unit. Each inmate is responsible for cleaning up after herself and participating in the scheduled regular cleaning of the housing unit.
- 503-21 Inmates must be properly clothed at all times when not inside their assigned cells or directly en route to the shower. (Properly clothed is defined as and intended to include; underwear, bra, shoes, and proper uniform.) It is not intended to include sleepwear. Inmates are not permitted to wear thermal underwear under shorts nor are thermal underwear tops permitted to be worn as an outer garment. Inmates must dress in night clothes and underwear to insure they are properly covered at all times even when asleep.

CELL RESTRICTION

Placement on cell restriction occurs as a result of an affirmed adjustment hearing decision or as an alternative sanction imposed by a Shift Supervisor or Hearing Officer as a result of an informal disposition of a notice of infraction. In accordance with DCD 105-1, "Inmate Disciplinary Process, Definition," cell restriction is defined as "restriction of an inmate to a designated area which precludes the inmate from participation in all activities including recreation and commissary, other than personals (excluding work and school assignments, meals, showers, visits, institutional passes, medical or psychological appointments or religious service.)" Inmates shall remain locked in their cells except when showering, attending meals or on visits. Visits, telephone privileges, library use and sick call are within guidelines established for punitive status. See Directive 110-6-2 on Cell Restriction.

HOUSING UNIT RULES

These basic rules apply to all housing units:

1. Tobacco products and smoking materials are strictly prohibited on facility grounds.
2. Beds are to be made neatly before leaving your room.
3. Each inmate is responsible for keeping her cell clean and tidy.
4. Tampering and sticking foreign items in electrical outlets is strictly prohibited. If there is a problem with any outlet, please inform the officer in charge.
5. All beds are assigned. Once assigned, do not change beds unless the officer has given you permission to do so.
6. You are not permitted to cover the security light, windows and doors.
7. All clothing must be neatly put away.
8. Nothing is to be displayed on the walls or furnishings.
9. Improvised power cords and antennas are not permitted.

SEARCH POLICY

You are subject to be searched at any time. When necessary, you are subjected to a complete search which may include searching of the body cavity by a medical personnel. You will be searched when entering or leaving the institution. You will be strip searched after all visits. You are subject to searches when leaving your shop or dietary assignment. Your property is subject to be searched at any time. Searches will be conducted in a systematic but careful manner so as not to damage property. The cell will be left in as near the same condition as prior to the search as possible. When you move to a cell, you are responsible for searching the cell within 24 hours to ensure that there is no contraband or unauthorized items. If such items are found, turn them into the housing officer, who will dispose of them. If, after 24 hours, items are found in the cell, you will be charged with the appropriate rule violations.

COUNT PROCEDURES

Counts are conducted several times during the day. All counts are formal. All movement will "STOP" during count procedures. You are to be in your cell during counts unless authorized by the office in charge (OIC). At no time during the count are you to distract the officer. Count procedures are strictly enforced and any violation will result in disciplinary action.

SANITATION

Maintaining the highest level of sanitation is important for the promotion of health and safety for inmates and staff. Good sanitation habits provide for positive environment. You are responsible for the cleanliness of your assigned area. Cardboard boxes, self-constructed containers or other objects not authorized by the institution are prohibited. You will be responsible for cleaning and maintaining high levels of sanitation in all areas of the housing unit.

When levels of sanitation in any area fail to meet the expected standards, it will be noted by the weekly inspection conducted by the institutional fire and safety officer. Violations noted are to be corrected as soon as possible. Incentives, such as the use of microwaves and ice machines, may be predicated on cleanliness standards.

You must keep in and around your living environment clean. In addition, you may be required to observe a schedule of shared responsibility for cleaning common areas, such as corridors and the recreation room.

VISITING

When you arrived at MCIW, you were given a blank visiting card form to complete. You are allowed to include 15 people on your visiting list. Your own children under the age of 17 are not counted in the maximum allowable number 15. However, in order for them to be eligible for visits and to attend special mother/children functions, the names, addresses, and ages of your children must be recorded on your visiting card. You are responsible for completing your visiting card promptly, completely and accurately.

1. Former inmates wishing to visit must send a written request to the Warden. Prior to visiting, the former inmate must have written approval from the Warden.

Your completed visiting card should be forwarded to the Chief of Security's Office. After review/approval, a copy will be sent to you and also placed in your base file. The Chief of Security shall forward the approved inmate visiting card to the visitor registration building. Names of clergy and social workers must be added by the Chaplain/Case Management.

Changes and additions to your visiting record may only be made every 90 days. You will be notified through Informational Bulletins of the time frame and deadlines for making changes to your visiting card. You will receive a printout of your current visiting card upon request and make additions or deletions subject to the approval of the Chief of Security. Should a special circumstance necessitate a change being made prior to the visiting card period, you should submit your change in writing, including the circumstance necessitating the request to the Chief of Security.

The entire procedure is published in the **MCIW Institutional Directive 195-1-1**; it is available in the Library/Inmate Bulletin Boards.

- Four visitors may visit an inmate at one time, regardless of age, with the exception of infants, age 6 months old or younger, who are not counted as a visitor. No other exceptions.
- An inmate may receive no more than two visits a week. Effective July 1, 2009, visits for general population at MCIW will be held on odd/even basis. If the last digit of an inmates ID number is odd, she will have visits on odd days of the month. If an inmates ID number is even, she will have visits on even days of the month.

Example - Jane Doe 123451 can have visits on July 1st, 3rd, 5th, etc.

Mary Smith 123456 can have visits on July 2nd, 4th, 6th etc.

There will be no visits on the 31st of any month.

Visiting Hours:

| | |
|----------|---|
| Thursday | 5:00p.m.—8:00p.m. |
| Friday | 5:00p.m.—8:00p.m. <i>Protective Custody Visits</i> - 12:30p.m. - 2:00p.m. |
| Saturday | 8:00a.m.—2:00p.m. and 5:00p.m.—8:00p.m. |
| Sunday | 8:00a.m.—2:00p.m. and 5:00p.m.—8:00p.m. |

NOTE: All visitors must be registered by 7:00 p.m. and all visits must be completed by 8:30 p.m.

Classified Administrative Segregation, Administrative Segregation and Disciplinary Segregation
(classified, pending adjustment or pending investigation)

Thursday 12:30p.m.—2:00p.m.

PHASE ONE INMATES ARE NOT PERMITTED VISITS

Frequency of Visit

1. All inmates are permitted 2 visits/week for a period of one hour each; **EXCEPT DISCIPLINARY CUSTODY INMATES** who may receive a 30 minute visit.
2. Admission status inmates: 4 one hour visits per month

SPECIAL VISITS

When special circumstances arise, you may be afforded visiting privileges different from the regular visiting program. Special visits are allowed only with the prior written approval of the Warden. Requests for visits will be considered by the administration for inmates who have family/relatives/friends from other states or foreign countries. Inmates confined to the medical infirmary or mental health must have a staff member request their special visit.

All requests for special visits must be made in writing to the Warden and include the following:

1. Inmate's name and DOC identification number;
2. Visitor's name(s);
3. Visitor's address;
4. Visitor's relationship to the inmate;
5. Date of visit or specific time frame for the visit;
6. Listing of the special circumstances.

The Warden/designee will investigate the request and approve or disapprove in writing. Visitors approved for visits in areas other than the visiting room must agree to a frisk search and sign a DOC 'Consent to Search', form (DC Form 195-1B Form) prior to visit.

PROFESSIONAL VISITS

You are allowed access, through professional visits, to authorized attorneys, legal assistants, social service, mental health and criminal justice professionals. All of these visits will take place in the visiting room or the Multipurpose building (Post 27) unless otherwise authorized and approved by the Warden or Assistant Warden.

Professional visits may be visually observed by a correctional officer, case management specialist or other designated MCIW staff member. However, these visits cannot be overheard or recorded in any manner. Precautions will be taken to ensure the confidentiality of the exchange between you and your authorized professional visitor.

Your professional visitor may bring official legal documents to the visit. You will not be permitted to exit the visiting room or the Multipurpose Building with any material brought in for the visit unless prior approval has been granted, in writing by the Warden or Assistant Warden. You are permitted to take legal materials to the professional visit and must return with same materials.

PROPERTY

PERSONAL PROPERTY

When you arrived, your allowable clothing and valuable property were inventoried. At that time, you were required to send out, at your own expense, those items which were not allowable or in excess of the allowable property limits. You will be issued clothing and additional clothing can be purchased through commissary or during package period, twice yearly.

APPLIANCES

All appliances must come directly from an approved vendor with a price receipt. Inmates are permitted to have the following:

1. Clear-backed/flat screen televisions that can be no more than \$250.00 in value and cannot exceed 15 inches; with or without remotes (clear)
2. Radios/CD's must be clear, Walkman style with clear earphones; (no more than 8 CD's in possession)
3. Only combinations are the radios and CD players and TV's with CD capability
4. Gameboy Games with cassettes (no more than 8 cartridges at one time;
5. Flat Iron or Curling Iron;
6. Blow Dryer (clear);
7. Trimmers/Clippers - clear
8. Clocks - clear
9. Shaver (Braun, opaque/translucent)
10. PlayStation 2 with add'l controller with up to two memory cards. (RF Modulator is not needed with flat screens)

Subsequent packages may be ordered from the catalog companies twice a year or as designated by the Warden. Clothing and Electronics packages are scheduled in the Spring and Fall.

Property Point of Contact: CSO L. Ireland , CSO M. Jackson
Hours of Operation: Monday—Friday 7:00a.m.—3:00p.m.
Additional hours may be utilized as designated by the Warden

**FOR MORE INFORMATION ABOUT ALLOWABLE PROPERTY, CONSULT DCD 220-004 & 220-007-1
FOR MORE INFORMATION ON PACKAGES AND CATALOGS, CONSULT DCD 220-007-1 AND I.D. 220-007-1**

MAIL

It is the policy of MCIW to allow unlimited mailing privileges (incoming and outgoing) to the entire population, including those on restricted status. All outgoing correspondence must bare your commitment name, your DOC identification number and the return address of the institution in the upper left hand corner of the front of the envelope. The address of the institution is:

Maryland Correctional Institution for Women
P.O. Box 535
Jessup, Maryland 20794

Letters which do not comply will be returned to you. All outgoing mail must have proper postage affixed to the envelope. If you are unable to purchase stamps from commissary, the institution will furnish you with seven envelopes with postage per week. Indigent inmates may forward their sealed correspondence with their name, DOC number and return address in the upper left hand corner of the envelope. The inmate accounts clerk will verify that you have had less than \$3.00 in your account for 30 days and did not have a payroll deposit in the preceding month. Outgoing mail is to be placed in the mailbox located on Center Hall. Mail is taken to the post office on Monday through Friday, excluding holidays. If you are on Phase One or on another restricted status that limits your movement, the correctional officer assigned to your housing unit will place your mail in the mailbox for you.

Legal Mail- All legal correspondence will be opened and inspected in the presence of the inmate by a corrections designee.

ALL MONEY ORDERS MUST BE SENT TO:

P.O. Box 17111
Baltimore, MD 21297-1111

Please advise friends/family members not to include correspondence or pictures with their correspondence. Also, money orders of \$250.00 or more are held for a period of 30 days by finance to determine legitimacy.

FOR MORE INFORMATION, CONSULT DCD 250-1 & ID 027-11

COMMISSARY

Commissary has been established in the institution for inmates to purchase cosmetics, hair care products, personal hygiene items and selected clothing and food items. Commissary is provided weekly via third party Vendor, Keefe. A current Keefe Master List depicting all items available to inmates, is available on each housing unit. Each week, you will receive a commissary sheet that is due Wednesday by 6:00pm to be given to the inmate Commissary Representative on your pod. Keefe delivers commissary to A and B building on Monday evenings and 192 and SSB buildings on Tuesday evenings.

Each housing unit has designated an inmate Commissary Representative. This representative is responsible for distributing weekly commissary sheets, collected completed commissary sheets, and being the first point of contact with issues that arise weekly regarding the distribution of commissary.

For any questions or concerns, please utilize the Commissary Communication form available on each pod.

FOR MORE INFORMATION ABOUT COMMISSARY OPERATIONS, CONSULT 175-2-1
FOR MORE INFORMATION ABOUT COMMISSARY FOR INDIGENT INMATES, CONSULT I.B. 175-2-1

INMATE TELEPHONE USAGE

Telephones are available in all housing units. Through Global Tel Link (GTL), the telephone provider for MCIW, all telephone calls are either collect or prepaid. The following rules govern the use of the telephones:

1. Inmates on phase one status are permitted one phone call within 24 hours of admission. This call will routinely be made during the intake process.
2. Protective custody and administrative segregation inmates are allowed two calls/week; Friday evening and Sunday morning.
3. Cell restriction inmates are allowed one phone call/week on Wednesday or Saturday between 3:30p.m.—4:30p.m. during count.
4. Disciplinary segregation inmates are not permitted to make personal calls. In the event of an emergency, the inmate's case manager shall facilitate a phone call and record same on progress sheet in the inmate's file. Any exceptions to this rule must be approved by the Warden or Assistant Warden.
5. General population phone times are Monday through Sunday during recreation times.

ADMINISTRATIVE REMEDY PROCESS

The Administrative Remedy Process (ARP) is a formal way to resolve complaints or problems you have been unable to resolve informally. You may use the ARP for all types of complaints **except the following**:

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

Filing a request for an Administrative Remedy:

The inmate shall use the name under which inmate was placed under the authority of the Department; provide the inmate's Department identification number (may include a religious name or name authorized by court order) and sign and date the request.

The inmate shall include a legible brief and clear description of facts that are the basis for the ARP request that at a minimum includes: the date and location of the incident; if staff is involved in the incident, name (s) of staff involved; if applicable, name of witnesses; and form of relief requested. ARPS must be signed by Lieutenant or above.

The request shall address only a single incident or reasonable number of closely related issues.

Except for **provisions under §.05J (6)** of this directive, the inmate shall date and submit the request by the later of 30 calendar days from the date on which the incident occurred; or 30 calendar days from the date on which the inmate first had knowledge of the incident.

Full description of the requirements of the ARP are in the library. The necessary forms are kept on the housing units. The Administrative Remedy Process (ARP) has "Rights of Appeal". You may appeal the Warden's Response to the Commissioner. The next level of appeal is the Inmate Grievance Office (IGO), then, the Courts.

Administrative Remedy - Point of Contact:

Vacant Monday– Friday 7:00a.m.– 3:00p.m.

EDUCATION

Programs offered in the Education Department are academic, occupational and non-occupational adult basic education (ABE) classes, secondary education. Classes are conducted Monday through Friday. During the day, morning classes begin from 7:30a.m. to 10:30a.m. and afternoon classes begin at 11:30a.m. until 1:45p.m.

Adult Literacy Classes

Literacy Lab—is for students who are unable to read or who needs to improve a very low reading level. Tutors provide one on one assistance. Class Size: 12 students

ABE—comprised of basic intermediate and Pre-GED levels. Students prepare to progress to the Secondary Education Class. Class size: 20 students.

Secondary Education Classes—Students have met the requirements of attaining ABE life skills certificate by earning 8.0 in Reading, 8.0 in Math, 8.0 in Language; and 236 on the Maryland School Performance test. Focus in the GED class is preparation for the secondary education exam. Class size: 20 students

OCCUPATIONAL AND NON-OCCUPATIONAL

Office Management Skills I and II— This is a two session college level course. Business Math, writing, filing and office procedures combined with an introduction to computer program and software. HSD/GED must be on file in the Education Office. Class size: 15 students

Computer Literacy-Basic knowledge with hands on for the beginner in Word, Excel and office practice. Length of Program: 2 months Class size: 10 students

Employment Readiness—prepares students for the world of work by acquiring skills including preparing a resume', completing applications and practice interviewing techniques. Morning and afternoon sessions. Class size: 20 students

P.A.C.E.—This program affords students the opportunity to connect information to resources and learn about non-traditional careers for women. Morning and afternoon sessions. Class size: 20 students

MANDATORY EDUCATION

The State of Maryland requires every inmate serving a sentence of eighteen months or longer or who does not have a high school diploma or GED but scores low on the test of ABE, will be required to attend school for a mandatory period of 120 days.

The Federal government requires all inmates under 21 who do not have a high school diploma or GED to attend school under the mandatory law. Every effort is made to enroll eligible under 21 students in school within 45days of their arrival. Special Education services are available for those inmates who meet special program guidelines.

Education Point of Contact: Mr. Edward Schwabeland

Hours of Operation: Monday—Friday 7:00a.m.—3:00p.m. (Closed on Holidays)

LIBRARY

The MCIW library is located in Post 27/Multipurpose Building and provides an opportunity for interested individuals to locate resource materials and recreational reading media. Specific services include:

1. **Reference information services**—General and legal reference materials are available for use in the library. Resources are available in a variety of formats, including books, magazines, catalogs, pamphlets and computer databases. The librarian is available to assist patrons in devising appropriate research strategies and to help inmates utilize library resources.
2. **Circulating fiction and non fiction**— books on many subjects are available for check out. Patrons may borrow three books at one time and are expected to take care of them responsibly. Inmates who damage or lose library materials must pay for them.
3. **Newspapers and magazines**—A selection of current newspapers and magazines are available for patrons to read in the library.
4. **Legal resource materials**—journals, texts, etc. and **LASI/LEXUS** —The LASI program helps those in Maryland State Institutions gain access to cited statutory case law. LASI materials are furnished to assist inmates in handling legal matters during your confinement. The internet via request is also available through library request.
5. **Daily schedule and satellite services**—The library is open Monday through Friday. The housing schedule is posted in the library and in each housing unit.

6. Career Center—Reference materials, books, computers and videos are available to assist inmates facing their transition from prison. Inmates may prepare resumes' or investigate career choices and job opportunities.

Library Point of Contact: Librarian—Mr. Hananya Cohen
Hours of Operation: Monday through Friday (Hours vary)

FOR MORE INFORMATION CONSULT I.D. 135-2-1

LEGAL SERVICES

The Division of Corrections provides for uncensored and unlimited mailing privileges to the Governor, Attorney General, Courts or your lawyer. You are advised that in the event you have legal problems, the following agencies and services are available to you:

1. You may contact your case manager specialist and he/she will assist you in obtaining legal assistance. You may also obtain civil rights petitions from the library.
2. You may communicate with your attorney or any other attorney who is duly authorized to practice or a designated representative of the attorney. Any legal phone call may be requested through your case manager specialist.
3. You may communicate with Prisoner Rights Information System of Maryland :
PRISM
P.O. Box 929
Chestertown, Maryland 21620
4. You may communicate with any court of law in any city, county or state by mail. You may communicate with any State Public Defender's Office. The address for the Post Sentence Assistance Unit is: 550 East Madison Street, Baltimore, MD. 21202.
5. You are allowed to possess any law books or legal materials, subject only to institution rules pertaining to space, fire, safety and security regulations. You are reminded that it is the policy of the Division of Correction not to interfere with any inmate assisting another inmate in preparing legal material. The institution library has legal texts available for reference.
6. If you are unable to buy stamps and need additional postage and/or writing materials in order to maintain contact with your legal representative, you may request these additional materials in writing through your case manager specialist.

WORKSHOPS ON CIVIL-LEGAL ISSUES

Alternative Directions, Inc. conducts workshops at MCIW on the first Tuesday of each month. The workshops discuss various issues including divorce, separation, child support, visitation, tenant/landlord, consumer, credit issues and legal issues related to ex-offender employment. Workshops are open to all who are interested. Sign up sheets are posted on center Hall.

Point of Contact: Officer Virginia Ngugi, VAC Coordinator
Hours of Operation: Monday-Friday (Hours vary)

MARYLAND CORRECTIONAL ENTERPRISES

Maryland Correctional Enterprises (MCE) offers several job training/apprenticeship programs at MCIW. All MCE shops have strict edibility guidelines and performance standards. Each shop has its own hours of operation and it's own base pay and incentive pay and incentive pay wage scale. Industrial credits are based on your job classification.

Sew Shop

The MCE Sewing shop is an 'on the job' training program in sewing work which meets the occupational training and job placement requirements of the MAP (Mutual Agreement Plan) program. It offers practical work experience which may lead to job opportunities as a sewing machine operator in the clothing industry. A certificate of successful completion of the required 600 shop hours will be given to each participant. An apprentice certificate is awarded after a two year training period.

Cut Shop

The MCE Cutting shop is an 'on the job' training program which meets the occupational training and job placement requirement of the MAP program. It offers practical work experience which may lead to job opportunities as a textile clothing cutter in the clothing industry, as well as a spreader and marker. A certificate of successful completion of the required 600 shop hours will be given to each participant. An apprentice certificate is awarded after a two year period.

The Eligibility requirements are as follows:

1. High School Diploma or GED;
2. Must have at least 18 months remaining on sentence to complete 60 hours minimum on the job training;
3. Must have the ability and aptitude to master the trade;
4. Must abide by the rules and regulations of the shop;
5. Must have a social security number;
6. Must be 90 days infraction-free;
7. Must be able to lift a minimum of 50 pounds.

Mailing and Distribution Plant

Mass mailing distribution, distribution of education materials for the ADS administration, latex distribution and Motor Vehicles Association:

Eligibility requirements:

1. High School Diploma or GED;
2. Ability to lift 50 pounds;
3. Personal interview with the shop supervisor;
4. Have one (1) year remaining on your sentence;
5. Must be 90 days infraction-free.

Design Plant

The MCE Design Plant provides space planning for State agencies, universities and hospitals statewide. The inmates are extensively trained in drafting and design using Auto CAD 2000, Microsoft Excel and Access. The programs are used to track, log and price design projects.

Eligibility Requirements:

1. High School Diploma or GED
2. Must be 90 days infraction-free
3. Must have three years remaining on their sentence
4. Must adhere to all plant rules and regulations.

MCE Point of Contact:

| | | | |
|---------------------|------------------------------------|--------------------------------|----------------------------|
| Plant Manager | Ms. M. Groover | Mail & Distribution Supervisor | Ms. E. John Ms. L. Hall |
| Sew Shop | Mr. D. Williams Ms. P. Williams | Design Plant Manager | Ms. A. Schwartz |
| Cut Shop Supervisor | Ms. K. Coley | | |

SUBSTANCE ABUSE PROGRAMS

MD DPSCS has established four (4) levels of substance abuse treatment. Here at MCIW we have three. The first level, for moderate abusers, is SAI (Substance Abuse Intervention). SAI is 3-months long and uses a modified version of the standardized 6—month curriculum (ATP) for the addiction counseling services. SAI uses a cognitive behavioral approach with the goals of abstinence skills development, recovery coping skills and the cognitive restructuring of problematic behavior. Counseling services for this level consists of two 90 minute group counseling sessions per week in groups of no more than fifteen (15) clients; and individual counseling twice a month. The second level, for more severe substance abusers, is the Department's residential Programs. MCIW has the modified Therapeutic Community (TC). Treatment at this level consists of fifteen (15) hours of clinical services per week and places emphasis on establishing a positive peer culture. The total number of direct clinical hours combined with structured milieu therapeutic hours of care will be approximately 36 hours. This level also follows the cognitive social learning and skill development design of SAI. The addictions services at this level are more intense and identified as residential because the participants live together in housing that is separate from the general population. The length of treatment for this level is six (6) months. The third level of treatment services is aftercare. When a client completes either the first or second level of treatment and is not eligible for release, she is then referred to aftercare services. This level of treatment consists of large group sessions where the topic of discussion focus on retaining the information and skills learned during treatment and preparing the clients for their transition back to their families and communities.

SOCIAL WORK

The social work department has a variety of functions including group treatment management of the HIV volunteer testing program, release planning with individuals with chronic, mental or terminal illness, child care issues, etc.

For inmates who are interested in self-improvement and self-awareness, the social work department at MCIW offers a series of groups. The goal is to assist inmates in managing their lives more successfully, both in prison and in the community, by learning a new way of thinking and problem solving. The following groups are offered:

- TDC (Thinking, Deciding, and Changing);
- Communications;
- Relationships;
- Seeking Safety;
- Domestic Violence;
- Domestic Violence support and follow-up groups;
- Re-Entry Seminars;
- Anger Management
- V.O.I.C.E
- A.R.M.S.

All groups are based on the cognitive behavior model. Most groups meet 2-3 times/week for approx. 90 minutes. The number of sessions vary from 10 to 20 and support sessions are open-ended. Confidentiality is a strict requirement of all groups. Upon successful completion of all groups, written evaluations are placed in the inmate's base file.

It should be noted that TDC is an entry level group which will allow inmates to progress to higher level groups upon completion.

The HIV voluntary testing program is coordinated by the Social Work Department. A one hour HIV education class is mandatory for all inmates coming into the institution. The class is presented by medical and at the conclusion of the class, each participant indicates if they want to meet with a social worker to discuss getting tested for HIV. They are pre-test counseled by a social work counselor and individual release plans are formed with those inmates who have special needs (i.e. HIV and/or mental health). Crisis intervention is also done on a short term basis with individuals.

PSYCHOLOGY DEPARTMENT

Mental health services at MCIW are coordinated through the Psychology Department. Upon arriving at MCIW, you will be screened for mental health problems within the first 24 hrs. and again within 7 days of arriving at MCIW. When seen by the mental health screener please report any history of mental health care, including prior suicide attempts, medication, or hospitalization as accurately as possible. This will ensure that you are seen for the follow up by the appropriate mental health personnel if necessary. If you are currently taking psychotropic medication, you will be scheduled for an initial psychiatric appointment with a provider at MCIW. This provider will assess your current medication needs and will prescribe medication as the provider see indicated. If you would like to speak with a member of the psychology department concerning other matters related to your mental health, please notify the person completing your mental health screening. Please offer a specific reason or request to be seen by psychology. Should you experience problems related to your mental health during your incarceration at MCIW, you may write to the Psychology Department and request additional services. Please submit all requests for mental health services using only the sick call forms available on your housing unit. Place these forms in the sick call box located on Center Hall. Should you experience a crisis situation and need immediate mental health attention, please notify an officer or other MCIW staff member immediately.

Psychology Point of Contact: Dr. Nicole Barber

RELIGIOUS SERVICES

The religious service department is located on Center Hall and is staffed by an institutional Chaplain and an Assistant Chaplain. The religious services department houses the religious library with books, tapes and compact discs for all religious faith groups and coordinates all worship services as well as religious educational, and special programs. This department also registers all inmates that would like to participate in religious activities. In addition, inmates may request free greeting cards by writing to the Chaplain. You will receive a copy of the schedule according to your religious preference.

Each inmate in general population and those on admission status may participate in one worship service per week. Those in general population may attend one educational religious activity per week, again, based on religious preference. An inmate must register their religious preference.

During the institution's orientation class change religious preference cards are offered. Change periods' are held throughout the calendar year by submitting a request to the Chaplain. Adjunct worship activities in which general population inmates request to participate include Lutheran Choir and Protestant Dance Ministry.

Clergy visits by community ministers are permitted with prior approval. Such visits do not count against the inmate's allowable visits. An inmate desiring to have a minister added to their clergy visitor list may do so by providing a written request to the Chaplain. The minister must provide written verification of their status as a minister along with their request to be added to the resident's visitor list. All Clergy visits are held during the resident's regular visiting hours. Only one -1 hour clergy visit is permitted each week.

The Chaplains also provide spiritual counseling to residents in need of encouragement or help with personal issues. Volunteer ministers are also available to provide spiritual counseling. Requests to receive counseling from a Chaplain or volunteer should be submitted to a Chaplain.

Religious Services Point of Contact: Karen Hale, Chaplain/Sandra Hill, Chaplain—(Part-time)
Hours of Operation: Monday - Friday 9:00am-5:00pm Chaplain Hale
Monday - Friday 5:00pm-9:30pm Chaplain Hill (part-time)

VOLUNTEER ACTIVITIES COORDINATOR (VAC)

The Volunteer Activities Coordinator (VAC) is charged with the responsibility of development and monitoring volunteer programs and activities. The VAC is responsible for overseeing inmate organizations. If you are interested in joining one of MCI-W's inmate organizations, you may address your request to the VAC office. The VAC also processes proposals for special programs, speakers and events.

Point of Contact: Officer Virginia Ngugi
Hours of Operation: Monday-Friday - Hours vary

FOOD SERVICE

The meal service for General Population and Admission Status is as follows:

Breakfast: 5:00am— 6:30am
Lunch: 10:15am—12:15pm (Monday—Friday)
Dinner: 4:30pm— 6:30pm

Inmates on Phase-One status, Protective Custody, Administrative Segregation and Disciplinary Segregation—meals are served in the housing units.

Breakfast: 5:00am—7:00am
Lunch: 10:45am—12:15pm (Monday-Friday)
Dinner: 4:30pm—6:00pm

Inmates on vegetarian and special diets will be served in Dining Room #1 along with the scheduled established according to custody. The shift supervisor is responsible for initiating all meals. It is the inmate's responsibility to be ready to leave the housing unit when the meal is called. You have five minutes from the time the meal is called to exit your housing unit. Meals will not be held for who elects not to come to the dining room for their meal.

MEAL PROCESS

An inmate dietary worker will issue one complete set of eating utensils and napkins at the end of the serving line. You will obtain your meal and beverage and take a seat in the dining room. You cannot return to the serving line once seated without permission from the officer. When you have completed your meal, you must return all items to the dish room window.

MEDICAL DIETS

The medical department will provide the dietary manager with an updated list of inmates on medically approved diets.

A Lacto-Ovo vegetarian diet is available to those individuals who prefer a vegetarian type meal with the exception of those individuals already on a medically prescribed diet. If you select the vegetarian diet, you will have 45 days from your initial intake from the time you originally signed up to decide if this diet fits your needs. An information bulletin will be issued every six months so that you may re-apply for the vegetarian diet. This diet contains no meat, poultry or fish.

RELIGIOUS DIET PROGRAMS

The Religious Diet Program provides a religious diet that will reasonably accommodate special diets to meet basic nutritional needs of any inmate whose religious beliefs require the adherence to religious dietary laws.

DIETARY INMATE ASSIGNMENTS

All inmates assigned to the dietary department will receive a physical examination prior to placement. Dietary workers will be provided with written sanitation guidelines when hired and will attend monthly in-service training. On a quarterly basis, a review of the general food service orientation sheet shall be conducted with all dietary workers by the dietary supervisors.

Dietary Point of Contact: Ms. R. Demissie, Manager

FOR MORE INFORMATION ABOUT MEDICAL DIETS, CONSULT DCD 130-400
FOR MORE INFORMATION ABOUT VEGETARIAN DIETS, CONSULT I.D. 169-1-6
FOR MORE INFORMATION ABOUT DIETARY PROCEDURES/POLICIES, CONSULT I.D. 160-1-1 AND 160-1-9

LAUNDRY FACILITIES

All housing units are equipped with washing machines and dryers at no charge. The washers and dryers shall be in operation from 4:30am until 9:30pm. The last load of clothes must be in the dryer no later than 9:30pm. The schedule for the units is posted in the laundry area of each building and in the control module.

FORM MORE INFORMATION CONSULT I.D. 75-0-1

MEDICAL SERVICES

MCIW provides a full range of medical health services to the inmate population through medical contractors. The Support Services Building (SSB) contains a Dispensary, Medical Infirmary, Isolation Unit and Mental Health Unit. The Dispensary is the location where sick call, health clinics and medication administration provides a full range of medical health services to the inmate population through medical contractors. There is 24 hour medical coverage to supervise the infirmary and to respond to medical emergencies.

Each inmate desiring to be seen by medical or dental personnel must submit a sick call request (DC 130-2ar) which is available in each housing unit. The request must be completely filled out to include the inmate's name, DOC number, exact housing location and reason for request and the request must be specific. Inmates will be seen for the complaint listed on the request. There is a \$2.00 charge for each visit to the Infirmary.

All newly arrived inmates will be screened by the dispensary nurse within 24 hours from intake. Intake physicals will be conducted within 72 hours of intake by a Physician or Physician's Assistant. The staff physician conducts clinics on Monday through Friday. Clinic appointments are generated from the sick call slips, referrals, lab results and chronic care clinics. You may choose not to receive treatment for any non-emergency condition by signing a "Waiver of Medical Treatment" form.

Point of Contact: Ami Jalloh, Medical Director, Corizon Health

MEDICATION

Non controlled medication is distributed in a dose known as a blister pack. This package contains several days supply of non-controlled prescription medication. You are to take this medication as discussed with you by the physician or physician's assistant who prescribed it to you as printed on the label. This policy regarding blister pack is as follows:

1. There will be a separate blister pack for each prescription written for you. The label will clearly indicate how you are to take them . If you have any questions, ask the pharmacy technician or nurse.
2. The responsibility of the blister pack is yours. If you lose, tamper with , or deface it, you are subject to disciplinary action.
3. You will be issued one card for each medication at a time. If the card does not contain the entire prescription, you will be issued another card when the current one expires.
4. All information regarding the prescription and blister pack is contained on the label:
 - A. Patient's name;
 - B. The number of pills contained in the package;
 - C. The name of the drug, it's strength and directions for dosage;
 - D. The dates of the prescription;
5. Blister pack distribution is Monday through Sunday afternoon medication call or as designated by the pharmacy technician or nurse.
6. You must present your I.D. to receive your medication.
7. You must roll up **ALL** sleeves to receive your medication, NO EXCEPTIONS!
8. If you refuse your medication, you may sign a waiver and discuss it with the nurse. Please remember, if you keep your medication and do not take it as directed, it is considered contraband.
9. If you refuse to roll up **ALL** sleeves, you will forfeit that dose of medication and you will not return for that dose.

Controlled and "as needed" medications are administered by the nurse in the medical area. If you have been prescribed a controlled drug regularly, this will be administered, one dose at a time, by the nurse. You must take all controlled medication, whether given by a nurse or the pharmacy technician, when it is administered. Again, any questions regarding your medication should be discussed with the health care provider distributing medications.

DENTAL CLINIC

Inmates wishing to see the dental staff for evaluation and/or treatment will follow the same procedures for medical care. However, they will indicate on the sick call form that the reason for the request is for dental treatment.. There is a \$2.00 charge for each visit to the dental clinic.

RECREATION DEPARTMENT

There are various outdoor and indoor sporting activities for the inmate to participate in, such as volleyball, basketball, line dancing, stomp, badminton, Theatre Night, Gospel Celebration etc. Board and card games are also offered along with competitions held for various activities.

In addition to the above, Aerobics and Pilates maybe offered in the evening in the gym. Specific seasonal and holiday activities are announced through information bulletin issued by the Warden's office.

Recreation Department Point of Contact: COII Labrent Moore
Hours of Operation: Hours Vary

FOR MORE INFORMATION PLEASE CONSULT DCD 145-1 AND I.D. 145-1-1

FINANCE

Money Received

You may receive money through the U.S. mail in the form of a money order or a certified check. Personal checks and cash will not be accepted and will be returned to the sender by mailroom personnel. **Any monies received over \$250.00 and over, it will be held for a period of 30 days** by finance to clear any bank, etc. You may earn money through working in your classified job assignment or by attending school. The money you earn is placed in your account minus one-third which is placed in your reserve account until the money in that account reaches \$50.00. You will be issued that money from your reserve account when you are released from the Division of Corrections.

Money Disbursements

Money disbursements may only occur with the completion of a money disbursement form . You must complete this form in full. Completed money disbursement forms must be signed in the presence of your building lieutenant at their discretion Monday through Friday. Incomplete forms will be returned unprocessed. The Lieutenant shall witness your signature and forward your money disbursement slip and any paperwork, if applicable, to the shift supervisor's office for processing. Money disbursement forms for amounts over \$200.00 must be approved by the Warden/Assistant Warden. **You may not transfer money from your account to the account of another inmate.** Money for commissary purchases does not require the completion of a money request form. You are encouraged to keep copies of all receipts for money received and spent.

FOR MORE INFORMATION, PLEASE CONSULT DCD 145-1 AND I.D. 145-1-1

CASE MANAGEMENT

Classification Process

The classification process begins when you enter MCIW and continues throughout your incarceration until your release, Classification recommendations are made by Administrative Assignment. Most case management recommendations are reviewed by the Warden or designee. Some recommendations require the approval of the commissioner of corrections or a designee. Most case management actions are handled administratively. You may not refuse to participate in a work assignment, mandatory education, or remediation programs.

Within 45 days of your arrival, you will be scheduled for initial classification. The case management specialist will use a number point system to assign risk assessment score based on these factors.

1. Severity of current offense,
2. Total sentence length,
3. Prior incarcerations
4. History of escapees,
5. History of violence,
6. Age

Based on your score, the classification instrument will recommend your security level. The case management staff will then agree with or override the recommended security level and send it to the Warden or designee for approval. The Warden makes the final decision on your initial security level. You will also receive an IPS (Individual Program Screener). This IPS will be done upon inception to the institution at the initial classification by your Case Management Specialist and updated at your next scheduled security reclassification dates.

While you are incarcerated, you will receive a reclassification hearing no less than every 12 months if you are a maximum, medium or pre-release security. During your classification, your Risk Assessment will be rescored. You will also be scored on other factors known as incarceration variable. They are:

1. Estimated time to serve;
2. Pattern of drug or alcohol abuse;
3. Time since last infraction;
4. Frequency of infractions;
5. Job and program performance;

Your total score on these factors show whether your current security level should increase, remain the same or decrease. You can improve your reclassification score by maintaining a good adjustment history and doing well in your assignments. A Release Plan will be developed prior to your release to enhance and thrust you forward for your return to society.

Case Management Point of Contact:

Assignments are alphabetical.

If your Case Management Specialist is vacant, you move to the next number of your DOC until one is available.

| | |
|-------------------------|---|
| Case Management Manager | Ms. L. Sattler |
| Supervisor | Ms. P. Sekellick |
| Supervisor | Ms. K. Steininger |
| Hours of Operation: | Monday-Friday 7:30am - 5:00pm (Closed Holidays) |

Access to Courts

All inmates have unrestricted access to the courts. It is best to try to clear up all outstanding charges which may be placed against you. If you have a court date, be sure to write your case management specialist informing them of the court date, the location, the case number and the type of charge. In order for you to get to court, a writ must be issued by the court and sent to the transportation unit a week before the court date. Papers can be filed through your case management specialist for a speedy trial. If you were on probation, you may contact your probation agent directly to see if you will be violated. It is not possible to file for a speedy trial for violation of probation charges.

Access to Records

You may request, in writing, to review and/or receive copies of some documents contained in your inmate record. Any information which may result in physical, emotional harm to you, or jeopardize the security of the institution may be restricted from the review. Access to information which was obtained only through a promise of confidentiality may be restricted.

Requests should be directed to your case manager who has 10 working days from the receipt of your request to process your request. Your case manager will meet with you to verify what information is being requested. After the meeting, the case manager will forward your request to the Warden for approval/disapproval.

If you request copies of the information contained in your record, you will be charged a fee of \$.25 per page of photocopies. Copy fees will be waived for indigent inmates only if the copies are necessary for pending legal or administrative procedures.

FOR MORE INFORMATION ON ACCESS TO RECORDS, PLEASE CONSULT DCD 185-4 AND MCIW I.B. 185-4-1 AVAILABLE IN THE INMATE LIBRARY

Access to Media

During this period of incarceration, members of the media, such as television or radio news personnel may call upon inmates for interviews. Inmates have the right to refuse to have their photographs taken or to be interviewed. If they agree to be photographed or to be interviewed, they must complete the Inmate Consent for Media Interview. All interviews, including employees and inmates must have the approval of the Warden and must be cleared through the Division of Correction Public Information Office.

Parole

Parole is a "conditional release" from prison. It allows you to complete your sentence in the community, under strict supervision. Maryland law requires that all incarcerated persons receive a parole hearing at or before one-fourth of their sentence. In the case of consecutive sentences, it is one-fourth of the total sentence. The Parole Commission sets the policy establishing the initial parole hearing date. You should consult your case manager to determine the guidelines for parole.

Parole Retake and Revocation

It is the responsibility of the Division of Parole and Probation to supervise parolees. It enforces the parole rules, special conditions and reports to the parole commission on all matters. The Parole Commission may issue a retake warrant or a subpoena. If a retake warrant is issued, you will be returned to the custody of the Division of Corrections to await your revocation hearing.

If you are returned to custody as an illegal parole violator, you shall receive a hearing before a preliminary hearing officer. You may choose, at the time you are served your violation notice, to waive the hearing. The preliminary hearing officer will determine if there is probable cause to detain you. When you are served your violation notice, you will be informed of your right to legal counsel and witnesses. You are returned as an alleged parole violator. You will be assigned as medium security and be eligible to be classified after your revocation hearing.

Parole Hearing and Decision

A parole hearing is conducted in the form of an interview. It is held in an informal manner and allows you to express your views and feelings which pertain to your case. Your parole hearing will result in one of the following decisions:

1. **Approval**—your release will be scheduled immediately or at some point in the future (delayed release).
2. **Rehearing**—you will be scheduled for a progress review hearing.
3. **Hold**—your parole decision is deferred pending additional information or program assessment or completion.
4. **Administrative Refusal**—your parole decision is deferred pending resolution of a detainee's or pending charge.
5. **Refusal**—you will remain incarcerated until your mandatory release date.

If you are serving a life sentence, a suspended life sentence, or a sentence for a homicide offense, you will be given a parole hearing before two parole commissioners. Cases heard by two commissioners cannot be appealed.

Hearing for other types of offenses are conducted by a hearing examiner, or a commissioner acting as a hearing examiner. The hearing examiner will inform the inmate of the recommendation at the end of the hearing. The recommendation must be approved by a parole commissioner. The commissioner can:

1. Adapt the hearing examiners recommendation;
2. Disapprove the hearing examiner's recommendation and adapt a new recommendation.
3. Send the case back to the hearing examiner for an immediate recommendation.

Your written parole decision will be given to you by the parole associate, along with an appeal form. If you decide to file an exception to your parole decision, you must use that form. The form must be completed and forwarded to the parole associate, as specified.

If you appeal your parole decision, two commissioners will be assigned to review your case. The panel will review your case and will render one of the following decisions:

1. It may affirm the decision of the hearing examiner;
2. It may reverse the decision of the hearing examiner;
3. It could modify the decision of the hearing examiner;
4. It may remand the case to the hearing officer for further consideration and a new decision.

When the recommendation of a hearing examiner is not adopted by the reviewing commissioner, there will be an automatic "in house" appeal. This is treated in the same manner as an exception.

Parole Approval

When you receive a final decision approving your parole, you will be released as soon as administratively possible. Exceptions, include:

1. You received a delayed release date;
2. Your home and employment plan is pending verification;
3. You are convicted of an infraction and the parole commission upon notification, revises that decision.

You will be required to sign an order for release on parole before your release. This order defines the terms and conditions upon which release was granted. It is your certification of acceptance of the terms and conditions.

ANY REQUESTS, OR CONCERNS CAN BE PUT INTO WRITING TO THE INSTITUTIONAL PAROLE ASSOCIATE.

Release

There are several ways to be released, including mandatory supervision, expiration of sentence, parole release including 'continued' on parole or parole 'case closed' and court ordered releases whether upon bond or court order. There is also a possibility that you may be transferred to Patuxent Institution or the supervision of Central Home Detention Unit. Each of these releases are explained in brief detail below:

Mandatory Supervision Release (MSR): This type of release is for inmates who were sentenced after July 1, 1970 to a sentence length of more than 12 months (Either through a single sentence or a combination of sentences). A release date is arrived at by determining the maximum expiration date of the term of confinement and subtracting the number of diminution credits awarded. A person who is released to mandatory supervision is required to report to an assigned parole office until their maximum expiration date. **Release by expiration of sentence:** There are four types of release by expiration:

1. If the sentences are for offenses committed before July 1, 1970;
2. If no diminution credits have been earned;
3. If the court reduces the sentence to a period of time already served;
4. If the total sentence length is 12 months or less.

Under methods 1 and 4, the release date is determined by subtracting the diminution credits earned from the maximum expiration date; under methods 2 and 3, the maximum expiration date and current release date are the same. A person who is released by expiration of sentence does not have to report to an assigned parole office.

Parole Release: (Including continued on parole and parole case closed). A parole release is granted by the Maryland Parole Commission, which allows a person to serve the remainder of her sentence outside the institution. You are to report to an assigned parole office and follow certain rules and regulations. Continued on parole and parole 'case closed' are when some of these conditions have not been followed; which will result in you violating your parole and being returned to the institution.

Court ordered release: The court can order a person released, or a bond can be posted to allow for release. The condition to allow for this type of release is determined by the court.

COMMON COMMITMENT TERMS AND PHRASES

Concurrent Sentence: A sentence which is served at least partially during the same time as another sentence.

Consecutive Sentence: A sentence which begins after another sentence has been completed.

Detainer: A request by an agency, jurisdiction, etc., to be advised when you are released from the Division of Correction because you have a pending charge in that agency of jurisdiction. A detainer may be for something you have not been to court for or something you have been to court for and the sentence must be served in another jurisdiction.

Diminution of Confinement: The subtraction of days from the maximum expiration date to determine a current release date. The rules for awarding diminution credits are found in the Annotated Code of Maryland, Article 27, sections 700 and 704-A.

Commitment Point of Contract:

Ms. Kenya Moore

Hours of Operation:

Monday-Friday 8:00am-4:30pm (Closed Holidays)

DISASTER PLAN:

This facility has emergency plans for fire, natural disaster, civil defense, power outages and other emergency situations. Fire drills are conducted at regular intervals to orient you to evacuation procedures. You are responsible for behaving in an orderly manner during the evacuation drills. You must assemble quickly and quietly; follow the staff's directions closely and conform to procedures for your own safety. In the event of a hazardous materials spill, all normal activity will cease. You will be instructed to return to your housing unit. You will remain in your housing unit until the emergency is over. In some forms of emergency, such as natural disaster (tornados, high winds etc.) evacuation may not be appropriate. The staff will be responsible for your welfare. They will direct you to the safest, most secure area in the institution. You must follow directions quickly and quietly for your own safety.

PRISON RAPE ELIMINATION ACT (PREA) :

A hotline has been established to eliminate prison rape and sexual abuse from inmate-to-inmate or staff-to-inmate. A flyer is posted on each housing unit, located near inmate telephones with the information. All phone calls can be anonymous. Use of the PREA hotline should only be for cases of sexual abuse or abuse of other kinds, not for daily issues such as lack of ice, toilet paper. All calls are logged in the Warden's office.

In addition, should you be aware of any sexual abuse within the institution, the following is available:

Rape Abuse and Incest National Network (RAINN):

1220 L Street, NW
Suite 505
Washington, DC 20005
(202) 544-1034

National Sexual Abuse Hotline

(800) 656-HOPE

Maryland Coalition Against Sexual Assault (MCASA)

PO Box 8782
Silver Spring, MD 20907
(301) 328-7023