

Montgomery County Department of Correction and Rehabilitation

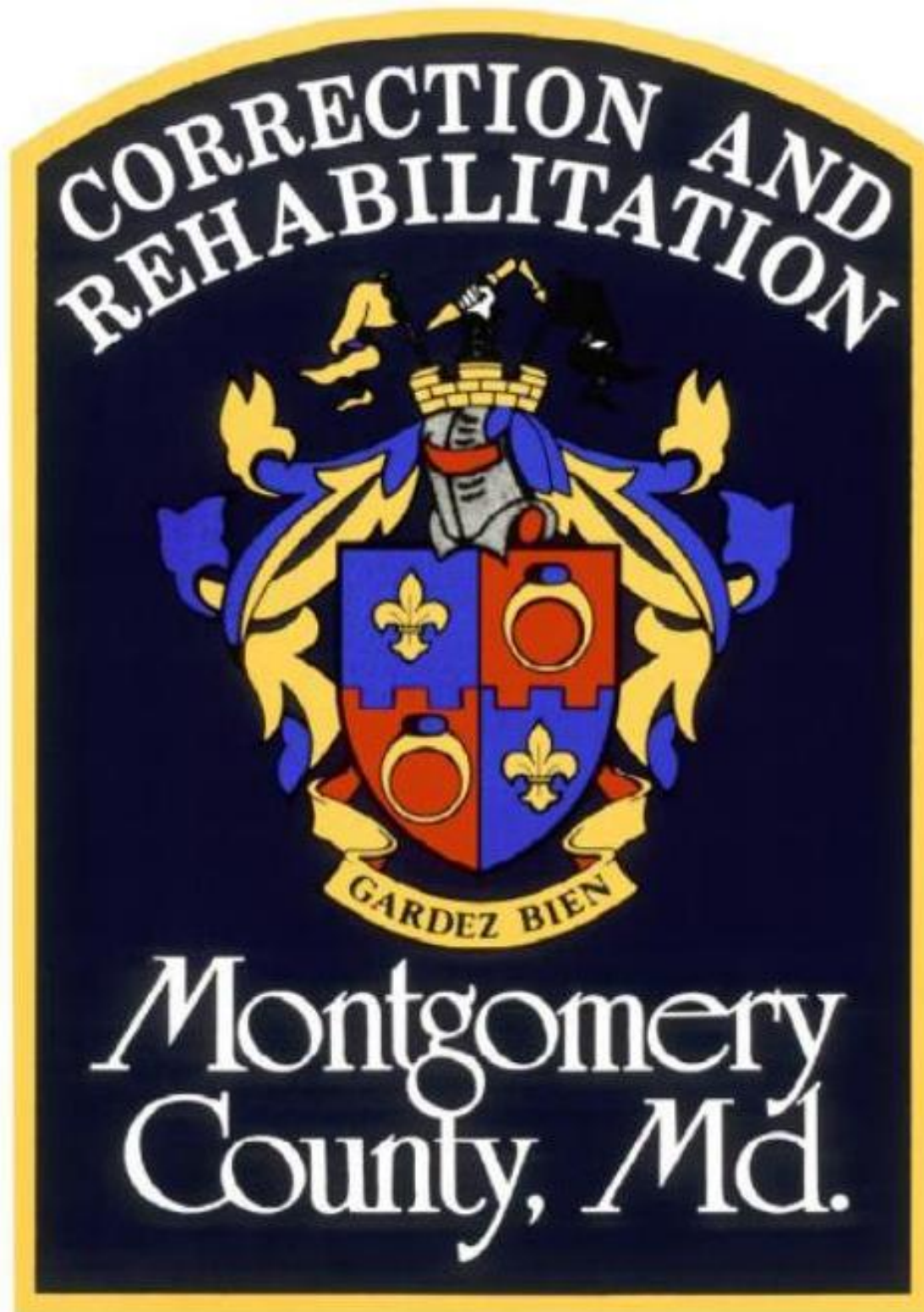


Figure 1: Official seal of the Montgomery County Department of Correction and Rehabilitation, displaying a heraldic shield with symbolic elements, a knight's helmet crest, decorative mantling, and the motto "Garde Bien," with the department name encircling the emblem.

Inmate Guidebook

Revised 2022

MEMORANDUM

TO: Inmates of the Montgomery County Department of Correction and Rehabilitation

FROM: Director Angela Talley, Montgomery County Department of Correction and Rehabilitation

The mission of the Department of Correction and Rehabilitation is two-fold:

1. To provide for the safekeeping, care, and custody of those persons committed to the Department.
2. To assist individuals detained by the Department in achieving a successful reintegration to the community.

This Inmate Guidebook will explain what is expected of each person during detention and what to expect from Department of Correction and Rehabilitation staff. In addition, this book should assist each person in his or her adjustment to incarceration in either the Montgomery County Detention Center (MCDC) or the Montgomery County Correctional Facility (MCCF). Some rules contained in this Inmate Guidebook are specific to MCCF or to MCDC only.

Whenever people are required to live together as members of a community, certain regulations and restrictions must be adopted and accepted by all to maintain safety, security, and orderly operations. Inmates are required to obey all directives and rules contained in this Inmate Guidebook. Not every situation and rule can be outlined specifically because no manual would be big enough. Therefore, common sense and adherence to orders given by staff are the keys to success. Inmates should ask correctional staff questions to be clear on facility expectations, processes, and rules.

Adherence to the rules and willingness to display a proper attitude will be important factors considered by the Court, for consideration of facility program participation, or for release on parole. Inmates who follow the Inmate Guidebook rules, cooperate with established programs, and comply with regulations may receive a favorable institutional court report and/or will complete his/her sentence to this Department in the shortest possible time. Failure to comply may result in disciplinary proceedings with loss of earned Good Conduct Time and further court action, which could result in prolonged confinement. Other disciplinary action may be initiated for rule violations as outlined in this Inmate Guidebook.

The Department has a zero-tolerance policy for sexual harassment/misconduct and any other criminal conduct. No inmate is discriminated against based on race, national origin, color, creed, gender, gender identification, sex, sexual orientation, physical or mental handicap, or belief.

The Montgomery County Detention Center and the Montgomery County Correctional Facility are tobacco-free institutions in accordance with County code.

Criminal charges will be pursued with law enforcement officials for any behaviors that violate any criminal laws.

Please Note: Extraordinary or emergency circumstances may arise which may require an adjustment to the facility rules and procedures identified in this Inmate Guidebook. If that happens, the Department staff will provide notification of any change to the rules and/or procedures as well as notification when the facility resumes normal practice. Facility operations are subject to change at any time given safety, security, or other administrative considerations deemed necessary.

Detention Services Division

Department Website

Montgomery County Department of Correction and Rehabilitation Website

Montgomery County Detention Center



Figure 2: Front exterior of the Montgomery County Detention Center showing the main entrance, flagpoles, and surrounding landscaping.

1307 Seven Locks Road
Rockville, Maryland 20854
Phone: (240) 777-9960

Montgomery County Correctional Facility



Figure 3: Front exterior of the Montgomery County Correctional Facility with brick walls, curved glass window section, and entrance area with bollards.

22880 Whelan Lane
Boys, Maryland 20841
Phone: (240) 773-9700

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ADMISSION AND ORIENTATION

CUSTODY STATUS

All persons legally confined to the Montgomery County Department of Correction and Rehabilitation will be held in custody until ordered released by the Courts of the State of Maryland, the Montgomery County Department of Correction and Rehabilitation, or any other jurisdiction by which they are confined (e.g., Federal Government, State Division of Correction).

No inmate is discriminated against based on race, national origin, color, creed, gender, gender identity, sex, sexual orientation, physical or mental disability, or belief. Any inmate who feels that they are being discriminated against may file a grievance with the Warden or the Department Director and pursue this action to a final resolution.

Upon being placed in the custody of the Montgomery County Department of Correction and Rehabilitation, inmates first enter the Montgomery County Detention Center (MCDC). This process begins in the Central Processing Unit (CPU), where detainees are seen by a Commissioner. If inmates remain in the Department's custody after initial court appearances, arrangements will be made for transfer to the Montgomery County Correctional Facility (MCCF).

When arriving at MCDC, inmates are processed into the facility. During this process, inmates are:

- Assigned an institutional identification number
- Photographed
- Required to shower
- Searched
- Scanned using a Full Body X-Ray Scanner to detect any hidden contraband
- Placed in an Intake Housing area

Inmate personal possessions, valuables, and money are removed and held for safekeeping at MCDC. A receipt is given for all items. The Department's liability for stored personal property is limited to \$200.00. If an inmate has property valued at more than this amount, they are advised to release their property to an outside person as soon as possible. The Department is not responsible for personal items (e.g., religious medallions on a chain, traditional wedding bands, glasses, shoes) that are kept by an inmate in the facility.

Inmates are allowed to make one telephone call to each of the following:

1. A family member or a friend
2. Their attorney
3. A bondsperson^[1]

ADMISSION INTO MCDC AND COURT PROCESSES

Inmates are issued institutional clothing, including a pair of institutional shoes, bedding, two (2) towels, and a hygiene kit by correctional staff. Medical staff will evaluate each new inmate within twenty-four (24) hours of admission into custody.

After initial processing, inmates are placed in an Intake housing unit and assigned to an Inmate Services Case Manager. The Case Manager will complete an intake interview and can assist with questions and needs. If the case management intake is not completed at MCDC, it will be completed upon transfer to MCCF.

MCDC is considered an intake facility, and inmates are not intended to be held there for an extended period of time. Due to this temporary stay, inmate visiting, outside recreation, and commissary purchases are not permitted while incarcerated at MCDC upon admission to custody. *** [^1]: Inmates should not solicit business for any bondsperson. Inmates caught doing so will be charged with an institutional infraction.

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If an inmate arrives at MCDC as a pretrial detainee and is pending charges, a Pre-Trial Assessment staff member will complete an interview to collect information that may assist the Court in considering the inmate's release from custody. While on pre-trial status, inmates may also be interviewed by the Office of the Public Defender to establish eligibility for representation by a Public Defender. Both Public Defenders and private attorneys retained to represent inmates at MCDC have access to meet with inmates at MCDC.

Following these initial processes, arrangements will be made for inmates to transfer to MCCF as soon as possible. Only the property in an inmate's cell that fits into a personal property bag will be transported with them to MCCF. All other property will remain at MCDC in secure storage. Under some circumstances, an inmate may be quickly transferred to MCCF based on priority needs or special management status.

TRANSFER TO MCCF

Upon arrival at MCCF, inmates are strip-searched by Correctional Officers prior to being placed in a housing cell assignment. Inmates are issued institutional bedding, two (2) towels, a property bag, an inmate radio with batteries, and a new hygiene kit. Other personal items are available for purchase from the Inmate Commissary menu.

INMATE RELEASE FROM CUSTODY

All inmates are released to the community from MCDC. Inmates housed at MCCF will be transported to MCDC for release. If transferring to another jurisdiction, they may be picked up for transfer directly from MCCF.

Before release, the Records Section will run a warrant and detainer check. If there are no other pending matters, the inmate will be processed out of custody. The inmate will receive a debit card containing their account balance and all property stored at MCDC.

Property expected to be returned at the time of release includes:

- Institutional bedding
- DOCR-issued shoes
- Jumpsuit
- Inmate radio
- Facility library books
- Religious texts that are property of MCDOCR
- Prayer rugs
- Property bag

Please note that following release, any property an inmate had at MCCF will not be available for pick up until the next business day. This delay is necessary because property at MCCF must be forwarded and brought to MCDC for pick up.

Released inmates have thirty (30) days to pick up their property in person or through an authorized agent with a signed and notarized letter of authorization. After thirty (30) days, unclaimed property will be considered abandoned and discarded.

Release of personal property to a community member may occur if the released inmate is unable to pick up property directly or is being transferred to another institution. A DCA 14A Property Release Form must be completed by the inmate. The DCA 14A will remain on file for ten (10) days, so it is important that someone pick up the property from MCDC as soon as possible.

If the address provided by an inmate to MCDC upon intake is no longer current, or if there is another change of address, the inmate should notify their facility Case Manager immediately. It is important that the Department has a valid address on record so that any important medical or legal information received may be forwarded to the inmate after release.

release if necessary. The Department cannot accept responsibility of any type for any failure to forward important information or items in the absence of a correct and valid mailing address.

RELEASES FROM COURT

On some occasions, the Judge may release an inmate from custody directly from a proceeding at the courthouse.

Assistance with transportation to MCDC (1307 Seven Locks Road) is available upon request and free of charge. A taxi voucher is provided by the Office of the Public Defender at the courthouse. This taxi voucher provides transportation only back to MCDC in order to collect any property, money, clothing, and medication that may be provided by the Department.

Walking from the courthouse to MCDC is not recommended because it is a long and unsafe route.

Upon arriving at MCDC:

- Speak with the Front Desk Officer to obtain property items.
- If additional transportation is needed, request an additional voucher from the Front Desk Officer for transportation to a nearby Metro Station transit center.

BOND PROCESS

Inmates may receive a set of bond conditions when they are seen by the Commissioner at MCDC. If the inmate is not able to meet those bond conditions, they will be seen by a Judge the next business day.

Once the inmate has appeared before the Judge, the Commissioner's bond conditions are no longer in effect. The bond conditions set by the Judge must then be met for release.

Bond conditions may include:

- Address verification (through Pre-Trial or the Commissioner's Office)
- A money bond

Address Verification

If an inmate must complete address verification through Pre-Trial:

- The homeowner or lease holder of the address where the inmate will live must contact the Pre-Trial Assessment Unit to complete the address verification.

If an inmate must complete address verification through the Commissioner's Office:

- The person the inmate will live with must appear in person at a Commissioner's Office in Montgomery County to complete the address verification process.

Paying a Money Bond

If an inmate has sufficient funds in their inmate account to pay the money bond, they must:

1. Submit a Money Request form in the amount of the bond.
2. Make the request payable to the 6th District Court of Maryland.
3. Include the case number associated with the bond in the memo section of the Money Request form.

If a pretrial inmate meets all bond conditions, the Records Department will arrange for the inmate to be transferred to MCDC for release. Transportation and processing may take several hours to complete.

REPORTING FOR PRETRIAL SERVICES, PAROLE AND PROBATION

If an inmate is placed on pretrial supervision, they must report to the Pre-Trial Supervision Office on the next business day.

Pre-Trial Supervision Office

Pre-Release Center
11651 Nebel Street
Rockville, MD 20852
Phone: Call (240) 777-5400

If an inmate is placed on parole or probation, they must report as scheduled to the Probation Intake Office on the next business day, unless another date is ordered in the court documents.

Parole and Probation Intake Office

191 E. Jefferson St., Room 127
Rockville, MD 20850
Phone: Call (301) 563-8715

COURT APPEARANCES

All court appearances are mandatory unless a defendant's presence is lawfully waived and approved by the Court.

Inmates will be transported to court as scheduled for proceedings in Montgomery County or other jurisdictions, unless remote proceedings are coordinated upon request by the Court.

WRIT REQUESTS TO ANOTHER JURISDICTION

Inmates may request to be considered for a writ for transport to another jurisdiction to resolve an open case or pending charges. The inmate should submit a DCA-6 form to the appropriate facility staff for processing in accordance with established procedures.

Records department for review. The Records Department will determine if the inmate is eligible for a writ using the criteria listed below. Inmates can also file for a writ directly with the other jurisdiction.

If an inmate wants to file a writ, they should request a **Notice of Current Incarceration** form and a **DCA-624 Release Letter** from their Case Manager. The inmate must complete the Notice of Current Incarceration form, attach the DCA-624 Release Letter, and mail both documents to the other jurisdiction. Inmates may also contact their attorney in the other jurisdiction and ask them to file a court motion to have them transported to address the case.

Interstate Agreement on Detainers (IAD)

The Interstate Agreement on Detainers (IAD) is an agreement between two states or between federal and state jurisdictions. If an inmate has a detainer or bench warrant in another state or in the federal prison system, the inmate may be eligible to file under the IAD.

This act applies **only** to inmates who meet **all** of the following criteria:

- The inmate has a matter in another state or in the federal system.
- The inmate has at least 180 days remaining on their sentence.
- The inmate has no open cases for which they are committed in Montgomery County or other Maryland jurisdictions.
- The inmate is fully sentenced in Montgomery County.

This act does **not** apply to the following detainer types:

- Failure to Appear for Sentencing
- Sentencing
- Contempt of Court
- Violation of Probation/Parole

How to File for an IAD

If the inmate meets the above criteria and wants to file for an IAD, they must submit a **DCA 6 request** to the MCDOCR Records Section.

If the inmate does not meet the criteria, they must wait until they are able to meet them (for example, until they are sentenced). If the inmate is sentenced to fewer than 180 days, the detainer or warrant in another state will be treated like any other detainer and will be addressed at the end of the sentence.

If the charge is a violation of probation or parole, or any other detainer type that is not eligible for the IAD, it will be handled after the inmate serves their time.

Intrastate Agreement on Detainers (IDA)

The Intrastate Agreement on Detainers (IDA) applies to detainers and court dates within Maryland. If an inmate has a detainer or bench warrant in another county in Maryland, the inmate may be eligible to file under the Intrastate Detainer Act.

This act applies **only** to inmates who meet **all** of the following criteria:

- The inmate has a matter in another Maryland county.
- The inmate has at least 120 days remaining on their sentence.
- The inmate has no open cases for which they are committed in Montgomery County.
- The inmate is fully sentenced in Montgomery County.

This act does **not** apply to the following detainer types:

- Failure to Appear for Sentencing
- Sentencing
- Contempt of Court
- Violation of Probation/Parole

How to File for an IDA

To file for an IDA, the inmate must submit a **DCA 6 request** to the MCDOCR Records Section.

If the inmate does not meet the above criteria, they may use one of the two template letters available from their Case Manager. The inmate is responsible for completing the template letter with the required information and mailing it to the other county. The inmate may also ask their attorney in the other jurisdiction to file a motion to have them transported for the case.

Special Release Requests

Requests for compassionate or emergency release in cases involving the death or serious illness of someone in an inmate's immediate family may be authorized as follows:

1. If an inmate is sentenced to the Montgomery County Department of Correction and Rehabilitation, without pending charges or detainer(s), the sentencing judge(s) may approve a release upon request.
2. For an inmate in another status of incarceration, only the appropriate court personnel may approve such a release.

C. In these cases, the release action must be arranged by the inmate's lawyer and, if approved, inmates will be transported by the Sheriff's Department.

FACILITY CUSTODY AND SECURITY

To ensure the safekeeping and custody of all persons committed to the Montgomery County Detention Center ("MCDC") or the Montgomery County Correctional Facility ("MCCF"), several security measures are continuously in effect. Cooperation is required so that the correctional staff may perform their tasks without being hampered by interference and/or delaying tactics by inmates.

STAFFING POLICY

This statement is provided as notice that it is the policy of the Montgomery County Department of Correction and Rehabilitation ("MCDOCR") for both male and female correctional staff to work all post assignments in their facilities, including those posts located in and around male and female housing pods. All inmates, male and female, are responsible for remaining properly dressed at all times when outside of their cells. Staff of the opposite gender as those assigned to a housing unit are required by PREA Standard 115.15D to announce their entry and presence in the area.

COUNTS

Scheduled counts to verify the presence of inmates are made daily. Unscheduled counts are also made. Scheduled counts are announced on the public address system, except during sleeping hours.

Inmates must follow all instructions and directives given by Correctional Officers and staff at all times. The housing pod televisions and telephones will be turned off fifteen (15) minutes prior to the count, and inmates will be placed on lock-in for the count, as directed by staff. Inmates must be on their beds for the institutional count.

Failure to cooperate during an institutional count is a serious disciplinary infraction and will be dealt with in accordance with the Inmate Conduct and Discipline Section of this guidebook. Inmates may be removed from the housing unit to a segregation unit pending further action.

LOCK DOWN

For the purposes of staff training, maintenance repairs, safety concerns, or emergency situations, some or all inmates may be subject to confinement and be locked in their cells for unspecified periods of time. Lock down schedules may vary among the individual living areas and are based on specific circumstances at hand.

INTERNAL MOVEMENT

Failure to report to your assigned area or being in an unauthorized area will result in disciplinary action. Talking in the hallway during movement is not allowed. All movement is single file and on the right-hand side of the hallway.

A. Inmate ID Band: Inmates are expected to have possession of the ID Band issued to them, and inmates must wear it at all times on the wrist with the photo on the ID visible to staff. The ID band is considered the property of the Montgomery County Department of Correction and Rehabilitation. This band should reflect the actual name under which inmates are booked into this facility, regardless of whether or not it is an alias. Inmates are required to show their ID Band to any staff member when requested. Failure to do so is grounds for disciplinary action. In all situations involving facility counts, security responses, meal services, delivery of commissary

items, and receiving medication, inmates must show their ID Band to staff for positive identification. Altering, defacing, or loss of an issued ID Band may result in disciplinary action. A replacement ID Band will be issued at the inmate's expense if it is lost or damaged. An inmate is not allowed to participate in a facility program or visitation without a proper ID band on their wrist.

B. Inmate Passes: Any time MCCF inmates are involved in movement out of the assigned housing unit, inmates are required to have an inmate pass which is issued by a staff member. Inmates must present the pass to any staff member who requests to see it. Being in an area without a pass, altering a pass, or being in an area other than where the pass authorizes are all grounds for disciplinary action.

Searches

Strip Search

Inmates are subject to a strip search at any time upon determination of probable cause or reasonable suspicion that inmates are in possession of contraband or may possess items which are a threat to institutional safety and security. All inmate workers are subject to be strip searched. In addition, inmates will be subject to a strip search upon returning to the institution following any outside activity or transportation. Inmates will also be subject to a strip search upon being placed in a Special Management housing area. This strip search consists of the removal of all of the inmate's clothing items, at which point the Correctional Officer conducts a visual search of the inmate's person.

Frisk Search

Inmates are subject to a frisk search at any time upon the order of a correctional staff member. This search consists of the Correctional Officer physically "patting down" the inmate's person, while the inmate is fully clothed.

Cell Search

Inmate cells or other living areas are subject to a search at the discretion of any correctional staff member. Inmates do not have to be present for cell or property to be searched.

Full Body X-ray Scanner

Inmates will be subject to being scanned with the Full Body X-ray Scanner when inmates are first arrested and brought to the MCDC facility to help detect and control contraband. Inmates will be subject to a full search process every time an inmate exits and re-enters the facility.

Urinalysis and Breath Analysis

Inmates are subject to submit to urinalysis and/or breath analysis as required by correctional staff when there is reason to believe an inmate may be using alcohol and/or drugs. All inmate workers are subject to urinalysis upon request. Inmates failing to comply with this request are subject to disciplinary action and removal from their work assignment.

Shakedown Inspections

Periodic and unannounced searches of housing areas will be made to search for and confiscate contraband (weapons, drugs, paraphernalia, cigarettes, etc.). Other unauthorized items may also be confiscated and disposed of (i.e., altered clothes, extra linens, extra jumpsuits, etc.). This is for the safety of both the correctional staff and inmates. Failure to cooperate during a shakedown is a violation of institutional rules. Possession of contraband and excess personal property may be grounds for disciplinary action and confiscation.

Cell Lock-In

Inmates may be temporarily placed on cell lock-in at any time at the discretion of any correctional staff.

Loss of Privileges

Privileges may be lost as a result of rule infractions, misconduct of inmates, if an individual is on suicide precautions, or placed on a special handling plan to ensure the inmate's safety and well-being. These losses may include telephone calls, television, radio, commissary, family visiting, recreation, participation in any group activity,

and work. Privileges may be lost if an inmate is classified as a security risk. Inmates have the option not to participate in institutional programs, except for court-ordered programs, or, if sentenced, when ordered by the administration to perform a work detail.

Disorder

If a disorder occurs and an inmate is not involved, he/she will be given the opportunity to leave the area peacefully. Personal items may be removed by the inmate at that time, if the situation permits. If an inmate participates in a disorder and personal property is destroyed or misplaced, it will not be replaced by the MCDOCR.

Disturbance in Pod

In the case of a disturbance in the pod (i.e., fight), all inmates not involved will immediately lock in their cells. If the cell is locked, all inmates must:

1. Lie face down on the floor next to their cells.
2. Extend their arms.
3. Keep their palms facing up.

Any inmate not locking in during a disturbance will be subject to disciplinary action.

Filming of a Disorder

A video camera is used to film the actions of inmates involved in a disorder. This film may be used as evidence to support administrative procedures and criminal charges.

Use of Force

Use of force against an inmate is authorized when a correctional staff member reasonably believes such force is necessary to accomplish any of the following objectives:

- Protection of self or others.
- Protection of property from damage or destruction.
- Prevention of an escape.
- Recapture of an escapee.
- Prevention of a criminal act.
- Effecting compliance with the rules and regulations when other methods of control are ineffective or insufficient.
- Protection of the individual from self-inflicted harm.

Deadly Force

Deadly force is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed. Although it is commonly associated with firearms, deadly force could include the use of riot batons, other emergency equipment, or unarmed self-defense techniques. Deadly force is used only under one or more of the following circumstances:

- Self-defense.
- Serious offenses against others.
- Protection of property from damage or destruction (deadly force may be used to prevent death or serious bodily injury caused by damaged or destroyed property).
- Escape or recapture of an inmate.

Emergency Evacuation

If an emergency situation occurs, such as fire or natural disaster, inmates may be required to evacuate the housing area. In addition, inmates will be required to evacuate the housing area during a fire drill. In either event, evacuations must be conducted in a quiet and orderly manner as directed by staff. Fire exit routes are displayed throughout each institution.

EMERGENCY EVENTS

A. In the event of a medical emergency (seizure, severe drug withdrawal, suicide attempt, illness, fire, injury, etc.), inmates in the housing pod should alert a correctional staff member to the situation as soon as possible.

B. Evacuation and other emergencies: The facilities have emergency plans for fire, natural disaster, civil defense, power outage, and other such emergency situations. Generally, inmates will be called upon to either evacuate their area or to seek a safer, more secure location. Inmates should familiarize themselves with the posted evacuation routes so that they will know how to react in an emergency requiring evacuation. If an evacuation is necessary, inmates should quickly and quietly assemble in a single line near the exit indicated by the staff and follow instructions in an orderly manner until they arrive at the proper evacuation site. Evacuation drills will be held periodically to help familiarize inmates with the evacuation procedures.

C. In a natural disaster (tornado, high winds, earthquake, etc.) or civil defense emergency, evacuation may be necessary. The staff will direct inmates to the safest, most secure part of their area. Generally, inmates will want to stay away from windows or doorways. Inmates may be directed to take their mattress and bedding materials with them. Inmates must close the door to their cell or room upon leaving. It is important that inmates follow the exact directions of staff, who have been trained in these emergencies.

FACILITY AND HOUSING POD ROUTINES

GENERAL EXPECTATIONS

Personal hygiene and clean and orderly living areas are necessary for the health and safety of all. Inmates are expected to shower daily and keep a neat and clean appearance. Soap is issued to each inmate and razors are available through the commissary process in most housing units (except for Special Management Areas). Kitchen workers are required to shower daily before reporting to work.

While it is not the policy of MCDC/MCCF to dictate hair and beard styles and lengths, all hair must be kept neat and clean. To reduce the risk of disease, housing areas and all corridors must be kept clean. Cooperation and assistance in maintaining an orderly living area are essential to the health and welfare of all inmates.

The housing areas and individual cells must be cleaned daily, and beds must be neatly made by 8:00 a.m. Cleaning equipment to sweep, mop, and clean the areas will be provided. Inmates shall remain on their beds at all times when correctional staff enter their room for daily cell inspections. The exception is the Warden's Inspection, when inmates will be instructed to stand outside their cells with their assigned radios. Television, newspapers, and recreation privileges may be withheld if inmates fail to comply with housing pod regulations. Headsets and radios must be played at a moderate level. After 10:00 p.m., headsets and radios must be kept at a very low volume and may be confiscated if played loudly after lock-in. Any inmate housed in a medical dorm shall be required to remain on their bunk from 10:00 p.m. until breakfast time daily. Inmates in these areas may only leave their bunks to use the restroom during these hours. No posters or pictures will be placed on the bunks, cell walls, or doors. No objects shall cover the cell window, nor shall objects be placed on the window ledge or attached

Request for Assistance

Use of the “Officer Call” button in each room is limited to emergencies. Misuse of this system will not be tolerated and may result in disciplinary action being taken.

Court

Inmates scheduled for court will be moved to the holding area in Inmate Processing immediately following breakfast and at other times as necessary. Inmates should pack all of their personal property in their issued bag and follow staff orders for storing the property while the inmate is out to court. Any property not packed by the inmate before leaving may be disposed of by staff, and it will not be replaced by the MCDOCR.

Recreation

Recreation schedules are posted in the housing pods. Recreation areas are available on each pod, and this out-of-cell time is also when phone calls, showers, and other needs can be addressed. Your access to these areas will be determined by where inmates are housed and whether there are any restrictions in place (Special Management Areas/CIU Level One inmates). No smoking, eating, drinking, or spitting is allowed in the recreation area. Appropriate clothing (shorts and shirt or your jumpsuit) and shoes are to be worn at all times. Any misuse of recreation equipment (or inappropriate behavior, such as violating the behavioral code as posted in the recreation areas) is prohibited and may result in disciplinary action being taken.

Television

Most housing pods have two televisions for inmates to watch and/or listen to. At any time, one television is expected to be set to an English-language channel and the other television set to a Spanish-language channel. There are a variety of channels to choose from.

Laundry

Laundry schedules are posted in the housing pods. Institutional blankets and jumpsuits are washed and exchanged on a regular basis. At no time will you be allowed to wash County property in the housing area. Inmates, except for some of the female population, segregation, medical, and Mental Health Unit inmates, are responsible for washing their own personal laundry. The institution is not responsible for lost or damaged clothing. Any altered or ripped blanket or jumpsuit will result in disciplinary action and possible restitution. Clotheslines of any kind are not permitted in cells. The destruction of County property (blankets, etc.) to make a clothesline is strictly prohibited. Restitution will be sought should this occur.

Bedding

Upon admission to MCDOCR, inmates will be issued blankets for bedding. Inmates are responsible for the care and upkeep of this bedding and must return it at the time of release. Inmates should sanitize all mattresses upon issue to them, prior to use. Cleaning materials are readily available.

Dress Code

You must wear your institutional jumpsuit whenever outside of your cell or in the day area. Whenever you leave your housing area, inmates are not allowed to wear sweatpants and/or sweatshirts underneath the jumpsuit. Inmates are responsible for maintaining all clothing (including institutional jumpsuits) free of writing or graffiti. Any altered clothing shall be confiscated. Those found in violation may be charged with damage to County property and subject to disciplinary action.

Trash/Recycling Materials

MCDC and MCCF are recycling facilities. All inmates are required to actively participate in the recycling program by placing recycling materials in the appropriate bins in their respective housing pods. Failure to do so may result in a suspension of privileges.

- Place plastic containers and mixed papers in the proper recycling bins located in the housing areas.
- Place trash in the containers provided.
- Trash and recycling will be removed from living quarters daily.

Important: Do not flush anything down the toilet except toilet paper.

Warning: Violators will be subject to a disciplinary hearing and potential reimbursement of repair costs if they fail to comply.

General Supplies

General supplies of toilet paper and additional body soap are stocked and made available in storage closets in each housing unit. Inmates may request these items as needed from the officers working the units.

Windows, Desks, Vents, Bunks and Walls

- Pictures, posters, or papers are not permitted on any walls or windows of the cells or activity areas.
- Drawing or writing on County property is strictly prohibited.
- Placing items on window ledges is forbidden.
- Do not obstruct the view of your cell walls or windows in any fashion.
- One authorized religious book (Bible, Quran, etc.) per occupant is the only item permitted on the desk.
- Nothing may be placed in or on the vents.

Cell Lights and Doors

- The obstruction of cell lights and doors with paper, cardboard, towels, or other articles is not permitted.
- All items of this nature will be confiscated.

Chairs

Where applicable, chairs placed in housing areas must not be placed in cells or showers. They are for day room use only.

General Condition of Cells

Each inmate is responsible for the general condition and cleanliness of their cell.

- Inoperative equipment (sink, toilet, etc.) must be reported to a Correctional Officer immediately.
- Each inmate will be held responsible for damages or tampering to his or her cell resulting from negligence or malicious destruction.
- Inmates will be held responsible for contraband found within their cell.
- Inmates should inspect their cell thoroughly upon moving in and out.
- Failure to immediately report cell problems to correctional staff may result in the inmate being charged institutionally and criminally, if warranted.

Cell Arrangement of Property

Inmates are expected to maintain their cell and personal property in a neat and orderly fashion as follows:

- A. Hygiene items should be stored neatly on the shelf. No additional items or property should be kept on the shelf.
- B. Shoes are to be placed under the bed neatly.
- C. Commissary items, personal legal papers, mail, clothing items, and stationery items must be stored in the inmate's property bag.
- D. The desk should be kept clear on a regular basis, with the exception of one religious book on the desk per occupant.
- E. No personal items are to be on an inmate's bunk or under mattresses—only the mattress and blankets are allowed.
- F. Floors and all areas of the cell should be clean and neat in appearance.
- G. All personal property should be kept in the inmate's property bag. This includes commissary items and all other personal items, including books.
- H. The sink and toilet should be clear of all items.
- I. Beds should be neatly made; extra mattresses and blankets will be removed.
- J. No pictures or other items are allowed on the walls, door, or underside of the top bunk.
- K. Vents and lights should not be covered.
- L. No towels or blankets should be placed under the doors or anywhere on the floor or toilet.
- M. No items should be in the windowsill or on the window.
- N. Trash cans should be empty.
- O. No excess or leftover food from meals should be kept in the cell.

Daily and Weekly Facility Inspections

Inmates are expected to be dressed in their jumpsuit and ready for daily and weekly inspections by 8:00 a.m. Beds should be made with the blanket on top. Property bags are to be placed against the wall and left open. The desk should be clear of all items except one authorized religious book per inmate. Please refer to the posters in the housing areas and the pictures in this Guidebook for examples of proper cell arrangement. Inmates will also be required to present their headset or radio at inspection time.

Facility Inspections

The expectations listed below will be enforced during weekly facility inspections. Please ensure you are prepared in advance and following these expectations:

- A. When the Facility Inspection Team's arrival is announced and the inmate's cell door is opened, the inmate should promptly stand outside of their cell door, dressed in a fully buttoned jumpsuit, wearing their Inmate ID Band on their wrist at all times, holding their inmate radio, and correctly wearing their mask over their mouth and nose.
- B. Inmates must stand outside of their cell door quietly—not talking to others, not using the phone or kiosk, and not standing by the rail.
- C. If an inmate is out for recreation, the inmate will lock in once their cell has been inspected. Once staff has completed the facility inspection in the housing area, the inmate will be allowed back out to continue recreation.
- D. An inmate's cell must be ready for inspection. Review the cell inspection example in the Inmate Guidebook and as posted in the housing pod.

E. Brief questions or concerns may be discussed with staff during the facility inspection, but any detailed matters need to be addressed at another time or submitted in writing so the inspection process is not delayed.

F. Failure to follow these directives during facility inspection will result in removal of any items in violation from an inmate's cell, and the inmate will receive progressive sanctions, including loss of recreation privileges for failing inspection.

Expected Cell Arrangement and Condition

- Your bunk must be made up with a sheet and blanket from 8:00 AM – 4:00 PM daily.
- The blanket must cover at least one-quarter ($1/4$) of the bunk.
- No other items may be placed on, pasted, or taped on the bunk or underneath the mattresses.
- No items may be written on or placed on any surfaces of the bunks, walls, or other areas of the cell.
- One (1) religious book may be placed on the cell table, per person housed in the cell. No other property is allowed on the table or chair.



Figure 4: Example of properly stored personal property bags placed underneath the bottom bunk, closed and containing neatly arranged personal items, with only authorized materials kept on the wall shelf above.

- Only hygiene items may be stored on the cell shelf, and they must be kept neat in appearance.
- Towels shall be hung from shelf shower hooks.



Figure 5: Close-up view of a wall-mounted shelf with two metal hooks installed underneath, designated for hanging towels.



Figure 6: Example of a toilet and sink combination unit that is free of debris, with all surfaces clear and a trash bag shown without a trash bag liner, as required.

- Property bags are used for the storage of all personal property.
- Only the amount of personal property that fits in these bags may be retained in the cells.
- Property bags must be closed and placed underneath the bottom bunk at all times, with the exception of the Warden's inspections, where bags will be displayed as shown above.
- The toilet and sink combination must be free and clear of all debris.
- Cell vents must not be covered at any time.
- Trash bags are not permitted in the cell trash cans.

FACILITY EXPECTATIONS AND INMATE RULES

BEHAVIORAL EXPECTATIONS FOR MCDC/MCCF

All inmates in the institutions must abide by all rules and regulations as published in the Inmate Guidebook and as posted in inmate housing areas.

Inmates are expected to follow all directions of departmental staff.

A high degree of personal hygiene and a clean and orderly living area are required.

Each inmate is held responsible for damages to their living area.

Inmate movement in the hallway will be single file to the right side of the hallway, and no talking is permitted in the hallways.

Loud talking and obscene language are prohibited anywhere in the facility.

Inmates must honor all restricted areas which are predetermined by staff.

Headsets and radios played at a loud volume are prohibited.

Criminal acts committed while incarcerated are prohibited and may be referred to the courts for criminal charges.

RULES FOR INMATE LIVING AREAS AT MCDC/MCCF

Inmates will report to their cells ten minutes before count time or at all other times as instructed.

Inmates will not sit on the tables or rails; they will sit on chairs and couches only.

Inmates will not put their feet on the furniture, rails, walls, or doors.

Inmates will not eat or drink on the couches. Food and drink will only be allowed in cells and on the dayroom tables.

Inmates will not sit, lean, or climb on the railings or officer's station.

Inmates will not enter restricted areas, including, but not limited to, the catwalk area located on the upper level of the pods, the officer's desk or console area, fire doors, staff offices, staff restrooms, or office areas unless directed to do so by staff.

Inmates will not enter a cell other than the cell they are assigned to.

Inmates will make their beds and ensure their cells are inspection ready (clean) daily by 8:00 a.m. Rooms are to remain clean at all times, and beds are to remain made until 4:00 p.m. daily (night workers will be handled on a case-by-case basis).

Inmates will not cover or place any type of debris in or on cell walls, vents, or windows (including the cell door window).

Inmates will be properly dressed at all times.

Inmates will maintain good hygiene practices at all times.

Inmates will not possess tobacco products, matches, contraband, weapons, or drugs.

Inmates must follow lock-in procedures for counts, feeding, and other times as directed by staff.

Inmates who pose behavioral problems and/or violate facility rules will be placed on up to a 48-hour lock-in or will be removed from the pod, pending disciplinary action.

Inmates reporting to CIU may not enter CIU office areas unless escorted by staff to the appropriate offices.

Inmates will report to their cells in the event of an emergency or disturbance. If the cell is locked, the inmate must lie belly down on the floor, arms extended, palms up by his or her cell.

17. Inmates will not loiter in front of any cell door areas.
18. Inmates will not enter the entrance/exit sallyport without proper authorization.
19. Inmates will form a single-file line during med pass and allow space for privacy between the nurse and individual inmates receiving medications. Inmates must present their inmate ID band to the nurse during med passes.
20. Inmates will not enter the equipment closet without proper authorization from the Pod Officer. Cleaning supplies must not be kept in cells.
21. Inmates will not take issued or individually purchased headsets or radios into the recreation pods.
22. Inmates will not wash County-issued jumpsuits, towels, blankets, or similar items. These items will be exchanged according to preset schedules. No more than two inmates may be in the housing pod laundry room at any time, unless otherwise directed by the housing unit officer.
23. Inmates shall remain on their beds for all institutional counts.
24. Inmates shall remain on their beds while the Officer is conducting the window or wall check, unless otherwise instructed by an Officer.

At all times, inmates are expected to follow all written and verbal directions from correctional staff.

Inmate Conduct and Discipline

The Department of Correction and Rehabilitation has established well-defined inmate disciplinary procedures to ensure the order, security, and safety of MCDC and MCCF. Inmates charged with violations of institutional rules and regulations shall be afforded due process according to the guidelines described below. Inmates must take responsibility for their actions.

Restitution may be required from any inmate who injures another inmate or a staff member or visitor, or who willfully and maliciously destroys, damages, or defaces County property (for example, writing on walls, intentionally clogging toilets, or damaging institutional clothing).

Any inmate who is housed at MCDC as a worker and is found guilty of a disciplinary infraction (with the exception of those who receive a suspended sentence) will be immediately transferred to MCCF to either serve their time in the disciplinary segregation unit or to be reclassified.

MCDOCR uses canines for contraband control by patrolling and searching all areas within the facilities, as well as on Department grounds, including the perimeter, tree lines, fence lines, parking lots, and roadways.

Inmates are not allowed to interfere with, feed, taunt, tease, make or attempt to make contact with, or otherwise engage a canine at any time. Any inmate in violation of these directives is subject to disciplinary action.

DISCIPLINARY OFFENSES

CATEGORY 100A OFFENSES

1. **101** Murder, attempted murder, or reckless endangerment.
2. **102** Assault, battery, or the attempt thereof on DOCR staff, a canine handler, a canine, or any other authorized person.
3. **103** Rape or any sexual act or conduct involving force, with or without consent, or the attempt thereof.
4. **104** Escape; attempting or planning escape; or possession of escape paraphernalia.
5. **105** Arson, attempted arson, or conspiracy to commit arson.
6. **106** Possession of explosives, ammunition, or incendiary devices, or materials that might reasonably be used to make such items.
7. **107** Inciting, creating, participating in, being involved in any manner, or committing any mutinous act, riot, or disturbance.
8. **108** Accessory to any Category 100A offense.

CATEGORY 100B OFFENSES

1. **109** Assault, battery, or the attempt thereof; or fighting (inmate vs. inmate).
2. **110** Making or possessing a gun, firearm, knife, or any other object deemed a weapon by the institution, or modified in such a manner that it could be used as a weapon.
3. **111** Trafficking, attempting to traffic, possessing, manufacturing, or consuming any dangerous substance not authorized by medical staff; any substance that could be used as an intoxicant; or drug paraphernalia.
4. **112** Theft or possession of stolen property or negotiable items (such as checks, credit cards, or currency) with a value of more than \$100.00.
5. **113** Possessing or wearing a disguise or mask.
6. **114** Tampering with locking devices or any other County property; or tampering with or repositioning/readjusting any restraining device from its original placement.
7. **115** Counterfeiting any government document, money, or official papers.
8. **116** Robbery or attempted robbery; extortion; blackmail; protection; bribery; or obtaining another's property by force or physical threat.
9. **117** Failure to report physical damage to one's cell caused by another, especially where evidence indicates the damage is related to gang membership or activity.
10. **118** Introduction of contraband, such as drugs or weapons, into the institution.
11. **119** Recruitment, or the attempt to recruit or promote, related to gang membership, activity, or graffiti.
12. **120** Tattooing; self-mutilation; manufacturing tattoo equipment; or possession of such equipment.

13. **121** Introduction, possession, or use of any unauthorized electronic or communication device or accessory (e.g., cell phones, music devices, chargers, etc.).

14. **122** Accessory to any Category 100B offense.

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Category 200 Offenses

The following offenses fall under Category 200 and may result in disciplinary action.

Physically or verbally threatening another person or canine.

Indecent exposure or engaging in sexual acts or conduct not involving threat or force.

Misuse, hoarding, or distribution of medications, intoxicants, or other dangerous substances.

Loaning or selling property to another for profit, or selling any item.

Possession of unauthorized County property.

Theft or possession of stolen property or negotiable instruments (such as checks, credit cards, or currency) with a value below \$100.00.

Unauthorized absence from work or assignment, not related to escape.

Failure to cooperate with an institutional count.

Disobeying a written or verbal order from staff.

Willful destruction, misuse, possession of damaged County property, or defacing of County property, including recreation equipment, inmate ID bands, and radios or headsets.

Being in an unauthorized area, including entering another inmate's room without permission of staff.

Refusing to work, accept a housing placement, or carry out an institutional assignment.

Violating visiting regulations.

Disorderly conduct or engaging in horseplay.

Filing or giving false statements.

Any violation of facility mail or telephone regulations, including mail or telephone harassment and/or criminal activity.

Exhibition, demonstration, or conveyance of obscenity, insolence, threat, or disrespect in any manner toward any person.

Inappropriate physical contact between inmates.

Forgery or alteration of official documents.

Possession and/or introduction of contraband or gang-related items into the institution (not identified in Category 100 A or B), or smoking any substance in the institution.

Deliberate and/or continuous failure to follow safety or sanitary regulations.

Contact with security barriers such as fences, gates, cameras, or fire doors, or repositioning or readjusting any restraining device from its original placement.

Exhibition, demonstration, or conveyance of any symbol or gesture that may be construed as gang-related behavior or activity.

Transporting, possessing, or passing written communication between inmates, inside or outside of this facility, without the written permission of the Warden and the outside facility.

Interfering with, feeding, taunting, teasing, attempting to make contact with, or engaging the canine.

Accessory to any Category 200 offense.

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Category 300 Offenses

1. **301** Possession of unauthorized clothing, bedding, or other regulated property
2. **302** Bartering or gambling
3. **303** Malingering
4. **304** Disorderly conduct or engaging in horseplay of a less serious nature
5. **305** Failure to follow directions from staff
6. **306** Failure to maintain dress code, or failure to display inmate pass or ID band
7. **307** Moving through the facility without an inmate pass or possession of an illegal or forged inmate pass
8. **308** Out of bounds
9. **309** Failure to maintain sanitary or orderly housing conditions and/or failure to maintain personal hygiene
10. **310** Damage or misuse of institutional property, to include lights and other objects within the housing area
11. **311** Failure to keep cell windows, walls, and vents free of debris or obstruction
12. **312** Failure to maintain low noise level, including radio/headset volume
13. **313** Failure to properly participate in weekly/daily housing sanitation inspections
14. **314** Misuse of intercom system
15. **315** Violation of mail or telephone regulations

Procedures for Inmate Notification and Adjustment Committee Process

A. Inmate Notification

1. Under normal circumstances, an inmate is notified within twenty-four (24) hours of an alleged rule infraction.
2. The inmate charged with an alleged rule violation is given a copy of the adjustment report at the time of notification. The adjustment report shall contain a summary statement of the facts involved in the alleged rule violation(s).
3. The inmate is requested to sign the Notice of Infraction (DCA-39). This form provides the category offense number(s) and a brief description of each rule violation, as well as a statement of the inmate's rights at his or her adjustment hearing. The original copy of the DCA-39 is attached to the Adjustment Report and forwarded for Adjustment Committee action. The inmate is given a copy of the DCA-39 at least twenty-four (24) hours prior to the adjustment hearing.
4. Refusal by the inmate to sign the DCA-39 constitutes a waiver of the inmate's right to attend the adjustment hearing and gives the Adjustment Committee authorization to hold the hearing without the inmate in attendance. If an inmate subsequently returns a signed DCA-39 to the Shift Supervisor, at least twenty-four (24) hours before a scheduled adjustment hearing, the inmate shall be allowed to attend the hearing.

5. When an alleged rule violation is reported that requires an investigation (attempted escape, fire, sexual assault, etc.), the investigation must begin within twenty-four (24) hours. In these cases, the inmate is notified of the pending investigation and given a copy of the Adjustment Report within twenty-four (24) hours after the investigation has been completed.

6. The inmate receives written notice of the estimated date of the adjustment hearing at least twenty-four (24) hours prior to the hearing. This date is noted on the DCA-39. The inmate may consent to a hearing within less than twenty-four (24) hours by initialing the bottom of the Adjustment Report (DCA-71), waiving his or her twenty-four (24)-hour preparation period.
7. Rule violations requiring formal resolutions require a staff member to prepare a disciplinary report and forward it to the Custody and Security Supervisor.

B. Inmate Adjustment Committee

1. The Adjustment Committee normally shall meet within 96 hours (excluding weekends and holidays) following notification of charges being given to the inmate. The adjustment hearing may be delayed beyond this 96-hour limit if additional time is needed to conclude an investigation, or if other unusual circumstances exist. Any delay and the reason for such must be recorded. The inmate must be notified in writing of any delay. (Temporary release of an inmate from MCDC/MCCF constitutes grounds for delay of adjustment proceedings but does not require written notification of the delay to the inmate. The Adjustment Committee should meet within 96 hours of the inmate's return).
 1. If an inmate is served with a DCA-71 on a Saturday or Sunday, the 96-hour period will begin at 12:01 a.m. on Monday morning and expire on Thursday at 11:59 p.m.
 2. If an inmate is served with a DCA-71 during a long weekend, the 96-hour period will begin at 12:01 a.m. on the first day that is not a holiday or weekend day (i.e., begins 12:01 a.m. on Tuesday if Monday is a holiday and expires 11:59 p.m. on Friday).
 3. If an inmate is served on a non-holiday just prior to the weekend, the weekend does not count toward the 96 hours, as the 96-hour period is suspended during weekends and holidays (suspended 12:01 a.m. Saturday until 11:59 p.m. Sunday/Monday).
2. The inmate has a right to appear before the Adjustment Committee unless this right is waived in writing, the inmate refused to sign the DCA-39, a verbal or physical refusal is made and witnessed by a staff member not sitting on the Adjustment Committee, or if institutional security or safety would be jeopardized by the presence of the inmate at the hearing. The inmate's refusal to appear before the Committee shall be noted in the record.
3. The inmate should be advised of his/her Miranda rights prior to the hearing, if there are possible criminal charges stemming from the incident for which institutional charges may be lodged. This should be noted on the Adjustment Report by the appropriate Adjustment Committee member, and the inmate will be required to place his/her initials in the appropriate space provided indicating their Miranda rights have been read to them. Refusals to do so will be noted. In the event both criminal and institutional charges are filed, the Adjustment Committee shall still conduct the administrative adjustment hearing.
4. At the time of the hearing, an inmate may act in his/her own behalf, or request to be represented by either a staff member or another inmate. Staff or inmates, however, are under no obligation to comply with such a request. The Director, Warden, or Deputy Wardens may not serve as a representative. An inmate does not have a right to representation by an outside party, including legal counsel, as an adjustment hearing is an administrative procedure.
5. During the hearing the inmate has the right to make a statement and present documentary evidence in his/her own behalf. The inmate also has a right to remain silent. The inmate's silence may be used

to draw an adverse inference against the inmate; however, the inmate's silence alone may not be used to support a finding that he/she committed a prohibited act.

6. The inmate shall be given an opportunity to call witnesses in his/her defense, provided institutional security or safety would not be jeopardized. The Chairperson of the Adjustment Committee shall call those witnesses (staff or inmate) who are reasonably available, and who are determined by the Chairperson to be necessary for an accounting of the circumstances surrounding the charge(s). The accused inmate shall not be permitted to directly question the witnesses, in order to reduce the possibility of witness intimidation. The members of the Adjustment Committee shall question the witnesses in private and may include any questions raised by the accused. Witnesses whose testimony would be repetitious or irrelevant need not be called. Unavailable witnesses may be asked to submit written statements; however, there must be good reason for not calling a witness in person. The justification for this action shall be documented on the Adjustment Report. A witness may refuse to take part in the hearing, which must also be documented. An inmate may rescind his/her request for witnesses by initialing the appropriate space provided on the bottom of the DCA-71.
7. The reporting staff member and other adverse witnesses need not be called at the hearing if their knowledge of the incident is adequately summarized in the Adjustment Report or other written material supplied to the committee.
8. Any reasonable inmate request to produce physical and/or documentary evidence at the disciplinary hearing shall be given reasonable consideration by the Adjustment Committee members. Adjustment Committee members cannot simply deny such a request on the grounds that the inmate has no right to demand the physical evidence be produced. The Adjustment Committee may deny requests which are deemed irrelevant to the outcome of the case, impractical to achieve, or pose a threat to institutional security. Requests of this nature shall be dealt with on a case-by-case basis.
9. When, in the judgment of the Chairperson, the inmate presents a clear and present danger to staff and/or other inmates, the hearing may be held in the absence of the inmate, or the Committee may hold the hearing in front of the inmate's cell. The Chairperson shall indicate the reason for this decision in writing on the Adjustment Report.
10. If an inmate attends a hearing, but decides to stop participating during the hearing, the hearing shall proceed to its conclusion. The inmate may stay as long as his/her behavior remains orderly.
11. The Adjustment Committee for the Crisis Intervention Unit (CIU) may include a CIU-Trained Officer.
12. An interpreter will be provided for all inmates who do not speak English.

C. Informal Resolution

The resolution of a minor rule infraction (Category 300) between an inmate and the supervisor of the employee who reports the infraction requires agreement of both parties. Informal resolution is a process that enables appropriate sanctions to be used for Category 300 rule violations. The process is designed to encourage prompt and fair disposition of minor offenses and enable the inmate to avoid the entry of a formal disciplinary action in their record.

Informal resolutions shall be recorded on the Adjustment Report. An informal resolution usually involves a counseling session with the inmate, during which an understanding is reached concerning the incident. Informal resolutions may result in temporary loss of certain privileges (i.e., recreation, commissary, telephone

and visiting) for up to seven (7) days or lock-in for up to 48 hours. If the inmate does not plead guilty and accept the informal resolution or the sanction, the disciplinary report is referred to the Adjustment Committee for formal resolution.

D. Pre-Hearing Detention

Pre-Hearing Detention refers to the placement of an inmate in segregation pending a disciplinary hearing for a serious rule violation. This action should only be taken when, in the judgment of the Warden or designee, the continued presence of the inmate in general population would pose a serious threat to the security of the institution, its orderly operation, or the personal safety of staff or inmates. Credit is given for time spent in pre-hearing detention if sanctions are later imposed for a rule infraction(s). Any inmate who remains in pre-hearing detention for a period of seven (7) days or more shall have his/her case reviewed by the Special Classification Review Board.

Note: An inmate in segregation pending a disciplinary hearing will be restricted from all group activities, except visits. Restriction from this activity may occur only in extreme circumstances and under modified operations.

E. Written Notification

A copy of the summarized narrative of the incident (i.e., the back of the DCA-71) shall be forwarded to an inmate found guilty of an infraction within five (5) working days of final approval of the disciplinary action by the Warden or designee. The written notice shall include the Committee's decision, factors relied upon in reaching the decision, and the sanction imposed. Information which poses a threat to the safety or security of an inmate, or the institution may be withheld in the written notification.

F. Record Filing

All reports, documents, and notifications of the disciplinary process shall be filed in the inmate's classification file.

G. Disposition Review

The Warden or designee either approves or disapproves the written disposition of the Adjustment Committee. Sanctions imposed by the Adjustment Committee, upon review, may also be upheld and approved, or disapproved. If disapproved, a sanction may be reduced in severity but may not be increased. A rehearing may be ordered if new or additional evidence comes to light that was not originally considered by the Adjustment Committee. The Warden or designee may also reverse a guilty finding when it is felt to be in the best interests of justice.

Disciplinary Action Taken and Sanctions

A progressive schedule is used by the Adjustment Committee in determining Disciplinary Segregation time and loss of Good Conduct Time for serious rule violations. This is a guide, but exceptions may be made when warranted. This matrix is to be considered a guide when making decisions or assigning sanctions. It is not absolute. The Adjustment Committee retains the right to go outside the established matrix to impose sanctions when it is determined by the Committee that this action is justified. Justification shall be documented in the record.

For CIU inmates, the Adjustment Committee will consult with Mental Health staff to determine appropriate restrictions, based upon the inmate's mental status. Restrictions for the program pods are determined after considering program goals and institutional regulations.

A. Matrix Category Guidelines

GOOD = Good adjustment history. Inmate has been infraction free for 90 days or more, or throughout present incarceration if confined to the facility for less than 90 days.

FAIR = Fair adjustment history. Inmate has been infraction free for at least 60 days but less than 90 days.

POOR = Poor adjustment history. Inmate has been infraction free for less than 60 days.

INFRACTION = A guilty finding for any category of rule violation.

B. Disciplinary Sanction Matrix

Table 1: Disciplinary Sanction Matrix Showing Good Conduct Time and Restrictions by Category and Adjustment History

Category 100A

Sanction Type [scope="col"]	Good [scope="col"]	Fair [scope="col"]	Poor [scope="col"]
Good Conduct Time [scope="row"]	30–40	40–50	50–60
Restrictions [scope="row"]	30–40	40–50	50–60

Category 100B

Sanction Type [scope="col"]	Good [scope="col"]	Fair [scope="col"]	Poor [scope="col"]
Good Conduct Time [scope="row"]	10–20	20–30	30–45
Restrictions [scope="row"]	10–20	20–30	30–45

Category 200

Sanction Type [scope="col"]	Good [scope="col"]	Fair [scope="col"]	Poor [scope="col"]
Good Conduct Time [scope="row"]	0–10	10–20	20–30
Restrictions [scope="row"]	0–10	10–20	20–30

C. Definitions of Disciplinary Sanctions

1. Cell Lock-In/Confinement – Category 300 Offense

- A hearing officer (Sgt. or above) may impose cell confinement for up to 48 hours as a penalty for violation of a Category 300 offense.
- During the hours of confinement, the inmate may not leave the inmate's room without specific permission from the on-duty housing officer or higher authority.
- Recreation privileges, including leisure activities outside the cell, shall be suspended during the hours of confinement.
- Inmates may participate in regularly scheduled programs and services (inside and outside the housing area), including work assignments, educational and vocational programs, and family/professional visits.
- Inmates will not be allowed the use of inmate telephones during the hours of confinement. Legal and professional calls will be handled on a case-by-case basis.
- Inmates will not be allowed to eat meals in the dayroom during the hours of confinement.
- Inmates may order and/or receive commissary during the hours of confinement.
- Inmates may shower once per day, after the pod has locked in for the night.
- Inmates may retain their radio/headsets during the hours of confinement; however, the Warden retains the right to remove any or all electronic equipment from an inmate if determined to be appropriate.

2. Loss of Privilege(s) – Category 300 Offense

The Adjustment Committee or a hearing officer (Sgt. or above) may impose the loss of up to three, but not all, of the below-listed privileges as a penalty for violation of a Category 300 offense. The privilege lost may include:

- Loss of recreation (up to seven days)
- Loss of family visiting (up to seven days)
- Loss of commissary (up to seven days)
- Loss of inmate telephone use (up to seven days)

3. Full Restrictions – Category 100 or 200 Offense

The Adjustment Committee may impose the loss of all privileges as a penalty for violation of a Category 100 or 200 offense. The number of days for loss of a privilege will be determined using the disciplinary sanction matrix. Privileges lost include:

- Loss of recreation
- Loss of family visiting
- Loss of commissary
- Loss of inmate telephone use
- Loss of television

4. Full Disciplinary Segregation – Category 100 or 200 Offense

Full disciplinary segregation is placement in disciplinary segregation with full restrictions, including loss of recreation, commissary, inmate telephone use, and family visits. The number of days for placement in full disciplinary segregation and loss of these privileges will be determined using the disciplinary sanction matrix.

D. Disciplinary Sanctions by Category

1.

Category 100A Offenses

- From 30 to 60 days disciplinary segregation and/or full restriction(s) for each rule violation, with a maximum of 60 days disciplinary segregation for all violations arising out of one incident.
- Loss of 30 to 60 days Good Conduct Time.
- Loss of one or more privileges for 30 to 60 days, with a maximum of 60 days loss of privileges for all violations arising out of one incident.
- Requirement for restitution.
- Placement in a more secure housing area and/or placement in the designated area pending transfer to the MCCF's Special Housing Management Unit.

2.

Category 100B Offenses

- From 10 to 45 days disciplinary segregation and/or full restriction(s) for each rule violation, with a maximum of 45 days disciplinary segregation for all violations arising out of one incident.
- Loss of 10 to 45 days Good Conduct Time.
- Loss of one or more privileges for 10 to 45 days, with a maximum of 45 days loss of privileges for all violations arising out of one incident.
- Requirement for restitution.
- Placement in a more secure housing area and/or placement in the designated area pending transfer to the MCCF's Special Housing Management Unit.

3.

Category 200 Offenses

- Up to 30 days disciplinary segregation and/or full restriction(s) for each rule violation, with a maximum of 30 days disciplinary segregation for all violations arising out of one incident.
- Loss of up to 30 days Good Conduct Time.
- Loss of one or more privileges for up to 30 days, with a maximum of 30 days loss of privileges for all violations arising out of one incident.
- Requirement for restitution.
 - Note: The adjustment board determines whether an inmate is removed from a program or work assignment upon the ordering of restitution.
- Reclassification to another housing area.
- Placement in a more secure housing area and/or placement in the designated area pending transfer to the MCCF's Special Housing Management Unit.

4. Category 300 Offenses

Sanctions may include:

- Verbal reprimand.
- Written reprimand.
- Confinement to cell for up to 48 hours.
- Loss of up to three of the following privileges, including family visiting, telephone, recreation, or commissary, for up to 7 days.

All sanctions for Category 100 and Category 200 offenses will be administered based on the decision of the Adjustment Committee, subject to approval by the Warden or designee.

Pod Officers may handle a minor offense (Category 300) within the housing pod, subject to review by a Custody and Security Supervisor or designee. An inmate cannot be put on full restriction(s) for Category 300 offenses.

On Category 100A, 100B, and 200 offenses, the Adjustment Board may go outside the matrix when assigning sanctions. However, no sanction can exceed 60 days of disciplinary segregation for all violations arising out of one incident. Loss of Good Conduct Time may exceed the stated maximum with appropriate justification.

Right to Appeal

All decisions of the Adjustment Committee may be appealed to the Warden or designee in writing within five business days of the approved decision. The Warden shall consider the merits of the appeal based on the following three factors:

- A. Was there substantial evidence to support the charges?
- B. Was there substantial compliance with the disciplinary policy and procedure?
- C. Was the sanction imposed proportionate to the rule infraction?

Appeal Decision

The Warden or designee shall render a decision on the appeal and respond to the inmate in writing within ten (10) business days of receipt of the appeal. The decision of the Warden is final and not subject to appeal.

Not Guilty Decision

When an inmate is found not guilty, the disciplinary report does not become part of the inmate's file. The report is forwarded by the Chairperson of the Adjustment Committee to the Deputy Warden of Inmate Services or designee for placement in an incident file.

Procedures for Minor Violations and Category 300 Resolutions

A. Discipline should be immediate and positive to be effective. Situations may exist where a rule has been violated, but circumstances dictate that immediate, informal handling of the situation shall best serve staff and the inmate. Informal sanctions and procedures shall be followed in such situations.

B. The following personnel shall serve as Hearing Officers and are authorized to impose minor sanctions for Category 300 offenses:

1. Custody and Security Supervisor (Captains and Lieutenants)
2. First Line Supervisors (Sergeants)
3. Mental Health Supervisor or Designee
4. Deputy Wardens

C. To accomplish informal resolution of a minor infraction, the inmate will need to be seen by a Hearing Officer. Informal resolution of minor offenses is encouraged and should be used if the following conditions exist:

1. The Hearing Officer authorized to impose Category 300 sanctions believes that the offense does not warrant formal procedures.
2. The inmate concurs with the informal penalty, which must be within the guidelines described for Category 300 offenses.
3. If there is agreement, the Hearing Officer shall initiate orders to impose the agreed-upon penalty.

If there is disagreement by the inmate, the reporting officer shall complete a formalized disciplinary report that is then forwarded for an adjustment hearing to the Adjustment Committee.

The sanctions of the Hearing Officer are final, with no appeals permitted. The infraction is placed in the inmate's file and shall not appear in the inmate institutional records as an infraction.

Restriction Procedures During an Emergency

1. In the event of an institutional disturbance requiring emergency action, any or all of the above procedures may be temporarily suspended.
2. Any inmate involved in the emergency may be secured without a hearing throughout the course of the emergency.
3. Upon restoration of order in the institution, normal disciplinary procedures and guidelines shall be followed.

Criminal Charges Against Inmates

In addition to any administrative findings, inmates will also be charged criminally with committing crimes within the correctional facility. The Department of Correction and Rehabilitation takes great pride in protecting both staff and inmates from harm. The Department will seek criminal charges against an inmate for committing such crimes as (but not limited to):

Maryland CS 8-803. Indecent Exposure by Inmate in the Presence of Correctional Officer or Authorized Personnel

1. **Definitions** – Words or phrases in this section that describe the common-law crime of indecent exposure shall retain their judicially determined meanings except to the extent expressly or implicitly changed in this section.
2. **Prohibited conduct** – An inmate may not, with intent to annoy, abuse, torment, harass, or embarrass a correctional officer or authorized personnel, lewdly, lasciviously, and indecently expose private parts of the inmate's body in the presence of the correctional officer or authorized personnel.
3. **Penalty** – An inmate who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 3 years, or a fine not exceeding \$1,000, or both.

Maryland CL 3-210. Assault by Inmate

1. **In general** – An inmate convicted of assault under this subtitle on another inmate or on an employee of a State correctional facility, a local correctional facility, or a sheriff's office, regardless of employment capacity, shall be sentenced under this section.
2. **Consecutive sentence** – A sentence imposed under this section shall be consecutive to any sentence that the inmate was serving at the time of the crime or that had been imposed but was not yet being served at the time of sentencing.
3. **Suspension of sentence prohibited** – A sentence imposed under this section may not be suspended.

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Maryland CL 9-404. Escape in the First Degree

A. Prohibited — In General

A person may not knowingly escape from a place of confinement.

B. Prohibited — From Juvenile Facility with Assault

A person may not:

1. Escape from a detention center for juveniles;
2. Escape from a facility for juveniles listed in § 9-226(b) of the Human Services Article;
3. Escape from a place identified in a juvenile community detention order; or
4. Escape from a privately operated, hardware secure facility for juveniles committed to the Department of Juvenile Services;

and, in the course of the escape, commit an assault.

C. Penalty

A person who violates this section is guilty of the felony of escape in the first degree and, on conviction, is subject to imprisonment not exceeding 10 years or a fine not exceeding \$20,000 or both.

Maryland CL 9-412. Contraband — In General

A. Prohibited

A person may not:

1. Deliver any contraband to a person detained or confined in a place of confinement;
2. Possess any contraband with intent to deliver it to a person detained or confined in a place of confinement; or
3. Knowingly possess contraband in a place of confinement (includes gang paraphernalia).

B. Penalty

A person who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 3 years or a fine not exceeding \$1,000 or both.

Maryland CL 9-802. Criminal Organization Activity

A. In General

A person may not threaten an individual, or a friend or family member of an individual, with physical violence with the intent to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal organization.

B. Penalties

A person who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 2 years or a fine not exceeding \$10,000 or both.

Maryland CL 9-803. Criminal Gang Activity — Schools

(The DOCR operates schools in its facilities.)

A. Activities on or Near School Vehicles or Property

A person may not threaten an individual, or a friend or family member of an individual, with or use physical violence to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal organization:

1. In a school vehicle, as defined under § 11-154 of the Transportation Article; or
2. In, on, or within 1,000 feet of real property owned by or leased to an elementary school, secondary school, or county board of education and used for elementary or secondary education.
3. **Applicability** — Subsection (a) of this section applies whether or not:
 - a. School was in session at the time of the crime; or
 - b. The real property was being used for purposes other than school purposes at the time of the crime.

B. Penalties

A person who violates this section is guilty of a misdemeanor and, on conviction, is subject to imprisonment not exceeding 4 years or a fine not exceeding \$20,000 or both.

Segregation and Special Management Status

Segregation Restriction

Inmates who require special housing to ensure their safety, the safety and security of the Montgomery County Department of Correction and Rehabilitation (MCDOCR), the safety of other inmates, or for disciplinary or medical reasons, will be placed in some type of segregation unit. It is the policy of the MCDOCR that inmates be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility.

Medical/Mental Health Segregation

A status of confinement to be used for inmates whom the Montgomery County Department of Correction and Rehabilitation (MCDOCR) physician/medical staff believe should be removed from the general population for medical and/or mental health observation, evaluation, and/or treatment.

A. An inmate may be temporarily placed in medical and/or mental health segregation when the MCDOCR physician or designee believes that a life- or health-threatening situation exists which requires special medical handling. An inmate may also be temporarily placed in medical or mental health segregation by any staff member if there are concerns that the inmate is having a mental health crisis or needs additional monitoring.

B. Inmates shall be returned to regular housing assignments as soon as the MCDOCR physician determines the condition(s) which necessitated Medical/Mental Health Segregation no longer exists.

C. Inmates in Medical/Mental Health Segregation are managed in the same manner as inmates in Special Management whenever possible. The health of the inmate, other inmates, and the staff, as well as the safety of the institution, remain a primary consideration. Any restrictions in privileges should be documented in writing and reviewed by the Warden or designee.

Special Management Status

A status of confinement which may be used for inmates who have serious adjustment problems, health issues, pose an escape risk, are overly aggressive or emotional, are antisocial, are in need of protective custody, or are a danger to themselves, institutional security, or others. Special Management status is not necessarily a punitive measure but may be administrative as well.

Placement in Special Management

An inmate may be placed on Special Management status by the Custody and Security Supervisor or designee, or other appropriate staff member. Inmates placed on Special Management status will receive a written notification (DCA-85) stating the reason(s) for this placement. Inmates will be requested to sign this notification, and a copy will be retained in the inmate file. The following reasons serve as grounds for placement on Special Management status:

1. Inmate requests Special Management status for his/her own protection, or authorized staff determine that admission to or continuation on Special Management status is necessary for the inmate's own protection.
2. Inmate is pending reclassification after a period of time spent in Disciplinary Segregation.
3. Inmate is pending investigation for a serious violation of institutional rules or regulations.

Inmate is pending a hearing for a violation of institutional rules or regulations and placement in disciplinary segregation is inappropriate.

Inmate is classified as a serious risk to him/herself, other inmates or to the security of the institution.

Inmate has demonstrated that he/she cannot safely be housed in general population. This could include inmates who are continuous behavior problems or have emotional or mental problems which prohibit safe housing in general population.

An inmate is classified as an escape risk.

B. Conditions of Special Management Status

1. **Bedding and Supplies** - Inmates in Special Management shall be provided the same bedding and supplies as are provided in general population.
2. **Commissary** - Inmates in Special Management may order and receive select items from the Commissary. Inmates in protective custody, medical/mental health housing or administrative segregation (other than disciplinary) are permitted to receive a limited number of items from the commissary such as hygiene products and writing materials.
3. **Court Access** - Inmates shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will not be limited. Inmates shall have reasonable access to material from the law library when requested.
4. **Exercise** - Inmates shall be provided with an opportunity for exercise outside of their cells for at least one hour per day, unless safety/security considerations dictate otherwise.
5. **Food** - The quality and quantity of food provided inmates in Special Management shall be the same as that provided to inmates in general population.
6. **Housing Quarters** - The housing areas used for Special Management shall be well-ventilated, adequately lighted, appropriately heated, and maintained in a sanitary condition.
7. **Mail and Visiting** - Inmates on Special Management status are allowed the same social correspondence and visiting privileges as inmates in general population unless compelling reasons exist to indicate the contrary.
8. **Medical Access** - A representative of the medical staff shall conduct rounds through the Special Management units on a daily basis. A record of visits should be maintained. Inmates in these units have the same access to the doctor, dentist, or psychiatrist as inmates in the general population.
9. **Personal Hygiene** - Inmates shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, inmates in Special Management may be afforded a minimum of three (3) showers per week. This would depend on each inmate's behavior and tractability.
10. **Program Activities** - Inmates on Special Management status may, on an individualized basis, participate in institutional programs such as counseling, education, etc., provided that the safety and order of the institution and the inmates can be maintained. The Warden or designee has the right to suspend this privilege based upon the inmate's behavior. Inmates pending an investigation or institutional hearing are not permitted to participate in any program or group activity.

11. Property Restrictions

Inmates in Special Management status will be restricted from certain property for purposes of safety, security, or sanction. Please see the list of property restrictions for Special Management in the Inmate Property section. Any property item may be removed from an inmate's possession if used in attempts to cause security violations or to exhibit disorderly behavior.

12. Reading Material

Inmates in Special Management may visit the institutional library on a scheduled basis and may have the same number of books in their cells as inmates in general population, including religious publications and pamphlets. This privilege may be temporarily suspended based upon the inmate's behavior. Inmates pending an investigation or institutional hearing are not permitted to attend regular library sessions.

13. Telephone Calls

Inmates on Special Management status shall receive the same telephone privileges as inmates in the general population, provided that the safety and order of the institution and the inmates can be maintained. This privilege will occur during the inmate's recreation period, which consists of at least one (1) hour out of their cell per day. The Warden or designee has the right to suspend this privilege based upon the inmate's behavior.

Inmates pending an investigation or institutional hearing will still have access to use the telephone during their scheduled recreation period. If an inmate receives a sanction of full disciplinary segregation, the inmate will no longer have access to the telephone.

14.

While inmates on Special Management status are afforded basically the same privileges as inmates in the general population, the security, safety, and orderly operation of the institution must be maintained. When any of the above privileges are suspended, it should be documented in writing.

C. Review of Status

Inmates shall remain on Special Management status only as long as the reason(s) for their initial placement here remains valid. Each inmate's case shall be reviewed weekly by the Special Classification Board. Inmates should be returned to general population when the need for this status no longer exists. The management of CIU inmates on Special Management status is determined by Mental Health staff.

D. Monitoring

Monitoring of the Special Management unit shall be conducted on a regular basis.

E. Reclassification

Release from Special Management may be authorized when the condition which required this status no longer exists. The following persons or groups of persons may affect this reclassification:

1. The committee or person authorizing the inmate's placement on Special Management status
2. Classification/Special Classification Committee
3. Warden or designee

Disciplinary Segregation

A status of confinement to be used for inmates who have committed serious violations and have been found guilty by the Adjustment Committee or who are pending an institutional hearing. This form of

discipline should only be used when other less restrictive disciplinary measures are inappropriate. Disciplinary segregation is considered a positive measure in order to preserve the order and security of the institution.

A. **Placement on Disciplinary Segregation Status:** An inmate may be placed on Disciplinary Segregation status only by the direction of the Adjustment Committee, the Custody and Security Supervisor or designee, or a higher authority. This may occur when the inmate has been found guilty of having committed an act(s) of misconduct warranting a sanction of disciplinary time or when an inmate is pending an institutional hearing.

B. **Conditions of Disciplinary Segregation Status:** Basic levels of health, safety, and humane treatment must be maintained for inmates on Disciplinary Segregation status, regardless of the reason for the segregation. Privileges may be restored to reinforce acceptable behavior or removed due to inappropriate behavior. The following conditions for inmates on Disciplinary Segregation status will be maintained:

1. **Commissary** – Inmates on Disciplinary Segregation status may order and receive a limited number of items from the commissary such as clothing items, writing materials, and stamped envelopes. Hygiene products will be provided by correctional officers on a scheduled basis and may not be ordered. Food items may not be ordered.
2. **Court Access** – Inmates shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will not be limited. Inmates may request from the Librarian materials or information related to the Law Library.
3. **Bedding and Supplies** – Inmates on Disciplinary Segregation status shall be provided the same bedding and supplies as are provided in general population.
4. **Exercise** – Inmates shall be provided with an opportunity for exercise outside of their cells for one hour per day, unless safety or security considerations dictate otherwise.
5. **Food** – The quality and quantity of food provided to inmates on Disciplinary Segregation status shall be the same as that provided to inmates in general population. Food is not used as a form of punishment or reward. Disposable trays may be used when necessary to ensure the safety and security of the institution. Alternative meals may be served if throwing of food or meal trays occurs.
6. **Housing Quarters** – The cells used for Disciplinary Segregation shall be well-ventilated, adequately lighted, appropriately heated, and maintained in a sanitary condition.
7. **Mail and Visiting** – Social correspondence privileges shall be continued for inmates in Disciplinary Segregation unless compelling reasons exist to the contrary. Family visiting privileges are restricted while inmates are on disciplinary status.
8. **Medical Access** – A representative of the medical staff shall conduct rounds through the Disciplinary Segregation units daily. A record of visits should be maintained. Inmates on Disciplinary Segregation status have the same availability of access to the doctor, dentist, or psychiatrist as inmates in the general population.
9. **Personal Hygiene** – Inmates shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, inmates on Disciplinary Segregation status may be afforded a minimum of three (3) showers per week. This would depend on each inmate's behavior and tractability.
10. **Program Activities** – Inmates on Disciplinary Segregation status are not permitted to participate in any program or group activities.
11. **Property in Segregation Status** – Restricted property and amounts are authorized for inmates in Disciplinary Segregation as a Special Management status, with the exception of CIU inmates whose

disciplinary management is determined by Mental Health staff. All other property in an inmate's possession that is not allowed while on segregation status will be confiscated, inventoried, and stored in a designated area.

12. **Reading Material** – Reading materials, including religious publications and pamphlets, will be provided to inmates on Disciplinary Segregation status when requested, however the amounts may be limited per policy and procedure. These inmates are not permitted to attend regular or law library sessions, as these are considered to be a group activity.
13. **Telephone Calls** – Inmates on Disciplinary Segregation status are not authorized to make telephone calls. The use of the telephone for legal calls must be arranged through the Case Manager.
14. Restrictions or reduction of any privilege should be documented in writing.

C. Review of Disciplinary Segregation

1. Inmates shall be held in Disciplinary Segregation only as long as the reason(s) for their initial placement in the unit remains valid. Inmates in Disciplinary Segregation will have their cases reviewed weekly by the Special Classification Committee.
2. If the Special Classification Committee determines an inmate should be moved out of Disciplinary Segregation, a recommendation will be made to the Warden. The decision of the Warden or designee is final.

D. Release from Disciplinary Segregation Status

An inmate may be reclassified from Disciplinary Segregation status upon the completion of the sanction levied by the Adjustment Committee. This may also occur if the Special Classification Board determines that the inmate no longer poses a threat to him/herself, others, or institutional security, and that no benefit will be realized by continuing the inmate on Disciplinary Segregation status. This may not occur without the Warden's or designee's approval. The time an inmate spends in Disciplinary Segregation should be proportionate to the offense committed, taking into consideration the inmate's prior record and his/her specific program needs.

INMATE PROPERTY

RECEIVING, RELEASE, TRANSFER, AND DISPOSITION OF PERSONAL PROPERTY

A. Receiving Personal Medical Items

Inmates may also request medical supplies such as eyeglasses, contact lenses, and unopened contact solution. Inmates should submit a medical sick call slip to request review of any personal medical property items they are requesting from the community. Medical staff will schedule the Inmate to meet with the Physician to confirm by the Physician's order if the requested item is needed. Medical staff will inform the Inmate of the Medical approval for the requested item and provide the Inmate with a DCA 14A to complete in order to formally request the item. This completed form should be provided back to Medical staff. Medical staff will inform the Inmate to instruct their designated family member to bring the requested property to MCCF and Medical staff will place the DCA 14A at the visiting desk. When the inmate's requested property is brought to the MCCF Front Desk, both Medical staff and the Shift Supervisor will review the item. Medical staff will take possession of the approved property item and provide

it to the Inmate. No property will be accepted at the Front Desk outside of the above process. Visitors should not leave property until it has been reviewed and approved by both the Shift Supervisor and Medical staff.

B. Receiving Personal Property: Inmates may request that personal property (i.e., legal papers, dress shoes) be accepted into the MCDC by completing a Property Request/Release Form (DCA-14A).

C. Property Release/Clothing Exchange for Circuit Court Trials: Inmates wishing to release all of their personal property to a visitor or exchange their personal clothing for more appropriate clothing for a Circuit Court Trial proceeding may do so by submitting a completed and signed Property Request/Release Form (DCA-14A) to their housing Custody and Security Supervisor or designee. The DCA-14A must be submitted by the inmate at least two (2) business days (Monday through Friday) before the clothing exchange or property release is expected to take place. The form is reviewed by the Custody and Security Supervisor or designee and approved or denied with his or her signature. If it is denied, it is returned to the inmate with a notation disclosing the reason. Approved DCA-14A forms from both MCDC and MCCF are forwarded to the MCDC Property Officer daily.

D. The contents of the DCA-15 (property items) must all be released together. No individual items such as watches, wallets, rings, etc., can be released separately. The entire contents must be released as a unit. If an inmate wants to release all of their property items (except for their clothing), they must complete a Property Request/Release Form (DCA-14A).

E. Upon release, inmates are expected to pick up all of their personal property from MCDC at:

1307 Seven Locks Road
Rockville, Maryland 20854

Unclaimed personal property will be held for thirty (30) days after the inmate's release date. If unclaimed after thirty (30) days, the property will be disposed of (refer to the Correctional Services Article, § 10-801 of the Annotated Code of Maryland).

F. NOTE: Inmate personal property is stored at MCDC. All property exchanges and releases take place at MCDC, not MCCF. Inmates are responsible for making their visitors aware of this requirement. If inmates are releasing property to a visitor, it is the inmate's responsibility to notify the visitor that they must come to MCDC to collect the property.

Valuable Property Limits

Inmate personal possessions, valuables, and money are removed and held for safekeeping; a receipt is given for all items. DOCR is liable for stored personal property only up to a value of \$200, regardless of the original value of the item. It is recommended that inmates release any property valued over \$200 to a family member or friend as soon as possible. The Department will not be responsible for any personal items (e.g., religious medallion on a chain, traditional wedding bands, glasses, shoes) that are kept by an inmate in the facility.

Property for Indigent Inmates

Inmates at MCCF who have less than \$1.00 in their inmate account are eligible to order an indigent kit from Inmate Commissary. These inmates are referred to as indigent.

A. The indigent kit includes deodorant, shampoo, toothpaste, toothbrush, soap, a razor, lotion, four (4) sheets of writing paper, four (4) stamped envelopes, and a pen. Indigent inmates may order one indigent kit once per

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month, as long as their inmate account remains less than \$1.00 for thirty (30) consecutive days prior to the request.

2. The indigent clothing kit and other services available include undershirts, briefs, socks, washcloths, underwear, panties, and sports bras. Indigent inmates may order a clothing kit every ninety (90) days as long as their inmate account remains less than \$1.00 for ninety (90) consecutive days prior to the request.
3. Indigent inmates may order one set of batteries every thirty (30) days as long as their inmate account remains less than \$1.00 for thirty (30) consecutive days prior to the request.
4. Indigent inmates may order an indigent haircut every thirty (30) days as long as their inmate account remains less than \$1.00 for thirty (30) consecutive days prior to the request.
5. The facility will pay the reasonable U.S. mail postage to mail the necessary legal correspondence of indigent inmates.

Inmate Radios and Accessories Guidelines

Inmates will be issued an inmate radio and two (2) batteries upon entry into MCCF. A headset may be provided instead of a radio for inmates in Special Management areas to use while in this status, as approved. Any inmate radio or headset provided will remain the property of the facility and is expected to be returned without damage.

1. Check the condition of the inmate radio immediately for defects. If you accept it, you will be required to sign for the inmate radio. You will then be responsible for the inmate radio until you are released from the facility.
2. Inmate radios or headsets can be used to listen to television programs or radio broadcasts.
3. Additional batteries are available for purchase through the commissary. If you are indigent, you may order an indigent battery pack through the commissary.
4. Additional radios are available for purchase through the commissary. Batteries are also available for purchase through the commissary or through the indigent commissary process.
5. Tampering with or altering issued headsets or radios may result in disciplinary action. Broken headsets or radios will not be replaced. Destruction of a headset or radio will result in a disciplinary report (DCA-71) being issued, and restitution will be required.
6. You may have a maximum of four (4) individual batteries in your possession at any time, including the two (2) that are in your headset or radio.
7. Headsets or radios must be kept at a minimum volume at all times. Devices that can be heard by others are considered too loud and will be confiscated.
8. Headsets or radios are not allowed outside of the housing pods or in recreation areas.
9. No inmate may be in possession of more than one (1) facility-issued headset or radio at any time.
10. Upon release from the facility, you will be required to turn in the headset or radio. Failure to do so may result in a fee or restitution charge.
11. If you go on temporary release, you must store your headset or radio with the rest of your property.

FACILITY ISSUED PROPERTY

Inmates are responsible for the facility issued property provided and may be charged with a disciplinary violation and restitution fine for any loss or damage to facility issued property. All facility issued property is expected to be returned at the time of release.

1. Inmates at MCDC and MCCF are provided religious items upon request as a representation and support of their faith expression while in custody. Religious books (Bibles, Qurans, Torahs, faith enrichment), rosaries, and prayer rugs are the primary issued religious items that are considered and labeled as facility property and must be returned at the time of release from facility custody. Personal wear items provided, such as kufis, hijabs, and yamakas, are not expected to be returned.
2. Facility issued property is County property and is expected to be returned upon release from custody. Restitution costs may be charged for any damage or loss to facility issued property.
3. Facility Issued Property Inventory

Table 1: Standard Facility-Issued Property and Quantities

Quantity	Item	Quantity	Item
2	Blankets	1	Pair of DOCR issued shoes
2	Jumpsuits	1	Pair of shower shoes
2	Towels	1	Prayer rug (upon request)
1	Washcloth	1	Religious book (upon request)
1	Mattress	1	Rosary (upon request)
1	Radio headset with batteries	1	Kufi/Hijab/Yamakas (upon request)

ALLOWABLE PROPERTY FOR GENERAL POPULATION INMATES

1. Additional religious books or other program materials may also be provided through Inmate Services Case Managers, the Chaplain, facility program staff, or facility volunteers.
2. Items purchased through Inmate Commissary, items provided through indigent or hygiene kits, or other items provided by correctional staff are allowed.
3. Any jewelry exceptions for religious medallion items that are worn will be evaluated for make, size, design, and color to ensure they do not pose a security or safety hazard.
4. All clothing or worn religious items must be either white or gray in color, with the exception of underwear.
5. Legal materials are approved property provided they do not present any safety or security concerns. Inmates may keep their court and legal papers in their possession subject to security and safety restrictions. In the case of excessive legal papers that may cause concerns, special arrangements may be made through correctional staff for reasonable access to materials that must be stored in the inmate property room. Excessive amounts will be approved on a case-by-case basis.
6. There are limits to the quantity of personal inmate property allowed, and all personal property must fit into the inmate's property bag. Items over allowable limits, or unauthorized items, will be taken and may be discarded or destroyed. This includes items purchased from canteen or items given by another inmate. It is solely the inmate's responsibility to manage the amount of property in their possession at any time. Do not purchase more than the allowable limit, or the items may be confiscated as excessive property.

Allowed Inmate Property Items and Limits

Table 1: General population allowable property items and quantity limits. The table presents two parallel lists of approved items with their maximum quantities.

Quantity	Item	Quantity	Item
7	Books (including magazines)	1	Pair of DOCR issued shoes
5	Newspapers (personal)	1	Pair of canteen purchased shoes
5	Pairs of socks	1	Pair of shower shoes
5	Undershirts	1	Traditional wedding band
5	Underwear	1	Religious medallion on a chain
2	Bras	1	Razor
1	Shorts (no pockets or strings)	3	Bars of soap
1	Sweatshirt	4	Batteries
1	Sweatpants		

All clothing other than the issued jumpsuit must be white or gray in color, with the exception of underwear.

Property Restrictions for Inmates in Special Management Status

Inmates in special management status will be restricted from additional allowable property for purposes of safety, security, or sanction. While the items listed below are approved property while in a segregation status, any of these items may be removed from possession if used in attempts to cause security violations or to exhibit disorderly behavior.

Table 2: Allowable property items and quantity limits for inmates in special management status. The table presents two parallel lists of approved items with their maximum quantities.

Quantity	Item	Quantity	Item
1	Mattress	2	Towels
1	Legal pad	1	Pair of sweatpants (white or gray only)
1	Flexible pen	1	2-inch plastic comb
2	Blankets (3 during designated winter months)	1	Sweatshirt (white or gray only)
5	Stamped envelopes	1	Plastic hairbrush
1	Bar soap	1	Rosary (white or gray only)
2	Jumpsuits	2	Deodorant packets
1	Toothbrush	1	Pair of shower shoes
5	Undershirts	3	Books (including magazines and library books)
2	Toothpaste packets	1	Pair of DOCR issued shoes
5	Pairs of underwear	1	Newspaper
2	Bras	1	Prayer rug
2	Washcloths	1	Religious book (e.g., Bible, Quran, or Torah)
5	Pairs of socks		Legal mail

Contraband and Restricted Items

The Inmate Guidebook provides inmates with a complete list of allowable property. Inmates are strongly encouraged to adhere to that list to avoid items being confiscated. Any item altered from its original condition will be confiscated and may be discarded or destroyed.

Examples of Contraband Items (This List Is Not Exhaustive)

1. More than three (3) bars of soap.
2. County cleaning supplies (gloves, rags, mops, brushes, etc.).
3. Empty containers. Do not hoard such items in your cell. Excess trash poses a fire hazard. Dispose of them in the day room trash receptacle.
4. Gang-related materials or designs, altered clothing, signs, symbols, or pictures with hand signs.
5. Strings of any type.
6. More than five (5) maxi pads per inmate.
7. Plastic bags of any type.
8. Any images of partial or full nudity, or any openly displayed explicit images in plain view.
9. Any altered piece of clothing, or clothing containing drawstrings, pockets, or zippers (designer labels).
10. Unlabeled or loose medications.
11. Rubber bands, paperclips, staples, etc.
12. Any footwear not issued by the Department of Corrections and Rehabilitation (DOC) or purchased through Commissary.
13. Any tobacco product.
14. Altered headsets or radios.
15. More than one (1) cup (empty peanut butter jars will be counted).
16. More than two (2) bowls with lids.
17. Leftover food items from breakfast, lunch, or dinner. All meal items must be consumed during the shift in which they are served.
18. Any writing or drawing on personal clothing or shower shoes other than the inmate's actual name when incarcerated (for laundry purposes).
19. Excess books and magazines (more than seven (7) total).
20. Weapons.
21. Detached or altered razors, or more than one (1) razor.
22. More than four (4) batteries.
23. Any clothing items, except issued jumpsuits, that are any color other than gray or white (except for underwear).
24. Any unauthorized communication devices.

25. Illegal drugs or medications not prescribed to the inmate.

Items discovered in your property will be confiscated and destroyed. In addition, disciplinary action may be taken. The list of contraband items may change as determined by the Warden or designee as institutional and personal safety needs arise. Any violations of these provisions may result in confiscation of the material and possible disciplinary action.

Prohibited Display Material

Prohibited material is defined as any printed or written material, or any picture, drawing, photograph, or other pictorial representation depicting full or partial nudity, or any obscene or pornographic material. No nude or partially nude photographs of any type will be allowed via mail due to potential security issues.

Although inmates are permitted to possess some level of explicit material that does not depict full or partial nudity, they are not permitted to openly display or post these materials in their cell. These materials may not be brought into the dayroom area for display. Inmates are not permitted to remove pictures from magazines or books and display these images inside their housing cell.

Inmate Accounting and Commissary

Releasing and Receiving Funds

Inmates may release funds from their inmate account by completing a Money Release Form (DCA-14C) and requesting that a check be drawn from their account.

Funds are withdrawn and sent out for approved requests twice per month, on the 15th and the 30th. To release funds:

1. Complete a Money Release Form (DCA-14C).
2. Provide an addressed and stamped envelope.
3. Obtain verification and approval from the Custody and Security Supervisor or designee.

After approval, the form and envelope are sent to Inmate Accounting, where a check is prepared and mailed to the identified individual.

Requests to release funds for emergency situations will be considered on a case-by-case basis.

Inmates may receive government-issued checks through the mail. All government-issued checks must be sent to:

Montgomery County Correctional Facility
22880 Whelan Lane
Boyd's, Maryland 20841

The check must include the inmate's name and ID number.

Cash, personal checks, money orders, or employment checks are **not** accepted through the mail and will be returned to the sender.

Visitors may place funds into an inmate's account by:

- Using the kiosk located in the lobby of each facility.
- Using the vendor's website.
- Calling the vendor and paying by debit or credit card.

This information is posted in each housing area and at each facility. Money cannot be transferred from one inmate's account to another inmate's account.

Inmate Commissary (Canteen)

Through the commissary, inmates may purchase approved items on a scheduled basis. Schedules and item prices are subject to change.

Ordering procedures:

- All housing units except N11, N21, and Medical Units place orders using a kiosk. The kiosk is an electronic system for ordering commissary items.
- N11, N21, and Medical Units use a paper (generic) order form.
- A list of authorized items and prices for MDC/MCCF is distributed with paper order forms and is also available on the kiosks.
- If the kiosk is inoperable due to an emergency, paper (generic) order forms will be used facility-wide.

All commissary orders, whether placed by kiosk or paper form, are charged against the inmate's account balance.

An account is created and maintained for each inmate entering MDC/MCCF. The account records all money received and all payments made. If sufficient funds are available, commissary orders are electronically transmitted to the vendor for processing.

Orders are filled and delivered on the next scheduled delivery date. At delivery, the inmate must sign a receipt acknowledging that the order was received. Once the inmate takes possession of the items and signs

the receipt, all sales are final. Inmates should verify that the items received match the items ordered before signing the receipt. No refunds or credits will be issued after the receipt is signed.

Questions about an inmate account should be submitted to the Inmate Accounting Section using a Request Slip (DCA-6).

Exchanges of commissary items are not permitted. This includes clothing, shoes, and international phone cards.

Indigent Request

Inmates with zero account balances or inadequate account balances may be eligible for indigent services.

Indigent Services

- **Indigent Clothing Package**

Inmates may request clothing items such as undershirts, briefs, socks, washcloths, underwear/panties, and sports bras every ninety (90) days.

Eligibility Requirements:

- Account balance must remain below \$1.00

- Balance must remain below \$1.00 for ninety (90) consecutive days prior to the request being honored

- **Indigent Hygiene Kit**

Inmates may request an indigent kit once per month. The kit includes items such as toothpaste, toothbrush, comb, deodorant, razor, lotion, pen, paper, stamped envelopes, and shampoo.

Eligibility Requirements:

- Account balance must remain below \$1.00

- Balance must remain below \$1.00 for thirty (30) consecutive days prior to the request being honored

- **Indigent Haircut**

Inmates may request an indigent haircut, including a basic haircut and/or beard trim, every thirty (30) days.

Eligibility Requirements:

- Account balance must remain below \$1.00

- Balance must remain below \$1.00 for thirty (30) consecutive days prior to the request being honored

- **Indigent Battery Request**

Inmates may request indigent batteries (triple AAA only) once per month.

Eligibility Requirements:

- Account balance must remain below \$1.00

- Balance must remain below \$1.00 for thirty (30) consecutive days prior to the request being honored

Indigent inmates will not be charged for Indigent Hygiene Kits, Indigent Clothing Packages, Indigent Battery Requests, or Indigent Haircuts. Any abuse of the welfare system will result in disciplinary action and/or suspension of commissary privileges.

Adding Funds to Inmate Account

Family members can make credit and debit deposits via the lobby kiosk or the internet. The transaction fees for lobby or internet deposits differ from the fees charged for deposits made by phone.

Family members can make deposits by telephone at Call 1-866-345-1884 or through the Access Corrections website.

Montgomery County Detention Services offers a comprehensive custom packaging program called Access SecurePak. This program allows family members and friends to send commissary packages to inmates through the 24-hour online Access SecurePak catalog.

Access SecurePak purchases are limited to \$25.00 per order. If items are purchased online, this amount is counted against the inmate's maximum weekly commissary allowance of \$60.00.

Receiving Commissary Orders

Once commissary items have been selected and paid for, they will be delivered on Saturday during the regular commissary delivery schedule. Please keep in mind that commissary orders placed via the website are time sensitive. For example, commissary orders placed after 10:00 a.m. on Thursdays will not make the upcoming Saturday delivery schedule. Those orders will be scheduled for delivery the following Saturday, which will make those orders one week behind.

Inmate Telephone Communication

Telephone Calls

Inmates will be authorized to use the telephones located in each living area based on a predetermined recreation schedule. Individual phone calls should be limited to no more than fifteen (15) minutes when others are waiting to use the phone. Inmates using the TTY machines are allowed up to sixty (60) minutes during their predetermined recreation schedule. Any misuse or tampering with the telephone (for example, attempting three-way calls) may result in disciplinary action and/or loss of phone privileges.

It is the policy of the Montgomery County Department of Correction and Rehabilitation (MCDOCR) that all telephone conversations placed by inmates of the Montgomery County Correctional Facility (MCCF) and Montgomery County Detention Center (MCDC) on “Collect Call/Advance Pay Only” telephones, except for privileged conversations with attorneys who have added themselves to the “do not record” list, are subject to monitoring and are automatically recorded by MCDOCR.

This means that the content of telephone calls (the words actually spoken by parties to the call) may be monitored (listened to) by correctional staff, and that the contents of all inmate telephone calls, except for calls placed to attorneys on the “do not record” list, are digitally recorded. This telephone monitoring and recording policy applies to all calls placed by convicted inmates, as well as to all calls placed by pretrial detainees.

Inmates must understand that words spoken in telephone conversations on “Collect Call/Advance Pay Only” telephones may be used against them as incriminating evidence. Because inmate telephone calls may be monitored by correctional staff, the MCDOCR considers itself a party to all such calls. If an inmate wishes to communicate with persons beyond the confines of the correctional facilities without being monitored or recorded, the inmate must communicate with such persons by mail or through visits conducted in the visiting area.

The monitoring and recording of inmate telephone calls will be conducted by correctional staff exclusively to accomplish the purposes of enhancing the security and orderly administration of the correctional facilities (including the prevention and suppression of illegal activity within the jail) and protecting the public from conspiracies to commit crimes outside the jail.

Because the monitoring and recording of inmate telephone calls is conducted for these limited purposes, the inmates’ implied consent to such monitoring and recording is limited to monitoring and recording conducted to accomplish these specified purposes. Correctional staff do not monitor and record inmate telephone calls for the purpose of making the content of, or information about, such telephone calls available to the public. Access to the content of intercepted inmate telephone calls is limited to correctional staff members, law enforcement officers, prosecuting or defense attorneys, and the other parties to the telephone calls (and their authorized agents and representatives).

If, in the judgment of the administration, an incoming call for an inmate is determined to be of an emergency nature, the inmate will be notified without delay and authorized to return the call. In the case of a verified emergency, inmates may request a non-collect call from the assigned Case Manager or Shift Supervisor. All other exceptions to receiving opportunities for non-collect calls are given at the discretion of the inmate's Case Manager and are not an obligation of the facility. Appropriate equipment is available for use by individuals who are hearing impaired upon request. MCDC and MCCF are compliant with the Americans with Disabilities Act (ADA).

Phone “PIN” Operation for Inmate Population Calls

- Each inmate creates a unique personal identification number (4-digit PIN).
- Do not share your PIN number with other inmates.
- Inmates must enter their inmate ID number plus the 4-digit PIN before accessing a dial tone.
- PIN numbers may be turned off at any time at the discretion of MCDC/MCCF staff.
- A maximum time limit may be set for any type of call and/or all calls related to an individual or group.
- Debit cards can be purchased through the commissary for local calls.

No three-way calls are allowed. Any attempts to make these types of calls may result in disciplinary action and/or loss of phone privileges.

Inmate Mail

Mail Correspondence

MCDC and MCCF policies do not limit the amount of authorized mail correspondence.

Receiving Legal Mail

All legal mail from a court or attorney will be opened in your presence by a correctional staff member. Legal mail envelopes will be confiscated for security reasons. Inmates will be allowed to copy the return address, if needed.

Any mail received that is determined to pose a serious threat to staff, inmates, or to the security of the institution will be reviewed for possible criminal charges and will not be forwarded to the inmate.

Sending Legal Mail

Inmates at MCCF who have less than \$1.00 in their inmate account are eligible to order an indigent kit from Inmate Commissary that includes writing paper, envelopes, and a pen. The facility will pay the reasonable U.S. mail postage to send necessary legal correspondence for indigent inmates.

Similar legal supplies (writing paper, envelopes, and pens) are available to non-indigent inmates for purchase using commissary funds.

Legal mail correspondence must:

- Be stamped or clearly marked “legal mail.”
- Meet the MCDOCR definition of legal mail.
- Include your name, facility ID number, and housing location in the upper left-hand corner.

The facility will not pay for certified mail. All certified mail costs are the responsibility of the inmate. Inmates who wish to send certified mail should send it to a family member or friend for assistance in taking it to the Post Office to be mailed as certified mail.

\$

Incoming Mail

While every effort will be made to deliver all incoming mail, inmates are advised to notify all persons corresponding with them of their facility ID number. The use of this ID number will ensure proper and prompt delivery of your correspondence. If inmates have been booked into the institution under an alias, the sending correspondent must use that name on facility record, or the sent mail will be returned to sender.

Written communication between inmates within the facility or between inmates of MCCF, MCDC, or PRRS, otherwise known as “Jail Mail,” is not permitted. Correspondence between inmates from various local detention facilities or state correctional facilities must be approved by the Warden from each facility.

Addressing Incoming Mail

Montgomery County Correctional Facility (MCCF)

Inmate Name and Inmate Facility ID Number 00-00000

Inmate Housing Location

22880 Whelan Lane

Boys, Maryland 20841

All mail should be addressed to Montgomery County Correctional Facility regardless of which facility the inmate resides in. The mail will be screened and processed at MCCF and sent to MCDC daily.

Incoming Mail Process, Screening, and Contraband

All incoming mail will be screened for contraband. Only correspondence or pictures admissible into the U.S. Postal Service and approved by the proper authority will be accepted, as long as they pose no threat to the facility. Any attempt to mail contraband into either facility (cigarettes, drugs, etc.) will be fully investigated and referred for criminal charges if appropriate.

All incoming mail will be photocopied, and originals will not be provided to inmates. The photocopy of the mail will be delivered to the inmate, and the original mailing will be held in a secure location with limited access for sixty (60) days, after which it will be destroyed. If an inmate desires to have an outside party pick up the original mailing, the inmate must complete a Property Release form identifying the individual who is permitted to pick up the mailing. The Property Release form must be completed within 30 days of the date that the inmate receives the photocopied mailing. The mailing must be picked up within 60 days from the date that the inmate receives the photocopy of the mailing. This mail process is non-grievable.

All originals will be stored in a secured cabinet for 60 days and then destroyed. The decision to deliver a photocopy of your mail and not the original mailing is non-grievable.

To have an outside party collect the original mailing:

1. Complete an Inmate Property Request/Release Form (DCA 14A) identifying the individual who will pick up the original mailing.
2. Ensure the DCA 14A is received within 30 days from the date the photocopied mail was delivered to the inmate.
3. Ensure the designated individual presents photo identification proving they are the person identified on the DCA 14A.
4. The designated individual must pick up the original mailing within 60 days of delivery of the photocopied mail to the inmate.

The locked cabinet containing original mailings will be accessible only to mail personnel or their designees. Outside parties may pick up original mailings only on Monday through Friday, 7:00 a.m. – 3:00 p.m. (excluding holidays), at MCCF. Original mail will be destroyed after 60 days if no one has picked it up.

All incoming personal inmate mail that is deemed deliverable (meaning it is not contraband or otherwise prohibited) will be provided to you in the form of a photocopy. This includes photographs. Legal mail and publications (such as books and magazines sent directly from a publisher) are not included in this photocopy process.

Mail Contraband

If any piece of mail contains an item deemed contraband, the entire contents of the envelope or package will be returned to the sender. If a portion of the contents is acceptable and can be separated without compromising the integrity of the mailing, that portion may be handled separately.

A. Items such as stamps, envelopes, paper, and similar supplies will not be accepted through the mail because they are available through the commissary.

B. Cash or personal checks will not be accepted through the mail.

C. Information printed from computer websites or chat rooms will not be accepted unless it consists of case law or legal reference material and is not excessive in quantity. No more than ten (10) pages will be accepted at one time.

D. Materials deemed pornographic in nature, containing nudity, or identified as gang-related will not be accepted. Pictures or images that display hand signs will not be accepted.

E. If any one (1) photograph in a group of photographs sent to an inmate is deemed not deliverable, the entire group of photographs will be returned. Photographs ordered from and shipped by a third-party vendor will not be accepted and will be returned to the sender.

F. Incoming mail items may not contain any of the following contraband or restricted items:

- Drugs
- Tobacco
- Weapons
- Paper currency or coin currency
- Driver's licenses or other identification/personal information documents
- Pens, pencils, or markers
- Stickers
- Rubber bands
- Paper clips
- Staples
- Binder clips
- Metal items

- Plastic items
- Jewelry
- Explicit nudity or pornography
- Cell phones or other electronic devices
- Gang-related materials
- Liquids or items containing liquid that were not issued from the commissary
- Book or newspaper clippings
- Crossword puzzles
- Calendars
- Books larger than 3 inches thick
- Books larger than 8.5 inches by 11 inches

Books and Publications

Books may be permitted if they are sent directly from a publisher, recognized book club, bookstore, vendor, or distributor and are not determined to contain contraband or present a danger to the facility or occupants.

The facility has a full-service library branch of the Montgomery County Public Libraries from which inmates can request various titles, provided the titles are within the library system's collection.

Examples of publications that may be accepted from an outside source include:

- Legal materials
- Long-distance learning materials or validated correspondence
- Educational materials
- Publications covered under the Consular Notification Act
- Religious publications (Bible, Quran, etc.) that cannot be obtained from the Chaplain

A Property Request Form (DCA-14) must be completed and approved by the Shift Supervisor for reading materials that are no longer in print or are being sent from a source other than a publisher, recognized book club, bookstore, vendor, or distributor.

Received materials may not have stapled bindings.

If a publication has been mailed to an inmate without the inmate's prior request and is deemed safe to enter the facility, the inmate will be notified. The inmate may:

- Accept the publication by completing a Property Request Form (DCA-14), or
- Reject the publication in writing, in which case it will be returned to the sender.

If an inmate would like to order a magazine subscription, the inmate must:

1. Obtain prior approval by completing a Money Release Form (DCA-14C).
2. Have a check drawn from the inmate account.
3. Provide the check to the subscription vendor.

Inmates will not be permitted to order publications or merchandise that will be billed at a later date.

Packages, with the exception of publications, will not be delivered to an inmate unless a completed Inmate Property Form (DCA-14), listing the expected items, has been submitted to and approved by the Custody and Security Supervisor (Captain) or designee.

Book Maximum

There is a limit of seven (7) books (including magazines and library books) per inmate, per cell. It is the responsibility of the inmate to ensure that there are no more than seven (7) books in the cell at any given time.

Any books over the limit will be confiscated and considered contraband. If any of the excess books are library books, they will be returned to the library.

Release Process for Inmate Books and Magazines

Inmates who possess more than the allowable seven (7) books must either donate them to the MCCF Library or request to have them placed in inmate property prior to receiving additional books or magazines.

Additional books or magazines will not be provided to an inmate who is on record as already having seven (7). If additional items are received at the facility, they will be returned to the sender.

For excess non-library books, inmates will be given an opportunity to have a visitor pick them up. It is the responsibility of the inmate to notify the individual selected to retrieve the books.

If the identified visitor does not pick up the excess books within 30 days, the books will be considered abandoned and will be destroyed unless they are donated or added to inmate property in storage.

Books to Inmate Property

If an inmate wants to have someone pick up excess books, the inmate must complete a property release form identifying the books to be released and the person to whom they will be released.

If books or magazines are being released to inmate property, a Confiscated Property Receipt (DCA-14B) must be completed and must include the complete title of each book or magazine.

Donating Books

If inmates are donating books or magazines to the MCCF Library, the complete title of the book or magazine must be included on the DCA 549D Donation Form.

Releasing Mail, Photo Pictures, and Documents

A. If an inmate wants an outside party to pick up the original mailing documents or copies they received, the inmate must complete a DCA 14A (Inmate Property Request/Release Form) identifying the person who will retrieve the mailing. The completed DCA 14A should be returned to their Housing Pod Officer.

B. The inmate must include the date the mail or pictures were received on this form. (The copies of all mail have a time stamp including the date for reference.) The time and date stamped on the copied mail must be included on the DCA 14A form, as the mail is not stored by inmate name. Writing "ALL MAIL" is not acceptable, as mail is filed by date of receipt, not by name.

C. The completed DCA 14A will be forwarded to the MCCF Mail Clerk, who will keep the forms at MCCF.

D. The individual picking up the mailing from MCCF must present identification showing that they are the individual named in the DCA 14A. The designated person can pick up the mail three (3) days after the DCA 14A is completed, as long as all necessary information is included.

E. The mailing must be picked up within 60 days unless otherwise approved by the Deputy Warden of Custody & Security due to exceptional circumstances.

F. Please note that all picture and mail requests for pick-up occur at MCCF, not at MCDC.

Outgoing Mail

For outgoing mail to be processed, all letters must have the name of the sender (inmate) as designated in facility records. No mail will be sent out using a nickname or alias. The return address must be that of MCDC or MCCF. Any mail using a different name or address will not be processed or returned.

Stamped envelopes are available through the commissary only. Any outgoing mail, with the exception of legal mail for indigent inmates (see below), that has no postage or insufficient postage on the envelope will be forwarded to the Deputy Warden of Custody and Security for further disposition.

Please seal all correspondence prior to submitting it to the Correctional Officer in your area or before placing it in the mail collection box located in each housing area. The facility will not pay for certified mail.

Outside Media Access

All inmates have the opportunity for access to the media, including visitation, telephone (collect calls), mail, and receipt of newspapers and periodicals. Access is limited only to maintain order and security.

Media requests to contact inmates should be made in writing. If agreeable, the inmate signs a release form, and this is forwarded to the Deputy Warden of Inmate Services. The inmate is advised to contact their attorney prior to speaking with media. The final decision to speak with the media, however, rests with the inmate. The Department accepts no liability or responsibility should the inmate choose to do so.

Addressing Outgoing Mail

The accuracy of the postage and mailing address affects the speed and handling of mail. Mail with incomplete address information or insufficient postage will not be processed. A full mailing address and return address must be listed. Do not reuse stamps or envelopes if you want your mail to be processed correctly.



Figure 1: Diagram of a properly addressed envelope. The return address is shown in the upper left corner. Extra service labels are placed above the delivery address and to the right of the return address. Postage (stamp or meter) appears in the upper right corner. The recipient's name, organization, street address, and city, state, and ZIP Code are centered in the middle of the envelope.

- **Return Address:** Print your address in the upper left corner on the front of the envelope. Do not write the return address too large, as the machine may read it as the delivery address and return it to you.
- **Extra Services:** Place labels for extra services above the delivery address and to the right of the return address.
- **Recipient Name:** Print the recipient's name in the middle of the envelope, lower than the return address.
- **Name of Organization:** The name of the organization goes directly under the recipient's name.
- **Street Address:** Use a post office box or street address, but not both. If the address has a directional code (for instance, "NW" for Northwest), be sure to use it. There may be more than one Main Street.
- **Apartment or Suite Number:** The correct apartment or suite number helps to ensure delivery to the right location.
- **City, State, and ZIP Code:** Make sure you have the correct spelling of the city, state, and ZIP Code. Using the correct ZIP Code helps to direct your mail more efficiently and accurately. Make sure the ZIP Code is clear and large enough to see.

Postage: Use stamps or a postage meter for the correct amount. When mail comes back to you asking for more postage, place this additional postage on top of what it says is needed. If inmates are mailing more than four (4) pieces of paper at a time, at least two (2) postage stamps need to be applied. For each additional four (4) pages, another stamp needs to be applied. If using a large envelope, at least two (2) stamps should always be applied, even if only one piece of paper is inside.

Need More Postage?

When mail comes back to you asking for more postage, place this postage on top of what it says is needed.

Example of Returned Mail Marked for Additional Postage

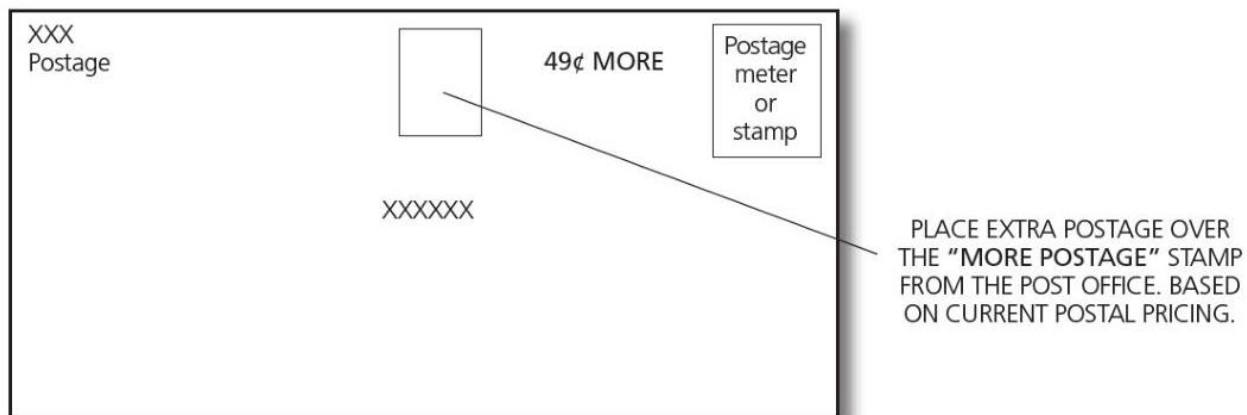


Figure 1: Diagram of an envelope returned for insufficient postage, showing a “49¢ MORE” marking near the stamp area and instructions to place extra postage directly over the original “more postage” stamp based on current postal pricing.

Returned Mail

If a mailing has been sent to an inmate—including letters, packages, publications, or other items—and it is determined that it cannot enter the facility, both the inmate and the sender will be notified that the mailing is being rejected and returned to the sender.

Inmates have **20 days** from the date of notification to file a written appeal with the Director or the Director’s designee regarding the rejected mailing. If an appeal is not filed within 20 days, the appeal is considered waived. The mailing will be kept by DOCR until the appeal period expires.

If an inmate files a timely appeal, the Director or designee may allow the inmate to review the mailing, unless it is deemed contraband or a threat to institutional or personal security. The Director or designee has a reasonable amount of time, not more than **30 days**, to respond to the appeal.

If there is a cost to return any mailing to the sender, the sender is responsible for paying the return shipping. The sender must notify the Director or designee within the appeal period of his or her desire to pay for return shipping.

If the inmate wishes to pay the return shipping cost, the inmate must provide written notice to the Director or designee of his or her intent to pay and must provide sufficient funds to cover the cost. This notice and payment must be received within 20 days from the date of the return-to-sender notification.

If sufficient funds to return the mailing are not received from either the inmate or the sender within 20 days, the mailing will be destroyed.

A copy of the Department’s Mail Policy, 1200-6.1, is available for review in the law library.

INMATE GRIEVANCES

INMATE GRIEVANCES (DCA-512) If inmates have a complaint concerning matters inmates feel are unjust or not in compliance with jail standards, inmates may request an Inmate Grievance Form (DCA-512). This form should be fully completed and returned to a correctional staff member within thirty (30) days of the problem occurring with the exception of any PREA related matters. The Inmate Grievance Form should describe the inmate's concerns and recommended remedy. Only one (1) issue should be included on an Inmate Grievance Form at a time. Inmates will receive a response and decision to the grievance concern and will be notified in writing or in person by a correctional staff member.

A grievance can cover any issue, except for an issue that is non-grievable. Issues that are not grievable matters include:

- A. State and Federal Court decisions and orders.
- B. County, State and Federal laws and regulations.
- C. Parole Board decisions and orders.
- D. Department/Facility Policies and Procedures.
- E. Adjustment Committee decisions (matters relating to a disciplinary matter are submitted through an administrative appeal process).
- F. Other matters beyond the control of the Department of Correction and Rehabilitation.
- G. Mail issues including returned mail and copied mail.

Prior to filing a grievance, inmates should attempt to make the complaint known to a staff member. Inmates should verbally present their complaint informally to an officer or other staff member. The officer or staff member shall attempt to resolve the issue at that level. If the issue is not resolved at that point or inmates feel they did not receive an adequate response, inmates should take steps to file a formal written grievance.

No more than one complaint may be written on a single grievance form.

Do not write more than one grievance for the same issue.

These are the steps of the grievance process:

STEP 1: An inmate requests an Inmate Grievance Form from a correctional staff member. Inmates need to completely fill out the necessary areas on Step 1 of the grievance form. Be clear, describe in detail the issue or problem, and state the recommended remedy. Inmates should submit their grievance to a correctional staff member in their housing area. The receiving correctional staff member then reviews the grievance and will respond with an answer to the grievance, forward the grievance to the appropriate section or individual (for example, Medical or Case Manager), or make note that the issue is non-grievable. The correctional staff member will then return the grievance to the inmate. Inmates are then required to either accept the action or not accept the action.

A grievance at this stage will proceed as follows:

1. If an inmate chooses to accept the action:

The inmate must sign the grievance acknowledging their agreement. The inmate will then receive a copy of the grievance to retain for their records.

2. If an inmate chooses not to accept the action:

The inmate must write their reason for disagreeing, sign and date the grievance again, and return it to the staff member. The inmate will then receive a copy. The staff member will forward the grievance unless it is determined to be non-grievable.

3. If the issue has been determined to be non-grievable by the staff member:

The staff member will mark the appropriate area on the form and explain why the grievance is non-grievable. The grievance will then be returned to the inmate. The inmate must sign the grievance and return it to the staff member, after which the inmate will receive a copy.

If the issue is deemed non-grievable at any stage of the process, whether the inmate agrees or disagrees, the grievance will stop at that stage.

4. If at any point an inmate refuses to sign the grievance form:

The correctional staff member will document the refusal on the form as evidence that the inmate was given the opportunity and request to sign.

Step 2

If the grievance proceeds to Step 2, the appropriate area or personnel to whom it was referred will follow the same steps outlined above in attempting to resolve the grievance. They have ten (10) working days from receipt of the grievance to provide an answer.

Inmates will again have the opportunity to accept or not accept the action taken. Inmates will receive a copy of the grievance at this stage.

Step 3

If the grievance proceeds to Step 3, the appropriate Section Head or designee will follow the same steps outlined above in attempting to resolve the grievance. The Section Head or designee has ten (10) working days from receipt of the grievance to provide an answer.

Inmates will again have the opportunity to accept or not accept the action taken and will receive a copy of the grievance at this stage.

Step 4

If the grievance proceeds to Step 4, the Warden will review the grievance and provide a response within ten (10) working days of receiving it. The Warden's response is final at the departmental level.

Inmates will receive a copy of the grievance at this stage.

Step 5

To appeal the Warden's action, inmates must forward a written statement to the Department Director within ten (10) working days. The statement must explain the reason(s) for the appeal.

Inmates must:

- Attach supporting documentation.
- Include the proposed remedy.
- Identify the date and nature of the grievance at issue.

Note

As the grievance moves from one step to another, the ten (10) day rule is re-imposed. It should not be assumed that the entire process will be completed within the first ten (10) day period.

Inmate Visitation

Professional Visits

Professional visits by representing attorneys for legal access to inmate clients are available daily at both MCDC and MCCF. Other professionals seeking visits with an inmate in custody must be authorized by Custody and Security in advance. Such professionals eligible for facility visits include attorneys, bondspersons, clergy, news media, and other approved professional services staff. Inmates may decline a professional visit if it is not court ordered or related to a law enforcement matter.

Family Visiting

During periods of modified operations, the facility visiting schedule may be reduced and/or changed as needed based on operational needs. Updates will be announced with notification to the inmate population and posted on the MCDOCR website.

There will be no visiting at MCDC except for inmate workers assigned there who are authorized to have two (2) visits per week based on the facility visiting schedule. Each eligible inmate at MCCF is authorized to have two (2) visits per week with authorized visitors during scheduled visiting hours. The visiting week begins on Sunday. A daily visiting schedule is posted in each living area. Relatives and friends may visit unless disapproved by the Warden (MCCF/MCDC) or their designee.

Inmates on pre-placement, disciplinary, or any other restricted status are not allowed visits. In addition, inmates who are participating in any school, work, or program (Bible Study, etc.) at the time of the family visit will not be sent to the visiting area (except for MCCF evening kitchen workers). Inmates should inform potential visitors of any program schedule conflicts.

A Custody and Security Supervisor or designee shall respond to questions related to a visitor's rejection or suspension. Should this occur, this information will be shared with the Pod Officer and inmate.

All minors must be accompanied during the visit by a parent, legal guardian, or other responsible adult (as determined by DOCR staff). Only four (4) visitors may visit an inmate at a time, provided they register together. All adult visitors must have valid identification to be admitted. Each visitor's full name and complete address must be registered and logged onto the inmate's Visiting Record. Each inmate's Visiting Record is electronically added to the visiting database at the Visiting Desk.

When visiting an inmate, a visitor will only be able to visit the inmate whom they identify as the inmate they are visiting. No switching from inmate to inmate will be permitted. An inmate's wife or husband who is under eighteen (18) years of age may visit with a valid marriage certificate. Proof of the above must be provided or the visit will be denied. All visiting records are considered facility records; they are not inmate records.

Special visits for inmates may be approved under certain circumstances. Normal time for all visits is forty (40) minutes at MCCF and one (1) hour at MCDC. Inmates must sit in the seat assigned by the Correctional Officer. Moving from the assigned seat is grounds for immediate termination of the visit and possible disciplinary action.

Inmates must return promptly to their housing pod after a visit; refusal or delays in doing so will be cause for disciplinary action. Movement to and from the visiting room constitutes a visiting period.

Visitor Accommodations

When auxiliary aids and services are necessary to ensure effective communication between inmates and visitors, the auxiliary aid or service will be provided within a reasonable period of time following request, unless their provision constitutes an undue burden or is otherwise excused by law. To ensure effective communication with inmates and their visitors who are deaf or hard of hearing, the facility can provide appropriate auxiliary aids and services free of charge, such as: sign language and oral interpreters, TTYs, note takers, computer-assisted real-time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders, and open and closed captioning of information materials. Visitors and inmates should ask a correctional staff member for assistance.

Visitor Dress Code and Conduct

The Department of Correction and Rehabilitation is a place of professional business and wearing revealing, suggestive, or otherwise inappropriate attire is strictly prohibited. Proper attire, including wearing shoes, shirts or blouses, and bras, is regarded as a pre-condition of admission. Visitors failing to comply with dress code regulations shall be denied entry.

The following types of visitor apparel will not be permitted:

- See-through (transparent) and spaghetti strap type garments
- Shorts above mid-thigh level (inseam length)
- Skirts above mid-thigh level (hem length)
- Skirts with splits that extend above the mid-thigh
- Tube or tank top athletic shirts and halter tops (regardless of gender)
- Shirts or jerseys that expose the midriff or significant portions of the torso, and low-cut blouses or shirts
- Spandex clothing (skin-tight), such as aerobic and jogging attire
- Ragged, skin-tight, or torn jeans (exposing portions of the body above mid-thigh)
- Sunglasses
- Hats or ball caps
- Hooded sweatshirts

Any visitor failing to clear the metal and CellSense detectors will be denied entry into the visiting area.

All DOCR facilities are smoke- and tobacco-free, and these items are not allowed in the facility. Inmates or visitors found in possession of tobacco, or any other form of contraband, will be immediately removed from the visiting room, and inmates will be charged with a disciplinary infraction.

If the conduct of any person during a visit becomes disorderly, the visit will be terminated. This includes visitor supervision of minor children accompanying them, who must be supervised and remain with the adult at all times.

Case Management Services

Intake and Assessment

An initial intake interview is completed with each inmate by a Case Manager. This intake gathers information self-reported by the inmate about their background and current needs. The Case Manager completes a Needs Assessment and provides initial referrals to recommended programs and services as appropriate.

All inmates will receive an Inmate Guidebook from an Inmate Services Case Manager during their initial intake interview. If an inmate needs another Inmate Guidebook, one will be provided by the Case Manager.

Facility Orientation

Following completion of the initial intake interview, a Case Manager will provide inmates with a facility orientation. During orientation, an overview of rules and regulations will be presented.

All inmate questions regarding programs, services, and facility operations will be answered during the case management intake interview and facility orientation. Inmates will be asked to sign intake documents verifying that the orientation information was received and understood. Interpreter services will be made available if needed.

Inmate Classification

MCDOCR is required to house a wide variety of inmates with different charges, backgrounds, and needs. To accommodate these differences, MCDOCR utilizes an ongoing classification process, which begins when an inmate is received into the facility and continues until the inmate is released. This process is intended to address the needs of the offender as well as those of the facility.

The classification process manages the total inmate population with regard to appropriate housing, program involvement, and institutional work assignments. Decisions are based on information related to the inmate's present adjustment and functioning, as well as personal, criminal, institutional, psychological, medical, and social histories.

These decisions shall not discriminate against any person based on sex, race, age, color, disability, religion, national origin, or political or religious beliefs.

It is the inmate's responsibility to notify staff if they are having any problems in their housing area or feel that their safety is in jeopardy.

Classification and Housing Unit Assignments

Following an inmate's transfer from MCDC to MCCF and after the inmate has attended an orientation to the institution, the inmate's intake information will be processed by the appropriate staff member and their primary housing assignment will be determined.

Variables considered for primary classification include:

- Type of offense
- Prior offenses
- Notoriety of offense
- Victimization potential
- Age

- Physical limitations
- Medical concerns
- Psychological stability
- Passive or aggressive behavior
- Gender identity
- Personal interview

After review of the above information, the Classification Correctional Specialist will decide each inmate's primary classification assignment.

An inmate's refusal to report to their assigned housing pod is an institutional infraction and may result in disciplinary or administrative actions.

Classification Reviews

Classification reviews are conducted routinely by Case Managers. Based upon the unit staff's decision regarding recommendations made by the inmate's Case Manager, inmates may be directed to change housing assignments or be housed with new cellmates. Inmates are expected to regard reassignments as orders and comply as directed.

Inmates may appeal a classification action by sending a written request to the Deputy Warden of Inmate Services. Classification problems of an emergency nature should be reported to the Correctional Officer assigned to the living area, who will seek prompt action by the Custody and Security Supervisor or Correctional Specialist on duty at the time. Final resolution of classification problems is the responsibility of the Custody and Security Supervisor, Correctional Specialist IV, or designee.

Case Management Services

When an inmate is assigned to a primary housing location, he or she is interviewed by the Case Manager assigned to that area. During this interview, the Case Manager reviews the Needs Assessment to determine the inmate's legal status, educational level, special skills, and program interests. The Case Manager uses this information to refer the inmate to appropriate institutional programs.

During future contact, the Case Manager or Correctional Officers may determine that an inmate would be more appropriately housed elsewhere in the facility. If this occurs when classification staff is unavailable, the Correctional Officer will write a DCA-36 documenting the recommendation for the housing change and submit it to classification staff. All classification status changes that occur after primary classification are considered reclassification. Reclassification occurs on both a scheduled and an as-needed basis. Appropriate reclassification forms indicating the reasons for this action are completed and retained in the inmate classification file.

A designated Case Manager is assigned to each housing pod for general problem solving, to provide information about all programs at MCCF, and to complete referrals to appropriate staff and programs (for example, JAS, Choices for Change, Workforce, AA, NA, Educational and Work Programs, and the Mental Health Unit). Correctional Officers also provide support and intervention and are available to assist each inmate with problems they may experience.

Institutional Records Review

Inmates may review their institutional classification file upon request. Requests should be directed to the Case Manager assigned to the inmate's living area. Records may contain confidential or privileged information that is inappropriate for general review. In these cases, inmates will not be allowed to review that specific material. Reviews will be documented in the inmate's record.

Except in extraordinary, documented circumstances, an inmate's request to review his or her classification file should be honored within thirty (30) days after receipt of the request.

Institutional Report

If the judge, inmate, or attorney requests pre-sentencing information, an institutional report will be written and sent to the court. The report will outline inmate adjustment and program involvement. The content of this report will be based on an evaluation by the appropriate correctional staff.

A parole commissioner may also request that an institutional report be prepared before a parole hearing is completed. If an inmate receives a sentence to the State Department of Correction (DOC), or is transferred to another jurisdiction, an institutional behavioral report (Transfer Alert Form) outlining his or her institutional conduct will be forwarded to the receiving agency on the day of transfer or as soon as possible following the transfer. This report could affect the inmate's prison assignment.

Inmate Requests

1. Request forms are available to inmates upon request from correctional staff members.
2. DCA-6 Inmate Request forms are used to ask for general assistance or information regarding programs and services. They are also utilized to request to see a member of the correctional staff, to ask for special visits or emergency telephone calls, or to request vegetarian diets. DCA-6 Inmate Request forms are to be used to contact the following sections: Canteen, Case Manager, Custody and Security Supervisor, Food Services, Legal Services, Library Services, Pre-Release Center (PRC), Property Clerk, Records, and Religious Services (Chaplain). If the section an inmate is contacting asks for a reason, the inmate must include as much information as possible on the form so the request can be processed or addressed as quickly as possible.
3. Please complete only one (1) request on each form. Since multiple requests require one form for each request, inmates must let correctional staff know if they need more than one request form.
4. Forms should be filled out completely and neatly, clearly describing the inmate's request, problems, or needs. Inmates should make sure to include their entire name, DOCR ID number, housing location, and the date.
5. If an inmate is having difficulty completing the form, the inmate may ask the inmate pod representative or a correctional staff member for assistance.
6. When completed, the request form can be either given to a Correctional Officer or placed in the designated request form box in the housing area to be reviewed by the Case Manager.
7. **Any medical-related request should be submitted on a Medical Sick Call Slip.** No medical requests should be made on the DCA-6 Inmate Request Form.
8. **All medical dietary requests or allergies should be submitted to Medical on a Sick Call Slip** for Medical Services to review. If needed, Medical staff will notify Food Services of the required accommodation.

Inmate Services

Barbering and Hair Services

Barbering services are available on a scheduled basis by submitting a haircut order form or submitting a request through the kiosk in the housing pod. Consult the haircut order form for current costs and available services.

Indigent inmates (inmates with less than \$1.00 in their inmate account) for thirty (30) consecutive days are eligible for an indigent haircut. The request for an indigent haircut is submitted via the kiosk or indigent request form.

Inmates are not authorized to serve as barbers. Barbering services are provided by a professional barber approved by the Department to serve this purpose. Scheduling frequency is based on the availability of the professional barbers and may also be impacted at any time by operational needs within the facility. Any cancellation of services or services not received will be refunded.

Library Services

The MCCF Library is a branch of the Montgomery County Public Library (MCPL) system and provides opportunities for scheduled recreational reading, book browsing, and book circulation, as well as dedicated legal information research sessions ("Law Library").

Library staff and inmates will treat each other with mutual courtesy and respect. Threatening speech and disruptive behavior will not be tolerated. Library staff is directed to maintain order, which may include removal of inmates in the interest of safety and security for all. Library resources will be respected as well.

\$

As established, each inmate can have no more than SEVEN (7) books (including library books and magazines) in their cell at any one time. It is an inmate's responsibility to ensure that they do not have more than SEVEN (7) books in their cell. Any excess books will be confiscated as contraband.

Books are loaned for a four (4) week period. Books may be returned to book drops located at the entrance of each housing wing or in person during library visits. Damaged books, overdue books, or books otherwise unaccounted for may result in a loss of borrowing privileges as determined by Library staff. Library materials will be returned before an inmate is released from incarceration. Inmates found to have destroyed library property may be written up on an adjustment report, may be required to pay restitution, and may lose library privileges for a specified period of time.

Modified Library Services

At any point, established library services may be modified or the MCCF Library closed to inmates based on operational needs for a single day or extended period of time. During lengthy periods of modified operations, the MCCF Library will provide services through written requests and delivery of available books to inmates in their housing area.

The MCCF Library process called *Holds-to-Go* (H2G) allows inmates at MCCF and MCDC (F1, F2) to request up to TWO (2) library books at a time. Rather than coming to the MCCF Library to sign out books directly, inmates may submit book requests using a new *LibSlip Request Form*, and their requested books will be brought to the housing pods. The MCCF Librarians will sign out the requested books to the inmate in the library system and bring them to the housing pods each week. Books will be exchanged through a weekly rotation of pick-up and delivery by the MCCF Librarians in the housing pods using the library book carts. Inmates may only have TWO (2) books signed out at any given time. Additional library book requests will not be honored until the inmate has returned the books already signed out to them in the library system.

Under any modified operational changes, inmates should continue to submit Law Library requests on the DCA-6 Request Form. Inmates should not use the DCA-6 Request Form for any library book requests—only the LibSlip Request Form.

General Library Services

Housing units are scheduled to visit the library on a bi-weekly basis to circulate (check out) books and to ask general reference questions. Inmates on Special Management/Disciplinary Status may make book requests by completing and submitting a DCA-6 Request Form for book delivery. Library visits are not rescheduled when they fall on days of library closure or for other institutional concerns. Inmates are responsible for any loss or damage to any library books signed out to them. A restitution fee of the library list price for the books may be assessed for any unreturned book or book damage.

Law Library Services

Law Library sessions provide an opportunity for inmates to conduct research on their legal cases. Inmates may request Law Library attendance by completing and submitting a DCA-6 Request Form. Library staff will schedule requesting inmates for the next available Law Library session. Adjustments will be made to the best of Library staff's ability to accommodate the scheduling requests of library workers and program participants. If the

During Law Library sessions, inmates have access to standard legal research and reference resources as well as to Personal Computers (PCs) for word processing only. Library staff and library workers will provide assistance regarding the legal reference collection, photocopying of legal materials, and other information necessary for the preparation, processing, and filing of legal documents, motions, and administrative legal matters. Civil matters (e.g., child support, divorce, lawsuits) are handled per specific document requests by inmates. All requests for assistance will be accommodated as staffing and time permit. Inmates on Disciplinary status are not allowed to attend Law Library sessions but may request legal documents and information by completing and submitting a DCA-6. Inmates do *not* have direct access to the Internet. Requests for Internet searches will be conducted at the discretion of the librarians. The librarians or library workers do not accept inmate typing requests. The Court accepts legible handwritten documents. Inmates who do not use law library time for a legitimate legal purpose or who otherwise do not comply with the rules of the law library will lose law library privileges.

Photocopying

Inmates are responsible for photocopies or computer printouts in excess of 50 copies per week at a cost of 10 cents per copy. Copies in excess of 50 per week are charged to inmate accounts. Items not copied under any circumstance include certificates, letterhead, any forms of identification, maps, phonebook listings, photographs, word games, drawings, or sketches.

Legal Assistance Limitations

No persons with legal training conduct Law Library sessions. The MCCF Librarians are not lawyers and do not provide legal advice.

Montgomery County accepts neither liability nor responsibility for inmate use of library computers, print materials, or requested documents. If an inmate is interested in legal information regarding their case, they can submit a DCA-6 Request Form to request a copy of their docket sheet, specific legal cases, specific forms, Maryland statutes associated with their current charges, or definitions regarding legal concepts.

The MCCF Librarians can neither do legal research nor make assumptions about what an inmate is asking for. To do so might constitute legal advice, which the librarians are not qualified to provide. Inmates should always discuss legal issues with their attorney or public defender before making critical decisions.

Marriages

It is the constitutional right of inmates to be able to marry during their incarceration. MCDOCR shall therefore permit inmate marriages to occur under certain conditions and requirements.

A. All arrangements must be made by the non-incarcerated intended spouse, to include:

1. Obtain a marriage license as required by law.
2. Obtain an official to conduct the ceremony.
3. Ensure the official is properly licensed to perform the ceremony.

B. The ceremony must occur during the inmate's regularly scheduled visiting hours. This will take place in the visiting hall and will count as a visit for the inmate. All other visiting rules shall apply.

C. There will be no physical contact between the inmate and the intended spouse.

D. It is the responsibility of the officiant to ensure that all necessary documents are signed.

E. If the officiating minister wishes to have pre-marital counseling, the Chaplain may arrange for up to three (3) pastoral visits, and these visits may occur in the professional interview rooms.

Notary Services

Notary service is available upon request through an inmate's Case Manager. If an inmate needs a document notarized, they must:

1. Complete the document but **do not sign it**.
2. Submit the request through their Case Manager.
3. Sign the document in front of the Case Manager completing the notarization.

Case Managers cannot provide legal advice or guidance on legal documents requiring notary services. Inmates should consult their attorney with any specific questions about what documents are required for their circumstances.

Parole Hearings

The MCDOCR does not schedule parole hearings. This process is handled by the Parole Commission.

If an inmate wishes to request a parole hearing, they must:

1. Submit a DCA 6 to their Case Manager.

If an inmate is scheduled for a hearing, they will be notified as soon as the MCDOCR is informed that a hearing date has been set. If an Institutional Report is needed for the parole hearing, it will be prepared by the inmate's Case Manager. All parole paperwork comes from the Parole Commission.

Parole is a privilege, not a right.

Pre-Release Reentry Services (PRRS)

The Pre-Release and Reentry Services Center is a structured community treatment and work-release program for offenders. Participants benefit from:

- Structured classes focused on job readiness and employment preparation
- Individual case management services
- Contact visitation seven days a week
- Home Visitation Passes
- Home Confinement
- Community passes for treatment services and leisure activities

PRRS offers participants additional diminution credit off their release date.

For more information about the eligibility and selection process, inmates should submit a DCA-6 Inmate Request Slip to their Case Manager. Screening appointments are held weekly at MCCF.

Individuals are eligible for consideration if they:

- Are fully sentenced
- Have no detainers
- Can legally work in the community

Reentry Services

Reentry Services offers several programs and service opportunities to help offenders prepare for a successful transition from incarceration to their family and community.

Effective reentry begins with identifying each offender's individual reentry needs, with particular emphasis on:

- Education
- Employment
- Family and personal relationships
- Substance abuse treatment needs
- Mental health treatment needs
- Positive leisure and recreation

Following an assessment of identified reentry needs during the intake process, Reentry Services staff assist offenders by:

- Providing resource information
- Assisting with referrals for specific workshops and programs offered at MCCF
- Providing individual reentry case management and transition planning for eligible offenders

A current listing of available reentry programs, workshops, and services is available from the Case Manager. If inmates are interested in reentry programs or services, they should complete and submit a request form.

For individuals who are fully sentenced and without any detainers, reentry case management services are available. Individuals will work one-on-one with a Reentry Services staff member to prepare plans, referrals, and any other coordination necessary for a successful return to the community. Reentry Services staff and other MCCF Program staff address offender reentry needs by partnering with providers from County and State agencies, local non-profits, faith-based organizations, and local civic leaders.

support services as part of individual reentry service plans. A Health and Human Services Benefits Specialist is also available to assist offenders and their families in connecting or reconnecting with social services entitlements.

There are a variety of reentry programs and workshops available to both pretrial and sentenced individuals, though some more intensive programs are available only to the sentenced population. The MCCF American Job Center is a primary reentry program where Offender Employment Specialists provide pre- and post-release job search assistance and employment skills development for sentenced offenders. Other primary reentry program opportunities are provided through the education and specialty classes offered by the Model Learning Center and the intensive treatment program offered by Jail Addiction Services. In addition to these primary opportunities, Reentry Services offers a variety of resource information, workshops, and other programs specific to common reentry needs of the returning population. Interested participants should complete a Reentry Services Request Form or a DCA-6 Inmate Request Form and submit it to their Case Manager.

While the Reentry Services staff assists with reentry needs, an inmate's assigned Case Manager is responsible for providing sentencing information, release data, detainer information and dispositions, as well as parole board coordination.

Reentry Identification Card

The Department of Correction and Rehabilitation has established a temporary identification card ("Community Reentry Identification Card") for individuals who meet specified criteria upon release. Inmates should speak with their Case Manager or Reentry Services staff about eligibility. The purpose of this Reentry ID Card is to provide a temporary means of photo identification for individuals recently released from incarceration who do not have a current photo ID. This Reentry ID Card may be used to assist returning individuals with community access (such as check cashing and attendance at events requiring photo identification), identification for employment, and other lawful purposes. In addition, this Reentry ID Card may be used as a bus pass for Montgomery County Ride On and as a valid Montgomery County Library Card to be used at any local library branch. This Reentry ID Card is valid for sixty (60) days from the date of the inmate's release.

Religious Services and Program Activities

A full-time Protestant Chaplain is available to meet with inmates for religious and spiritual needs. A Catholic Chaplain, an Imam, and a Jewish Rabbi are also available on a regular basis. A representative from other faiths may be contacted for inmates by the Chaplain, if requested. The Case Manager will have a complete schedule of group and religious programs. Individual counseling services may be available upon request. Scheduled services are offered weekly in the following areas:

- **Protestant Worship Services** – Bible Groups (Spanish and English)
- **Islamic Services and Studies**
- **Moorish Science Services and Studies**
- **Catholic Counseling and Services** (Spanish and English)

If inmates wish to have their name placed on a religious program list, they must submit an Inmate Religious Request Form (available from a Correctional Officer) to the Chaplain. An inmate may only attend worship services of one preference at a time. Once an inmate is attending services of some type, that will be considered their preference. Anytime an inmate wishes to change their religious preference, they must submit a request to the Chaplain and wait

at least thirty (30) days for the change to become effective. Inmates requesting a religious diet should follow the procedure outlined in the Food Services section of this Inmate Guidebook.

Institutional regulations restrict the wearing of certain religious items openly, such as head coverings. They are to be worn at religious services or in housing pods only. These items may not be worn to and from services or at any other time. These items may be subject to a search by any correctional staff member.

Different religions observe several significant occasions each year. Each religious group is authorized to have a special ceremony for two (2) such religious occasions annually (other than normal religious ceremonies). The Warden may make an exception to this policy, upon petition, within his/her discretion, for good cause shown.

Inmates at MCDC and MCCF are provided religious items upon request as a representation and support of their faith expression while in custody. While there are a number of faith booklets and other enrichment materials donated and freely provided to the population, there are other primary religious items that are considered facility-issued property with the expectation to be returned at the time of the inmate's release from facility custody. Religious books (Bibles, Qurans, Torahs, faith enrichment materials), rosaries, and prayer rugs are the primary issued religious items that are considered facility property and should be returned or collected at the time of the inmate's release from facility custody. Personal wear items provided, such as kufis, hijabs, and yarmulkes, are not expected to be returned.

Voter Registration and Voting

Inmates are afforded the opportunity to register to vote and to participate in election voting processes while incarcerated, provided they meet eligibility requirements. Inmates are eligible to vote except if they are convicted and currently incarcerated for a felony charge. They can vote if they are held as a pretrial detainee for a felony, but not if they are convicted and serving a sentence. Inmates are eligible once released from confinement from a felony conviction, and they remain eligible with any misdemeanor charges.

Additional eligibility requirements to register in Maryland include:

- Be a U.S. citizen
- Be a Maryland resident
- Be at least 16 years old (but at least 18 years old to vote)
- Not be under guardianship for mental disability
- Not have been convicted of buying or selling votes
- Not have been convicted of a felony, or if previously convicted, have completed serving a court-ordered sentence of imprisonment

Inmates should submit a DCA-6 Request Form to their Case Manager to request information, receive voter registration documents, and/or receive mail-in ballot request forms. Documents should be completed by the inmate and returned to the Case Manager in order for the documents to be submitted to the local Board of Elections.

HD Votes – Vote by Mail Information



Figure 1: Circular “I Voted / You Vote” graphic with the Maryland state flag design, promoting HD Votes and Vote by Mail participation.

Facility Programs

Programs and Workshops

There is a wide spectrum of voluntary programs, groups, and workshops available to inmates while at the Montgomery County Correctional Facility (MCCF). If inmates are interested, they should submit a Request Slip (DCA-6) to see their Case Manager.

Convicted inmates may decline to participate in activities, services, and programs, with the exception of:

- Housekeeping and personal hygiene
- Work assignments
- Programs specifically mandated by statute
- Programs ordered by the sentencing court
- Programs required by written agreement

Pre-trial inmates may decline to participate in facility programming and work assignments, with the exception of:

- Housekeeping
- Personal hygiene

There are no co-educational programs except Basic Education and special programs. Co-educational programs will not be conducted without the direct supervision of a departmental staff member or a volunteer who has specific approval from the Warden.

Due to potential security risks, any inmate with more than one (1) Keep Separate is not eligible to participate in certain institutional programs (e.g., school, work). Exceptions may be made on a case-by-case basis.

A range of programs, groups, and workshops are available for participation as long as an inmate is not in a restricted or special management status. Group participation may be limited or restricted due to:

- Misconduct
- Security status
- Medical reasons
- Disciplinary reasons
- Administrative reasons

Inmates involved in the work, school, Choices for Change (CFC), or Jail Addiction Services (JAS) programs must wait thirty (30) days after quitting or being terminated from their current program before becoming eligible to apply for another program. Exceptions may be granted by the Deputy Warden of Inmate Services or the Warden (MCCF/MCDC) upon request by the inmate.

Choices for Change (CFC)

The Choices for Change (CFC) program is one of the primary programs offered to offenders at MCCF. The program is conducted in a therapeutic community setting within three housing pods:

- One for female offenders

- One for male youthful offenders ages 21 and under
- One for male adult offenders

Additionally, CFC is a designated housing placement. Any male offender ages 18 to 21 will be housed in W2.1.

The CFC program is based on the Carey Guides, which provide a method for staff to assist offenders in identifying their criminogenic needs. This process enables offenders to recognize and begin to understand both personal and environmental factors that have contributed to their criminal and antisocial behavior. By working through various topics and exercises and actively engaging in group discussions, offenders can learn the skills needed to make positive changes in the future.

Upon entering the Cognitive Functional Community (CFC) pod, each participant will complete an orientation within one week. During this time, the individual meets with a counselor, is assigned to a CFC group, is screened for educational needs as appropriate, and has the pod rules and schedules explained. Correctional officers and counselors assigned to these pods work together as a team. They are trained in the philosophy of the CFC program and use a cognitive-behavioral approach when working with participants.

Offenders in the CFC program who are age 21 and under and who have not obtained a high school diploma or General Educational Development (GED®) certificate are required to attend school. All CFC participants are expected to take part in mandatory CFC groups. Other activities offered include anger management, parenting, conflict resolution, health education, and a variety of music and art programs and workshops. Community meetings are conducted regularly to provide information and address concerns within the housing pod.

Education Services from the Model Learning Center (MLC)

The Model Learning Center (MLC) is a multi-faceted educational program available to men and women who want to improve their academic and vocational skills. Educational services are provided to eligible students through Montgomery College and the Montgomery County Public School (MCPS) system. A full list of current and available MLC classes may be obtained from the Case Manager. Inmates who are interested in participating should submit an MLC request slip.

Common programs offered include the following:

1. **Adult Basic Education (ABE):** Available to all inmates who require basic skills development in reading and language arts, science, and mathematics. The primary objective of the ABE program is to improve functional skills in these areas with the goal of preparing students to sit for the GED® examination.
2. **High School Equivalency (GED®):** Available to all inmates who demonstrate competency in reading and language arts, science, and mathematics at or above the ninth-grade level. The primary objective of the GED® program is to prepare students for successful completion of the GED® examination.
3. **English for Speakers of Other Languages (ESOL):** Available to all inmates. This program supports non-English-speaking inmates in developing practical verbal and written English communication skills.
4. **Pre-Placement Assessment:** Inmates who are screened by their Case Manager and referred for GED® or vocational programming will complete an educational assessment, including the Comprehensive Adult Student Assessment Systems (CASAS) Reading and Language Arts and Mathematics examination.
5. **MCPS Special Education and Related High School Services:** Available to individuals 21 years of age or younger who have an Individualized Education Plan (IEP).
6. **Bridge to College:** Available to inmates who have a high school diploma, GED®, or previous college experience. Admission, placement, and financial aid counseling are provided by Montgomery College.
7. **The Official GED® Exam:** Available to inmates who demonstrate competency in reading and language arts, science, and mathematics at or above the twelfth-grade level. The Official GED® examination is administered onsite at the Montgomery County Correctional Facility (MCCF) by a Pearson VUE certified proctor.
8. **ServSafe® Food Manager's Certification:** Available to inmates who demonstrate reading and language arts competency at or above the ninth-grade level. Upon successful completion of the course, a Food Manager's certificate is awarded by the National Restaurant Association.
9. **Microsoft Foundations:** Available to all inmates. This computer course provides instruction in Word, Excel, keyboarding, and PowerPoint.

Education Program Removal Policies

An inmate can be removed from any school program for:

1. One (1) unexcused absence
2. An incident report for poor performance or disruptive behavior not serious enough to warrant an adjustment report
3. An adjustment report resulting in a guilty finding
4. Three or more Category III offenses occurring in a 90-day period for any reason

The availability of these education programs is dependent upon instructor availability and the number of interested potential participants.

Current class program offerings will be updated and announced by Case Management.

Jail Addiction Services (JAS)

The Jail Addiction Services (JAS) Program is a collaborative effort by the Department of Health and Human Services (DHHS), Adult Mental Health & Substance Abuse Services, and the Montgomery County Correctional Facility (MCCF). The first goal of this program is to decrease the number of criminal offenses committed by alcohol and drug abusers in the Metropolitan Area. The second goal is to increase the likelihood of recovery of individuals engaging in the recovery process.

Specific services include:

1. Assessment and Orientation
2. Individual Treatment Planning
3. Education and Peer Groups
4. Family Care Education Groups
5. Participation in Self-Help Groups
6. Individual & Group Therapy sessions
7. Referral and Case Management services

Requests for participation in JAS should be referred to the inmate's Case Manager. As a requirement for participating in the Jail Addiction Services (JAS) Program, all members are directed to maintain the confidentiality of information shared within the program. Inmates who have entered the JAS program are not to repeat any information they obtain from or about other members while participating in the JAS program, unless the information represents an immediate, life-threatening situation or a serious breach of security. The confidentiality of information obtained within the JAS program is to be maintained throughout the inmate's incarceration at MCCF, whether or not they remain in the JAS program the entire time.

Substance abuse and recovery support groups are available at MCCF, including SMART Recovery, Alcoholics Anonymous (AA), and Narcotics Anonymous (NA). Requests for these programs should be referred to your Case Manager.

Workforce and Employment Services

Workforce and employment services are offered at the MCCF American Job Center through WorkSource Montgomery. The American Job Centers are Montgomery County's "One Stop Career Center," where state, local, and county organizations work together to provide employment and training assistance to job seekers in one place.

WorkSource Montgomery provides career resources, computers, workshops, and access to career fairs and recruitment events. These services are provided at two local community offices as well as at MCCF, which supports the unique needs and considerations of offenders.

MCCF's American Job Center provides an intensive curriculum of both job readiness and life skills classes in combination with other program supports and volunteer engagement. Participants gain hard and soft skills, interview preparation, resumes, and other important documents prior to release.

Inmate Facility Work Assignments

Institutional work assignment is a privilege, not a right. Based on both eligibility and suitability reviews and final approval, an inmate may be selected for an institutional job assignment, which can be either inside or outside of MCDC/MCCF.

There are a variety of job assignments at MCCF. There are also a limited number of positions available at MCDC. All workers who are assigned to MCDC, and are therefore housed there, are expected to comply with all rules and regulations noted in this Inmate Guidebook.

Most job assignments require seven (7) days per week of actual or "On Call" work duty. Sentenced inmates are given priority for job assignments.

Kitchen workers are required to shower just prior to reporting to work and wear white coveralls, hairnets, and gloves if in direct contact with food, and to wear appropriate footwear at all times. The institution provides hats, gloves, and raincoats as needed.

Inmates assigned to paid work details are compensated at a rate prescribed by law.

A. Outside Work Assignments

Inmates assigned to jobs outside of MCDC/MCCF require a higher level of clearance and must be approved by the Classification Supervisor, Deputy Warden of Inmate Services, Deputy Warden of Custody and Security, and the Warden.

All job assignments are performed under the supervision and direction of staff. Inmates may be issued protective clothing and equipment as needed and are required to wear a wristband of a designated color to identify them as workers.

B. Work Placement Eligibility Process

Both pretrial and locally sentenced inmates may be considered for regular work placement. If an inmate desires to participate in the work program, they must complete a Request Form (DCA-6) and forward it to their Case Manager.

The Case Manager will then complete and forward a Classification Action Form for institutional work to the Custody and Security Supervisor and the appropriate Correctional Specialist IV (CSIV). Prior to forwarding this form, the Case Manager will review the inmate's MCDOCR record, including current charges, sentence status, criminal history, special classification list, and adjustment history, and may conduct a personal interview with the inmate.

All of this information is then reviewed jointly by the Custody and Security Supervisor and the CSIV, who will make the determination as to whether the inmate is approved.

C. Work Program Eligibility and Assignment

The names of all inmates cleared for work programs will be maintained by the CSIV handling job assignments. The CSIV shall direct the medical clearance and hiring of all workers and will maintain an active work roster/wait list. An inmate may request a transfer from one work assignment to another institutional job assignment only with the approval of the CSIV and the inmate's work supervisor. These decisions will be based on seniority, work performance, security approval, and the overall needs of the institution.

D. Work Agreement and Job Description

Each inmate worker will sign a work agreement prior to being placed in a job. Failure to meet any part of this agreement will be reason to remove that inmate from any work program. In addition, each inmate worker will receive a job description pertaining to his/her assigned job.

E. Thirty (30) Day Waiting Period for Work Program Eligibility

A thirty (30) day waiting period is required for eligibility for the work program in the following situations:

1. Upon revocation and return from Pre-Release Reentry Services (PRRS).
2. Following a guilty finding by the adjustment committee, excluding a suspended sentence. The thirty (30) days will begin following the last day of restrictions.
3. Removal from any institutional programs (i.e., JAS, CFC, school, etc.) prior to satisfactory completion of this program and without the consent of appropriate staff.
4. Removal from work based on an incident report for poor performance or disruptive behavior not serious enough to warrant an adjustment report.
5. Upon quitting any work/program assignment without prior authorization of the CSIV handling work assignments, or appropriate program staff.

F. Denial of Work Opportunity and Appeal Process

Inmates denied the opportunity to work will be notified in writing of the reason for this decision. An appeal of this decision may be submitted to the Deputy Warden of Inmate Services or designee for reconsideration. The inmate will be notified of the decision on the appeal within five (5) working days of receipt of this appeal letter.

G. Final Authority and Security-Based Removal

The Warden or designee is the final authority in all matters concerning work program participation or status. Should an inmate pose a threat to institutional security, the Warden or designee may limit or preclude an inmate from work consideration at any time. Furthermore, any inmate removed from a work program for violations of major institutional rules is not to be rehired without the explicit consent of the Warden or designee.

Exceptions may be based upon consideration of the operational needs of the institution.

Inmate Worker Medical Clearance

Inmates must be medically screened and approved by Medical staff prior to being hired and assigned to work. The screening will include a medical file review by the appropriate Medical Unit staff and possible examination.

Inmate Worker Pay and Credit

Not all institutional job assignments are paid. Inmates assigned to paid work details are paid at a rate prescribed by law.

1. **Industrial Time (IT):** Industrial Time is earned by all sentenced inmates and may also be applied to unsentenced inmates once they are sentenced, if they receive credit for time served. Industrial Time credits reduce the time served on any sentence received by an inmate worker.
2. **Special Program Time (SPT):** Special Program Time is earned by inmate workers who complete specialized training for their work assignment. Specialized training can include Food Service Education classes for kitchen workers, hazardous clean-up or spill response training, or specialized training to work in the library. In these cases, Special Program Time is earned by all sentenced inmates and may also be applied to unsentenced inmates once they are sentenced, if they receive credit for time served. Special Program Time credits reduce the time served on any sentence received by an inmate worker.

Good Conduct, Industrial, and Special Project Time Credits

Upon receiving any sentence to the Montgomery County Department of Correction and Rehabilitation (DOC), inmates are awarded credit for Good Conduct Time (GCT) at the rate of either five (5) or ten (10) days per calendar month, depending on their charges. These credits reduce the executed sentence. Credits are prorated for partial months. Any GCT credit for time served prior to the date of sentencing is calculated at the rate of five (5) days per month regardless of the charge.

Inmates may forfeit all or part of their Good Conduct Time if found to be in violation of institutional rules or regulations.

In addition to GCT, inmates may earn up to five (5) days of Industrial Time (IT) credit for every calendar month in which they satisfactorily participate in any specified work, school, or program, such as Pod Representative work assignments, General Educational Development (GED) classes, or Choices for Change (CFC).

With GCT and IT combined, inmates may earn between ten (10) and fifteen (15) days of credit toward a reduction of their sentence for every calendar month they maintain satisfactory performance. Credits are prorated for partial months. Inmates may not earn more than five (5) days of IT credit per month, even if they participate in two activities that earn IT credit, such as CFC and GED.

In addition to GCT and IT, inmates may earn up to five (5) days of Special Project Time (SPT) credit for every calendar month in which they satisfactorily participate in selected activities that have been approved for special credit and/or require specific identified training, such as Kitchen or Biohazard work assignments and Jail Addiction Services (JAS).

With GCT, IT, and SPT combined, inmates may earn up to a maximum of fifteen (15) or twenty (20) days of credit per month toward a reduction of their sentence, consisting of:

- Five (5) or ten (10) days of GCT (depending on charges),
- Five (5) days of IT, and
- Five (5) days of SPT.

Credits are prorated for partial months.

Pre-trial inmates may participate in work or programs that earn IT and SPT credit. If the inmate is sentenced and given credit for time served, the IT and SPT credits earned while in pre-trial status will be applied toward the sentence.

Inmates sentenced to Montgomery County DOC may request a diminution report by submitting a DCA 6 Request Form to their Case Manager.

In the event an inmate receives a sentence to the State Division of Corrections (DOC), their record of GCT, IT, and SPT earned while in our custody will be forwarded to DOC. DOC determines how to apply the local credits and will provide the inmate with a projected release date once transferred to DOC custody.

Inmate Advisory Council and Inmate Pod Representatives

Through the Inmate Advisory Council, inmates have a way to suggest changes at MCCF and MCDC. Each housing pod, with the exception of the Disciplinary and Special Management Pods, will have an inmate representative on the Council. These inmates are pod representatives, and they are appointed by the Case Manager.

The Council elects a President, Vice President, Sergeant-at-Arms, and a Secretary. The Council meets on a regular basis and presents recommendations and proposals to the Administration. The Inmate Advisory Council also votes on the expenditures of commissary profits.

If the Council feels that the conduct of a representative is disruptive or otherwise detracts from the intent of the Council, it can remove the representative. Two-thirds of the representatives must vote in favor of the removal. The Warden also has the right to remove a representative from the Council.

An assigned staff member serves as staff liaison to the Inmate Advisory Council and will discuss Council recommendations with the Warden or designee.

1. Inmates will not be recognized as a “Pod Representative” unless they are appointed by their Case Manager and their Case Manager has placed their name on the Inmate Advisory Council records.
2. Inmate Advisory Council representatives are eligible to earn Industrial Time because part of their role is to maintain the cleanliness of the day areas in their pods. Failure to perform their duties in a competent manner will result in their removal from the Council and/or the loss of credit of Industrial Time during the period in question.

FOOD SERVICES

Meals

Three (3) meals are served daily. Each inmate will be served one tray per meal. Extra helpings, beverages, or trays are not permitted.

Upon completion of a meal, any remaining food or paper is to be emptied into the trash can or appropriate recycling bin. Trays, cups, and utensils must not be discarded and must be returned to the officer after each meal.

If there is a legitimate problem with a meal, it should be brought to the attention of a staff member immediately.

If inmates do not wish to eat part or all of the meal, dispose of that food as noted above. Do not save food or beverages from your meals. Upon discovery, all uneaten food items will be confiscated by the Correctional Officer and disposed of.

Do not submit request slips for special food orders. Individual food preferences cannot be honored, and substitutions cannot be made on trays.

Do not submit blue request slips for medical diets or food allergies to Food Service. If an inmate requires a medical diet or has a food allergy, the inmate must submit a sick call slip. Medical diets can only be authorized by the physician. If inmates are on a medically ordered diet and do not wish to continue the diet, they must see Medical and sign a waiver to discontinue the diet. Do not request Food Service to remove inmates from this type of diet. Once ordered by the physician, either the physician must discontinue it, or the inmate must sign a medical release.

Religious diet requests must be submitted on a DCA 6 addressed to the Chaplain.

A vegetarian diet is available and is the only option offered by request through the Food Service Department.

A. Medical Diets

A member of the Medical Unit will prescribe medical diets as necessary. The kitchen will ensure that the inmate receives his or her diet tray as ordered by Medical within twenty-four (24) hours of receipt of the order.

B. Religious Diets

In keeping with the dietary laws of recognized religions, religious diets may be arranged appropriately and within reason. Inmates requesting a religious diet must submit a DCA 6 Inmate Request Form to the Chaplain for verification and approval. The request slip must indicate the religion followed and the type of diet requested. MCDC/MCCF will not serve pork items on the menu that may conflict with the Adventist, Islamic, and Jewish faiths.

C. Vegetarian Diet

A vegetarian diet is available upon request for inmates who follow a vegetarian diet. Two levels of vegetarian diets are offered.

The inmate may choose a strict vegetarian (vegan) diet, in which all protein is provided from plant sources. This diet does not include any animal products or products made with animal products.

The second option is a lacto-ovo vegetarian diet, which allows milk, dairy products, and eggs, but no other animal products.

To receive a vegetarian diet, submit a request slip (DCA-6) to the Food Service Manager specifying which type of vegetarian diet is requested. If no type is specified, the inmate will be placed on a lacto-ovo vegetarian diet.

All inmates are required to show their inmate ID band to the Correctional Officer to receive a tray. This ensures that all inmates receive their meal. Each inmate must pick up his or her own tray. Inmates cannot have someone else pick it up for them. Trays should be relinquished as soon as inmates are finished eating. Do not save food, trays, spoons, or cups, as it is unsanitary, and they must be accounted for in a prompt manner.

Frequency of Meals

Mealtimes are scheduled by housing location. Approximate times for meals in a housing area are posted on the housing bulletin board. Under no circumstances will the breakfast meal be served more than fourteen (14) hours after the preceding day's dinner meal.

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family or parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (for example, Braille, large print, audiotope, or American Sign Language) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, available online at [How to File a Program Discrimination Complaint](#) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Mental Health Services

Mental health services are available at Montgomery County Detention Center (MCDC) and at Montgomery County Correctional Facility (MCCF).

Mental Health Services at MCDC

Mental health services at MCDC are available through the Clinical Assessment and Transition Services team (CATS).

When first incarcerated, inmates will be asked background questions by Custody & Security staff as well as medical staff, including questions about their mental health history. If they indicate that they have a mental health history or currently have mental health concerns, inmates will be automatically referred to a CATS therapist for further assessment and support.

Inmates may also ask any staff member at any time to submit a referral to a CATS therapist. If inmates are having thoughts of self-harm, they should notify any staff member immediately. CATS therapists can help. Inmates are important.

Mental Health Services at MCCF

Mental health services at MCCF include, but are not limited to, mental health assessments, crisis intervention, psychiatric and mental status evaluations, psychotropic medication if deemed appropriate by the Psychiatrist, and special housing if needed. Nurses are available to clarify any questions regarding psychotropic medications.

Please ask a staff member to make a mental health referral if you:

1. Have a history of mental illness or treatment.
2. Are or have been referred to a psychiatrist, psychologist, or counselor in the community.
3. Are currently experiencing emotional distress that impairs your ability to function adequately.
4. Take or have recently taken psychiatric medications.

If inmates are having suicidal thoughts or are experiencing a major mental health crisis, they should notify their Case Manager or any staff member immediately. Staff will assist the inmate directly or refer them to mental health staff.

Mental Health Services Staff

At MCDC, there is a team of therapists (CATS) whose primary function is to screen individuals with mental health histories and attempt to divert them to the community instead of remaining in jail.

At MCCF, there are therapists and a contract Psychiatrist or Psychiatric Nurse Practitioner who prescribes medication. There are additional therapists from the Department of Health and Human Services (HHS) who provide re-entry services through the Community Re-entry and PATH programs.

A therapist is a licensed mental health professional who has training in psychology (the study of the mind, mental processes, and behavior). Therapists perform assessments and assist people in crisis, particularly when their emotions negatively impact their functioning in most areas of life. Therapists do not prescribe medications. At MCCF, their offices are in the Crisis Intervention Unit (CIU).

A Psychiatrist is a medical doctor who is trained in medicine and specializes in mental health disorders (psychiatry). A Psychiatric Nurse Practitioner is a nurse who is licensed and nationally board certified to provide psychiatric care for persons with mental illness. Only the Psychiatrist or Psychiatric Nurse Practitioner can prescribe psychiatric medications. At MCCF, the Psychiatrist or Psychiatric Nurse Practitioner

performs assessments for medication and provides scheduled medication follow-up reviews. Therefore, it is important

that individuals wait for their scheduled appointments to discuss medication issues. If medication questions cannot wait, then these questions must be referred to the medical staff. The Psychiatrist's office is in the medical unit.

Mental Health Services Referrals

It is very normal to feel upset, sad, or frustrated when incarcerated. This is the reason inmates are encouraged to engage in programs or activities. If inmates feel they need to talk to someone because of problems they experience, they should contact the officer working their housing unit or their Case Manager. The officer and/or Case Manager will attempt to problem-solve with the inmate. If further assistance or support is needed, the staff member will submit a Mental Health referral for an evaluation. When this Mental Health Referral is received, the Therapists will arrange to see the inmate as soon as possible.

Medication and Psychiatric Referrals

In an effort to maximize the Psychiatry provider's time, inmates cannot refer themselves to the Psychiatry provider. Referrals to Psychiatry are made solely by the Therapists and the course of action will depend on the problem the inmate is having. Most of the time people who request to see Psychiatry wish to (a) be placed on medication or (b) have their medication changed or adjusted.

A. To request medication:

Psychiatric medications are only prescribed based on clinical indication. If an inmate is not on medication and feels increasingly unable to cope or feels that their emotions or thoughts interfere with their functioning in many areas of their life, they need to see their Case Manager who will determine if their problems require more than problem-solving at their level. If so, the Case Manager will submit a Mental Health Referral on the inmate's behalf and a therapist will schedule the inmate for an assessment and determine whether an evaluation by the Psychiatrist is needed at the time.

B. To request medication review or change:

Only the Psychiatry provider has the authority to change an inmate's psychiatric medications. As the prescribing authority, the Psychiatry provider decides which medications are appropriate. This is based on several issues including medications an inmate is already taking, the habit-forming nature of certain medications, etc. If an inmate is having a problem related to their medication, they need to bring it to the attention of the Nurses (not the Case Managers and not the Therapists). The inmate must fill out a Sick Call Request specifically addressed to the Nurses and clearly indicate the problem the inmate is having with medications.

1. When an inmate is first prescribed medications, it will take 4–6 weeks before the inmate can derive the maximum benefits from it. Give it some time.
2. If the Psychiatry provider of the facility prescribed the medications for the inmate, then the inmate is automatically scheduled to be seen for follow-up. The inmate does not need to be seen before their next appointment unless the inmate is experiencing negative side effects, which should be immediately reported to the Nurse as noted above.
3. When seen by the Psychiatry provider, it is the inmate's responsibility to pay attention to and become informed about their treatment and recommendations. For example: the inmate should (1)

1. Ask about possible side effects that the inmate can expect.
2. Ask about any needed follow-up appointment.
3. Provide accurate information about symptoms and experiences with medications.
4. The facility has a Formulary that includes a list of psychiatric medicines from which the Psychiatry provider selects the most appropriate medications for an inmate's treatment. Please understand that the medications that an inmate was taking in the community or in the past may not be the same medications that the inmate will be prescribed at this facility. If the medication that an inmate was taking in the community is not available in the facility's formulary, the Psychiatry provider will substitute it with a different medication to treat the same condition. Exceptions to this standard practice are at the clinical discretion of the Psychiatry provider, and on occasion community providers are contacted for various reasons as deemed appropriate. While feedback regarding past and current treatment is extremely important, please remember that the facility's Psychiatry provider has the ultimate responsibility for inmate treatment and medication choice during incarceration.
5. As a general rule, sleep medications are not prescribed due to their inherent addictive qualities. It is very common for people, especially when newly arrested, to have difficulty with sleep and coping with the new and restrictive surroundings. Feeling the stress of incarceration is a normal reaction due to a variety of reasons including but not limited to adjustment to the jail environment, separation from family members, and legal and/or financial concerns. Most of the anxiety subsides as the person begins to sort out and prioritize issues of concern with the support of staff, family members, and/or public defenders or attorneys. If an inmate has concerns related to their incarceration, those concerns may be addressed to their Case Manager or officer in the Unit. If an inmate feels that their emotions are out of control, or if they feel helpless or hopeless and unable to cope, or that their ability to function has diminished due to stress, depression, or anxiety, they should address these concerns to their Case Manager or housing unit officer, who will refer them to the appropriate staff, including mental health therapists if needed.

It's okay to reach out for help



Figure 2: A stylized illustration showing two large hands reaching toward one another over a tangled scribble, with a red heart between them. The tangled lines suggest confusion or emotional distress, while the hands and heart symbolize support, care, and connection.

If you are having thoughts of self-harm or are concerned about another inmate's well-being, please notify any staff member immediately.

MEDICAL AND HEALTH SERVICES

Health Services at MCDOCR are designed to accomplish two purposes:

1. To safeguard the health of the individual inmate and the entire inmate population.
2. To ensure that physical and mental health needs are addressed as part of the treatment plan for each inmate.

MISSION AND SCOPE

The mission of the Medical Units at MCDC/MCCF is to promote individual responsibility in managing one's own health care and to monitor chronic illnesses, including but not limited to diabetes, hypertension, and HIV.

Medical unit responsibilities include:

- Treatment of acute medical problems such as drug and alcohol withdrawal, sexually transmitted diseases, orthopedic injuries, and other acute medical or surgical problems.
- Responding to life-threatening emergencies and referring inmates to community providers as needed.

MEDICAL COVERAGE

The medical units at both MCDC and MCCF are generally staffed twenty-four (24) hours a day, seven (7) days a week, unless impacted by modified operations.

EMERGENCIES

Medical emergencies will be evaluated and treated at any time. If a medical emergency is of such a serious nature as to endanger life or limb, inmates will be evacuated to a hospital without delay.

HOSPITALIZATION

When specialized consultation or hospitalization is indicated, arrangements will be made for these services. Elective surgery will not be the responsibility of the Department.

MEDICAL EXAMINATION

Each new inmate booked into MCDC will be seen by the Medical staff within twenty-four (24) hours. This is a brief interview to assess potential risks and needs.

Each inmate will receive a physical examination and a Tuberculin Skin Test within fourteen (14) days. If an inmate refuses the skin test or any part of the physical examination, the inmate will not be cleared for the general population and may be placed on Special Management status. The inmate will then be subject to the provisions of the Special Management Policy and Procedure. Continued refusal to cooperate may result in disciplinary action.

OUTSIDE MEDICAL APPOINTMENTS

Inmates may be referred to an outside community health care provider for treatment services. An Outside Medical Appointment Consent Form will be presented to the inmate for consent before scheduling any outside medical appointment.

Inmates may refuse medical appointments. However, they should understand that failure to attend an appointment may worsen their medical and/or mental health condition. The inmate is responsible for the consequences of that decision.

If an inmate consents to outside medical treatment and transportation but later chooses to refuse or revoke consent, the inmate must provide timely advance written notice to Medical staff. If advance written notice of the inmate's refusal to attend an outside medical appointment is not provided, the inmate may be subject to applicable institutional procedures or disciplinary action.

Visiting at Outside Medical Facilities

If, for whatever reason, inmates are admitted to a hospital, visiting privileges are subject to the approval of the Montgomery County Sheriff's Department. While in a hospital, inmates are considered to be in the custody of the Sheriff. Anyone wishing to visit an inmate at a hospital must contact the Sheriff's Office to do so. MCDC/MCCF will not approve a visit, nor will they disclose to visitors which hospital an inmate has been sent to. That is the prerogative of the Sheriff's Department.

General Sick Call

Sick call is conducted daily. To obtain medical services, an Inmate Medical and Dental Health Request Slip must be completed and placed in the designated box in each pod or given to a medical staff member. Nurses pick up and triage request forms daily. There will be a \$4.00 fee charged for medical services under certain conditions.

Physician Sick-Call

This sick call is conducted five (5) days per week. The nursing staff will assess each inmate's health condition and schedule physician evaluation when necessary. Instructions for receiving medical services will be posted in each pod.

Inmate Medical and Dental Fee

A medical service fee of \$4.00 shall be assessed to each inmate for each non-emergency self-referred visit to the medical unit or dentist. This policy implements a program authorized by Correctional Services Article, section 11-203 of the Annotated Code of Maryland and section 13.19.02.01 of the Code of Montgomery County Regulations. This procedure is intended to promote responsibility and accountability regarding inmate use of medical and dental services, and to allow resources to be allocated more efficiently.

Inmates will be granted one free sick call visit per month for a medical, dental, or optometrist visit. For any additional sick call visit by an inmate in a calendar month, the inmate will be charged \$4.00 per visit. No inmate shall be denied access to medical or dental services based on inability to pay.

A fee shall not be deducted from the inmate's financial account if the inmate's visit to an institutional medical unit, physician, or dentist meets one of the following criteria:

1. Visits required as part of the routine intake process.
2. Visits required for an initial physical examination, routine health assessments or screenings initiated by staff, and assessments or screenings to determine eligibility for work and program assignments.
3. Visits due to a referral by a nurse, physician assistant, or nurse practitioner.
4. Continuing care visits that are considered necessary follow-up treatments after an initial sick call visit concerning a specific condition, including visits initiated by a medical or other staff member of MCDOCR or Pre-Release Reentry Services.
5. Visits that directly result in the admission of an inmate to a bed in the Medical Section or place the inmate on medical segregation status.
6. Visits required for emergency treatment as defined by this policy.
7. Visits related to chronic care, as designated under chronic care protocols.
8. Visits involving secondary care services, including hospital care and diagnostic testing.

9. Other situations evaluated on a case-by-case basis and determined by medical staff.

\$

B. Procedures for Fee Assessment

An inmate must complete and sign an Inmate Medical and Dental Health Request Slip for normal and routine access to medical and dental services at MCDC/MCCF. This form notifies the inmate that he or she may be subject to a service fee and explains the conditions under which such a fee is applicable. If an inmate refuses to sign the request slip, the refusal shall be documented by the appropriate staff member.

1. Each request slip shall be reviewed by the appropriate medical or dental staff to determine the applicability of the fee. If the visit qualifies for the service fee, the staff member shall sign the request slip where appropriate. The inmate shall also sign the request slip to acknowledge that the service fee is being assessed. The medical or dental staff shall prepare copies of those requests applicable for fee assessment and, under cover of memorandum, forward them to the commissary staff for processing.
2. The commissary staff shall process the service fee in the same manner as a commissary order and shall deduct the fee from the inmate's financial account. The medical or dental service fee shall be processed before any commissary orders are filled. If funds are insufficient, the commissary staff shall take whatever amount is available, up to \$4.00. No debt will accrue if an inmate's account has a balance of less than \$4.00.
3. Notice of the fee deduction shall appear on the inmate's commissary receipt.

C. Appeal Process

An inmate may appeal the fee assessment through the Inmate Grievance Procedure to the appropriate staff member. An appeal must be initiated within five (5) days of receipt of notice of the fee deduction.

Medication

Medications that could be abused by patients will be administered by a nurse, as authorized by the staff physician. Inmates must:

- Take prescribed medication at the time it is administered.
- Open their mouth and lift their tongue to show the nurse that the medication has been swallowed.
- Return the medication cup immediately to the nurse.

Refusal to follow this procedure will result in disciplinary action. Most non-controlled medications will be provided in a thirty (30) pill blister pack with instructions.

Methadone Detoxification Program

Pursuant to Correctional Services Article, § 9-603, an inmate may participate in the Methadone Detoxification Program if:

- A. A physician determines that the inmate has an opioid use disorder.
- B. The treatment is prescribed by a physician.
- C. The inmate consents in writing to the treatment.

Medication Assisted Treatment

MCCF offers a medication-assisted treatment (MAT) program. MAT is the use of medications combined with counseling and behavioral therapies to treat substance use disorders and prevent opioid overdose. MAT is primarily used for the treatment of addiction to opioids such as heroin and prescription pain relievers that contain opiates.

The MAT program addresses chronic opioid use disorder in inmates and provides supportive substance abuse counseling and medication management upon release.

Eyeglasses

If an inmate wears eyeglasses and does not have them upon admission, the inmate must be seen by the Medical staff. Once approval is obtained from the Medical staff, a Property Request Form (DCA-14B) must be completed by the inmate. This will allow a family member to bring the eyeglasses to the Montgomery County Correctional Facility (MCCF) or Montgomery County Detention Center (MCDC). The eyeglasses will be subject to approval by Custody and Security staff.

If the inmate does not have eyeglasses and a need for them is identified by the Medical staff, the inmate will be referred to an optometrist or physician, as appropriate. Certain criteria must be met in order to obtain eyeglasses at County expense. The inmate should check with the Medical staff to determine eligibility. At no time will glasses be authorized for cosmetic purposes. Once an inmate has been provided with eyeglasses, the inmate will be held responsible for their safekeeping.

General Medical Information

1. Medical staff do not administer preparations or medicines for the treatment of acne.
2. Medical diets are ordered by the physician or other prescribers only. No extra or double portions will be ordered by the Medical staff. Vegetarian diets are available by request through the Food Service Manager. Religious diets must be requested through the Chaplain. All other diets must be ordered by the physician or other prescriber.
3. Some medications brought into MCCF will not be retained.
4. Medical staff do not administer medicines such as Tylenol or ibuprofen unless medically indicated.
5. Medical staff will provide copies of an inmate's medical record upon request by that inmate. Inmates will be charged \$0.10 per page.

During incarceration, an inmate may experience any of the following:

1. Upper respiratory infection (common cold), especially during the winter months.
2. Dry skin, which can be a chronic problem at MCDC or MCCF.
3. Constipation due to a change in activity, diet, and exercise routine. Increasing fluid intake, eating fresh fruits and vegetables when available, and getting exercise by walking during the recreation period may help alleviate this problem.
4. Insomnia, which is frequently experienced upon incarceration. This condition is not treated by Medical staff and usually subsides after the initial adjustment to incarceration.

Many over-the-counter medications are available for purchase through the commissary which may help alleviate some of the above conditions.

Dental Services

Services are offered on a limited basis. Dental services are primarily limited to cavities, extractions, and abscesses. To obtain dental services, an Inmate Medical and Dental Health Request Slip must be completed and placed in the designated box in the housing unit. There will be a \$4.00 dental fee charged unless it is an emergency or follow-up care.

DENTAL ORAL HYGIENE AND MAINTENANCE

A. Normal Maintenance

1. Brush immediately after meals
 1. Use a soft brush with gentle circular strokes at the gum line (10 times per tooth).
 2. Hold the brush like a pencil (between fingers), not like a hammer (in the palm).
 3. Do not wait to clean the mouth after eating; most of the damage is done within 20 minutes after eating due to the production of acids from the food debris that is left in the mouth, especially sweets.
2. Rinse regularly with salt-water rinse
 1. You may save the salt packets from your meal trays and rinse as often as you wish (excessive amounts of salt will be confiscated).
 2. The salt-water rinse will control the bacteria that grow in the mouth and reduce mouth odors.

B. Typical Dental Problems and Treatment

1. Broken Teeth
 1. Healthy teeth generally do not break unless severe trauma (force) is applied.
 2. Infected (decayed) teeth often break due to their weakened state.
 3. A broken tooth usually is painful because of the infection that has weakened it and allowed it to break.
 4. To reduce pain, keep the tooth very clean and rinse with warm salt water if available.
 5. A mild analgesic (pain medication) such as aspirin, Tylenol, or Motrin will usually control the discomfort (the nurse can provide this medication).
2. Bleeding Gums
 1. Bleeding gums are a sign of infection (gingivitis) and are not serious or painful in general.
 2. Cleaning the mouth thoroughly using the techniques above will control the bleeding.
 3. Rinsing with salt water will reduce the infection and bleeding.
3. Abscessed Teeth
 1. Many abscessed teeth are not painful and do not cause swelling or other problems; however, they are infected and may require treatment by the dentist.
 2. Often there is a draining tract or “bump” on the gum that allows the pressure and pus from inside to be released.
 3. While the abscess drains, there is usually little pain and swelling, and it may have been in this state for a long period.
 4. When the tract or duct becomes “clogged” or closed, the pressure inside builds and there is usually some pain.
 5. Sometimes swelling also occurs as the pressure continues to build.
 6. There are generally two treatments for an abscessed tooth: root canal therapy or extraction.

7. The correctional facility primarily will extract (pull) infected and abscessed teeth.
8. Root canal therapy is performed only in selected cases when indicated.

Communicable Diseases

The spread of infectious diseases by individuals while in the Montgomery County Department of Correction and Rehabilitation is a major concern for all persons involved. While at MCDC/MCCF, inmates should follow these precautions:

- A. Wash hands prior to eating
- B. Wash hands often, for at least 20 seconds each time, with warm water and soap
- C. Cover mouth and nose before coughing or sneezing
- D. Practice social distancing and wear a mask as provided
- E. Do not share linens such as towels and washcloths
- F. Do not share any eating or drinking utensils
- G. Do not share or use anyone else's personal hygiene items (soap, toothbrush, razor, combs, and hairbrush)
- H. Do not put any object (i.e., pen, pencil, etc.) in your mouth
- I. Practice good personal hygiene
- J. Keep your living area clean
- K. Do not have any sexual contact with other inmates
- L. Do not use tattoo needles
- M. Cover all abrasions and scratches with a bandage

COVID: What Inmates Need to Know

The best way to prevent COVID is to get vaccinated with an FDA-approved or FDA-authorized COVID vaccine and stay up to date on COVID vaccines.

To request a vaccine, submit a Sick Call slip to Medical staff. There is no charge to receive the vaccine.

Receiving the vaccination is voluntary. If an inmate is interested in receiving the COVID vaccine, they should submit a Sick Call slip to Medical staff.

The most common COVID symptoms include:

- A. Fever or chills
- B. Cough
- C. Shortness of breath or difficulty breathing
- D. Fatigue
- E. Muscle or body aches
- F. Headache
- G. New loss of taste or smell
- H. Sore throat
- I. Congestion or runny nose
- J. Nausea or vomiting
- K. Diarrhea

This list does not include all possible symptoms. If an inmate is experiencing any of these symptoms, they should submit a Sick Call slip. If an inmate is experiencing any serious symptoms, they should notify staff immediately.

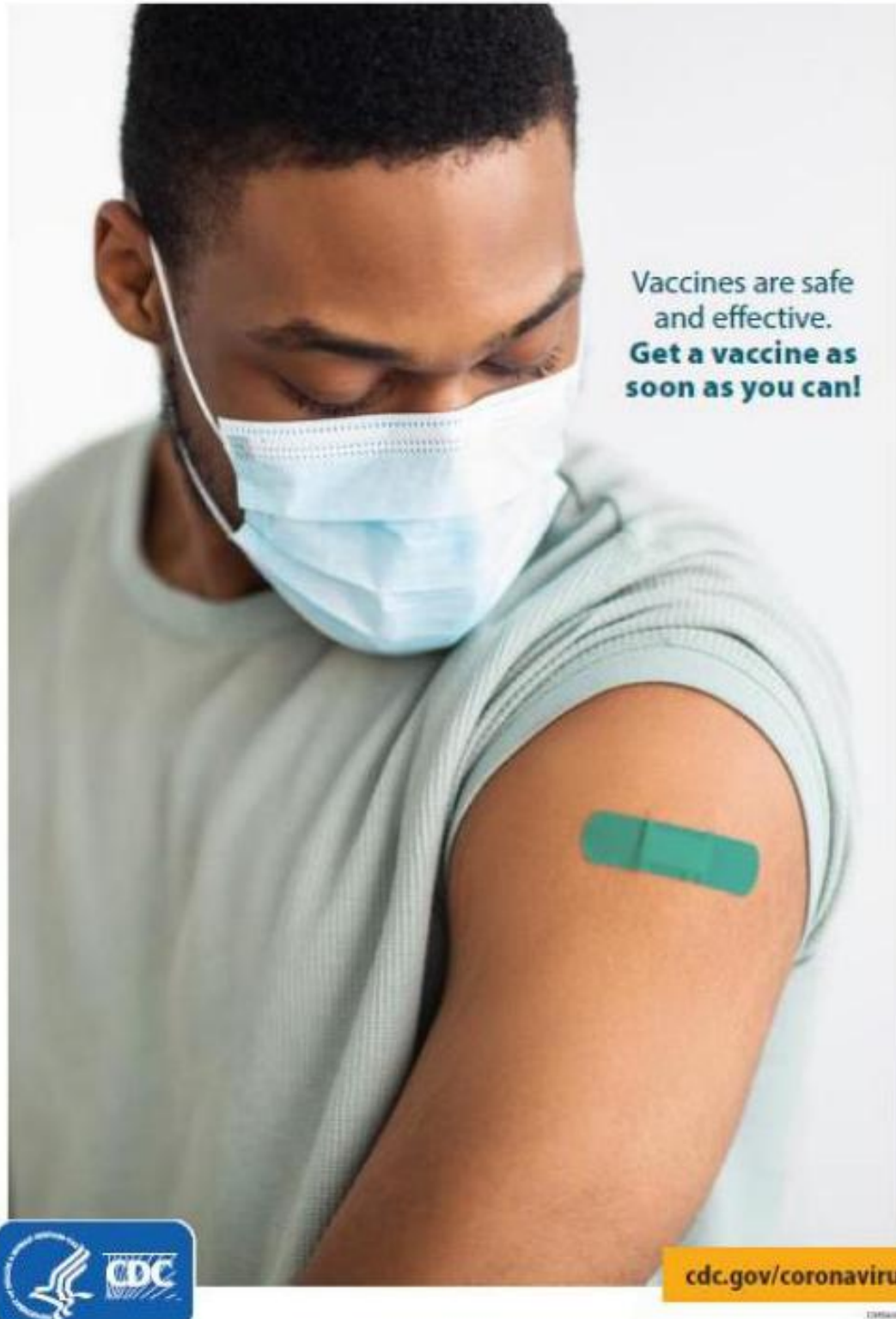
In addition to vaccines, the CDC recommends everyday preventive actions to help prevent the spread of COVID. Preventive measures include the following:

- A. Physical or social distancing
- B. Covering coughs and sneezes
- C. Hand washing
- D. Keeping unwashed hands away from the face
- E. Frequently cleaning common surfaces
- F. Using face masks to minimize the risk of transmission

COVID Vaccines Available

Free

Working or living in a prison or jail puts you at a higher risk of getting COVID-19.



Vaccines are safe
and effective.
**Get a vaccine as
soon as you can!**



cdc.gov/coronavirus

Continued

Figure 3: A person wearing a short-sleeved shirt shows a bandage on their upper arm after vaccination. The poster text reads, “Vaccines are safe and effective. Get a vaccine as soon as you can!” The CDC logo appears in the lower corner along with the website cdc.gov/coronavirus.

Working or living in a prison or jail puts you at a higher risk of getting COVID-19.

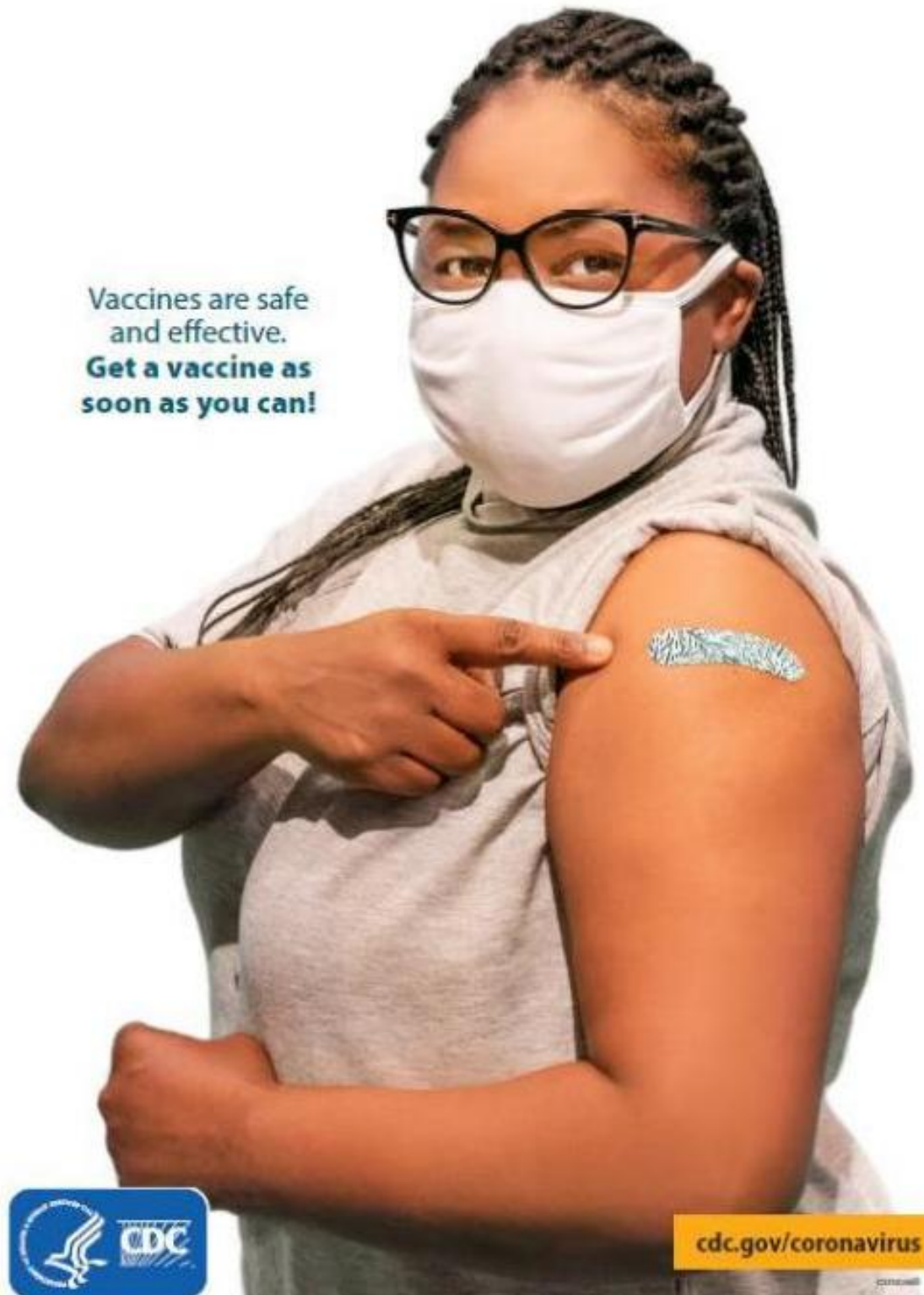


Figure 4: A person points to a bandage on their upper arm indicating they have received a vaccine. The accompanying poster text states, “Vaccines are safe and effective. Get a vaccine as soon as you can!” The CDC logo and the website [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) are shown at the bottom.

Working or living in a prison or jail puts you at a higher risk of getting COVID-19.



Figure 5: A person places a hand over their chest while showing a bandage on their upper arm following vaccination. The poster includes the message, “Vaccines are safe and effective. Get a vaccine as soon as you can!” The CDC logo and cdc.gov/coronavirus appear at the bottom.

If you are interested in getting a free COVID vaccine, please submit a sick call slip to medical

G · MAX Montgomery County — Let's End COVID.

HIV: What Inmates Need to Know

HIV (Human Immunodeficiency Virus) is the virus that causes AIDS. This virus causes damage to the body's immune system. Anyone can get HIV. The most important thing to know is how inmates can get the virus. Inmates can get HIV:

1. By having unprotected sex, meaning sex without a condom, with someone who has HIV. The virus can be in an infected person's blood, semen, or vaginal secretions and can enter the body through tiny cuts or sores in the skin, or in the lining of the vagina, penis, rectum, or mouth.
2. By sharing a needle and syringe to inject drugs or sharing drug equipment used to prepare drugs for injection with someone who has HIV.
3. From a blood transfusion or blood clotting factor received before 1985. (Today it is unlikely one could get infected that way because all blood in the United States has been tested for HIV since 1985.)

There Is No Evidence at This Time That HIV Can Be Spread By:

1. Being around someone with HIV on a daily basis.
2. Touching utensils, dishes, or linens of a person with HIV.
3. Donating blood.
4. Sneezing or coughing.
5. Toilet seats, bathtubs, showers, or doorknobs.
6. Handshaking or other non-sexual physical contact.
7. Hugging, talking, or similar casual contact.

Common Sense Precautions

1. Do not share needles.
2. Do not have sexual contact with anyone in the facility.
3. Do not share razors, toothbrushes, or any item on which blood could be present.
4. Do not tattoo your skin.
5. Avoid fighting, as HIV can be spread through the exchange of blood.

HIV Testing Is Available

If inmates are concerned about HIV:

1. Submit a Medical Sick Call Request Slip if you are interested in getting tested.
2. All testing is confidential, and an inmate may receive a test for the HIV antibody through the County Department of Health and Human Services.
3. This test is the first step in screening for HIV.

Please remember that HIV is spread through intimate sexual contact, infected blood, or shared needles. You must care for yourself through good health practices.

Prison Rape Elimination Act (PREA)

PREA Information Overview

1. Inmates are not subject to physical and mental abuse, harassment, or corporal punishment from staff. DOCR has a zero-tolerance policy for sexual abuse. DOCR's priority is to keep inmates safe.
2. The Montgomery County Department of Correction and Rehabilitation recognizes and accepts the role and responsibility of actively participating in the initiative to break the cycle of sexual abuse/assault of the inmates incarcerated here. The objective of the Department staff will be to identify, educate, and assist victims of sexual abuse/assault. The staff will also assist the individual by providing referrals for the provision of assessment and intervention services to any persons who have been abused, and by providing information regarding resources within the community upon their release.

Educating, Preventing, Reporting, and Responding

Assault

Assault is the threat of harm with the ability to carry it out.

Abuse

Abuse is an act that places someone in fear of serious bodily harm, such as with battery or assault and battery.

Sexual Assault/Abuse

Sexual assault/abuse is trauma that can cause a crisis in the victim's life. As a result, the victim may experience a wide range of feelings or reactions. Although each person reacts differently according to his/her own individual personality, it is normal to experience different feelings in response to having been sexually assaulted/abused.

Sexual Misconduct

Sexual misconduct is:

- A. Any sexual advance by another inmate or staff member
- B. Requests for sexual favors by another inmate or staff member
- C. Threats made by another inmate or staff member for refusing sexual advances
- D. Verbal or physical conduct of a sexual nature toward an inmate by another inmate or staff member
- E. Invasion of privacy beyond that reasonably necessary for safety and security
- F. Sexual harassment including demeaning and derogatory comments, jokes, or abusive, threatening, or degrading sexual comments
- G. Acts/attempts to commit an act of sexual contact, intentional touching either directly or indirectly, with intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another
- H. Sexual assaults, sexual conduct, and sexual contact

Battery

Battery is an un-permitted touching, direct or indirect. It does not require any physical injury. Shoving, kicking, slapping, choking, or hitting someone with an object are examples of battery.

False Imprisonment

False imprisonment is a form of assault. It means to keep someone in a place against his/her will.

Tips for Preventing Sexual Misconduct

1. Avoid high-risk places where it is difficult for staff or other people to see you.
2. Avoid being alone in vulnerable situations. Pay attention to your surroundings.
3. Do not accept gifts or favors from others. Most gifts come with a string attached.
4. Avoid borrowing or becoming indebted to someone. Repayment may be costly.
5. Beware of inmates or other persons who say they will protect you. Protection may be costly.
6. Be aware of your body language. Predators look for people who appear weak and act vulnerable. Do not walk with your head down and eyes lowered.
7. Find a staff person with whom inmates feel comfortable discussing fears and concerns.
8. Do not give out personal information about your family, friends, or financial situation.
9. Avoid talking about sex and avoid unnecessary or casual nudity.

Prevention/Intervention

1. Special training is provided for staff to recognize potential abuse.
2. During the intake process, each person is asked about their risk of victimization.
3. Inmates who may be at risk will be housed in a pod with similarly classified inmates. Care will be taken not to place an inmate into a pod with potential abusers.

Self-Protection

1. No one has the right to pressure inmates to engage in sexual acts.
2. Inmates do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.
3. The most important way to prevent further victimization is to report the abuse or assault as soon as possible.
4. By reporting the offender's behavior, the victim can protect themselves from continued unwanted touching or assault.
5. All inmates are encouraged to voice any concerns if they feel they are placed in a pod that poses a high risk of abuse or assault.

Strict confidentiality will be maintained. Information will only be shared with authorized personnel on a need-to-know basis. Under no circumstances will any of the information gathered be used against the victim.

Reporting Sexual Assault, Abuse, or Misconduct

Reporting abuse or assault is very important. All allegations will be thoroughly investigated.

1. You should make a report if you or someone you know is a victim of sexual misconduct, sexual abuse, or assault. Inmates may report as a victim or as a witness to a sexual assault.
2. Report all instances of sexual misconduct as soon as possible. You may report to any staff member, including medical, case management, or mental health staff.
3. Reports may be made verbally or in writing, through the website, or by calling the hotline. If you are unwilling or afraid to tell staff, ask a parent or someone you trust to report the incident to DOCR administration or staff.
4. Anyone who reports an incident may remain anonymous.
5. All information will remain confidential.
6. All reports are taken seriously. All cases of sexual misconduct will be investigated immediately upon being reported.

PREA Reporting, Investigation Outcomes, Treatment, and Counseling

7. It is important that you write down all that happens so that the events may be fresh when the investigator conducts the interview.
8. Inmates will be sent for treatment and collection of forensic evidence if deemed appropriate by investigating authorities.
9. Inmates may be assigned to different housing in order to protect inmates from further harm and abuse.
10. DOCR staff will not retaliate against the alleged victim for making a report.
11. As a result of any investigation into sexual misconduct, sexual abuse, or assault, criminal charges may be filed. Since criminal charges may be filed, the victim should be aware that he or she may have to face the abuser in court.
12. If you file a false report, disciplinary action or criminal charges may occur.

Reporting to Staff by Phone from Inside the Facility

Internal reporting inside DOCR facilities using the inmate phones:

1. Dial **#77** to report internally.
2. Dial **#88** to report to an outside party.

Reporting by Phone to Contacts Outside the Facility

You may call:

- 240-777-9855
- 1-855-273-5609

Reporting via Email

You may email:

- DOCRPREA@montgomerycountymd.gov

Do not use these PREA reporting phone numbers to report facility or personal concerns that are not related to a PREA concern

These phone numbers are only for reporting PREA-related concerns.

Treatment and Counseling

1. The first step is to seek medical attention to assess for injury, disease, and appropriate intervention.
2. Crisis intervention counselors are available to provide emotional support counseling.
3. All inmates, whether a victim of sexual misconduct or a witness to an act of sexual misconduct, will be referred to Mental Health for assessment and supportive intervention. Inmates may also request to speak to the Chaplain for counseling services. These services are available if and when needed.
4. Additional assessment and intervention services may be provided based on the recommendations of the CIU staff and inmate request, including religious counseling.
5. A same-sex counselor will be provided upon request by the inmate.

Prison Rape Elimination Act

Acta de Eliminación de Violación en Prisión

Montgomery County DOCR has a Zero Tolerance Policy for any sexual abuse and sexual harassment.

If you or someone you know has been a victim of sexual abuse or sexual harassment in DOCR, please report it immediately!

You can report to any DOCR staff member verbally or in writing. You may also remain anonymous if you choose.

If you are a Foreign National and want to file a report with your country's consulate, you may request to see a supervisor or your case manager.

Using an outside line you can file a report by calling:

Report by Phone:

- **Internal to MCDOCR:** 240-777-9855
- **Outside Third Party:** 1-855-273-5609

Using the inmate phone system, you can dial:

- **Internal:** #77
- **Outside:** #88



Figure 1: “Zero Tolerance” logo featuring a large metallic letter Z on a black background.

El Condado de Montgomery DOCR tiene una política de cero tolerancia al abuso sexual y acoso sexual.

¡Si usted o alguien que usted conoce ha sido víctima de abuso sexual o acoso sexual en el DOCR, por favor reporte este acto inmediatamente!

Usted puede hacer un reporte escrito o verbal a cualquier empleado del DOCR. Usted también puede reportar anónimamente, si así lo prefiere.

Si usted es un extranjero y quiere hacer un reporte con el consulado de su país, usted puede pedir hablar con un supervisor o con su consejero.

Usando los teléfonos que se encuentran en sus unidades, marque de la siguiente manera:

Reportar por Teléfono:

- **Llamadas Internas:** marque #77 o llame al 240-777-9855
- **Llamadas Externas:** marque #88 o llame al 1-855-273-5609



Figure 2: “Cero Tolerancia” logo featuring a large metallic letter C on a black background.

EDUCATING

Sexual Misconduct, Sexual Abuse and Assault

- Sexual behavior directed toward an offender in custody or under supervision of the Montgomery County Department of Correction and Rehabilitation.
- Acts/attempts to commit an act of sexual contact, intentional touching either directly or indirectly, with intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another.
- Subjecting another person to sexual contact by persuasion, enticement, threats or physical force.
- Physical or sexual contact with any offender without his/her consent or an offender incapable of giving consent.
- Unwelcome sexual advances, asking for sexual favors, disrobing or invasion of privacy beyond what is reasonably necessary for safety and security.
- Sexual harassment including demeaning or derogatory comments, jokes, and abusive, threatening or degrading sexual comments.
- Raping, molesting, prostituting, or otherwise sexually exploiting another person.

PREVENTING

Tips for Keeping Yourself Safe

- Avoid high risk places where it is difficult for staff or other people to see.
- Avoid being alone in vulnerable situations.
- Do not accept gifts or favors from others.
- Avoid borrowing or becoming indebted to someone.
- Beware of other inmates or other persons who say they will protect you.
- Be aware of your body language. Predators look for people who appear weak and act vulnerable.
- Pay attention to your surroundings.
- Do not give out personal information (about your friends, family, or financial situation) to those you do not trust.
- Avoid talking about sex and unnecessary and/or casual nudity.
- Find a staff person with whom you feel comfortable discussing fears or concerns.

RESPONDING

Zero Tolerance

- Offenders making allegations of sexual misconduct, sexual abuse or assault will be provided appropriate mental health counseling and medical services, inside or outside of the facility.
- If deemed necessary by investigating authorities, the victim will be requested to consent to the collection of forensic evidence which might include a standard “sexual assault kit.”
- Victims and witnesses may have their location transferred to other units or jails to prevent further harm, abuse or retaliation.

Frequently Asked Questions

How can I mail out packages and letters that exceed the current postage rate?

Inmates can order stamps from the canteen. You need to ask your Case Manager or the Shift Supervisor to weigh your letter or package. He or she will let you know the amount needed. Inmates must put the required postage on the package. Letters or packages will not be mailed without proper postage. This pertains to personal mail only. All packages must be inspected before they are sealed. If you mail a letter or package and it is returned for “insufficient postage,” it will not be returned to you or to any housing unit. It will instead be forwarded to the Deputy Warden of Custody and Security for further disposition.

How can I get documents for court or legal purposes photocopied, and how much does it cost?

Ask your Case Manager for assistance. The cost is 10 cents per page. You may be directed to submit an Inmate Request (DCA-6) to the law library, where copies can be made.

How can I get copies of my medical or mental health records?

Complete an Inmate Request (DCA-6) specifically requesting the records you would like copied and allow at least two weeks for processing.

How do I get documents notarized?

Send an Inmate Request (DCA-6) to your Case Manager. Your Case Manager will notarize all documents at their earliest convenience. Please do not ask the Librarian to do this for you. Do not sign the document until the Case Manager instructs you to do so. The document must be signed in front of the notary.

How can I get books or magazines mailed to me?

All magazines must come directly from a commercial publisher. They must also be accompanied by an invoice that matches the contents and must be packaged in such a way that it is clear they came directly from the publisher. Custody and Security has final approval of all packages received at MCDC/MCCF.

Your family member may pay for the magazine and have it mailed directly to you from the publisher. If you wish to purchase a magazine, you must pay for it in advance before ordering.

You may receive books from a readily identifiable publisher, vendor, or distributor without obtaining pre-approval. However, the book will be reviewed by Custody and Security to ensure it is acceptable material. If a book or magazine is not approved by Custody and Security, it will be returned to the sender. Inmates have the right to appeal that decision unless the book or magazine has been deemed contraband.

Remember that there is a seven (7) book or magazine limit. It is your responsibility to ensure that you do not order more than seven books or magazines. Any excess books or magazines are considered contraband. They will be confiscated and may be destroyed.

Frequently Asked Questions

How do I get a job?

An inmate must submit an Inmate Request form (DCA-6) to the assigned Case Manager. The Case Manager may then refer the inmate to the Work Board Coordinator.

I lost my legal paperwork. How can I get another copy?

The inmate should contact the attorney to request another copy.

When will I see my Public Defender?

Upon intake, the inmate is interviewed by the Public Defender's Office. A court date must be scheduled before a Public Defender is formally assigned to the case. A Public Defender is usually assigned approximately 30 days before the scheduled court date.

Inmates will receive correspondence stating the name of the assigned Public Defender. It is not unusual for an inmate to have an upcoming court date and not yet have met with the Public Defender. In some cases, the Public Defender may meet with the inmate shortly before appearing before the judge.

An inmate may submit an Inmate Request form (DCA-6) to inquire about the Public Defender. However, if the court date is not within the next 30 days, a Public Defender may not yet be assigned. An inmate may also write directly to the Office of the Public Defender regarding specific concerns. The inmate should include the case number on all correspondence sent to the Public Defender.

The judge ordered verification or proof of an address to Pre-Trial before release. How do I get my address verified?

Staff from the Pre-Trial Assessment Office must speak with the homeowner or leaseholder at the address where the inmate will reside until trial. That individual should contact the Pre-Trial Assessment Office at 240-777-9830. A copy of a current and valid lease and identification may be required.

How long does it take to move out of Pre-Placement?

The process takes approximately 7 to 14 days. An inmate will be moved after completing a physical examination, a tuberculosis (TB) test or chest X-ray, and an interview with the assigned Case Manager.

Can I work and attend educational classes at the same time, including ESOL classes?

This request is evaluated on a case-by-case basis. Scheduling considerations are an important factor in determining whether participation in both work and educational programming is permitted.

Can I receive Industrial Time for more than one program at the same time?

No. If an inmate participates in two activities that qualify for Industrial Time, the inmate may not earn Industrial Time for both activities simultaneously.

Do I have the right to make a non-collect personal call from a correctional staff office?

No. Other than the calls provided upon initial incarceration, inmates do not have the right to make a phone call from a Case Manager's office or another staff member's office. Case-by-case consideration may be given periodically based on individual circumstances and needs.

Frequently Asked Questions (FAQ)

How can I find out my release date?

Submit an Inmate Request (DCA-6) to your Case Manager or ask the Correctional Officer working in your housing area.

If I am released from court or on bond, when and where can I pick up my money, clothes, and medication?

- **Released from Court:** You may go to the Montgomery County Detention Center (MCDC) and pick up your money and some of your property the same day. Property held at the Montgomery County Correctional Facility (MCCF) is not available for pickup until the next business day after 12:00 noon.
- **Bond Posted:** You will receive your money and some of your property the same day. Property held at MCCF is not available for pickup until the next business day after 12:00 noon.
- **Time Served:** You will receive your money and some of your property upon release. Property held at MCCF is not available for pickup until the next day after 12:00 noon.

If you are released at court or on bond and have medication, you may arrange to pick it up at MCDC in the same manner as picking up property on the following business day.

All property, money, and medications must be picked up from MCDC.

How do I get clothes brought in for court?

Ask the Pod Officer for a Property Request/Release Form (DCA-14A) and return the completed form to the Pod Officer. Clothes must be taken to MCDC by your family or attorney. You must release the clothes already in your property in order to receive new clothes to wear for court. Wearing personal clothing to court is only permitted for Circuit Court jury trials.

If I am being released Time Served, do they send me to MCDC on my release date or the day before?

You will be sent to Montgomery County Detention Center (MCDC) on the morning of your release date.

Can I receive a check from my employer to my inmate account?

No. Personal or payroll checks are not accepted. Only government-issued checks are accepted.

What is the Pre-Release Reentry Services and how can I apply?

The Pre-Release Reentry Services (PRRS), also known as the Pre-Release Center, is a structured community treatment work-release program for eligible individuals. The Pre-Release Screening Unit tracks all inmates on a weekly basis who are incarcerated at both MCDC and MCCF. Interviews are conducted on Tuesdays at MCCF.

For more information about eligibility and the selection process, complete an Inmate Request (DCA-6) or write a letter to the Pre-Release Screener. No postage is necessary.

How often do inmates receive clean jumpsuits and linens?

Linens, jumpsuits, and towels are exchanged weekly. Blankets are exchanged monthly.

How do I receive a medical diet?

Medical diets are only provided if ordered by a physician. If you have a medical condition that requires dietary intervention, you should submit a request slip to Medical.

Can I get extra portions of meals, or substitutions for food items I do not eat?

Everyone receives one tray per meal. Extra portions are not provided unless medically indicated and ordered by a physician. Substitutions cannot be made for personal food preferences.

How can I receive a religious diet?

You must submit a DCA 6 form with your request and indicate your religion. Submit the form to the Chaplain for approval.

How do I receive a vegetarian diet?

Submit a request slip to the Food Service Manager. Indicate whether you want:

- A Vegan diet (no animal products), or
- A Lacto-Ovo Vegetarian diet (includes dairy products and milk).

If no diet is specified, you will receive the Lacto-Ovo Vegetarian option.

What should I do if I am allergic to a food item?

Avoid the item and do not consume it. Submit a sick call slip to be seen by Medical Staff to discuss your allergy.

Does the Department criminally charge inmates, and do the courts order additional incarceration time?

Yes. In many cases, courts order additional incarceration time when an inmate is found guilty of certain charges. In some cases, an inmate may be transferred to the State Division of Correction for committing crimes while incarcerated in this facility.

Examples of Charges That May Result in Additional Incarceration

- Inmate-on-inmate assaults or fights
- Inmate-on-staff assaults
- Indecent exposure
- Gang activity (including recruitment, fighting, threats, or any related communication)
- Possession or manufacture of weapons
- Possession of contraband or drugs

- Escape or attempted escape
- Destruction of County property
- Harassment

How to Add Money to an Inmate Account

- **Phone Deposit**
Phone: 1-866-345-1884
Payment Method: Credit Cards Only
- **Website Deposit**
Website: Access Corrections Website
Payment Method: Credit Cards Only
- **Lobby Kiosk Deposit**
Location: MCDC and MCCF
Accepted Payment: Cash and Credit Cards