Visitor Handbook

Montgomery County Correctional Facility

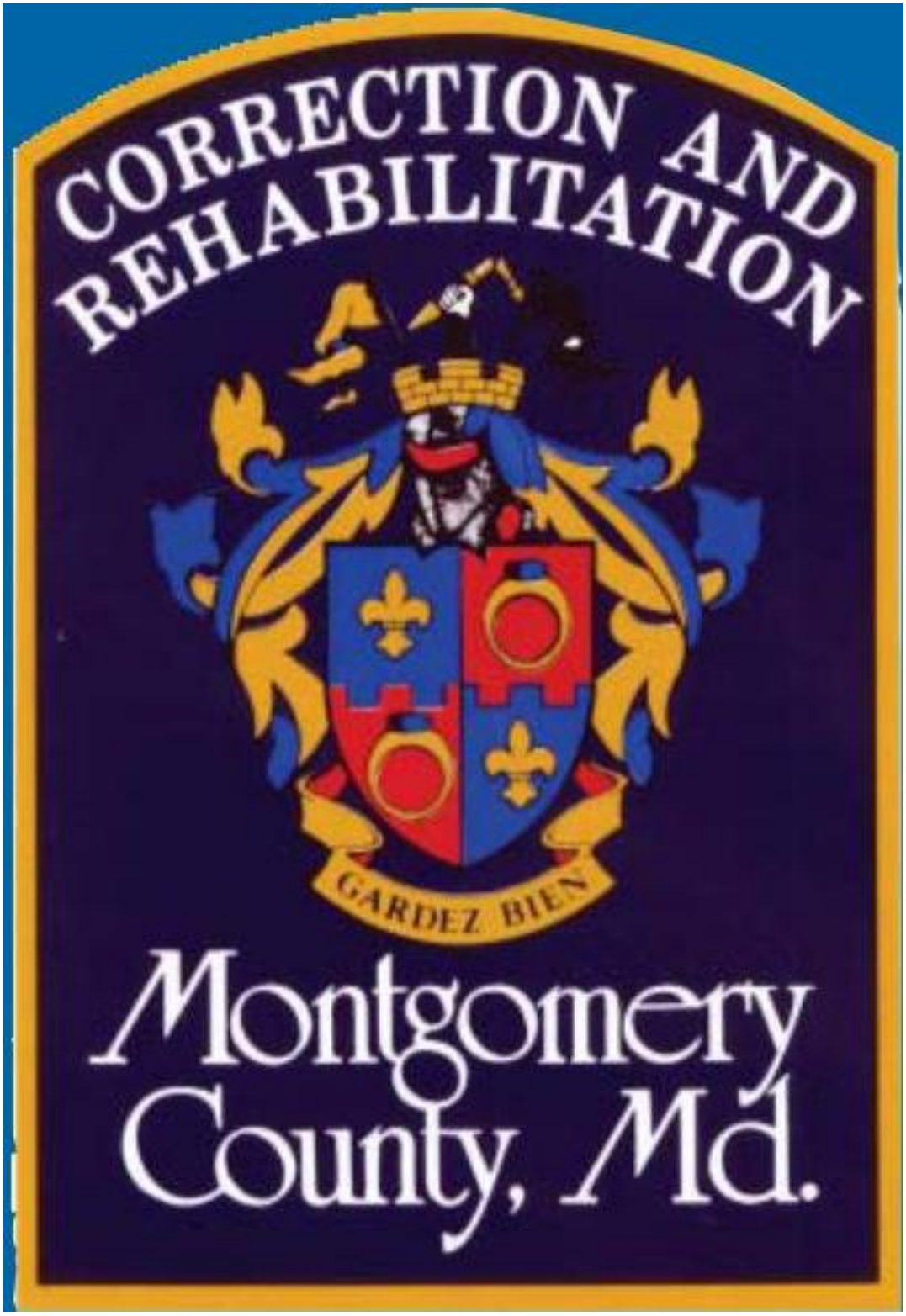

Figure 1: Official seal of the Montgomery County Correctional Facility, featuring a heraldic

shield with symbolic elements beneath the words "Correction and Rehabilitation" and "Montgomery County, Md."

Montgomery County Correctional Facility 22880 Whelan Lane Boyds, Maryland 20841 Phone: 240-773-9700 Montgomery County Government Website

Revised September 13, 2012

DIRECTIONS TO FACILITY

From Northern Virginia and Points South

1. From I-495 North, cross the American Legion Bridge and follow signs to I-270 North.
2. Remain on I-270 North and take the MD-121 exit (Exit 18 toward Boyds/Clarksburg).
3. Turn slightly left on the ramp toward Clarksburg/Little Bennett Regional Park.
4. Turn left onto MD-121 / Clarksburg Rd.
5. Turn right onto Whelan Ln / MD-90 (look for the park entrance sign).
6. Parking areas are on the left. Accessible parking spaces are available near the main entrance.

From Frederick, Maryland and Points North

1. Take I-270 South.
2. Take the MD-121 South exit (Exit 18 toward Boyds).
3. Turn slightly right onto Clarksburg Rd / MD-121.
4. Turn right onto Whelan Ln / MD-90 (look for the park entrance sign).
5. Parking areas are on the left. Accessible parking spaces are available near the main entrance.

From Baltimore, Maryland and Points North

1. Take I-95 South to I-495 West at College Park (the Capital Beltway).
2. On the Beltway, take Exit 35 toward I-270 North.
3. Remain on I-270 North and take the MD-121 exit (Exit 18 toward Boyds/Clarksburg).
4. Turn slightly left on the ramp toward Clarksburg/Little Bennett Regional Park.
5. Turn left onto MD-121 / Clarksburg Rd.
6. Turn right onto Whelan Ln / MD-90 (look for the park entrance sign).
7. Parking areas are on the left. Accessible parking spaces are available near the main entrance.

From Silver Spring, Greenbelt, and Points West

1. Take I-495 West (the Capital Beltway).
2. On the Beltway, take Exit 35 toward I-270 North.
3. Remain on I-270 North and take the MD-121 exit (Exit 18 toward Boyds/Clarksburg).
4. Turn slightly left on the ramp toward Clarksburg/Little Bennett Regional Park.
5. Turn left onto MD-121 / Clarksburg Rd.
6. Turn right onto Whelan Ln / MD-90 (look for the park entrance sign).
7. Parking areas are on the left. Accessible parking spaces are available near the main entrance.

From Gaithersburg via Route 355

1. Start by heading northeast on Chestnut St toward N Frederick Ave / MD-355.
2. Turn left onto N Frederick Ave / MD-355 North.
3. Turn left onto Montgomery Village Ave.
4. Take the ramp to I-270 North toward Frederick.
5. Remain on I-270 North and take the MD-121 exit (Exit 18 toward Boyds/Clarksburg).
6. Turn slightly left on the ramp toward Clarksburg/Little Bennett Regional Park.
7. Turn left onto MD-121 / Clarksburg Rd.
8. Turn right onto Whelan Ln / MD-90 (look for the park entrance sign).
9. Parking areas are on the left. Accessible parking spaces are available near the main entrance.

From Rockville

1. Turn left onto W Montgomery Ave.
2. Take the ramp to I-270 North toward Frederick.

3. Remain on I-270 North and take the MD-121 exit (Exit 18 toward Boyds/Clarksburg).
4. Turn slightly left on the ramp toward Clarksburg/Little Bennett Regional Park.
5. Turn left onto MD-121 / Clarksburg Rd.
6. Turn right onto Whelan Ln / MD-90 (look for the park entrance sign).
7. Parking areas are on the left. Accessible parking spaces are available near the main entrance.

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Transportation

The Montgomery County Ride-On Bus System does provide transportation to the facility during established times. For information about schedules, fares, and routes, please contact the Montgomery County Transit Services Division (Ride On) at 240-777-7433. As bus service expands or changes, regular updates will be provided. They will be posted at all Department of Correction and Rehabilitation facilities, as well as on the DOCR website.

Visiting Schedule

Family visits will occur between 8:00 a.m. – 11:00 a.m., 1:30 p.m. – 4:00 p.m., and 6:00 p.m. – 8:30 p.m. daily, except Wednesdays, when there is no family visiting. The visiting schedule may be changed without prior notice. Whenever the facility encounters an emergency situation, visiting will be immediately terminated and all visitors are expected to leave the facility promptly.

Specific visiting periods are designated for male inmates and others for female inmates. Inmates are encouraged to let their visitors know the visiting schedule and the times they are available for visits. Inmates will not be allowed to leave scheduled programs or institutional work assignments for the sole purpose of attending family visiting.

Eligible inmates may receive two visits per week. Visits will normally last for forty minutes, but may be shortened at the officer's discretion during busy periods or to meet operational needs. The visiting week begins on Sunday.

The right to accept or reject a visit rests solely with the inmate. A maximum of four (4) visitors per inmate will be allowed to report for the weekly visit. All four (4) visitors must arrive at the same time and be signed in together. Visitors arriving later will not be allowed to visit until the next visiting period. If it is observed that an inmate has more than four (4) visitors at one time, his/her visiting period will be terminated. Both the visitor and inmate will be informed of this policy.

The visiting schedule is available online at the Montgomery County Department of Correction and Rehabilitation website.

PUBLIC LOCKERS

As previously noted, all visitors are encouraged to leave personal items such as bags, purses, etc., in their vehicles. However, the Montgomery County Correctional Facility does provide some lockers for visitors to store their personal items in necessary situations where no car is available. In order to gain access to a locker, it will be necessary for a visitor to use a quarter. The quarter will be returned by the locker following use.

The Montgomery County Correctional Facility does not accept any responsibility for personal items visitors leave in cars or in the public lockers. Therefore, it is the responsibility of the visitor to ensure that all personal items are properly secured before entering the visiting area.

VISITING ACCESS

In order to visit an inmate, visitors must have in their possession a valid picture identification card with current address and date of birth. A valid picture identification card includes:

- Valid State Driver's License
- Valid State Issued I.D. Card
- Valid Recognized School ID with Photo*
- Valid Military ID with Photo*
- Valid Passport with Photo*

* If any of the above do not have an address, they must be accompanied by another item showing proof of address (e.g., electric bill or letter).

No exceptions will be made.

Persons under the age of eighteen (18) years wishing to visit an inmate must be a relative of either the inmate or the visitor. All such minors must be accompanied during the visit by a parent, legal guardian, or other responsible adult (as determined by DOCR staff).

The name, address, and relationship to the inmate of all visitors over the age of 18 years will be recorded on the inmate's visiting record.

Visitor Policies

Dress Code

The wearing of suggestive, revealing, or otherwise inappropriate attire is strictly prohibited.

The wearing of clothing that potentially or partially conceals the identity of a person is strictly prohibited.

Prohibited attire includes:

- Halter tops, half shirts, and/or tube tops.
- See-through (transparent) or spaghetti strap type garments.
- Skirts, pants, or shorts above mid-thigh (hem length).
- Tight-fitting clothing that reveals body contour.
- Clothing that exposes the midriff area, significant portions of the torso or shoulders, or extremely low-cut shirts of any type.
- Torn or ripped clothing that exposes underwear or private areas of the body. Articles of underwear shall not be visible at any time.
- Tight-fitting spandex clothing of any type (for example, shirts, pants, or jogging attire).
- Headwear of any type (for example, caps, hats, or hoodies).
- Any other clothing deemed inappropriate by Department of Correction and Rehabilitation (DOCR) staff according to facility guidelines.

Metal Detector

All visitors and their possessions entering the Montgomery County Correctional Facility will be screened for contraband. Failure to successfully clear the metal detector or fulfill any other screening requirement will constitute grounds for being denied a visit or entrance into the facility. Inmate, visitor, community, and staff safety are the primary reasons for the search process.

Phone Calls

All calls from the Montgomery County Correctional Facility made by an inmate are recorded and may be monitored.

General Visiting Regulations

- Parents must keep their children with them at all times. Parents who are unwilling or unable to control their children will be asked to leave. There will be no exceptions.
- **No** cameras, video equipment, or cell phones are allowed past the metal detectors or in the visiting room.
- No food or drink may be brought into the facility, other than a bottle for a small child.
- Montgomery County Correctional Facility is a non-smoking facility. Tobacco products, matches, and lighters are not allowed past the metal detectors or in the visiting room.
- Valid, unexpired photo I.D. is required.
- The dress code requirements must be met by all visitors at all times.
- No one who appears to be intoxicated or under the influence of drugs will be allowed to visit or enter the facility lobby.
- Use of obscene language or disorderly behavior will not be permitted as determined by DOCR staff members.

Adherence to Visiting Regulations

Visitors are expected to adhere to all visiting regulations established by the institution. Any violation of visiting regulations or act which jeopardizes the safe and orderly operation of the facility may result in the denial of current and future visiting privileges and/or criminal prosecution. A visitor's visiting privileges may be suspended for a designated or indefinite period of time at the discretion of the Warden or designee. Upon expiration of the suspension, the visitor may reapply for visiting privileges in writing to the Warden.

Denial/Suspension of Visiting Privileges

If one or more of the following conditions exists, it may serve as grounds to suspend or deny visiting privileges:

- The visitor has a record of disruptive conduct or violates institutional visiting policies.
- The visitor is under the influence of alcohol or drugs.
- The visitor refuses to submit to a search, to show proper identification upon request, or presents inaccurate information concerning his/her identification or grounds for visiting.

Reasons a Visit May Be Denied

- The visitor fails to comply with the posted dress code regulations.
- The visit is determined to be detrimental to the inmate's rehabilitation.
- The visitor is a former inmate and has not been released from custody for at least 60 days, or is currently on probation or parole and does not have approval of the Warden to visit.
- Individuals seeking an exception to this policy must submit a written request to the Warden or designee. Each request will be reviewed on a case-by-case basis and approved or disapproved accordingly.
- The visitor is a present or former employee who has not received official authorization from the Warden prior to the time of the visit.
- The inmate wishes to deny the visit.
- The visitor fails to follow directions from staff.

Professional Visiting Rooms

The facility has professional interview rooms available for use by members of the professional community, including attorneys, bondsmen, law enforcement officials, licensed private investigators, approved counselors, approved clergy, approved medical professionals, approved media representatives, and approved paralegals. A paralegal must have a letter of authorization from a verified attorney on the attorney's letterhead indicating that the paralegal is a representative of the attorney. This authorization shall be verified prior to the use of an interview room.

There is no limit to the number of professional visits an inmate may receive or the duration of such visits. Professional visits are encouraged to occur during normal business hours, subject to space availability, whenever possible. The Warden reserves the discretionary authority to restrict, deny, or suspend the professional visiting privileges of any professional visitor whenever necessary to ensure the security, safety, and good order of the institution.

Professional visitors, like all other visitors, are required to present a valid photo identification before accessing the professional visiting area. Attorneys' names should appear in the current edition of the State Bar Association directory (official website). All professional visitors must sign in and out of the facility in the appropriate log located at the visiting desk.

DEPOSITING MONIES INTO INMATE COMMISSARY ACCOUNTS

We accept cash, credit cards (MasterCard or Visa), or debit cards. We no longer accept money orders. Cash, credit, and debit cards are accepted through our Secure Deposit Kiosk located in the lobby area of the facility. Deposits can also be made by phone using the toll-free number 1-866-345-1884 or via the Internet at the Access Corrections website. Deposits made from the kiosk in the Montgomery County Correctional Facility lobby are real time and will be posted immediately, while all credit and debit charges made via the Internet and phone can take up to 10 minutes to post. If you have any questions, please contact Inmate Accounting at 240-773-9731.

MONEY RELEASE BY INMATE

Inmates possessing sufficient funds may release any part of his or her funds twice per month, on the 15th and the 30th. The inmate must complete a money request form and provide an addressed, stamped envelope, and, if approved by the Unit Manager, funds will be mailed to the identified individual via an institutional check. Emergency releases of funds will be considered on a case-by-case basis. Funds are not transferable from one inmate's account to another inmate's account.

PROPERTY EXCHANGES/RELEASES

All clothing exchanges and property releases will take place at the Montgomery County Detention Center in Rockville between 8:00 a.m. and 4:30 p.m., Monday through Friday. Visitors wishing to verify whether an approved Property Exchange/Release Form is currently on file at the Montgomery County Detention Center in Rockville should call that facility at 240-777-9899. Emergency clothing exchanges and property releases will be handled on a case-by-case basis.

MAIL RESTRICTIONS

These below listed items are considered contraband if sent by mail. Some of these items are already provided by the facility to the inmate, or can be purchased by the inmate through the commissary.

- Stamps
- Newspapers/Internet clippings
- Gang materials
- Tobacco
- Internet information
- Paperclips
- Pencils/pens
- Electronics
- Cards or other items containing glue, glitter, musical messages, or having multiple layers where contraband could be concealed
- Envelopes
- Jewelry
- Clothing/shoes
- Stickers
- Explicit pornography
- Rubber bands
- Hygiene products
- Food/drinks
- Information pamphlets
- Stationery/blank paper
- Magazines/books
- Magazine or book articles/clippings
- Personal checks/money orders
- Drivers licenses/other forms of identification
- Crossword puzzles or other games
- Liquids or liquid stains

If you send any of the above items to an inmate the ENTIRE contents of the envelope/package will be RETURNED to you.

REVISIONS AND CHANGES TO THESE REGULATIONS

These guidelines may be changed as needed and any changes will be posted immediately at all DOCR facilities and on the DOCR website.

Current Completion Date: September 13, 2012.

Questions may be referred to our information desk at 240-773-9700. TTY users call via Maryland Relay or dial 711.



Figure 2: A square black-and-white QR code composed of dense geometric patterns intended to be scanned by a mobile device to access online DOCR information.

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Figure 3: Official seal of Montgomery County, Maryland, featuring the county name encircling a heraldic shield with decorative elements and the year 1776.

Montgomery County Department of Correction & Rehabilitation Policy on

Sexual Abuse and Assault

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Figure 4: Stylized metallic letter "Z" used as a visual element for the Zero Tolerance initiative.

Zero Tolerance

- Educate
- Prevent
- Report
- Respond

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Figure 5: MC-311 logo displaying "MC-311" with the tagline "Answering to You" over a blue background shape.

Montgomery County 311 Service Center

For calls made outside of Montgomery County: 240-777-0311

TTY: 301-251-4850

Revised: September 13, 2012