MONTGOMERY COUNTY

DEPARTMENT OF CORRECTION AND REHABILITATION

DETENTION SERVICES DIVISION

FACILITY GUIDEBOOK

REVISED 2026

M E M O R A N D U M

TO: **Incarcerated Individuals at the Department of Correction and Rehabilitation**

FROM: **Director Ben Stevenson**

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 successful reintegration to the community.

This *Facility Guidebook* will explain what is expected of each person during detention and what to expect from Montgomery County Department of Correction and Rehabilitation ("DOCR") staff. In addition, this book should assist each person in their adjustment to incarceration in either the Montgomery County Detention Center (MCDC) or the Montgomery County Correctional Facility ("MCCF"). Some rules contained in this *Facility 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. Incarcerated individuals are required to obey all directives and rules contained in this *Facility 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. Incarcerated individuals 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. Incarcerated individuals who follow the *Facility Guidebook* rules, cooperate with established programs, and comply with regulations, may receive a favorable institutional court report and/or will complete their 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 *Facility Guidebook*.

The Department has a zero-tolerance policy for sexual harassment, misconduct and any other criminal conduct. No incarcerated individual is discriminated against based on race, national origin, color, creed, gender, gender identification, sex, sexual orientation, physical or mental disability, or religious 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 behavior that violates any criminal laws.

Please note that circumstances or emergencies may arise which may require an adjustment to the facility rules and procedures identified in this *Facility 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.

Department Website

https://www.montgomerycountymd.gov/cor

DETENTION SERVICES DIVISION FACILITIES



Montgomery County Detention Center

1307 Seven Locks Road Rockville, Maryland 20854

(240) 777-9960



Montgomery County Correctional Facility

22880 Whelan Lane Boyds, Maryland 20841

(240) 773-9700

TABLE OF CONTENTS

ADMISSION AND ORIENTATION (Pages 9-13)

- CUSTODY STATUS
- ADMISSION INTO MCDC AND COURT PROCESSES
- TRANSFER TO MCCF
- RELEASE FROM CUSTODY
- RELEASES FROM COURT
- BOND PROCESS
- REPORTING FOR PRETRIAL SERVICES OR PAROLE AND PROBATION
- COURT APPEARANCES
- WRIT REQUESTS TO ANOTHER JURISDICTION
- INTERSTATE AGREEMENT ON DETAINERS (IAD)
- INTRASTATE AGREEMENT ON DETAINERS (IDA)
- SPECIAL RELEASE REQUESTS

REQUESTS (Pages 13-14)

- REQUESTS FOR STAFF ASSISTANCE

TELEPHONE COMMUNICATION (Pages 14-16)

- TELEPHONE CALLS
- MONITORING AND RECORDING
- EMERGENCY CALLS
- PHONE “PIN” OPERATION FOR INCARCERATED INDIVIDUAL POPULATION CALLS

MAIL AND COMMUNICATIONS (Pages 16-21)

- MAIL CORRESPONDENCE
- INCOMING MAIL
- ADDRESSING INCOMING MAIL
- TEXTBEHIND
- INCOMING MAIL PROCESS, SCREENING AND CONTRABAND
- MAILED BOOKS
- JAIL MAIL
- MAIL CONTRABAND
- OUTGOING MAIL
- RETURNED MAIL
- LEGAL MAIL
- OUTSIDE MEDIA ACCESS

BOOKS (Pages 21-22)

- BOOKS AND PUBLICATIONS
- BOOK MAXIMUM
- RELEASE PROCESS FOR BOOKS AND MAGAZINES
- BOOKS IN PROPERTY
- DONATING BOOKS

VISITATION (Pages 22-26)

- PROFESSIONAL VISITS
- FAMILY VISITING
- VISITOR ACCOMODATIONS
- VISITOR DRESS CODE AND CONDUCT
- VIDEO VISTATION
- VIDEO VISTATION RULES AND PROCESS EXPECTATIONS

TABLETS (Pages 26-29)

- TABLETS
- TABLET SCHEDULE AND CHARGING
- TABLETS USE EXPECTATIONS
- DIGITAL TABLET REQUESTS
- TABLET MAIL MESSAGES AND PHOTOS

PROPERTY (Pages 29-33)

- RECEIVING, RELEASE, TRANSFER, AND DISPOSITION OF PERSONAL PROPERTY
- VALUABLE PROPERTY LIMITS
- FACILITY ISSUED PROPERTY
- ALLOWABLE PROPERTY FOR GENERAL POPULATION
- INDIGENT PROPERTY
- ALLOWED PROPERTY ITEMS AND LIMITS
- PROPERTY RESTRICTIONS SPECIAL MANAGEMENT STATUS

CONTRABAND AND RESTRICTED ITEMS (Pages 33-34)

- CONTRABAND AND RESTRICTED ITEMS
- EXAMPLES OF CONTRABAND ITEMS
- PROHIBITED DISPLAY MATERIAL

CUSTODY AND SECURITY (Pages 34-38)

- CORRECTIONAL STAFFING
- COUNTS
- DRUG AND ALCOHOL TESTING
- EMERGENCY EVACUATION
- EMERGENCY EVENTS
- DISORDER
- DISTURBANCE IN POD

- FACILITY MOVEMENT
- FORCE
- LOCK DOWN
- LOSS OF PRIVILEGES
- SEARCHES & SHAKEDOWN INSPECTIONS

FACILITY AND HOUSING POD ROUTINES (Pages 38-42)

- GENERAL EXPECATIONS
- REQUESTS
- COURT
- RECREATION
- TABLETS
- TELEVISION
- LAUNDRY AND BEDDING
- DRESSCODE
- TRASH AND RECYCLING MATERIALS
- GENERAL SUPPLIES
- CELL WINDOWS, DOORS, DESKS, VENTS, BUNKS, LIGHTS AND WALLS
- CHAIRS
- GENERAL CONDITION OF CELLS
- DAILY INSPECTIONS
- WEEKLY FACILITY INSPECTIONS
- CELL CONDITION AND ARRANGEMENT OF PROPERTY

FACILITY EXPECTATIONS AND RULES (Pages 43-44)

- GENERAL EXPECTATIONS FOR MCDC AND MCCF
- RULES FOR LIVING AREAS
-

CONDUCT AND DISCIPLINE (Pages 44-59)

- DISCIPLINARY OFFENSES
- PROCEDURES FOR NOTIFICATION AND DISCIPLINARY ADJUSTMENT BOARD PROCESS
- DISCIPLINARY ACTION TAKEN AND SANCTIONS
- RIGHT TO APPEAL
- APPEAL DECISION
- NOT GUILTY DECISION
- PROCEDURES FOR MINOR VIOLATIONS AND CATEGORY 300 RESOLUTIONS
- DISCIPLINARY RESTRICTION PROCEDURES DURING AN EMERGENCY
- CRIMINAL CHARGES AGAINST INCARCERATED INDIVIDUALS

SEGREGATION AND SPECIAL MANAGEMENT STATUS (Pages 59-64)

- SEGREGATION RESTRICTION
- MEDICAL AND MENTAL HEALTH SPECIAL MANAGEMENT
- SPECIAL MANAGEMENT STATUS
- DISCIPLINARY SEGREGATION

GRIEVANCE PROCEDURES (Pages 64-66)

- GRIEVANCES
- GRIEVANCE PROCESS

ACCOUNTING AND COMMISSARY (Pages 66-69)

- RELEASING AND RECEIVING FUNDS
- ACCOUNT
- ADDING FUNDS TO AN ACCOUNT
- COMMISSARY
- FAMILY COMMISSARY ORDERS ONLINE
- INDIGENT REQUESTS
- RECEIVING COMMISSARY ORDERS
- BARBERING AND HAIR SERVICES

CASE MANAGEMENT SERVICES (Pages 69-71)

- INTAKE AND ASSESSMENT
- CASE MANAGEMENT INTAKE AND ORIENTATION
- CLASSIFICATION
- HOUSING ASSIGNMENTS
- CASE MANAGEMENT SERVICES
- CASE PLANS
- INSTITUTIONAL REPORTS
- NOTARY SERVICES

FACILITY WORK ASSIGNMENTS (Pages 72-78)

- FACILITY WORKERS
- FACILITY WORKER JOB ASSIGNMENT
- FACILITY WORKER ELIGIBILITY AND SUITABILITY
- FACILITY WORKER MEDICAL CLEARANCE
- FACILITY WORKER DRESS AND HYGIENE REQUIREMENTS
- FACILITY WORKER ILLNESS
- FACILITY WORKER EXCUSED ABSENCES AND REPORTING TO COURT
- FACILITY WORKER PAY AND CREDIT
- GOOD CONDUCT, INDUSTRIAL TIME, AND SPECIAL PROJECT TIME CREDITS
- CREDIT EARNING WORKER POSITIONS AND PROGRAMS

FACILITY PROGRAMS (Pages 78-82)

- FACILITY PROGRAMES AND ELIGIBILITY
- CHOICES FOR CHANGE (CFC)
- EDUCATION SERVICES - THE MODEL LEARING CENTER (MLC)
- JAIL ADDICTION SERVICES (JAS)
- PROGRAMS AND WORKSHOPS

LIBRARY SERVICES (Pages 82-85)

- LIBRARY SERVICES
- GENERAL LIBRARY SERVICES
- LAW LIBRARY SERVICES
- MODIFIED LIBRARY SERVICES
- PHOTOCOPYING
- PRO SE

REENTRY SERVICES (Pages 85-87)

- REENTRY SERVICES
- REENTRY IDENTIFICATION CARD
- PAROLE HEARINGS
- PRE RELEASE AND REENTRY SERVICES (PRRS)
- VOTER REGISTRATION AND VOTING
- WORKFORCE AND EMPLOYEMENT SERVICES

RELIGIOUS SERVICES (Pages 88-90)

- RELIGIOUS AFFILLATIONS
- RELIGIOUS SERVICES AND PROGRAM ACTIVITES
- RELIGIOUS DIETS
- RELIGIOUS ITEMS
- RELIGIOUS HEAD COVERINGS
- RELIGIOUS OBSERVANCES
- RELIGIOUS PROFESSIONAL VISITS
- MARRIAGES

FOOD SERVICES (Pages 90-92)

- MEALS
- SPECIAL DIETS
- FREQUENCY OF MEALS
- USDA NON DISCRIMNATION STATEMENT

MENTAL HEALTH SERVICES (Pages 92-95)

- MENTAL HEALTH SERVICES AT MCDC
- MENTAL HEALTH SERVICES AT MCCF
- MENTAL HEALTH STAFF
- MENTAL HEALTH REFERRALS

- MEDICATION AND PSYCHIATRIC REFERRALS
- WHAT TO DO IF YOU CANNOT SLEEP WELL

MEDICAL AND HEALTH SERVICES (Pages 95-103)

- HEALTH SERVICES
- MISSION AND SCOPE
- MEDICAL COVERAGE
- EMERGENCIES
- MEDICAL EXAMINATION
- GENERAL MEDICAL INFORMATION
- MEDICATION
- SICK CALL
- MEDICAL AND DENTAL FEE
- OUTSIDE MEDICAL APPOINTMENTS
- HOSPITALIZATION
- VISITING AT OUTSIDE MEDICAL FACILITIES
- METHADONE DETOXIFICATION PROGRAM
- MEDICATION ASSISTED TREATMENT
- EYEGLASSES
- DENTAL SERVICES
- DENTAL ORAL HYGIENE AND MAINTENANCE
- COMMUNICABLE DISEASES
- COVID: WHAT INCARCERATED INDIVIDUALS NEED TO KNOW
- HIV: WHAT INCARCERATED INDIVIDUALS NEED TO KNOW
- SEXUALLY TRANSMITTED DISEASES AND TESTING

PRISON RAPE ELIMINATION ACT (PREA) (Pages 103-108)

- PRISON RAPE ELIMINATION ACT (PREA) INFORMATION
- ASSAULT
- ABUSE
- SEXUAL ASSAULT/ABUSE
- SEXUAL MISCONDUCT
- BATTERY
- FALSE IMPRISONMENT
- TIPS FOR PREVENTING SEXUAL MISCONDUCT
- PREVENTION/INTERVENTION
- SELF-PROTECTION
- REPORTING SEXUAL ASSAULT, ABUSE OR MISCONDUCT
- TREATMENT AND COUNSELING

FREQUENTLY ASKED QUESTIONS (Pages 109-114)

ADMISSION AND ORIENTATION

CUSTODY STATUS All persons legally confined to the Montgomery County Department of Correction and Rehabilitation (DOCR) will be held in custody until ordered released by the Courts of the State of Maryland or any other jurisdiction by which they are confined (i.e., Federal Government, State Division of Correction). No incarcerated individual is discriminated against based on race, national origin, color, creed, gender, gender identification, sex, sexual orientation, physical or mental disability, or religious belief. Any incarcerated individual who feels that they are being discriminated against may file a grievance and pursue this action to a final resolution.

Upon being placed in the custody of DOCR, incarcerated individuals first enter the Montgomery County Detention Center ("MCDC"). This process begins in the Central Processing Unit ("CPU") when detainees are seen by a Commissioner. If incarcerated individuals 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, incarcerated individuals are processed into the facility. This means incarcerated individuals are assigned an institutional identification number, photographed, showered, searched, and put through a Full Body X-Ray Scanner to detect any hidden contraband prior to being placed in an Intake Housing area.

Incarcerated individual personal possessions, valuables, and money are removed and will be held for safekeeping at MCDC; a receipt is given for all items. **DOCR's liability for stored personal property is limited to $200.00. If an incarcerated individual has property valued at more than this amount, incarcerated individuals are advised to release their property to an outside person as soon as possible.** DOCR will not be responsible for any personal items (e.g., religious medallion on a chain, traditional wedding bands, glasses, shoes) which are kept by an incarcerated individual in the facility.

Upon initial detention, incarcerated individuals are allowed to make one telephone call to each of the following:

1. To a family member or a friend
2. To your attorney
3. To a bondsperson*

***Incarcerated individuals should not solicit business for any bondsperson. Incarcerated individuals caught doing so will be charged with an institutional infraction.**

ADMISSION INTO MCDC AND COURT PROCESSES Incarcerated individuals are issued institutional property to include (1) jumpsuit, institutional footwear, (2) blankets, (1) towel, (1) washcloth, and a hygiene kit by the correctional staff. Religious items available upon request. Medical staff will evaluate each new incarcerated individual within twenty-four (24) hours of admission into custody. After initial processing, incarcerated individuals are placed in an Intake housing unit. Incarcerated individuals are assigned to a Case Manager who will complete an intake interview and assist with any 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 incarcerated individuals are not intended to be held at MCDC for an extended period of time. Given this temporary time at MCDC upon admission into custody, there is no visiting, outside recreation, or commissary purchases for incarcerated individuals held in intake status at MCDC. In certain circumstances, an incarcerated individual may be promptly transferred to MCCF based on priority needs or special management status.

If an incarcerated individual 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 when considering an incarcerated individual's release from custody. While on pre-trial status, incarcerated individuals may also be interviewed by the Office of the Public Defender to establish eligibility to be represented by a Public Defender. Both Public Defenders and private attorneys retained to represent incarcerated individuals at MCDC have access to hold professional visits with clients at MCDC.

Following these initial processes, arrangements will be made for incarcerated individuals to transfer to MCCF as soon as possible. Only the property in an incarcerated individual'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.

TRANSFER TO MCCF Property issued at MCDC remains at MCDC except for worn clothing items**.** Upon arrival at MCCF, incarcerated individuals are strip-searched by correctional staff prior to being placed in a housing cell assignment. Incarcerated individuals are issued facility property to include (2) jumpsuits, (2) blankets, two (2) towels, (1) property bag, and (1) hygiene kit. Other personal items are available to purchase from the Commissary menu and indigent items are also available to order.

RELEASE FROM CUSTODY All incarcerated individuals are released from custody to the community from MCDC. Incarcerated individuals at MCCF will be transported to MCDC for release or if transferring to another jurisdiction they may be picked up for transfer from MCCF. The Records Section will run a warrant/detainer check before release. If there are no other pending matters, the incarcerated individual will be processed out of custody. The incarcerated individual will receive a debit card with their account balance and all of their property that was stored at MCDC.

Property expected to be returned to DOCR at time of release includes any county issued property including but not limited to institutional blanket, towel, washcloth, institutional footwear, jumpsuits, tablet, facility library books, any religious texts that are property of DOCR, prayer rugs, and property bag.

Please note that following a release, any property an incarcerated individual had at MCCF will not be available for pick up until the next business day as it takes time for any property at MCCF to be forwarded and brought to MCDC for pick up. Released incarcerated individuals have thirty calendar days (30) to pick up their property in person or via an agent with a signed and notarized letter of authorization. **At the end of thirty (30) days, unclaimed property will be considered abandoned and will be discarded.**

Release of personal property to a community member should be done if the released incarcerated individual is unable to pick up property directly or if the released incarcerated individual is being transferred to another institution. A DCA 14A Property Release Form must be completed by the incarcerated individual prior to any release of property to a third party. The Property Release Form will remain on file for thirty (30) calendar days, so it is important to have someone pick up property from MCDC as soon as possible. Property will not be mailed and must be picked up in person by the formerly incarcerated individual or by the authorized third party named in the required Property Release Form or notarized letter.

If the address provided by an incarcerated individual to MCDC upon intake into custody is no longer current or if there is another change of address, incarcerated individuals 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 might be forwarded after release if necessary. DOCR will not 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 incarcerated individual from custody directly from a proceeding at the courthouse. Assistance in transportation to MCDC (1307 Seven Locks Road) is available upon request and free of charge as a taxi voucher 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 any medication which might be provided by the Department. Walking from the courthouse to MCDC is not recommended as it is a long and unsafe route. Upon arriving to MCDC, speak with the Front Desk Officer to obtain property items. If additional transportation is needed, an additional voucher is available from the Front Desk Officer to a nearby Metro Station transit center.

BOND PROCESS Incarcerated individuals may receive a set of bond conditions to be met for release when they are seen by the Commissioner at MCDC. If the incarcerated individual is not able to meet those bond conditions, they will be seen by a Judge the next business day. Once the incarcerated individual has gone before the Judge, the Commissioner's bond conditions are no longer in place and the bond conditions set by the Judge need to be met for release instead. These conditions may include an address verification (to Pre-Trial or the Commissioner's office) and/or a money bond. If an incarcerated individual needs to provide an address verification through Pre-Trial, the homeowner/lease holder of the address where they will live needs to contact the Pre-Trial Assessment Unit to complete the address verification. If an incarcerated individual needs to provide an address verification through the Commissioner's office, the person who they are going to live with needs to appear in person at a Commissioner's office in Montgomery County to complete the address verification process. If an incarcerated individual has the necessary funds in their incarcerated individual account to pay their money bond, they can submit a Money Request in the amount of the bond. The Money Request needs to be made out to the "6th District Court of Maryland", and in the memo section, the incarcerated individual must include the case number associated with the bond. If a pretrial incarcerated individual meets all their bond conditions, the Records Department will arrange for the incarcerated individual to be transferred to MCDC for release. This may take several hours for transportation and processing to be completed.

REPORTING FOR PRETRIAL SERVICES OR PAROLE AND PROBATION If an incarcerated individual is placed on pretrial supervision, they are expected to report to the Pre-Trial supervision office the next business day. The Pre-Trial Supervision Offices are located at the Pre-Release Center at 11651 Nebel Street Rockville, MD 20852. The main phone number is (240) 777-5400.

If an incarcerated individual is placed on parole or probation, they need to report as scheduled to the Probation intake office on the next business day unless another date is ordered in court documents. The Parole and Probation Intake Office is located at 191 E. Jefferson St. Rm. 127, Rockville, MD 20850. The main phone number is (301) 563-8715.

COURT APPEARANCES All court appearances in criminal matters are mandatory unless a defendant's presence is lawfully waived and approved by the Court. Incarcerated individuals will be transported to Court by the Montgomery County Sheriff's Office as scheduled for proceedings in Montgomery County or other jurisdictions unless remote proceedings are coordinated in advance by the Court based on special circumstances.

WRIT REQUESTS TO ANOTHER JURISDICTION Incarcerated individuals may request to be considered for a writ for transport to another jurisdiction to resolve an open case/pending charges. The incarcerated individual should submit a request form to the Records Section for review. The Records Section will determine if the incarcerated individual is eligible for a Writ using the criteria listed in the sections below. The incarcerated individuals can also file for a writ directly with the other jurisdiction. If an incarcerated individual 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 incarcerated individual must then complete the Notice of Current Incarceration Form and attach the DCA 624 Release letter and mail it to the other jurisdiction. Incarcerated individuals 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) is an agreement between two states or between Federal and State jurisdictions. If an incarcerated individual has a detainer or bench warrant in another state or in the Federal prison system, the incarcerated individual may be eligible to file for an Interstate Agreement on Detainers (IAD). This act applies ONLY to incarcerated individuals who meet ALL of the following criteria: the incarcerated individual has a matter in another state or in the Federal system, and the incarcerated individual has at least 180 days remaining on their sentence, the incarcerated individual has no open cases for which they are committed in Montgomery County or other Maryland jurisdictions, and the incarcerated individual 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, and Violation of Probation/Parole. If the incarcerated individual meets the above criteria and wants to file for an IAD, the incarcerated individual must submit a request to the Records Section. If the incarcerated individual does not meet the criteria, the incarcerated individual must wait until they are able to meet the above criteria (for example wait until the incarcerated individual is sentenced). If the incarcerated individual is sentenced to fewer than 180 days, the incarcerated individual's detainer or warrant in another state will be treated like any other detainer and will be dealt with at the end of their

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

INTRASTATE AGREEMENT ON DETAINERS (IDA) is for detainers and court dates within Maryland. If the incarcerated individual has a detainer or bench warrant in another county in Maryland, the incarcerated individual may be eligible to file for an Intrastate Agreement under the Intrastate Detainer Act (IDA). This act applies ONLY to incarcerated individuals who meet ALL of the following criteria: the incarcerated individual has a matter in another Maryland county, the incarcerated individual has at least 120 days remaining on their sentence, the incarcerated individual has no open cases for which they are committed in Montgomery County, and the incarcerated individual is fully sentenced in Montgomery County. To file for an IDA, submit a request to the Records Section. <u>This act does NOT apply to the following detainer types: Failure to Appear for Sentencing, Sentencing, Contempt of Court and Violation of Probation/Parole.</u> If the incarcerated individual does not meet the above criteria, the incarcerated individual can use one of the two template letters available from their Case Manager. The incarcerated individual is responsible for filling out the template letter with the required information and mailing it to the other county. The incarcerated individual can 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 releases in cases of death or serious illness of someone in an incarcerated individual's immediate family can be authorized as follows:

A. If an incarcerated individual is ordered to DOCR custody by the Court, only the Court in the jurisdiction ordering confinement may approve a release upon a motion received.
B. In these cases, the release action must be arranged by the incarcerated individual's lawyer and if approved, incarcerated individuals will be transported and released per the Court order.
C. DOCR does not initiate or recommend any special release requests. The attorney should contact the Court.

REQUESTS

REQUESTS FOR STAFF ASSISTANCE Incarcerated individuals have direct access to correctional staff to make requests, express concerns, ask questions, or share complaints to address any questions or problems they may encounter. True emergency needs should be expressed to the nearest staff member, while the majority of staff requests need to follow an established process to submit a digital request via the tablet system or submit a paper request form. There are a range of different digital and paper forms for incarcerated individuals to use, or a written letter may also be submitted if addressing a specific staff member. Case management staff typically receive the majority of initial requests and will redirect and forward requests to appropriate staff members as needed.

1. In cases of emergencies, incarcerated individuals may use the "Officer Call" button in each cell to reach the housing pod officer. Misuse of this system will not be tolerated and may result in disciplinary action being taken.
2. Requests should be submitted to staff through the tablets if an incarcerated individual is assigned a tablet. Staff will provide a digital response on the tablet platform.
3. The request process is used to ask for general assistance or information regarding programs and services. Requests are utilized to contact a member of the correctional staff or for questions or needs relating to Commissary and Accounting, Case Management, Custody and Security, Food Services, Legal Services, Library Services, Pre-Release Center (PRC), Property, Records, Reentry, Religious, and Programs.
4. The incarcerated individual should include as much information as possible on their request so it can be processed/addressed as quickly as possible. Forms should be filled out completely and neatly, clearly describing the incarcerated individual's request, problems, or needs. Incarcerated individuals should make sure to include their entire name, DOCR ID number, current housing location, and the date.
5. Requests may be submitted on paper DCA-6 Forms if an incarcerated individual is not assigned to a tablet, or if another specific request/form is not available digitally on the tablet. Request forms are available to incarcerated individuals upon request from correctional staff members.
6. Paper request forms should be 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 or mental health related request should be submitted on a Sick Call slip or through the tablet Sick Call request. Any needs or concerns should be brought to the attention of correctional staff right away so Medical staff may be contacted. The tablet requests are not monitored in real time.
8. ALL Medical dietary requests or allergies should be submitted to Medical on a Sick Call slip for Medical Services to review and, if needed, Medical staff will notify Food Services of the accommodation needed.
9. If an incarcerated individual is having difficulty completing a request, the incarcerated individual may ask the pod rep or a correctional staff member for assistance.

TELEPHONE COMMUNICATION

TELEPHONE CALLS Incarcerated individuals 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. Appropriate equipment is available for use by the hearing impaired upon request. MCDC and MCCF are ADA (Americans with Disabilities Act) compliant facilities. Incarcerated individuals using interpreter systems are allowed up to sixty (60) minutes during their predetermined recreation schedule. Any misuse or tampering with the telephone (i.e., attempting three-way calls, etc.) may result in disciplinary action and/or loss of phone privileges.

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.

MONITORING AND RECORDING It is DOCR policy that all telephone conversations in calls placed by incarcerated individuals at MCCF and MCDC on facility telephones are subject to monitoring and are being automatically recorded by DOCR, except for privileged conversations with attorneys who requested to the phone vendor to be added to the "do not record list".

This means that the content of telephone calls (the words actually spoken by parties on the call) may be monitored ("listened to") by correctional staff, and that the contents of all incarcerated individual telephone calls, except for calls placed to attorneys on the "do not record" list, are being digitally recorded. This telephone monitoring and recording policy applies to all calls placed by convicted incarcerated individuals, as well as to all calls placed by pretrial detainees. Incarcerated individuals must understand that words that they speak in telephone conversations on facility telephones may be used against them as incriminating evidence. Because incarcerated individual telephone calls may be monitored by correctional staff, the DOCR considers itself a party to all such calls. If an incarcerated individual wishes to communicate with persons beyond the confines of the correctional facilities without being monitored or recorded, the incarcerated individual must communicate by paper mail.

The monitoring and recording of incarcerated individual telephone calls will be conducted by correctional staff exclusively to accomplish the purposes of enhancing the security and orderly administration of the correctional facilities (to include the prevention and suppression of illegal activity within the jail), and of protecting the public from conspiracies to commit crimes outside the jail. Because the monitoring and recording of incarcerated individual telephone calls is being conducted for these limited purposes, the incarcerated individuals' 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 incarcerated individual 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 the intercepted incarcerated individual telephone calls will be limited to correctional staff members, law enforcement officers, prosecuting or defense attorneys, to the other parties to the telephone calls (and their authorized agents and representatives), and as otherwise required by court order or other law.

EMERGENCY CALLS If, in the judgment of the administration, an incoming call for an incarcerated individual is determined to be of an emergency nature, the incarcerated individual will be notified without delay and authorized to return the call. In the case of a verified emergency, incarcerated individuals 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 incarcerated individual's Case Manager and are not an obligation of the facility.

PHONE "PIN" OPERATION FOR TELEPHONE CALLS

- Incarcerated individuals are enrolled into the facility phone system during the facility intake process.
- Each incarcerated individual creates a unique personal identification number (4-digit PIN).
- **Do not share your PIN number with other incarcerated individuals. Disciplinary action or restricted telephone privileges may occur.**

- Incarcerated individuals must enter their incarcerated individual DOCRID # plus the 4-digit PIN number before accessing an outside 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.

MAIL AND COMMUNICATIONS

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

INCOMING MAIL While every effort will be made to deliver all incoming mail, incarcerated individuals are advised to notify all persons corresponding with them of their facility DOCRID number. The use of this DOCRID number will ensure proper and prompt delivery of your correspondence. If incarcerated individuals 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.

ADDRESSING INCOMING MAIL

Personal mail should not be addressed to the facility. All incoming personal mail from family and friends should be mailed to the TextBehind vendor to be scanned for staff review and approval.

Personal mail should be addressed to:

Montgomery County Correctional Facility
Name and DOCR ID Number 0000000
PO Box 247
Phoenix, MD 21131

All books, packages, and legal mail should be mailed directly to MCCF (even if located at MCDC):

Montgomery County Correctional Facility
Name and DOCR ID Number 0000000
Housing Location
22880 Whelan Lane
Boyds, Maryland 20841

All mail should be addressed as noted above, identifying the Montgomery County Correctional Facility regardless of which facility the incarcerated individual resides in. The books and packages will be screened and processed at MCCF and forwarded to MCDC. Legal mail will be processed as described in the Legal Mail section below. Regular mail will be screened and processed as described below.

TEXTBEHIND Family and friends sending digital content through the tablets need to first set up personal accounts. **The website for family and friends to sign up for account in order to send digital photos, videos, and digital messages to incarcerated individuals through the tablet platform is www.gettingout.com.** This website and the companion mobile app for Apple and Android Smartphones enable family and friends to communicate conveniently, consistently, and affordably with incarcerated loved ones. This is different than the paper mail process from TextBehind where paper mail is sent and then processed by the facility to receive on their tablets or printed on paper at the facility.

All incoming personal mail from family and friends should be mailed to the TextBehind vendor to be scanned for staff review and approval. Once approved, mail will be provided to incarcerated individuals once received from the vendor and provided digitally to incarcerated individuals who are assigned a tablet or printed and provided if an incarcerated individual does not have tablet access. Mail received from the vendor is processed for approval and distribution Monday-Friday and typically delivered to the incarcerated individual within 72 hours. If an incarcerated individual does not have a tablet, the mail received for them will be printed and delivered to them by correctional staff. Only physical mail and digital mail sent to TextBehind will be approved on the tablets and/or printed and provided, with the exception of legal mail. No original letters, photos, or other documents will be provided to the incarcerated individuals outside of this process.

During incarceration, if correspondence was received through the TextBehind system(s), whether in digital or in printed format, incarcerated individuals may upon release request a copy of all historical mailings by contacting TextBehind through their website under 'Contact Us'. Depending on the volume of mail and the method of delivery, TextBehind may assess a reasonable processing fee that can be paid online using a debit or credit card. Individuals will receive the invoice for advanced payment by email. Identity will be verified by the TextBehind team before providing any data.

INCOMING MAIL PROCESS, SCREENING AND CONTRABAND All incoming mail will be screened for contraband. **Any attempt to mail contraband into either facility will be fully investigated and referred for criminal charges if appropriate.**

MAILED BOOKS Books from a 3rd party vendor are not accepted at the facility and will be returned to sender. Only books directly from the publishing company will be accepted. Amazon packages will not be accepted into the facility based on security concerns. Incarcerated individuals should advise family and friends not to mail any books to the facility from Amazon. Any packages from Amazon received to the facility addressed to an incarcerated individual will be returned to sender. Books larger than 3 inches thick or larger than 8.5 inches by 11 inches will not be accepted.

JAIL MAIL Written communication between incarcerated individuals within the facility or between incarcerated individuals of MCCF, MCDC or PRRS, otherwise known as "Jail Mail" is not permitted unless approved by the Deputy Warden of Custody and Security. Jail Mail will only be considered for incarcerated individuals who are legally married, who have a child together, or when a parent and child are both incarcerated – incarcerated individuals are required to provide proof of these circumstances. Any Jail Mail that has not been approved will be considered contraband and

subject to disciplinary action. Correspondence between incarcerated individuals from various local detention facilities or state correctional facilities must be approved by the Warden from each facility.

MAIL CONTRABAND Photos from family and friends sent to incarcerated individuals must not contain images or depictions of money, hand signs, nudity, weapons, violence, gambling, alcohol, drugs or any illegal activities. **Any mail received suspected of containing contraband will be confiscated. Correctional staff will refer to law enforcement staff for investigation.**

A. Items such as stamps, envelopes, paper, etc. will not be accepted through the mail since they are available through the commissary.
B. Cash or personal checks will not be accepted through the mail.
C. No materials will be accepted that are deemed pornographic in nature, containing any nudity, or identified as being gang related.
D. Pictures or images with <u>any</u> hand signs will not be accepted. If any photograph in a group of photographs sent to an incarcerated individual is deemed not deliverable, the entire grouping of photographs may be denied.
E. Any incoming mail items may not contain any of the following contraband or restricted items to include drugs, tobacco, weapons, paper or coin currency, driver's license or other ID/personal information documents, pens/pencil/markers, stickers, rubber bands, paperclips, staples, binder clips, metal, plastic, jewelry, explicit nudity and pornography, cell phone/electronics, gang materials, food, care packages, any liquids or items having liquid not issued from commissary, book/newspaper clippings, crossword puzzles, calendars, or books larger than 3 inches thick or larger than 8.5 inches by 11 inches.

OUTGOING MAIL For outgoing mail to be processed, all letters must have the name of the sender (incarcerated individual) as designated in our records. No mail will be sent out using a nickname or alias, only the name an incarcerated individual is booked as should be used 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 incarcerated individuals (see below) which 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 or before placing it in the mail collection box located in each housing area. All outgoing mail must fit into the housing pod mailbox slot. The facility will not pay for certified mail.

The accuracy of the postage and mailing address affects the speed and handling of mail. Incomplete address information or insufficient postage on mail will not be processed, a full mailing address and return address must be listed. Do not reuse stamps or envelopes as it will prevent mail from being processed correctly!



Return Address: Print the name and DOCRID of the incarcerated individual along with the facility address in the upper left corner on the front of the envelope. Do not write return address too big, the machine will catch the return address and send it right back.

Extra Services: Place labels for extra services above the delivery address and to the right of the return address.

Recipient Name: Print recipient name in the middle of the envelope, lower than the return address.

Name of Organization: Name of 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 zip code is clear and large enough to see.

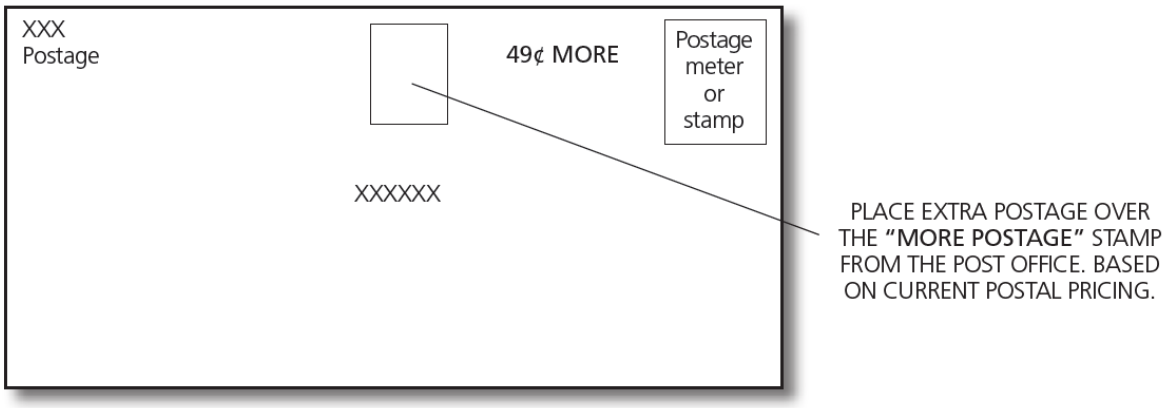
Postage: Use stamps or a postage meter for the correct amount. When mail comes back asking for more postage, place this additional postage on top of what it says is needed. If incarcerated individuals are mailing more than four (4) pieces of paper at a time, at least two (2) postage stamps need to be 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

:



RETURNED MAIL If a mailing has been sent to an incarcerated individual, including letters, packages, publications, etc., and has been deemed that it cannot enter the facility or is not digitally approved by Custody, the incarcerated individual will be notified that the mailing is being rejected and returned to sender. If an incarcerated individual has a question or concern relating to any mail that was not approved or returned to sender, they may submit a request, letter or grievance to Custody and Security staff.

LEGAL MAIL All legal mail from a court or attorney, or professional mail from another agency or government entity, will be opened in an incarcerated individual's presence by a correctional staff member, then still in their presence the incarcerated individual will receive a photocopy of the legal mail and the originals will be shredded. Legal mail envelopes will be confiscated for security reasons. Incarcerated individuals will be allowed to copy the return address, if needed. In addition, any mail received which is determined to pose a serious threat to staff, incarcerated individuals, or to the security of the institution, will be reviewed for possible criminal charges and will not be forwarded to the incarcerated individual.

All incarcerated individuals always have the opportunity to write and send letters to legal contacts. Incarcerated individuals who have less than $1.00 in their account are eligible to order an indigent kit from Commissary that includes writing paper, envelopes, and a pen. The facility will pay the reasonable U.S. mail postage to mail the necessary legal correspondence of indigent incarcerated individuals. Similar legal supplies to use in sending out legal mail (writing paper, envelopes, and pens) are available to non-indigent incarcerated individuals for purchase using their commissary funds. Outgoing legal mail correspondence must be stamped or marked legal mail and meet the DOCR definition of legal mail. The incarcerated individual's name, DOCRID #, and housing location must appear in the upper left-hand corner. The facility will not pay for certified mail and is not obligated to provide this service. All certified

mail, including cost, is the responsibility of the incarcerated individual. It is recommended for incarcerated individuals to send out their mail to family or friends to assist in taking it to the Post Office to be mailed as certified mail.

OUTSIDE MEDIA ACCESS All incarcerated individuals have the opportunity for access to the media to include visitation, telephone (collect calls), tablet, mail, and receipt of newspapers and magazines. Access is limited only to maintain order and security. Media requests to contact incarcerated individuals should be in writing. If agreeable, the incarcerated individual signs a release form, and this is forwarded to the Deputy Warden of Programs and Services. The incarcerated individual is advised to contact their attorney prior to speaking with Media. The final decision to speak with the media, however, rests with the incarcerated individual. DOCR accepts no liability or responsibility should the incarcerated individual choose to do so.

BOOKS

BOOKS AND PUBLICATIONS Books from a 3rd party are not accepted at the facility and will be returned to sender. Only books directly from the publishing company will be accepted. Books may be permitted which 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. Books from Amazon will not be accepted and will be returned to sender. The facility has a full-service library branch of the Montgomery County Public Libraries from which incarcerated individuals can request various titles provided the titles are within the collection of the library system. Examples of publications which may be accepted from an outside source include legal materials, long distance learning material/validated correspondence, educational material, publications covered under the Consular Notification Act and religious publications (Bible, Quran, etc.) that cannot be obtained from the Chaplain. Family may send in such books provided from a publisher source. No personal property or any other sources will be accepted. Received materials may not have stapled binding, any metal or cording.

If a publication is mailed in the incarcerated individual may choose to accept or reject it in writing – any rejected books received will be returned to sender.

If incarcerated individuals would like to order a subscription for a magazine, incarcerated individuals must get prior approval by completing a Money Release Form (DCA-14C) and have a check drawn from their account to provide to the subscription vendor. Incarcerated individuals will not be permitted to order publications or merchandise which will be billed at a later date.

BOOK MAXIMUM There is a limit of 7 books (including magazines, personal books, library books, religious books, and any other book from the facility) per incarcerated individual, per cell. It is the responsibility of the incarcerated individual to make sure there are not more than 7 books in their 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. Incarcerated individuals may choose to donate an excess books to the library.

RELEASE PROCESS FOR BOOKS AND MAGAZINES Incarcerated individuals who possess more than the allowable seven (7) books, must either donate them to the MCCF Library or request to have them placed in their property prior to receiving additional books/magazines. Additional books/magazines will not be provided to an incarcerated individual if they are on record as having seven (7) already and if received at the facility will be returned to sender. For any excess non-library books, incarcerated individuals will be given an opportunity to have a visitor pick up the excess books. It is the responsibility of the incarcerated individual to notify the individual who they have chosen to pick up the books. If the identified visitor does not pick up the excess books within 30 days, the excess books will be considered abandoned and will be destroyed unless they are donated or added to incarcerated individual property in storage pursuant to written request from the incarcerated individual.

BOOKS IN PROPERTY If an incarcerated individual wants to have someone pick up the excess books, the incarcerated individual must complete a property release form identifying the books to be released and the person to whom they will be released. If incarcerated individuals are releasing books/magazines to their property, a confiscated property receipt (DCA 14B) must be completed to include the complete title of the book/magazine.

DONATING BOOKS If incarcerated individuals are donating books/magazines to the MCCF Library, the complete title of the book/magazines must be included on the DCA 549D Donation Form and provided to correctional staff.

VISITATION

PROFESSIONAL VISITS Professional visits by representing attorneys for legal access to incarcerated individual clients are available daily at both MCDC and MCCF. Other professionals seeking visits with an incarcerated individual 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. Incarcerated individuals 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 incarcerated individual population and posted on the DOCR website.

All family visiting sessions are recorded and monitored similar to the facility phone system.

There will be no visiting at MCDC except for incarcerated individuals assigned to the long term housing areas for Juveniles, Facility Workers, or Protective Custody who are authorized to have two (2) visits per week based on the facility visiting schedule for up to one (1) hour at MCDC each visit. The visiting week begins on Sunday. A daily visiting schedule is posted in each living area. Based on the discretion of the correctional staff and volume of any other waiting visitors, it may be possible to use both weekly visits back to back on the same day. If the visiting area has other visitors waiting, then a second visit may not be approved by correctional staff. Each eligible incarcerated individual at MCCF is authorized to have two (2) visits per week with authorized visitors during scheduled visiting hours. Relatives and friends may visit unless disapproved by the Warden (MCCF/MCDC) or their Designee. Incarcerated individuals at MCDC or MCCF on intake pre-placement, disciplinary, or any other restricted status are not allowed visits. In addition, incarcerated individuals 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). Incarcerated individuals 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 incarcerated individual.

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 incarcerated individual at a time, provided they register together. All adult visitors must have valid ID to be admitted. Each visitor's full name and complete address must be registered and logged onto the incarcerated individual's Visiting Record. Each incarcerated individual's Visiting Record is electronically added to the visiting database at the Visiting Desk. When visiting an incarcerated individual, a visitor will only be able to visit the incarcerated individual whom they identify as the incarcerated individual they are visiting. No switching from one incarcerated individual to another will be permitted. An incarcerated individual'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 incarcerated individual records.

Special visits for incarcerated individuals may be approved under certain circumstances. Normal time for all visits is forty (40) minutes at MCCF but visits may be up to one (1) hour at MCDC. Incarcerated individuals 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. Incarcerated individuals 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 ACCOMODATIONS When auxiliary aids and services are necessary to ensure effective communication between incarcerated individuals 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 incarcerated individuals and their visitors who are hearing impaired, the facility can provide appropriate auxiliary aids and services free of charge, such as: sign language and oral interpreters,

interpretation systems, written materials, and telephone handset amplifiers. Visitors and incarcerated individuals should ask a correctional staff member for assistance.

VISITOR DRESS CODE AND CONDUCT DOCR facilities are professional business environments and wearing revealing, suggestive, or otherwise inappropriate attire is strictly prohibited. Proper attire, including wearing shoes, shirts/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) & 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/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 (skintight), such as aerobic and jogging attire
- Ragged, skintight or torn jeans (exposing portions of the body above mid- thigh)
- Sunglasses
- Hats / Ball Caps
- Hooded Sweatshirts

Any visitor failing to clear the metal and CellSense detectors will be denied entry into the visiting area. Any visitor appearing intoxicated, under the influence, or otherwise unwell 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. **Incarcerated individuals or visitors found in possession of tobacco, or any other form of contraband will be immediately removed from the visiting room, and incarcerated individuals 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 need to be supervised and with the adult at all times.

VIDEO VISITATION MCDC and MCCF offer The Visitor™ video visitation system which allows friends, family members, and professionals the control to schedule and conduct video visits at a time convenient for them and avoid wasting time waiting in long lines or traveling to the facility. Video visitation provides an alternative to traditional face-to-face visits on visitation telephones through a glass partition with visitation through video kiosks and is conducted with the incarcerated individual never having to leave their housing unit while the visitor can choose to visit onsite at the facility or offsite from anywhere.

Video Visitation from the facility is conducted using the video terminals located in the facility's visitation center. This is free of charge and based on an incarcerated individual's inability to leave their housing area for an in-person visit such as extreme medical or security concerns.

Offsite Visitation is fee-based and $7.50 per video visit is paid by the family, friend, or professional visitor. Internet connection issues during offsite visits will not be refunded. This video visitation occurs when the family, friend or professional visitor is in the community and wants to conduct a video visit from a personal Windows computer, Android device, or iOS device. Visitors wishing to participate in offsite visitation are required to download and test the visitation application from their Windows computer, Android or iOS device (iPhone or iPad) before they will be able to schedule a visitation. For offsite visitation, the visitor can choose to visit from a computer or alternatively from any Android device by downloading The Visitor™ android app, ICS MOBILE from the Google Play store or any iOS device by downloading the iOS app, ICS MOBILE from the Apple Store by searching ICSolutions. Visitors who are 18 years and older, wishing to conduct a video visit need to go to the website www.icsolutions.com to create an account, register, and schedule a video visit.

Information on video visitation is available on the DOCR website https://www.montgomerycountymd.gov/cor and the vendor website https://www.icsolutions.com/

VIDEO VISITATION RULES AND PROCESS EXPECTATIONS There are specific process rules and expectations for how video visits are scheduled and conducted.

1. Video visits are subject to monitoring and recording.
2. Any violation of the visitation rules may result in termination of the visit and/or suspension of visitation privileges for the incarcerated individual and/or visitor.
3. Video visits should be scheduled during the incarcerated individual's recreation time. It is the incarcerated individual's responsibility to communicate their available schedule to their Visitors.
4. It is the incarcerated individual's responsibility to check with the Housing Pod Officer to see if any visits are scheduled. This information will also be provided to the incarcerated individual as a message on their phone account. For an inmate to check for a phone message, Press '1' for English or '2' for Spanish, then enter your PIN number followed by the '#' sign, then press '41' to access the Inmate Voice Mail Messaging System and follow the prompts.
5. Visits must be scheduled at least 24 hours in advance, and up to 2 weeks prior.
6. Video visit sessions are up to 25 minutes long each time.
7. Visitors can conduct video visits from the facility at no cost. Visitors can also schedule video visits and conduct them online from home at a cost of $7.50 and are paid for by the Visitor when scheduling.
8. Incarcerated individuals must be on time for their visits to avoid missing the scheduled time unless there is an operational issue in the housing area. Visitors and incarcerated individuals may log in no more than 5 minutes early and can be no more than 20 minutes late. Visits will be marked as missed if either the incarcerated individual or visitor are late more than these specified times. No refunds will be provided for missed video visits unless there was a confirmed operational issue in the housing area. Visits can be canceled without any charges up until the scheduled start time.
9. To view a list of scheduled visits, incarcerated individuals should press 'Portal' on the Visitation Kiosk and log in using the same PIN used to place telephone calls.
10. To cancel the visit, incarcerated individuals should press 'Cancel' next to the visit after logged into the 'Portal'.

11. To connect to a visit, incarcerated individuals should press 'Video' on the Visitation Kiosk and log in using the same PIN used to place telephone calls.
12. For assistance, visitors should go online to www.icsolutions.com and click on 'Visitation' under 'Support' for instructions.

TABLETS

TABLETS The majority of the MCCF facility population and the long-term populations at MCDC are provided with tablets to use within the facility. Tablets are considered county issued property. Using a tablet is a privilege and not a right or a requirement. Incarcerated individuals in intake status, special management, disciplinary segregation, or who are otherwise sanctioned or administratively restricted may not be assigned a tablet based on correctional facility management.

Following intake processes, incarcerated Individuals may be issued (1) tablet and (1) set of earbud headsets. Each incarcerated individual will be issued their first set of earbuds, free of charge. Replacement earbuds can be purchased from commissary for a fee. Incarcerated Individuals are only to be in possession of one pair of earbuds at any given time. Earbuds may be confiscated for misuse. If there is a technical issue with a tablet, the tablet can be returned/exchanged to the vendor. Any perceived intentional damage will result in disciplinary action and sanctions.

These tablets are through an outside vendor under contracted terms with specific content and administrative functions to include using the tablet as a phone, receiving digital mail and messages, submitting digital requests to staff, and using program content to include a digital library, program curriculums, law library resources, and entertainment features such as games, music, and movies. Some of the entertainment content is based on purchases while other content and features are available at no cost. Vendor representatives onsite and custody staff manage the facility tablets for enrollments, distribution, and accountability. During or after intake processes at MCCF, incarcerated individuals will be issued and tablet and one headset based on available equipment. If equipment is limited, priority will be given to general population and program housing pods.

TABLET SCHEDULE AND CHARGING The following daily timetable is established for the housing pods.

7:30 AM: Tablets will be distributed to the incarcerated individuals.

2:00 PM: Tablets will be collected and placed in the charging carts; tablets will not be recharged another time if not returned at this designated time.

5:00 PM: Tablets will be re-distributed.

11:30 PM: Tablets will be collected and placed in the charging carts.

TABLET USE EXPECTATIONS

All incarcerated individuals who are assigned a tablet to use must agree to the conditions outlined in the *Tablet Use Agreement*. This is provided during each log-in to the tablet. By logging into and using the tablet, you are indicating that you understand and agree to the *Tablet Use Agreement* requirements.

Any time the tablet is distributed to a user, the user is responsible for any damage to the tablet whether intentional or due to negligence or accident. Users are responsible for any loss or alteration to the tablet from the original condition from when it was issued by Custody. Unauthorized removal of a tablet from the facility or intentional damage/vandalism of a tablet may result in criminal charges. Users may be subject to financial restitution equal to the replacement cost of a tablet or sanctioned with a monetary fee up to $250 per instance of misuse or damage. **Any violation of any of the *Tablet Use Agreement* may result in permanent loss of tablet privileges and disciplinary action up to and including a monetary fee, restitution for damages, disciplinary segregation, and criminal charges as appropriate.**

Respectful and responsible use of the tablet is required. By logging into and using the tablet, incarcerated individuals indicate they understand and agree to the following expectations:

1. I understand that I am being assigned a tablet to utilize during approved times while in my housing unit. I understand that the tablet is for use as a tool for learning, communication, and entertainment and must be handled with care. I understand that my use of a tablet is a privilege, not a right.

2. I understand my access to my assigned tablet will be subject to the operational needs of the facility, and therefore, I may not be guaranteed access to the tablet, even during approved times. During operational lockdowns tablets will not be available and could be turned off without warning based on immediate needs. Tablet will be distributed and collected at the direction of the housing unit Correctional Officer.

3. I understand that I am required to follow all facility rules and procedures, and I understand that failure to do so may result in my tablet access being limited, suspended, or revoked as a sanction to a disciplinary rule violation or an administrative decision. I will not use the tablet to engage in any illegal activity, harassment, or threats, or to violate any facility rules or regulations. I will not use the tablet to access contraband, pornography, gambling, or other unauthorized content. I understand that eating and drinking is not permitted when using the tablet.
4. I understand that anytime the tablet is distributed to me that I am responsible for any damage to the tablet whether intentional or due to negligence or accident. I am responsible for any loss or alteration to the tablet from the original condition from when it was issued to me. I understand the unauthorized removal of a tablet from the facility or intentional damage/vandalism of a tablet may result in criminal charges. I understand I may be subject to financial restitution equal to the replacement cost of a tablet or sanctioned with a monetary fee up to $250 per instance of misuse or damage.

5. I understand I am not authorized to tamper with the tablet in any way or to change any setting on the tablet.

6. I understand that I should not allow anyone else to use or handle the tablet assigned to me. I am also not authorized to use a tablet assigned to another inmate. I agree to not share my login and password to anyone.

7. I understand that I can only use my assigned tablet in designated areas and at designated times. When not in use, my assigned tablet should be stored in my property bag, or the charging station as directed.

8. I understand that I will be required to return the tablet to the Correctional Officer or designated staff member daily as scheduled or at any time as directed.

Any violation of any of the above may result in loss of tablet privileges and disciplinary action up to and including a monetary fee, restitution for damages, disciplinary segregation, and criminal charges as appropriate.

By logging into the tablet and using it, incarcerated individuals are indicating they understand and agree to the above expectations and terms of use for the tablet.

DIGITAL TABLET REQUESTS Digital requests are not monitored live or instantly received. Requests will be checked regularly by staff, but they should not be used to report any emergencies. **All incarcerated individuals should continue to notify the nearest staff member in person for any emergency, safety or security needs. All incarcerated individuals who are assigned a tablet are expected to use the digital request process on the tablet platform. Paper request forms should only be used by incarcerated individuals that do not have tablet access based on intake status or restrictions**. Paper requests should not be submitted in addition to digital requests. Paper request forms will only be provided to incarcerated individuals who are not assigned to a tablet.

On the tablets there are Request Forms across all the main sections of our facility operations at MCDC and MCCF. The available digital request forms available will show on the tablets. There are daily and weekly limits for how many digital requests may be submitted for each form. Only one request should be submitted for an issue or need until a response is received – multiple requests or also submitting paper requests should not occur as that will complicate and/or delay responses. Staff will review the submitted digital requests related to their operational area and provide a timely digital response on the tablet platform.

There is a full range of request forms parallel to the existing options on the paper DCA-6 Request Form. These digital request form topics include:

Case Management	Food Services	PREA
Commissary and Accounting	Library Services	Programs
Custody-MCCF	Medical Sick Call	Records Office
Custody-MCDC	Mental Health Sick Call	Reentry Services
Custody- Mail and Messages	Office of the Public Defender	Religious Requests
Custody- Property	Phone Issues	Tablet Issues

TABLET MAIL MESSAGES AND PHOTOS Incarcerated individuals will receive digital versions of personal mail as well as messages and photos sent to them from friends and family. Mail, messages, and photos are only available on the tablets. Paper mail will not be provided to incarcerated individuals with a tablet.

Family and friends sending messages and photos digitally through the tablets need to first set up personal accounts. The website for family and friends to sign up for in order to send digital photos, video clips, and digital messages to incarcerated individuals through the tablet platform is www.gettingout.com. This is different than the paper mail process from TextBehind where paper mail is sent and then process by the facility to receive on their tablets or printed on paper at the facility.

All messages, photos and videos sent by family and friends are subject to review and approval by correctional staff.

PROPERTY

RECEIVING, RELEASE, TRANSFER, AND DISPOSITION OF PERSONAL PROPERTY

A. **Receiving Personal Medical Items:** Incarcerated individuals may also request medical supplies such as eyeglasses, contact lenses, and unopened contact solution. Incarcerated individuals 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 incarcerated individual to meet with the Physician to confirm by the Physician's order if the requested item is needed. Medical staff will inform the incarcerated individual of the Medical approval for the requested item and provide the incarcerated individual 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 incarcerated individual 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 incarcerated individual'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 incarcerated individual. **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:** Incarcerated individuals 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:** Incarcerated individuals 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/signed Property Request/Release Form (DCA-14A) to their housing Custody and Security Supervisor or Designee. The DCA-14A must be submitted by

the incarcerated individual at least two (2) business days (Monday through Friday) before the clothing exchange/property release is expected to take place. The form is reviewed by the Custody and Security Supervisor or Designee and approved or denied with their signature. If it is denied, it is returned to the incarcerated individual with a notation disclosing the reason. Approved DCA-14A's from both MCDC and MCCF are forwarded to the MCDC Property Officer daily.

D. 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 incarcerated individual wants to release all of their property items (except for their clothing) they must complete a Property Request/Release Form (DCA-14A).

Upon release, incarcerated individuals 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 incarcerated individual's release date, and if unclaimed after thirty (30) days, the property will be disposed.

E. NOTE: Incarcerated individual personal property is stored at MCDC. All property exchanges and releases take place at MCDC, not MCCF. Incarcerated individuals are responsible to make their visitors aware of this. If Incarcerated individuals are releasing property to a visitor, it is the incarcerated individual's responsibility to notify the visitor that they must come to MCDC collect the property.

VALUABLE PROPERTY LIMITS Incarcerated individual personal possessions, valuables, and money are removed and will be held for safekeeping; a receipt is given for all items. DOCR is only liable for stored personal property up to a value of $200 regardless of the original value of said item. It is recommended that incarcerated individuals release any property of over $200 value to a family member or a 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) which are kept by an incarcerated individual in the facility. **The Department's liability for stored personal property is limited to $200.00**

FACILITY ISSUED PROPERTY Incarcerated individuals 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.

A. Incarcerated individuals at MCDC and MCCF are provided religious items upon request as a representation and support of their faith expression while in custody. Primary religious books (Bibles, Qurans, Torahs), faith enrichment books, rosaries, and prayer rugs are the primary issued religious items that are considered and labeled as facility property that should be returned at the time of the incarcerated individual's release from facility custody. Personal wear items provided, such as kufis, hijabs, and yarmulkas, are not expected to be returned.

B. Most incarcerated individuals will be issued a tablet and provided one (1) headset of earbuds to use. Any tablet provided will remain the property of the facility and is expected to be returned without damage. Headset earbuds are not expected to be returned. Additional earbud headsets are available for purchase through the commissary menu.

C. Facility issued property is County property and is expected to be returned upon your release from custody. Restitution costs may be charged for any damage or loss to facility issued property.

D. **Facility Issued Property:**

2	Blankets	1	Mattress
2	Jumpsuits	1	Tablet and Headset
2	Towels	1	Pair of DOCR Issued Shoes
1	Washcloth		

ALLOWABLE PROPERTY FOR GENERAL POPULATION

A. Facility issued religious books, prayer items, or other program materials may be provided through the Chaplain:

1	Prayer Rug (upon request)
1	Primary Religious book (upon request)
1	Rosary (upon request)
1	Kufi/Hijab/Yarmulka (upon request)

B. All clothing or worn religious head coverings must be either white or gray in color.

C. Religious medallions or necklaces are not permitted. Any self-made items are considered contraband and will be confiscated and disposed of.

D. Items purchased through Commissary and items provided through indigent/hygiene kits, or other items provided by correctional staff are allowed provided all property fits into the property bag and within stated limits for number of items.

E. Legal materials are approved property provided they do not present any safety or security concerns. Incarcerated individuals may keep their court and legal papers in their possession subject to security and safety restrictions; however, in the case of excessive legal papers that may cause concerns, special arrangements may be made through correctional staff for the incarcerated individual to have reasonable access to those that must be stored in the incarcerated individual property room. Excessive amounts will be approved on a case-by-case basis**.**

F. **There are limits to the quantity of personal incarcerated individual property allowed and all personal property must fit into your property bag. Be advised, items over allowable limits, or unauthorized items will be taken and may be discarded/destroyed.** This includes items incarcerated individuals may

have purchased from canteen or items incarcerated individuals have been given by another incarcerated individual. It is solely the incarcerated individual's responsibility to manage the property amounts they have at any time. **Do not purchase more than the allowable limit or the items may be confiscated as excessive property.**

INDIGENT PROPERTY Incarcerated individuals at MCCF who have less than $1.00 in their incarcerated individual account are eligible to order an indigent kit from incarcerated individual Commissary. These incarcerated individuals are referred to as indigent.

A. The indigent kit includes four (4) sheets of writing paper, four (4) stamped envelopes and a pen. The indigent incarcerated individual kit contains deodorant, shampoo, toothpaste, toothbrush, soap, razor, four (4) sheets of paper, four (4) stamped envelopes, lotion and a pen. Indigent incarcerated individuals may order one indigent kit once per month, as long as their incarcerated individual account remains less than $1.00 for thirty (30) consecutive days prior to the request.
B. The Indigent clothing kit and other services available are undershirts, briefs, socks, washcloth, underwear, panties, sports bra. Indigent incarcerated individuals may order a clothing kit every 90 days as long as their incarcerated individual account remains less than $1.00 for ninety (90) consecutive days prior to the request.
C. Indigent incarcerated individuals may order an indigent haircut every thirty (30) days as long as their incarcerated individual account remains less than $1.00 for thirty (30) consecutive days prior to the request.
D. The facility will pay the reasonable U.S. mail postage to mail the necessary legal correspondence of indigent incarcerated individuals. This does not include certified mail.

ALLOWED PROPERTY ITEMS AND LIMITS

7 Books (including any books or magazines)	1 Pair of DOCR Issued Shoes
5 Newspapers (personal)	1 Pair of Commissary Purchased Shoes
5 Pairs of socks	1 Pair of Shower Shoes
5 Undershirts	1 Traditional plain wedding band
5 Underwear	1 Razor
2 Towels	2 Bars of full-size soap
2 Washcloths	2 Each Hygiene Item
2 Bras	1 Tablet
1 Shorts (no pockets/strings)	1 Tablet Headset
1 Sweatshirt	2 Bowls
1 Sweatpant	2 Cups
1 Thermal Top	1 Prayer Rug (upon request)
1 Thermal Bottom	1 Rosary (upon request)
	1 Kufi/Hijab/Yarmulka (upon request)

ALL CLOTHING MUST BE WHITE OR GRAY IN COLOR, WITH THE EXCEPTION OF UNDERWEAR AND JUMPSUIT**.**

PROPERTY RESTRICTIONS FOR SPECIAL MANAGEMENT STATUS Incarcerated individuals in special management status will be restricted from additional allowable property for purposes of safety, security, or sanction. While these 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:

- 1 Mattress
- 1 Legal Pad
- 1 Flexible Pen
- 2 Blankets
- 5 Stamped Envelopes
- 2 Jumpsuits
- 1 Toothbrush
- 5 Undershirts
- 5 Pairs of Socks
- 1 Pair DOCR Issued Shoes
- 5 Pairs of Underwear
- 2 Bras
- 2 Washcloths
- 2 Towels
- 1 2-inch Plastic Comb
- 1 Bar Soap
- 1 Plastic Hairbrush
- 5 Toothpaste Packets
- 5 Deodorant Packets
- 1 Pair Shower Shoes
- 1 Rosary
- 1 Prayer Rug
- 3 Books (including magazines and any books)
- 1 Newspaper
- Legal Mail

ALL CLOTHING MUST BE WHITE OR GRAY IN COLOR, WITH THE EXCEPTION OF UNDERWEAR AND JUMPSUIT**.**

CONTRABAND AND RESTRICTED ITEMS

CONTRABAND AND RESTRICTED ITEMS This *Facility Guidebook* provides incarcerated individuals with a complete list of allowable property. Incarcerated individuals are strongly encouraged to adhere to this list to avoid items being confiscated.

Any excessive property that is not stored within the property bag provided will be confiscated and may be discarded/destroyed.

Any item that is no longer in its original manufactured condition due to alteration, modification, or repurpose, including changes to size, shape, or function will be confiscated and may be discarded/destroyed.

EXAMPLES OF CONTRABAND ITEMS (THIS LIST IS NOT EXHAUSTIVE):

A. Altered headsets or tablets
B. Any altered piece of clothing or those containing draw strings, pockets or zippers (designer labels)
C. Any batteries
D. Any clothing items except issued jumpsuits that are any color except gray or white (except for underwear)
E. Any footwear not issued by DOCR or purchased on Commissary
F. Any type of hair bands or modified gloves or other items to use as a hair band.
G. Any images of partial or full nudity; any openly displayed explicit images in plain view
H. Any jewelry, including piercings and including religious medallions, only facility approved wedding bands
I. Any tobacco product
J. Any unauthorized communication devices

K. Any writing or drawing on any facility issued or personal clothing/shoes other than actual name of the incarcerated individual when incarcerated (for laundry purposes)
L. County cleaning supplies (gloves, rags, mops, brushes, etc.)
M. Detached or altered razors or more than one razor
N. 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.
O. Excess books and magazines (more than 7 total books including one religious book)
P. Gang-related materials/designs, altered clothing, signs, symbols, pictures with hand signs
Q. Illegal drugs or medications not prescribed to the incarcerated individual
R. Left-over food items from breakfast, lunch, and dinner (all meal food items must be consumed during the shift they are served)
S. More than five (5) Maxi pads per incarcerated individual
T. More than one (2) cups (empty peanut butter jars will be counted)
U. More than two (2) bars of soap
V. More than two (2) of any hygiene items
W. More than two (2) bowls with lids
X. Plastic bags of any type
Y. Rubber bands, paperclips, staples, etc.
Z. Strings, cords, laces, or similar self-made items of any type
AA. Unlabeled or loose medications, any medication past expiration date
BB. Weapons or any item that could be used as a weapon

Above 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 the confiscation of the material and possible disciplinary or criminal action.

PROHIBITED DISPLAY MATERIAL Prohibited material is defined as any printed or written material, or any picture, drawing, photograph or other pictorial representation, depicting or showing full, or partial nudity or any obscene or pornographic material. No nude or partial nudity photographs of any type will be allowed via mail due to potential security issues. Although incarcerated individuals are permitted to possess some level of explicit material that is not full or partial nudity, they are not permitted to openly display or post these materials in their cell, nor are they to be brought into the dayroom area and displayed. Incarcerated individuals are not permitted to remove any pictures from magazines or books and display these images inside their housing cell.

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"), security measures are continuously in effect. Cooperation is required so that correctional staff may perform their tasks without being hampered by interference and/or delaying tactics by incarcerated individuals.

CORRECTIONAL STAFFING This statement is provided as notice that it is the policy of DOCR 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 incarcerated individuals, 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 incarcerated individuals are made daily. Unscheduled counts are also made. Scheduled counts are announced on the public address system, except during sleeping hours. Incarcerated individuals must follow all instructions and directives given by correctional staff at all times. The housing pod televisions and telephones will be turned off fifteen (15) minutes prior to the count; and incarcerated individuals will be placed on lock-in for the count, as directed by staff. Incarcerated individuals must be on their beds for the institutional count. Blocking the window or view into a cell or preventing direct line of sight of an incarcerated individual during a count is prohibited. Failure to cooperate during an institutional count is a serious disciplinary infraction. Incarcerated individuals may be removed from the housing unit to a segregation unit pending further action.

DRUG AND ALCOHOL TESTING Drug and alcohol testing will be conducted on individuals at MCCF and MCDC. Testing may be at random selection or based on suspected use of any unauthorized substance. Disciplinary violation charges, administrative restrictions, and/or reassignment to special management housing may result from a positive test, refusal, or fraudulent sample. Any refusals to submit to drug or alcohol testing will be considered and treated like a positive result.

EMERGENCY EVACUATION If an emergency situation occurs, such as fire or natural disaster, incarcerated individuals may be required to evacuate the housing area. In addition, incarcerated individuals will be required to evacuate the housing area during a fire drill. In either event, evacuations should 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.), incarcerated individuals 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, incarcerated individuals will be called upon to either evacuate their area or to seek a safer, more secure location. Incarcerated individuals should familiarize themselves with the posted evacuation routes, so that incarcerated individuals will know how to react in an emergency requiring evacuation. If an evacuation is necessary, incarcerated individuals 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 incarcerated individuals 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 incarcerated individuals to the safest, most secure part of their area. Generally, incarcerated individuals will want to stay away from windows or doorways. Incarcerated individuals may be directed to take their mattress and bedding materials with them. Incarcerated individuals must close the door to their cell/room upon leaving. It is important that incarcerated individuals follow the exact directions of staff, who have been trained in these emergencies.

DISORDER If a disorder occurs and an incarcerated individual is not involved, they will be given the opportunity to leave the area peacefully. Personal items may be removed by the incarcerated individual at that time, if the situation permits. If an incarcerated individual participates in a disorder and personal property is destroyed or misplaced, it will not be replaced by DOCR. A video camera may be used to film the actions of incarcerated individuals involved in a disorder. This film may be used as evidence to support administrative procedures and criminal charges.

DISTURBANCE IN POD In the case of a disturbance in the pod (i.e., fight or medical emergency) all incarcerated individuals not involved will immediately lock-in their cells. If the cell is locked, all incarcerated individuals must lie belly down on the floor by their cells, arms extended, palms up. Any incarcerated individual not locking-in during a disturbance will be subject to disciplinary action.

FACILITY MOVEMENT Failure to report to an 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. ID Band: **Incarcerated individuals are required to wear the DOCR ID Band issued to them at any time outside of their assigned cell. All incarcerated individuals must wear it at all times on their left wrist with the photo on the ID visible to correctional 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 incarcerated individuals are booked into this facility, regardless of whether or not it is an alias. Incarcerated individuals 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 or security responses, meal services, delivery of commissary items, and receiving medication, incarcerated individuals 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 incarcerated individual's expense if it is lost or intentionally damaged. An incarcerated individual is not allowed to participate in a facility program or visitation without a proper ID Band on their wrist.

B. Passes: Any time MCCF incarcerated individuals are involved in movement out of the assigned housing unit, incarcerated individuals are required to have a pass which is issued by a staff member. Incarcerated individuals 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.

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

A. protection of self or others.
B. protection of property from damage or destruction;
C. prevention of an escape;
D. recapture of an escapee;
E. prevention of a criminal act;
F. effect compliance with the rules and regulations when other methods of control are ineffective or insufficient; and/or
G. protection of the individual from self-inflicted harm.

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 only used under one or more of the following circumstances to prevent or facilitate:

A. self-defense;
B. serious offenses against others;
C. 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);
D. escapes and recapture of an incarcerated individual.

LOCK DOWN For the purposes of staff training, maintenance repairs, safety concerns, or emergency situations, some or all incarcerated individuals 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. Incarcerated individuals 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 incarcerated individuals, if an individual is on suicide precautions, or if an individual is placed on a special handling plan to ensure their safety and well-being. These losses may include but are not limited to telephone calls, television, tablet, radio, commissary, family visiting, recreation, participation in any group activity, and work. Privileges may be lost if an incarcerated individual is classified as a security risk. Incarcerated individuals 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.

SEARCHES AND SHAKEDOWN INSPECTIONS

A. Strip Search: Incarcerated individuals are subject to a strip search at any time upon determination of probable cause or reasonable suspicion that incarcerated individuals are in possession of contraband or may possess items which are a threat to institutional safety and security. Upon arrival to MCCF, all incarcerated individuals are strip searched upon entry or returning to MCCF from transport. All incarcerated individual workers are subject to be strip searched. In addition, incarcerated individuals will be subject to a strip search upon returning to the institution following any outside activity or transportation. Incarcerated individuals 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 incarcerated individual's clothing items, at which point the Correctional Officer conducts a visual search of the incarcerated individual's person.

B. Frisk Search: Incarcerated individuals 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 incarcerated individual's person, while the incarcerated individual is fully clothed.
C. Cell Search: Incarcerated individual cells or other living areas are subject to a search at the discretion of any correctional staff member. Incarcerated individuals do not have to be present for cell or property to be searched.
D. Full Body X-ray Scanner: Incarcerated individuals will be subject to being scanned with the Full Body X-ray Scanner when incarcerated individuals are first arrested and brought to the MCDC facility to help detect and control contraband. A Full Body Scan will also be completed upon arrival to MCCF. Incarcerated individuals will be subject to a full search process every time an incarcerated individual exits and re-enters the facility.
E. 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 incarcerated individuals. Failure to cooperate during a shakedown is a violation of facility rules. Possession of contraband and excess personal property may be grounds for disciplinary action and confiscation.

FACILITY AND HOUSING POD ROUTINES

GENERAL EXPECTATIONS Cooperation and assistance in maintaining an orderly living area are essential to the health and welfare of all incarcerated individuals. Personal hygiene and clean and orderly living areas are necessary for the health and safety of all. Incarcerated individuals are expected to shower daily and keep a neat and clean appearance. Soap is issued to each incarcerated individual, and razors are available through the commissary process in most housing units (except for Special Management Areas). Kitchen workers are required to shower daily within the hour 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. 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. Incarcerated individuals shall remain on their beds at all times when correctional staff enter their room for daily cell inspections. The exception is the Facility Inspection, when the incarcerated individuals will be instructed to stand outside their cells properly dressed and wearing their ID band. Television, newspapers, and recreation privileges may be withheld if incarcerated individuals fail to comply with housing pod regulations. Tablets must be used at a low volume or used with headphones. Any incarcerated individual housed in a medical dorm shall be required to remain on their bunk from 10:00pm until

breakfast time daily. Incarcerated individuals 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, lights, or doors. No objects shall cover the cell window, nor shall objects be placed on the window ledge or attached to the frame of the window. Do not tamper with or hang anything from the sprinkler head. No clothing or towels shall be hung in the day area. During all lock-down periods, noise should be kept to a minimum. Incarcerated individuals will have access to shower facilities daily, unless security considerations warrant otherwise. Correctional Officers will make frequent checks of each housing pod. These patrols are for security and the protection of all incarcerated individuals. Do not delay an officer during their rounds. MCDC and MCCF are smoke-free institutions.

REQUESTS

- All requests should be submitted to staff through the tablets if an incarcerated individual is assigned a tablet. Staff will provide a digital response on the tablet platform.
- Requests may be submitted on paper using a paper request form if an incarcerated individual is not assigned to a tablet, or if a specific request/form is not available digitally on the tablet.
- In cases of emergencies, incarcerated individuals may use the "Officer Call" button in each cell to reach the housing pod officer. Misuse of this system will not be tolerated and may result in disciplinary action being taken.

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

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. Access to these areas will be determined by where the incarcerated individuals are housed and if there are any restrictions in place (Special management areas/CIU level one incarcerated individuals). No smoking, eating, drinking, or spitting is allowed in the recreation area. Appropriate clothing (shorts and shirt or 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.

TABLETS Incarcerated individuals will have the privilege of registering to use facility tablets depending on their housing status. Tablets are not available to incarcerated individuals in all housing areas to include MCDC Intake and Special Management. Tablets are a privilege and not a right or requirement – MCCF/MCDC reserves the right to administratively suspend, deny, or restrict tablets or device features based on conduct and disciplinary sanctions. Tablet devices are the property of DOCR and must be treated with care. Any destruction of DOCR property is subject to disciplinary action and/or reimbursement for the cost of the device. Tablets offer a range of features to include: digital requests to staff; communicating with family and friends through mail, messaging, and phone calls; entertainment content to include movies, music, books, and games; and a broad spectrum of

program content intended for support self-help and learning. There are features offered at no cost, as well as other content that requires payment from the incarcerated individual's account in order to access and use.

TELEVISION Most housing pods have two televisions for incarcerated individuals 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 AND BEDDING Upon admission to DOCR, Incarcerated individuals will be issued blankets for bedding. Incarcerated individuals are responsible for the care and upkeep of this bedding and must return it at the time of release. Institutional blankets are washed and exchanged on a regular basis. Incarcerated individuals should sanitize all mattresses upon issue to them, prior to use. Cleaning materials are readily available.

Laundry schedules are posted in the housing pods. Institutional blankets and jumpsuits are washed and exchanged on a regular basis. At no time will incarcerated individuals be allowed to wash County property in the housing area except for issued towels. Incarcerated individuals, except for some individuals in special management housing, are responsible for washing their own personal laundry in coordination with the housing Pod Representative. Only the approved Pod Representative designated to assist with housing pod laundry is permitted to wash clothes for the incarcerated individuals in the housing pod. No other incarcerated individuals are allowed in the laundry room or to wash laundry. The institution is not responsible for lost or damaged clothing. Any altered/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.

DRESS CODE Incarcerate individuals must wear institutional jumpsuits whenever outside of their assigned cell or in the day area. Whenever incarcerated individuals leave the housing area, they are not allowed to wear sweatpants and/or sweatshirts underneath the jumpsuit. Incarcerated individuals are responsible for maintaining all clothing (including institutional jumpsuits) free of writing/graffiti. Any altered clothing shall be confiscated. Those found in violation may be charged with damage to County property. Approved religious headwear may be worn by an incarcerated individual at all times. Approved attire may be worn in recreation areas. Institutional jumpsuits, when worn, must not be too tight or baggy, and collars should be down. All buttons on the jumpsuit must be fastened. The legs of the jumpsuit shall not be rolled up to expose socks or incarcerated individual's legs.

TRASH AND RECYCLING MATERIALS MCDC and MCCF are recycling facilities. All incarcerated individuals are required to actively participate in the recycling program by placing recycling materials in the appropriate bins in their respective housing pods. Plastic containers and mixed papers should be placed in the proper bins in the housing areas. Place trash in the containers provided. Trash and recycling will be removed from living quarters daily.

<u>DO NOT FLUSH TRASH DOWN THE TOILET!</u>
VIOLATORS WILL BE SUBJECT TO A DISCIPLINARY HEARING
AND RESTITUTION FEE FOR REPAIR COST FOR A CLOGGED TOILET.

GENERAL SUPPLIES General Supplies of toilet paper and additional body soap is stocked and made available in storage closets in each housing unit. Incarcerated individuals may request these items as needed from the Officers working the unit.

CELL WINDOWS, DOORS, DESKS, VENTS, BUNKS, LIGHTS 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/windows in any fashion. One authorized religious book (Bible, Quran, Torah, etc.) per occupant will be the only item(s) permitted on the desk. Nothing will be placed in or on the vents. 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 that are placed in housing areas should not be placed in the cells or showers. They are for day room use only.

GENERAL CONDITION OF CELLS Each incarcerated individual is responsible for the general condition and cleanliness of their cell. Inoperative equipment (sink, toilet, etc.) should be reported to a Correctional Officer immediately. Each incarcerated individual will be held responsible for damages or tampering to their cell, which was the result of negligence or malicious destruction. Incarcerated individuals will also be held responsible for contraband found within their cell. Incarcerated individuals should inspect their cell thoroughly upon moving in and out. Failure to immediately report cell problems to correctional staff may result in the incarcerated individual being charged institutionally and criminally if the situation warrants.

DAILY INSPECTIONS Incarcerated individuals are expected to be dressed (in 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 open, and the desk should be clear of all items except one authorized religious book per incarcerated individual. Incarcerated individuals are required to present their headset/tablet at inspection time.

WEEKLY FACILITY INSPECTIONS The expectations listed below will be enforced during weekly facility inspections. All incarcerated individuals should be prepared in advance and follow these expectations:

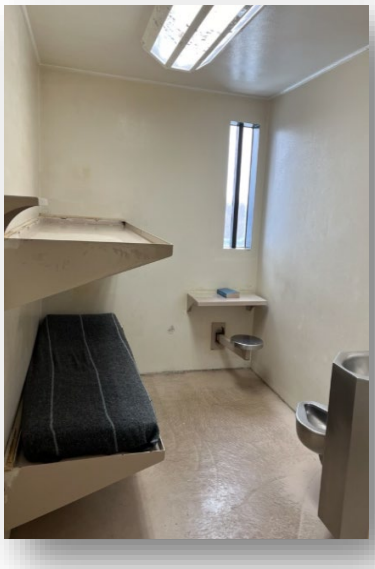
A. When the Facility Inspection Team's arrival is announced and the incarcerated individual's cell door is opened, the incarcerated individual should promptly stand outside of their cell door, be dressed wearing their jumpsuit fully buttoned, and be wearing their Incarcerated individual ID Band on their wrist at all times.
B. Incarcerated individuals must stand outside of their cell door quietly– not talking to others, not on the phone/kiosk, or by the rail.
C. If an incarcerated individual is out for recreation, the incarcerated individual will lock in once their cell has been inspected. Once staff has completed Facility Inspection in the incarcerated individual's housing area the incarcerated individual will be allowed back out to continue recreation.
D. An incarcerated individual's cell must be ready for inspection- review the cell inspection example in the *Facility 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 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 incarcerated individual's cell and the incarcerated individual will receive progressive sanctions to include loss of recreation privileges for failing inspection.

CELL CONDITION AND ARRANGEMENT OF PROPERTY Incarcerated individuals are expected to maintain their cell and personal property in a neat and orderly fashion as follows:

A. Floors and all areas of the cell must be clean and orderly in appearance
B. Beds must be neatly made from 8:00Am – 4:00pm Daily; the blanket must cover at least 3/4 of the bunk. Extra mattresses and blankets will be removed.
C. No items may be placed on or attached to the bunk. No items may be underneath the mattress.
D. No pictures or other items are allowed to be on the walls, door, or underside of the top bunk.
E. All personal property must be kept in the incarcerated individual's property bag, this includes commissary items and all other personal items including books. Commissary items, personal legal papers, mail, clothing items, and stationery items must be stored in the property bag. Only the amount of personal property that fits into the property bag is allowed. Property bags must be closed and kept underneath the bunk at all times.
F. Shoes must be placed under the bed neatly.
G. No items may be placed on any cell surfaces of the bunks, door, windows, walls, lights, vents, or any other areas of the cell.
H. Hygiene items must be stored neatly on the shelf. No additional items or property can be kept on the shelf.
I. The desk must be kept clear on a regular basis, with the exception of one religious book on the desk per occupant.
J. The sink/toilet must be clear of all items.
K. No towels or blankets must not be placed under the doors or anywhere on the floor or toilet.
L. Trash cans must be empty. Trsh bags are not permitted in the cell trash cans.
M. No excess or leftover food from meals may be kept in your cell.







FACILITY EXPECTATIONS AND RULES

GENERAL EXPECTATIONS FOR MCDC AND MCCF

A. All incarcerated individuals in the institutions must abide by all rules and regulations as published in the *Facility Guidebook* and as posted in housing areas.
B. Incarcerated individuals are expected to follow all directions of correctional staff.
C. DOCRID ID Bands must be worn on the left wrist at all times.
D. A high degree of personal hygiene and a clean and orderly living area are required.
E. Each incarcerated individual is held responsible for damages to their living area.
F. Incarcerated individual movement in the hallway will be single file to the right side of the hallway, and no talking is permitted in the hallways.
G. Loud talking and obscene language are prohibited – anywhere in the facility.
H. Incarcerated individuals must honor all restricted areas which are predetermined by staff.
I. Headsets/tablets played at a loud volume are prohibited.
J. Criminal acts committed while incarcerated are prohibited and may be referred to the Courts for criminal charges
K. Hair ties, hair bands, or any modified item to use as a hair tie is prohibited.

RULES FOR LIVING AREAS

A. Incarcerated individuals will report to their cells ten minutes before count time or at all other times as instructed.
B. Incarcerated individuals will not sit on the tables/rails—they may sit only on chairs and couches.
C. Incarcerated individuals will not put their feet on the furniture/rails/walls/doors.
D. Incarcerated individuals will not eat or drink on the couches. Food and drink will only be allowed in cells and on the day-room tables.
E. Incarcerated individuals will not sit, lean, or climb on the railings or officer's station.
F. Incarcerated individuals 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/console area, fire doors, staff offices, staff restrooms or office areas unless directed to do so by staff.
G. Incarcerated individuals will not enter a cell other than the cell they are assigned to.
H. Incarcerated individuals will make their beds and ensure their cells are inspection ready (clean) daily by 8:00 a.m. Cells 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).
I. Incarcerated individuals will not cover or place any type of debris in/on cell walls, vents, or windows (including cell door window).
J. Incarcerated individuals will be properly dressed at all times.
K. Incarcerated individuals will maintain good hygiene practices at all times.
L. Incarcerated individuals will not possess batteries, tobacco products, matches, contraband, weapons, or drugs.
M. Incarcerated individuals must follow lock-in procedures for counts, feeding, and other times as directed by staff.
N. Incarcerated individuals 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.

O. Incarcerated individuals reporting to CIU may not enter CIU office areas unless escorted by staff to the appropriate offices.
P. Incarcerated individuals will report to their cells in the event of an emergency or disturbance. If the cell is locked, the incarcerated individual must lie belly down on floor, arms extended, palms up by their cell.
Q. Incarcerated individuals will not loiter in front of any cell door areas.
R. Incarcerated individuals will not enter the entrance/exit sallyport without proper authorization.
a. Incarcerated individuals will form a single file line during med pass and allow space for privacy between nurse and individual incarcerated individuals receiving medications. Incarcerated individuals must present their incarcerated individual ID band to the nurse during med passes.
S. Incarcerated individuals will not enter the equipment closet without proper authorization from Pod Officer. Cleaning supplies must not be kept in cells.
T. Incarcerated individuals will not wash County issued jumpsuits and blankets. These items will be exchanged according to preset schedules. Only the designated Pod Representative for laundry is allowed in the housing pod laundry room at any time, unless otherwise directed by the housing unit officer.
U. Incarcerated individuals will remain on their beds for all institutional counts while the Officer is conducting the window/wall check, unless otherwise instructed by an Officer.

AT ALL TIMES INCARCERATED INDIVIDUALS ARE EXPECTED TO FOLLOW ALL WRITTEN RULES AND VERBAL DIRECTIONS FROM CORRECTIONAL STAFF

CONDUCT AND DISCIPLINE

DOCR has established well-defined disciplinary procedures to ensure the order, security, and safety of MCDC/MCCF. Incarcerated individuals charged with violations of institutional rules and regulations shall be afforded due process according to the established guidelines. Incarcerated individuals must take responsibility for their actions. Restitution may be required from any incarcerated individual who injures another incarcerated individual or staff/visitor, or who willfully and maliciously destroys, damages, or defaces County property (i.e. writing on walls, intentionally clogging toilets, and damaging institutional clothing or tablet, etc.). Incarcerated individuals who are participating in programs or who are Pod Representatives or Facility Workers may jeopardize their participation and diminution credits if any disciplinary violations occur. Any incarcerated individual 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.

DOCR uses canines for contraband control by patrolling and searching all areas within the facilities as well as on facility grounds including the perimeter, tree lines, fence lines, parking lots and roadways. Incarcerated individuals are not allowed to interfere with, feed, taunt, tease, make or attempt to make contact with, or engage the canine at any time. Any incarcerated individual in violation of these directives is subject to disciplinary action.

DISCIPLINARY OFFENSES Disciplinary offense violations are separated into categories of severity.

A. Category 100A Offenses

101 Murder, attempted murder, or reckless endangerment

102 Assault, battery, or the attempt thereof on DOCR staff, canine handler, canine, or another authorized person

103 Rape or any sexual act/conduct involving force, with or without consent, or the attempt thereof

104 Escape, attempting or planning escape, or possession of escape paraphernalia

105 Arson, attempted arson, or conspiracy to commit arson

106 Possession of explosives, ammunition, or incendiary devices, or materials which might reasonably be used to make such items, or actions creating a related danger

107 Inciting, creating, participating in, being involved in any manner, or committing any mutinous act, riot, or disturbance

108 Accessory to any category 100A offense

B. Category 100B Offenses

109 Assault, battery, or the attempt thereof, or fighting involving incarcerated individuals

110 Making or possession of a gun, firearm, knife, or any other object which has been deemed a weapon by the institution or modified in such a manner that it could be used as a weapon

111 Trafficking, attempting to traffic, possession, manufacture, or consumption of any dangerous substance (not authorized by medical staff) or any substance which could be used as an intoxicant, or drug paraphernalia

112 Theft or unauthorized possession of property with a value of $100 or greater

113 Possessing or wearing a disguise or mask

114 Tampering with locking devices and any other County property or tampering with or repositioning/readjusting any restraining device from its original placement

115 Counterfeiting any government document, money, or official papers

116 Robbery or attempted robbery, extortion, blackmail, protection, bribery, or obtaining another's property by force or physical threat

117 Possession of negotiables (such as checks, credit cards, or currency) with a value of $100.00 or greater, or the act of conducting or directing unauthorized electronic financial transactions with a value of $100 or greater

118 Introduction of contraband such as (drugs or weapons) into the institution

119 Recruitment or the attempt to recruit or promote related to gang membership/activity/graffiti

120 Tattooing, self-mutilation or manufacturing tattoo equipment or possession of such equipment

121 Introduction, possession, or use of any unauthorized electronic or communication device or accessory (i.e., cell phone, music devices, chargers, etc.)

122 Failure to comply with alcohol or drug testing to include failure to submit oral swab, failure to produce urine sample, or attempt to submit a fraudulent sample

123 Accessory to any category 100B offense

C. Category 200 Offenses

201 Physically or verbally threatening another person or canine

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

203 Attempt of, or misuse, hoarding, or distribution of medications, intoxicants, or other dangerous substances

204 Loaning or selling property to another for profit or selling any item

205 Possession of unauthorized County property

206 Theft or unauthorized possession of property with value below $100

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

208 Failure to cooperate with an institutional count

209 Disobeying a directive from staff

210 Willful destruction, misuse, possession of damaged County property, defacing of County property, or failure to report any such damage or misuse to include but not limited to recreation equipment, ID Bands, tablets, and tablets/headsets

211 Being in an unauthorized area, including entering another individual's cell without permission of staff

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

213 Violating visiting regulations

214 Disorderly conduct or engaging in horseplay

215 Filing or giving false statements

216 Any violation of facility mail, tablet, or telephone regulations; and any mail/telephone/tablet harassment and/or related criminal activity

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

218 Inappropriate physical contact between inmates

219 Forgery or alteration of official documents

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

221 Deliberate, negligent, and/or continuous failure to follow safety or sanitary regulations

222 Contact and/or readjustment of any security equipment such as fences, gates, cameras, fire doors or fire alarms from its original placement

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

224 Transporting, possessing, or passing written communication between incarcerated individuals, be it inside or outside of this facility (without the written permission of the Warden and an outside facility)

225 Interfering with, feeding, taunting, teasing, or attempting to make contact with or engage a canine

226 Possession of negotiables (such as checks, credit cards, or currency) with a value below $100.00, or the act of conducting or directing unauthorized electronic financial transactions with a value below $100

227 Smoking of any substance, and/or possession of incendiary materials or devices, or any contraband or material that could reasonably be used to facilitate the act of smoking

228 Accessory to any category 200 offense

D. <u>Category 300 Offenses</u>

301 Possession of unauthorized clothing, bedding, or other regulated property

302 Bartering or gambling

303 Malingering

304 Disorderly conduct or engaging in horseplay of a less serious nature

305 Failure to follow directions from staff of a less serious nature

306 Failure to maintain dress code, or failure to display pass or ID Band

307 Moving through the facility without a pass or possession of an unauthorized or forged pass

308 Out of bounds

309 Failure to maintain sanitary or orderly housing conditions and/or failure to maintain personal hygiene

310 Damage or misuse of institutional property to include lights and other objects within the housing area

311 Failure to keep cell windows, cell doors, walls, and vents free of debris or obstruction

312 Failure to maintain low noise level

313 Failure to properly participate in weekly/daily housing sanitation inspections

314 Misuse of intercom system

315 Violation of mail, telephone, or tablet regulations of a less serious nature

316 Disrespect in any manner towards any person of a less serious nature

PROCEDURES FOR NOTIFICATION & DISCIPLINARY ADJUSTMENT BOARD PROCESS

A. <u>Notification</u>

1. Rule violations requiring formal resolutions require a correctional staff member to prepare an Adjustment Report DCA71 and notify a Custody and Security Supervisor for their review and action.
2. Under normal circumstances, an incarcerated individual is notified within twenty-four (24) hours of an alleged rule infraction. 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 incarcerated individual is notified of the pending investigation by Custody and Security staff by receiving a DCA 85 Notice of Special Management Status and then will be provided the Notice of Infraction DCA39 and the Adjustment Report DCA71 within twenty-four (24) hours after the investigation has been completed.
3. The incarcerated individual 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 reported facts involved in the alleged rule violation(s).
4. The incarcerated individual is requested to sign the DCA39 Notice of Infraction. This form provides the category offense number(s) and a brief description of each rule violation, as well as a statement of the incarcerated individual's rights at their adjustment hearing. The original copy of the DCA39 is attached to the Adjustment Report DCA71 and forwarded to the Disciplinary Adjustment Board. The incarcerated individual is given a copy of the DCA39 at least twenty-four (24) hours prior to the adjustment hearing.
5. Refusal by the incarcerated individual to sign DCA39 constitutes a waiver of the incarcerated individual's right to attend the adjustment hearing and gives the Disciplinary Adjustment Board

authorization to hold the hearing without the incarcerated individual in attendance. If an incarcerated individual subsequently returns a signed DCA39 to the Shift Supervisor, at least twenty-four (24) hours before a scheduled adjustment hearing, the incarcerated individual shall be allowed to attend the hearing. The Disciplinary Action Board will afford the incarcerated individual another opportunity to participate in their adjustment hearing before they commence.

6. The incarcerated individual receives written notice of the estimated date of the adjustment hearing deadline at least twenty-four (24) hours prior to the hearing. This date is noted on the DCA39. The incarcerated individual may consent to a hearing within less than twenty-four (24) hours by initialing the bottom of the Adjustment Report (DCA71) and waiving their twenty-four (24)-hour preparation period. This is never required and always voluntary.

B. **Informal Resolution**

The resolution of a minor rule infraction (Category 300) between an incarcerated individual and correctional staff member. 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.

Informal resolutions shall be recorded on the Adjustment Report. An informal resolution usually involves a counseling session with the incarcerated individual, during which an understanding is reached concerning the incident. Informal resolutions may result in temporary loss of certain privileges (i.e. recreation, commissary, telephone, tablet, and/or visiting) for up to seven (7) days or lock-in for up to 48 hours. If the incarcerated individual does not plead guilty and accept the informal resolution or the sanction, the disciplinary report is referred to the Disciplinary Adjustment Board for formal resolution.

C. **Pre-Hearing Detention**

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

NOTE: *An incarcerated individual in segregation special management housing pending a disciplinary hearing will be restricted from all activities, except visits and phone communication. Restriction from this activity may occur only in extreme circumstances and under modified operations.*

D. Disciplinary Adjustment Board

1. The Disciplinary Adjustment Board normally meets within 96 hours (excluding weekends and holidays) following notification of charges being given to the incarcerated individual. 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 documented and provided in writing to the incarcerated individual before the expiration deadline. The incarcerated individual must be notified in writing of any delay. (Temporary release of an incarcerated individual from MCDC/MCCF constitutes grounds for delay of adjustment proceedings but does not require written notification of the delay to the incarcerated individual. The Disciplinary Adjustment Board should meet within 96 hours of the incarcerated individual's return).

   i. If an incarcerated individual is served with a DCA 71 on a Saturday or Sunday, the 96-hour period will begin at 12:01am on Monday morning and expire on Thursday at 11:59pm.
   ii. If an incarcerated individual is served with a DCA 71 during a long weekend, the 96-hour period will begin at 12:01am on the first day that is not a holiday or weekend day (i.e., begins 12:01am on Tuesday if Monday is a holiday and expires 11:59pm on Friday)
   iii. If an incarcerated individual is served on a non-holiday just prior to the weekend (regular or holiday weekend), the weekend does not count toward the 96 hours as the 96-hour period is suspended during weekends and holidays (suspended 12:01am Friday/Saturday until 11:59pm Sunday/Monday)

2. The incarcerated individual has a right to appear before the Disciplinary Adjustment Board unless this right is waived in writing, the incarcerated individual refused to sign the DCA39, a verbal or physical refusal is made and witnessed by a staff member not sitting on the Disciplinary Adjustment Board, or if institutional security or safety would be jeopardized by the presence of the incarcerated individual at the hearing. The incarcerated individual's refusal to appear or inability to participate with the Disciplinary Adjustment Board shall be noted in the record.
3. When, in the judgment of the Chairperson, the incarcerated individual presents a clear and present danger to staff and/or other incarcerated individuals, the hearing may be held in the absence of the incarcerated individual, or the Committee may hold the hearing in front of the incarcerated individual's cell at their door for security reasons. The Chairperson shall indicate the reason for this decision in writing in the record.
4. If an incarcerated individual attends a hearing, but decides to stop participating during the hearing, the hearing shall proceed to its conclusion. The incarcerated individual may stay as long as their behavior remains orderly and may be dismissed if there are any safety or security concerns notes by correctional staff.
5. The incarcerated individual should be advised of their rights against self-incrimination 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 in the documentation by the appropriate Disciplinary Adjustment Board member and the incarcerated individual will be required to place their initials in the appropriate space provided indicating they are aware of and understand their rights. Refusals to do so will be noted along with documenting verbal advisement. In the event both criminal and institutional charges are filed, the Disciplinary Adjustment Board shall still conduct the administrative adjustment hearing.
6. At the time of the adjustment hearing, an incarcerated individual will act on their own behalf. An incarcerated individual does not have a right to representation by another incarcerated individual or

any outside party to include legal counsel, as an adjustment hearing is an internal administrative procedure. An incarcerated individual may request a consenting staff representative to act on their behalf or if they are incapable of representing themselves.

7. During the hearing the incarcerated individual has the right to make a statement and present documentary evidence on their own behalf. The incarcerated individual also has a right to remain silent. The incarcerated individual's silence may be used to draw an adverse inference against the incarcerated individual; however, the incarcerated individual's silence alone may not be used to support a finding that they committed a prohibited act.
8. The incarcerated individual shall be given an opportunity to call witnesses in their defense, provided institutional security or safety would not be jeopardized and the witness testimony is relevant. The Chairperson of the Disciplinary Adjustment Board shall call those witnesses (correctional staff or another incarcerated individual) who are reasonably available, and who are determined by the Chairperson to be necessary for an accounting of the circumstances surrounding the charge(s). Witnesses whose testimony would be repetitious or irrelevant need not be called. 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. If the proposed witness testimony is not relevant or if they will not provide any new or additional information, the Disciplinary Adjustment Board will note that in the record and will not be required to call the witness. The members of the Disciplinary Adjustment Board shall question the witnesses in private and may include any questions raised by the accused. The accused incarcerated individual shall not be permitted to directly question the witnesses, in order to reduce the possibility of witness intimidation. 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 in the record. A witness may refuse to take part in the hearing, which must also be documented. An incarcerated individual may rescind their request for witnesses by initialing on the documentation.
9. Any reasonable incarcerated individual request to produce physical and/or documentary evidence at the disciplinary hearing shall be given reasonable consideration by the Disciplinary Adjustment Board members. Disciplinary Adjustment Board members cannot simply deny such a request on the grounds that the incarcerated individual has no right to demand the physical evidence be produced. The Disciplinary Adjustment Board 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 and documented in the record.
10. The Disciplinary Adjustment Board will make a determination based on the preponderance of evidence from all sources available.
11. An interpreter will be provided for all incarcerated individuals who do not speak or read English.

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 incarcerated individual 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 narrative report of the

Disciplinary Adjustment Board'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 incarcerated individual, or the institution may be withheld in the written notification.

F. **Disposition Review**

The Warden or Designee either approves or disapproves the written disposition of the Disciplinary Adjustment Board. Sanctions imposed by the Disciplinary Adjustment Board, 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 Disciplinary Adjustment Board. The Warden or Designee may also reverse a guilty finding when it is felt to be in the best interests of due process.

G. **Record Filing**

All reports, documents, and notifications of the disciplinary process shall be filed in the incarcerated individual's case management file.

DISCIPLINARY ACTION TAKEN AND SANCTIONS A progressive schedule is used by the Disciplinary Adjustment Board in determining sanction length to include Disciplinary Segregation time and loss of Good Conduct Time for serious rule violations. This matrix is to be considered a guide when making decisions or assigning sanctions. It is not absolute. The Disciplinary Adjustment Board retains the right to go outside the established matrix to impose sanctions when it is determined this action is justified. Justification shall be documented in the record.

For incarcerated individuals with presenting mental health concerns and/or who are housed in special management mental health housing areas, the Disciplinary Adjustment Board will consult with Mental Health staff to determine appropriate considerations, mitigating circumstances, and/or restrictions, based upon the incarcerated individual's mental status. Restrictions for incarcerated individuals participating CFC or JAS program pods are determined after considering program goals and institutional regulations.

A. DISICPLINARY MATRIX CATEGORY GUIDELINES

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

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

POOR CATEGORY = Poor adjustment history. Incarcerated individual has been infraction free for less than 60 days.

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

B. DISCIPLINARY SANCTION MATRIX

	Good	Fair	Poor
Category 100A			
Good Conduct Time	30-40	40-50	50-60
Restrictions	30-40	40-50	50-60
Category 100B			
Good Conduct Time	10-20	20-30	30-45
Restrictions	10-20	20-30	30-45
Category 200			
Good Conduct Time	0-10	10-20	20-30
Restrictions	0-10	10-20	20-30

C. DEFINITIONS OF DISCIPLINARY SANCTIONS

1. CELL LOCK-IN/CONFINEMENT – Category 300 Offense

- A correctional supervisor (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 incarcerated individual may not leave the incarcerated individual'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.
- Incarcerated individuals may participate in regularly scheduled programs and services (inside and outside the housing area), to include work assignments, educational and vocational programs, and family/professional visits.
- Incarcerated individuals will not be allowed the use of incarcerated individual telephones during the hours of confinement. Legal and professional calls will be handled on a case-by-case basis.
- Incarcerated individuals will not be allowed to eat meals in the dayroom during the hours of confinement.
- Incarcerated individuals may order and/or receive commissary during the hours of confinement.
- Incarcerated individuals may shower, once per day, after the pod has locked in for the night.
- Incarcerated individuals may retain their tablet/headsets during the hours of confinement, but the Warden or Designee retains the right to remove any or all electronic equipment from an incarcerated individual if determined to be appropriate.

2. LOSS OF PRIVILEGE(S) - Category 300 Offense

The Disciplinary Adjustment Board or a correctional supervisor (Sgt. or above) may impose the loss of up to three privileges for up to seven (7) days in total duration, 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
- LOSS OF FAMILY VISITING
- LOSS OF COMMISSARY
- LOSS OF TELEPHONE
- LOSS OF TABLET
- LOSS OF TELEVISION

3. FULL RESTRICTIONS – Category 100 or 200 Offense

The Disciplinary Adjustment Board 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 TELEPHONE
- LOSS OF TABLET
- LOSS OF TELEVISION

4. FULL DISCIPLINARY SEGREGATION – Category 100 or 200 Offense

Full disciplinary segregation is placement in disciplinary segregation special management housing, the full restrictions including loss of recreation, commissary, telephone, tablet, television 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 and determinations of the Disciplinary Action Board.

D. **DISICPLINARY SANCTIONS BY CATEGORY** All sanctions for Category 100 and Category 200 offenses will be administered based on the decision of the Disciplinary Adjustment Board, subject to approval by the Warden or Designee. Correctional staff may handle a documented minor offense (Category 300) within the housing pod, subject to review by a Custody and Security Supervisor or Designee. An incarcerated individual cannot be put on full restriction(s) for Category 300 offenses.

On category 100A, 100B and 200 offenses, the Disciplinary Adjustment Board may go outside the Disciplinary Sanction Matrix when assigning sanctions. However, no total combination of sanctions 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.

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. (It is at the discretion of the adjustment board as to whether an incarcerated individual is removed from a program/work 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
    - Verbal reprimand.
    - Written reprimand.
    - Confinement to cell for up to 48 hours
    - Loss of up to three privileges to include family visiting, television, tablet, telephone, recreation, or commissary, for up to 7 days.

RIGHT TO APPEAL All decisions of the Disciplinary Adjustment Board may be appealed to the Warden or Designee in writing within ten business days of the approved decision. The Warden or Designee shall consider the merits of the appeal based on the following three factors:

A. Was there substantial preponderance of 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 incarcerated individual in writing within ten (10) business days of receipt of the appeal. The decision of the Warden or Designee is final, and not subject to another appeal or grievance.

NOT GUILTY DECISION When an incarcerated individual is found 'Not Guilty', the Disciplinary Adjustment Board must note that as the finding for the respective violation and articulate the reason within the narrative summary of the record. The DCA71 is placed in the case management file. This documentation provides a record of the outcome of an incident in support of the incarcerated individual. Any Not Guilty finding will not be counted against the incarcerated individual in the future within the Disciplinary Sanction Matrix, or held against the incarcerated individual for program, facility work, or other considerations. It shall not appear in the incarcerated individual's institutional record as an infraction.

PROCEDURES FOR MINOR VIOLATIONS AND CATEGORY 300 RESOLUTIONS Informal Resolutions are applicable only on minor Category 300 offenses with an intention to address a rule violation directly and immediately without escalating to the Disciplinary Adjustment Board.

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 incarcerated individual. Informal sanctions and procedures shall be followed in such situations.

B. Sergeants, and Lieutenants as needed, shall serve as Hearing Officers and are authorized to impose minor sanctions for Category 300 offenses when guilt is accepted.

C. 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. After being advised that they are waiving their right to an adjustment hearing and that the sanction imposed may not be appealed, the incarcerated individual concurs and accepts the sanction which must be within the guidelines described in Category 300 offenses.

D. If there is agreement, the Hearing Officer shall document the incarcerated individual's agreement on the DCA 71 to include their signature and provide them a copy of the final document at that time. The Hearing Officer will initiate orders to impose the agreed upon penalty. If there is disagreement, the

Hearing Officer shall forward the disciplinary documents to the Disciplinary Adjustment Board Chair for an adjustment hearing on the Category 300 offense(s).

E. In cases where the incarcerated individual agrees to the informal hearing and the sanctions for their minor level infraction, the decision is final, with no appeals permitted. The disciplinary DCA 71 documents should be fully signed and then forwarded to the Deputy Warden of Programs and Services. After review, the documentation is placed in the incarcerated individual's case management file.

DISCIPLINARY RESTRICTION PROCEDURES DURING AN EMERGENCY

A. In the event of an institutional disturbance requiring emergency action, any or all the above procedures may be temporarily suspended.

B. Any incarcerated individual involved in the emergency may be secured without an adjustment hearing throughout the course of the emergency.

C. Upon restoration of order in the institution, normal disciplinary procedures and guidelines shall be followed.

CRIMINAL CHARGES AGAINST INCARCERATED INDIVIDUALS In addition to any administrative findings, incarcerated individuals will also be charged criminally with committing crimes within the correctional facility. DOCR takes pride in protecting both staff and incarcerated individuals from harm. The Department will seek criminal charges against an incarcerated individual for committing such crimes as (but not limited to):

Maryland CS 8-803. Indecent exposure by incarcerated individual in the presence of correctional officer or authorized personnel.

A. 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.
B. Prohibited conduct – An incarcerated individual may not, with intent to annoy, abuse, torment, harass, or embarrass correctional officer or authorized personnel, lewdly, lasciviously, and indecently expose private parts of the incarcerated individual's body in the presence of the correctional officer or authorized personnel.
C. Penalty – An incarcerated individual 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 incarcerated individual.

A. In general – An incarcerated individual convicted of assault under this subtitle on another incarcerated individual 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.
B. Consecutive sentence – A sentence imposed under this section shall be consecutive to any sentence that the incarcerated individual was serving at the time of the crime or that had been imposed but was not yet being served at the time of sentencing.
C. Suspension of sentence prohibited – A sentence imposed under this section may not be suspended.

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. A facility for juveniles listed in § 9-226(b) of the Human Services Article;
    3. A place identified in a juvenile community detention order; or
    4. 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:
    4. school was in session at the time of the crime; or
    5. 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.

Merger with § 9-802 conviction prohibited - Notwithstanding any other law, a conviction under this section may not merge with a conviction under § 9-802 of this subtitle

SEGREGATION AND SPECIAL MANAGEMENT STATUS

SEGREGATION RESTRICTION Incarcerated individuals who require special housing to ensure their safety, the safety and security of the facility, the safety of other incarcerated individuals, or for disciplinary or medical reasons, will be placed in some type of segregation unit on a special management status. Incarcerated individuals should be housed in the least restrictive environment pursuant to the safe and orderly operation of the facility.

MEDICAL AND MENTAL HEALTH SPECIAL MANAGEMENT A special management status of confinement to be used for incarcerated individuals whom the DOCR physician/medical staff believe should be removed from the general population for medical and/or mental health observation, evaluation and/or treatment.

A. An incarcerated individual may be temporarily placed in medical and/or mental health segregation when the DOCR physician or Designee believes that a life or health-threatening situation exists, which requires special medical handling. An incarcerated individual may also be temporarily placed in medical or mental health segregation by any staff member if there are concerns that the incarcerated individual is having a mental health crisis or needs additional monitoring.
B. Incarcerated individuals shall be returned to regular housing assignments as soon as the DOCR physician determines the condition(s) which necessitated Medical/Mental Health Segregation no longer exists.
C. Incarcerated individuals in Medical/Mental Health Segregation are managed in the same manner as incarcerated individuals in Special Management whenever possible. The health of the incarcerated individual, other incarcerated individuals, and the staff, as well as the safety of the institution remain a primary consideration. Any restrictions on 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 incarcerated individuals 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.

A. **Placement in Special Management**: An incarcerated individual may be placed on Special Management status by the Custody and Security Supervisor or Designee, or other appropriate staff member. Incarcerated individuals placed on Special Management status will receive a written notification (DCA-85) stating the reason(s) for this placement. Incarcerated individuals will be requested to sign this notification, and a copy will be retained in the incarcerated individual's file. <u>The following reasons serve as grounds for placement on Special Management status</u>:

1. Incarcerated individual requests Special Management status for their own protection or authorized staff determine that admission to or continuation on Special Management status is necessary for the incarcerated individual's own protection.
2. Incarcerated individual is pending reclassification after a period of time spent in Disciplinary Segregation.
3. Incarcerated individual is pending investigation for a serious violation of institutional rules or regulations.
4. Incarcerated individual is pending a hearing for a violation of institutional rules or regulations and placement in disciplinary segregation is inappropriate
5. Incarcerated individual is classified as a serious risk to themselves, other incarcerated individuals or to the security of the institution.
6. Incarcerated individual has demonstrated that they cannot safely be housed in general population. This could include incarcerated individuals who are continuous behavior problems or have emotional or mental problems which prohibit safe housing in general population.
7. An incarcerated individual is classified as an escape risk.

B. **Conditions of Special Management Status**:

1. Bedding - Incarcerated individuals in Special Management shall be provided the same bedding as provided in general population.
2. Commissary - Incarcerated individuals in Special Management may order and receive select items from the Commissary. Incarcerated individuals 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 - Incarcerated individuals shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will be permitted. Incarcerated individuals shall have reasonable access to material from the law library when requested.
4. Exercise - Incarcerated individuals 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 incarcerated individuals in Special Management shall be the same as that provided to incarcerated individuals 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 - Incarcerated individuals on Special Management status are allowed the same social correspondence and visiting privileges as incarcerated individuals 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. Incarcerated individuals in these units have the same access to the doctor, dentist, or psychiatry provider as incarcerated individuals in the general population.

9. Personal Hygiene - Incarcerated individuals shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, incarcerated individuals in Special Management may be afforded a minimum of three (3) showers per week. This would depend on each incarcerated individual's behavior and tractability.
10. Program Activities - Incarcerated individuals 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 incarcerated individuals can be maintained. The Warden or Designee has the right to suspend this privilege based upon the incarcerated individual's behavior. Incarcerated individuals pending an investigation or institutional hearing are not permitted to participate in any program or group activity.
11. Property Restrictions- Incarcerated individuals 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 Property section of this *Facility Guidebook.* Any property item may be removed from an incarcerated individual's possession if used in attempts to cause security violations or to exhibit disorderly behavior.
12. Reading Material – Some incarcerated individuals in Special Management may visit the institutional library on a scheduled basis depending on their status. Access to books will otherwise be coordinated by correctional staff. Incarcerated individuals on administrative segregation status may have the same number of books in their cells as incarcerated individuals in general population, including religious publications and pamphlets. This privilege may be temporarily suspended based upon the incarcerated individual's behavior. Incarcerated individuals pending an investigation or institutional hearing are not permitted to attend regular library sessions.
13. Telephone Calls - Incarcerated individuals on Special Management status shall receive the same telephone privileges as incarcerated individuals in the general population, provided that the safety and order of the institution and the incarcerated individuals can be maintained. This privilege will occur during the incarcerated individual's recreation period which consists at least of one (1) hour out of their cell per day. The Warden or Designee has the right to suspend this privilege based upon the incarcerated individual's behavior. Incarcerated individuals pending an investigation or institutional hearing will still have access to use the telephone during their scheduled recreation period. If an incarcerated individual receives a sanction of full disciplinary segregation the incarcerated individual will no longer have access to the telephone or tablet – correspondence in writing by mail is still permitted.
14. While incarcerated individuals on Special Management status are afforded basically the same privileges as incarcerated individuals 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**: Incarcerated individuals shall remain on Special Management status only as long as the reason(s) for their initial placement remains valid. Each incarcerated individual's case shall be reviewed weekly by the Special Classification Committee. Incarcerated individuals should be returned to general

population when the need for this status no longer exists. The management of CIU incarcerated individuals 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 exits. The following persons or groups of persons may affect this reclassification:
   1. The committee or person authorizing the incarcerated individual'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 incarcerated individuals who have committed serious violations and have been found guilty by the Disciplinary Adjustment Board 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 incarcerated individual may be placed on Disciplinary Segregation status only by the direction of the Disciplinary Adjustment Board, the Custody and Security Supervisor or Designee, or a higher authority. This may occur when the incarcerated individual has been found guilty of having committed an act(s) of misconduct warranting a sanction of disciplinary time or when an incarcerated individual is pending an institutional hearing.

B. **Conditions of Disciplinary Segregation Status**: Basic levels of health, safety, and humane treatment must be maintained for incarcerated individuals 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. <u>The following conditions for incarcerated individuals on Disciplinary Segregation status will be maintained</u>:
   1. <u>Commissary</u> – Incarcerated individuals 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. <u>Court Access</u> – Incarcerated individuals shall retain all rights of access to the courts. Legal correspondence and contact with an attorney will not be limited. Incarcerated individuals may request from the Librarian materials or information related to Law Library.
   3. <u>Bedding</u>– Incarcerated individuals on Disciplinary Segregation status shall be provided the same bedding as are provided in general population.

4. Exercise – Incarcerated individuals shall be provided with an opportunity for exercise outside of their cells, for one hour per day, unless safety/security considerations dictate otherwise.
5. Food – The quality and quantity of food provided to incarcerated individuals on Disciplinary Segregation status shall be the same as that provided to incarcerated individuals 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 incarcerated individuals in Disciplinary Segregation unless compelling reasons exist to the contrary. Family visiting privileges are restricted while incarcerated individuals 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. Incarcerated individuals on Disciplinary Segregation status have the same availability of access to the doctor, dentist, or psychiatry provider as incarcerated individuals in the general population.
9. Personal Hygiene – Incarcerated individuals shall be provided the same opportunities for personal hygiene that are available to the general population. For security reasons, incarcerated individuals on Disciplinary Segregation status may be afforded a minimum of three (3) showers per week. This would depend on each incarcerated individual's behavior and tractability.
10. Program Activities – Incarcerated individuals 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 incarcerated individuals in Disciplinary Segregation as a Special Management status, with the exception of CIU incarcerated individuals whose disciplinary management is determined by Mental Health staff. All other property in an incarcerated individual'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 incarcerated individuals on Disciplinary Segregation status when requested, however the amounts may be limited. These incarcerated individuals are not permitted to attend regular or law library sessions, as these are considered to be a group activity.
13. Telephone Calls – Phone use is allowed while an incarcerated individual is pending a disciplinary hearing, but when/if the incarcerated individual is found guilty and sanctioned to full disciplinary segregation then phone use is restricted. The use of the telephone for legal calls may be periodically possible and must be arranged through the Case Manager, otherwise the Case Manager will assist in contacting the attorney on their behalf to request a professional visit and/or may provide writing paper for the incarcerated individual to write a letter.
14. Restrictions or reduction of any privilege should be documented in writing.

C. Review of Disciplinary Segregation

1. Incarcerated individuals shall be held in Disciplinary Segregation only as long as the reason(s) for their initial placement in the unit remains valid. Incarcerated individuals in Disciplinary Segregation will have their cases reviewed weekly by the Special Classification Committee.
2. If the Special Classification Committee determines an incarcerated individual 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 incarcerated individual may be reclassified from Disciplinary Segregation status upon the completion of the sanction levied by the Disciplinary Adjustment Board. This may also occur if the Special Classification Committee determines that the incarcerated individual no longer poses a threat to themself, others, or institutional security, and that no benefit will be realized by continuing the incarcerated individual on Disciplinary Segregation status. This may not occur without the Warden's or Designee's approval. The time an incarcerated individual spends in Disciplinary Segregation should be proportionate to the offense committed, taking into consideration the incarcerated individual's prior record and their specific program needs.

GRIEVANCE PROCEDURES

GRIEVANCES If incarcerated individuals have a complaint concerning matters incarcerated individuals feel are unjust or not in compliance with jail standards, incarcerated individuals may request a 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.

Failure to file a grievance within the 30-day time frame (except for PREA matters) will result in the grievance being dismissed and it will not be considered exhaustion of the grievance procedure. If an incarcerated individual intends to file a grievance but is released or transferred before the 30-day period (or longer if the matter is PREA-related), the incarcerated individual is responsible for notifying DOCR of their grievance in writing prior to the 30-day deadline (or longer if PREA-related).

The Grievance Form should describe the incarcerated individual's concerns and recommended remedy. **Only one (1) issue should be included on a Grievance Form at a time. Filing a grievance with more than one issue will result in the grievance being dismissed and will not be considered exhaustion of the grievance procedure. Incarcerated individuals should not file duplicate grievances regarding the same matter. Duplicate grievances will be dismissed.** Incarcerated individuals 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. **GRIEVABLE ISSUES** The following matters are grievable by incarcerated individuals:
   1. Conditions of care or supervision within the authority of the Department
   2. Actions by any employee or other incarcerated individual that affect them personally
   3. Any retaliation against incarcerated individuals by staff for filing either a grievance or an appeal
   4. Any other matter relating to conditions of care or supervision of an incarcerated individual or group
   5. Any alleged violation of incarcerated individual rights

B. NON-GRIEVABLE ISSUES The following matters are not grievable by incarcerated individuals:
   1. State and Federal Court decisions and orders.
   2. County, State and Federal laws and regulations.
   3. Parole Board decisions and orders.
   4. Rules, Policies and Procedures of the facility and the Department
   5. Disciplinary Adjustment Board decisions (Matters relating to a disciplinary matter are submitted through an administrative appeal process, not a grievance)
   6. Circumstances and matters beyond the control of the Department.
   7. Mail issues beyond control of the Department

GRIEVANCE PROCESS: Prior to filing a grievance, incarcerated individuals should attempt to make the complaint known to a staff member. Incarcerated individuals 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 incarcerated individuals feel they did not receive an inadequate response, incarcerated individuals should take steps to file a formal written grievance. **No more than one complaint shall be written on a single grievance form. More than one grievance shall be written for the same issue.**

STEP 1: An incarcerated individual requests an Incarcerated Individual Grievance Form from a correctional staff member. Incarcerated individuals must completely fill out the necessary areas on step one of the grievances. Be clear, describe in detail the issue/problem, and state the recommended remedy. Incarcerated individuals should submit their grievance to a correctional staff member in your housing area. The receiving correctional staff member then reviews the grievance and will respond back with an answer to the grievance, forward the grievance to the appropriate section or individual (i.e., Medical, Case Manager, etc.), or make note that the issue is non-grievable. The correctional staff member will then return the grievance to the incarcerated individual. The incarcerated individual is then required to either accept the action or not accept the action.

A. If an incarcerated individual chooses to accept the action, the incarcerated individual must sign the grievance acknowledging their agreement, at which point the incarcerated individual will receive a copy of the grievance that the incarcerated individual may retain for their records.
B. If an incarcerated individual chooses to not accept the action, the incarcerated individual must write their reason for disagreeing, sign and date the grievance again, and return the grievance to the staff member (the incarcerated individual will then receive a copy). The staff member will then forward the grievance unless it is non-grievable.

C. If the issue has been determined to be non-grievable by the staff member, the staff member will mark the appropriate area, explain why the grievance is non-grievable, and return the grievance to the incarcerated individual. The incarcerated individual must then sign the grievance and return it to the staff member; the incarcerated individual will then receive a copy of the grievance. If the issue is deemed to be non-grievable at any stage of the process, whether an incarcerated individual agrees or disagrees, it will stop at that stage.
D. If at any point an incarcerated individual refuses to sign the grievance form, the correctional staff member will note that refusal on the form as documentation of the opportunity and request to do so.

STEP 2: If the grievance has made it to step two, the appropriate area or personnel it was referred to will follow the same steps above in attempting to resolve the grievance, with the exception that they have ten (10) working days from receipt of the grievance to answer the grievance. The incarcerated individual will again have an opportunity to accept or not accept the actions, and the incarcerated individual will receive a copy of the grievance at this stage.

STEP 3: If the grievance has made it to step three, the appropriate Section Head or Designee will follow the same steps above in attempting to resolve the grievance, with the exception that the Section Head or Designee has ten (10) working days from receipt of the grievance to answer the grievance. The incarcerated individual will again have an opportunity to accept or not accept the actions and will receive a copy of the grievance at this stage.

STEP 4: If the grievance has made it to step four, the Warden will review the grievance and give a response within ten (10) working days of receiving the grievance. The Warden's response is final at the departmental level. The incarcerated individual will receive a copy of the grievance at this stage.

STEP 5: To appeal the Warden's action, the incarcerated individual must forward a written statement to the Department Director within ten (10) working days explaining the reason(s) for such an appeal. The incarcerated individual must attach supporting documentation and the proposed remedy. Also, the incarcerated individual must 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.

ACCOUNTING AND COMMISSARY

RELEASING AND RECEIVING FUNDS Incarcerated individuals may release any funds in their account by using a Money Release Form (DCA-14C) and having a check drawn from their account. Funds are withdrawn and sent out for received requests only twice per month, on the 15th and the 30th. The incarcerated individual must provide an addressed and stamped envelope. Along with the DCA-14C, the release must be verified and approved by the Custody and Security Supervisor or Designee prior to the transaction. The form and envelope will then be sent to the Accounting Section

where a check will be written and mailed. Releasing funds for emergency situations will be considered on a case-by-case basis.

ACCOUNT An account is created and maintained for each incarcerated individual entering MCDC/MCCF. All orders placed via the kiosk or paper/generic form will be charged against an incarcerated individual's account balance. This account details all monies received and paid out against the account. Accounts with adequate funds will have the commissary order electronically transmitted to the vendor for processing. Questions concerning an incarcerated individual's account should be addressed to the Accounting Section via a request on the tablet or written form.

ADDING FUNDS TO AN ACCOUNT Visitors can place funds in an incarcerated individual's account by using the kiosk in the lobby of each facility, through the vendor's website, or by phone with a debit / credit card. This information is posted in each housing area, as well as at each facility.

A. Family members can make Credit and Debit deposits via lobby Kiosk or the Internet. The transaction fees for the Lobby or Internet deposits are different from the fees charged for deposits made by phone.

B. Family members can make deposits via the telephone 1-866-345-1884 or website address www.accesscorrections.com

C. Please note that any funds added by credit card into an incarcerated individual's account that are later cancelled will need to be repaid in order for the incarcerated individual to use their account, it will otherwise be frozen until that cancelled balance is repaid.

D. Incarcerated individuals may receive government issued checks through the mail. All government issued checks should be sent to the Montgomery County Correctional Facility, 22880 Whelan Lane, Boyds, Maryland 20841, and should include the incarcerated individual's name and DOCRID number.

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

F. Money cannot be transferred from the account of one incarcerated individual to another.

COMMISSARY Through the commissary ordering process, incarcerated individuals may purchase various items on a scheduled basis. Availability of items and prices of items are subject to change as well as the ordering and delivery schedule based on the vendor. Changes will be communicated to incarcerated individuals whenever possible. All pods except special management areas order via a kiosk. The kiosk is an electronic means of ordering commissary items. Special management areas will order using a paper/generic order form. A list of all items with prices authorized for the MCDC/ MCCF will be distributed with paper/generic order forms only. This is available on the kiosks as well. Should an emergency arise, and the kiosk is inoperable, then paper/generic order forms will be used as a means of ordering commissary throughout the facility at the direction of correctional staff.

FAMILY COMMISSARY ORDERS ONLINE The commissary vendor offers a comprehensive custom packaging program called Access SecurePak. This program is designed to allow family members and friends to send commissary packages to incarcerated individuals via a 24-hour online website at www.accesscatalog.com.

Additional service fees may apply. Access SecurePak purchases are limited to $25.00 per order. If items are purchased online, this amount is counted against the incarcerated individual's maximum weekly commissary allowance of $75.00

INDIGENT REQUESTS Incarcerated individuals with zero account balances or inadequate account balances may be eligible for indigent services based on the account balance and length of time below $1.00. Indigent incarcerated individuals will not be charged for Indigent Hygiene Kits, Indigent Clothing Packets, or for Indigent Haircuts. Any abuse of the welfare system will result in disciplinary action and/or suspension of commissary privileges.

A. Indigent Clothing Package**:** Incarcerated individuals may request clothing to include items such as undershirts, briefs, socks, washcloths, underwear/panties, and sports bras every ninety (90) days. Their account balance must remain below $1.00 for ninety (90) consecutive days prior to the request being honored.
B. Indigent Hygiene Kit**:** Incarcerated individuals may request an indigent kit which includes items such as toothpaste, toothbrush, comb, deodorant, razor, lotion, pen, paper, stamped envelopes, and shampoo once a month. Their account balance must remain below $1.00 for thirty (30) consecutive days prior to the request being honored.
C. Indigent Haircut**:** Incarcerated individuals may request an indigent haircut to include a basic haircut and or beard trim every thirty (30) days. Account balance must remain below $1.00 for thirty (30) consecutive days prior to request being honored.

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, commissary orders placed via the website are time sensitive. For example, commissary orders placed after 10:00am 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. Orders are filled and delivered to each incarcerated individual on the next scheduled delivery date. During delivery the incarcerated individual signs a receipt indicating they received the order. Once an incarcerated individual takes possession of items and signs the receipt – all sales are final. It is important to make sure what was ordered is what was received prior to signing the receipt. No refunds or credits will be honored after signing the receipt. Exchanges of commissary items are not permitted, including clothing and hygiene items.

BARBERING AND HAIR SERVICES Barbering services are typically available on a weekly scheduled basis and may be ordered by submitting an order on the housing pod kiosks or using the paper ordering form if a kiosk is not available. Consult the haircut order form for current costs and available services. Basic haircut and barbering services are available. Specialty services are not provided as they can be lengthy in time and that would limit access to others also needing services that day. Indigent incarcerated individuals (incarcerated individuals with less than $1.00 in their incarcerated individual 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. Incarcerated individuals are not authorized to serve as barbers. Barbering services are provided via 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 anytime by operational needs within the facility. Any cancellation of services or services not received will be refunded.

CASE MANAGEMENT SERVICES

INTAKE AND ASSESSMENT An initial intake interview is completed with each incarcerated individual by a Case Manager. This intake gathers information self-reported by the incarcerated individual about their background and current needs. The Case Manager completes a Needs Assessment, PREA Screening, Case Plan, and provides initial referrals to recommended and requested programs and services. All incarcerated individuals will be offered a *Facility Guidebook* from a Case Manager during their initial intake interview. If an incarcerated individual initially declined or later needs another *Facility Guidebook*, one will be provided by the Case Manager upon request.

CASE MANAGEMENT INTAKE AND ORIENTATION Following completion of the initial intake interview, a Case Manager will provide incarcerated individuals with a facility orientation within 14 days of admittance. During this orientation, an overview of rules and regulations will be presented. All incarcerated individual questions regarding programs, services, and facility operations will be answered during the case management intake interview and orientation processes. Incarcerated individuals will be asked to sign intake documents verifying the orientation information was received and understood. A copy of this *Facility Guidebook* is also offered and provided during this orientation process. Documentation will be recorded if an incarcerated individual refuses to participate in their intake, orientation, or in receiving a *Facility Guidebook*. Following the case management intake and orientation process, a Case Plan is developed to identify priority needs and steps to address these needs during incarceration. Interpreter services will always be made available as needed.

CLASSIFICATION Our facilities are required to house a wide variety of incarcerated individuals with different charges, backgrounds, and needs. To accommodate these incarcerated individual differences, MCCF/MCDC utilizes an ongoing classification process, which begins when an incarcerated individual is received into the facility and continues until the incarcerated individual is released. Classification is a process intended to address the risks and needs of the incarcerated individual as well as safety and security considerations in the facility.

The classification process manages the total incarcerated individual population with regard to appropriate incarcerated individual housing, program involvement, and institutional work assignments. Decisions are based on information related to the incarcerated individual'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 race, national origin, color, creed, gender, gender identification, sex, sexual orientation, physical or mental disability, political beliefs, or religious beliefs. Please be advised that it is the incarcerated individual's

responsibility to notify the staff if they are having any problems in their housing area or feel that their safety is in jeopardy. Specific information will need to be provided to correctional staff in order for them to best respond.

HOUSING ASSIGNMENTS Following an incarcerated individual's transfer from MCDC to MCCF and after completing the intake, assessment, and orientation processes, the incarcerated individual's information will be processed by Classification staff, and their primary housing assignment will be determined. Variables considered for primary classification include but are not limited to: type of offense, prior offenses, notoriety of offense, victimization potential, age, physical limitations, documented medical concerns, psychological stability, passive/aggressive behavior, gender identity, and personal interview. After review of the available information, the Classification staff will then decide each incarcerated individual's primary classification designation and housing assignment.

Classification reviews will be conducted by case management staff and discussed with correctional supervisors or within the Special Classification Board. Based upon closer review of all available information and consideration of factors, incarcerated individuals may be directed to change housing assignments or be housed with new cellmates. Incarcerated individuals are expected to regard housing reassignments as orders and comply as directed. All incarcerated individuals are expected to be housed with a cellmate and are expected to come to resolution on any differences or conflicts. An incarcerated individual's refusal to report to their assigned housing pod or assigned cell is an institutional infraction and may result in disciplinary and/or other administrative actions.

Correctional staff may determine that an incarcerated individual would be more appropriately housed elsewhere in the housing pod or different area of the facility, and Classification staff will review alternative options. An incarcerated individual may be housed in Administrative Segregation while their classification and housing assignment is being reviewed. All classification status changes that occur after primary classification are considered to be a reclassification. Reclassification occurs both on a scheduled and on an as-needed basis. Housing concerns of an emergency nature should be reported to the Correctional Officer assigned to housing pod who will seek prompt action by case management staff or correctional supervisor available. Final resolution of classification problems is the responsibility of the Custody and Security Shift Supervisor or Correctional Specialist IV or Designee. Incarcerated individuals may appeal a classification action by sending a written request to the Deputy Warden of Programs and Services.

CASE MANAGEMENT SERVICES When an incarcerated individual is assigned to a housing location, they will meet with the Case Manager assigned to that area. In working with the incarcerated individual, the Case Manager reviews their information and case plan to determine the incarcerated individual's case status, assessed risks and needs, and recommended programs and services. The Case Manager uses this information to refer the incarcerated individual to appropriate institutional programs.

A designated Case Manager is assigned to each housing pod as the primary point of contact for the incarcerated individual to receive assistance with any questions, concerns, or problems they may experience. Case Managers provide information, general problem solving and navigating facility concerns, address peer conflicts within the housing pod, provide crisis intervention counseling, and make referrals to available programs and services. While the Reentry Services staff assists with reentry needs, an incarcerated individual's assigned Case Manager will also provide

sentencing, release data, detainer information and dispositions. Case Managers will meet with each incarcerated individual in their assigned housing area at least once a month and complete a case plan review every 30-60 days depending on the housing classification. Case management staff are in the building during weekday business hours and most case management staff are assigned to multiple housing areas which means they will not be in every housing area daily. Incarcerated individuals should submit their requests in advance and allow up to 3 business days for a staff response. If the matter is a true emergency, the nearest correctional staff member or supervisor should be notified.

CASE PLANS During the intake and orientation process, a Case Manager meets with incarcerated individuals to develop and complete a Case Plan. Case Plans identify priority needs and issues for the incarcerated individual to address or work on during their period of incarceration. Goals, strategies and timeframes are developed for each specific need. Case Plan progress is reviewed with the Case Manager during subsequent 60 Day Reviews where the Case Plan can be readjusted based on feedback from the incarcerated individual or recommendations from the Case Manager.

INSTITUTIONAL REPORTS If the judge, incarcerated individual, or attorney requests pre-sentencing information, an Institutional Report will be written and sent to the Court by the Case Manager. Requests should be made at least two weeks in advance to ensure correctional staff have sufficient time to prepare and finalize the document. The report will neutrally outline information about their classification, facility incidents, disciplinary violations, program participation, work assignments and any other relevant information on the incarcerated individual's time in custody. Correctional staff, partners, and volunteers will not provide separate individual letters of reference or recommendations to the Court. A Parole Commissioner may also request an institutional report to be prepared before a parole hearing is completed. If an incarcerated individual receives a sentence to the State Department of Correction (DOC), or is transferred to another jurisdiction, an institutional behavioral report (Transfer Alert Form) outlining their 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 their future facility housing assignment.

NOTARY SERVICES Notary service is available upon request through an incarcerated individual's Case Manager. If an incarcerated individual needs a document notarized, they should make sure the document is completed but not signed by the incarcerated individual. The document will need to be signed in front of the Case Manager completing the notarization. Case Managers cannot provide legal advice or guidance on legal documents requiring notary services. Incarcerated individuals should consult their attorney with any specific questions on what required documents are needed to meet their circumstances. Please note for Power of Attorney documents, case management staff may only notarize the document. Department staff and other incarcerated individuals may not sign as a witness. If a document requires additional witness signatures, an attorney, family member, or incarcerated individual needs to coordinate the required parties to come to the facility so the document can be notarized with the additional witnesses present in the visiting area.

FACILITY WORK ASSIGNMENTS

FACILITY WORKERS A facility work assignment is a privilege, not a right. A facility work assignment is based on a review of an incarcerated individual's eligibility, suitability, and final approval by management. An incarcerated individual may be selected for a facility work assignment, which can be either at MCDC or MCCF. All facility workers assigned to MCCF or MCDC are expected to comply with all rules and regulations noted in this *Facility Guidebook*. Failure to follow staff directives or facility rules or demonstrating any concerning behaviors will result in disciplinary action or administrative removal from the facility worker position. All facility workers are expected to work in a conscientious manner and to perform all assigned tasks. All facility workers are required to comply with any request by DOCR staff for urinalysis drug testing. Failure to comply with this request will result in immediate termination as a facility worker as well as disciplinary action.

FACILITY WORKER JOB ASSIGNMENTS There are a variety of job assignments at MCCF and MCDC. Most facility work assignments require seven (7) days per week of actual or 'On Call' work duty. Facility work assignments may be scheduled or unscheduled based on the needs of the facility – some positions generally work in the morning or daytime, while most work in the afternoons, late evenings, or even overnight. Facility work positions are reviewed and updated based on the operational needs of each facility and always subject to change. Females are eligible for work assignments in their Cluster or Medical as separation is need from other male workers in the facility.

1. **CLUSTER WORKERS** Cluster workers are responsible for maintaining the cleanliness of common areas outside of housing units to include hallways, ramps, offices, classrooms, multi-purposes rooms and bathrooms throughout the facility. Cluster workers are required to complete biohazardous training as they may be called upon to clean biohazardous spills throughout the facility in addition to their core duties.
2. **KITCHEN WORKERS** Under the direct supervision of Correctional Dietary Officers (CDO), kitchen workers are responsible for the preparation of hundreds of meals for both incarcerated individuals and staff. In addition to food preparation these supervised workers are responsible for the packaging and delivery of every meal to housing areas throughout the facility. They are also responsible for maintaining the cleanliness of the kitchen. As part of an incarcerated individual's assignment as a kitchen worker they receive food service training and certification that is a nationally recognized industry standard identical to food handlers in the community.

3. **LAUNDRY WORKERS** Laundry workers are responsible for the collection, washing, drying, folding, and distribution of jumpsuits and linens throughout the facility. Each incarcerated individual assigned as a laundry worker must successfully complete biohazard training. Laundry workers may be called upon to collect and clean contaminated items or biohazardous spills throughout the facility.

4. **LIBRARY WORKERS** Workers assigned to the Library work under the direct supervision of library staff. Library workers are expected to learn or possess understanding of the Dewey Decimal System and other information related to library functions.

5. **MCDC WORKERS** Facility workers at MCDC are assigned to a specific housing pod and serve in a range of positions to include the Kitchen or positions that require biohazard training such as CPU, Medical, Ewing, Laundry, R&D, etc.

6. **MEDICAL WORKERS** Medical workers are responsible for maintaining the overall cleanliness of the medical unit and assisting with laundry in that area. They are responsible for cleaning any biohazardous spills as needed and removal of biohazardous trash.

7. **NIGHT FLOOR WORKERS** Night Floor workers are responsible for sweeping, mopping, and vacuuming designated areas daily. The designated floors assigned by staff are to be waxed and buffed regularly. The Night Floor workers are also responsible for cleaning and sanitizing the restrooms and holding cells in the Inmate Processing area.

8. **OUTSIDE WORKERS** Facility workers assigned to jobs which are outside the secure boundary of MCDC/MCCF, i.e. Warehouse/Loading Dock, CPU, Outside Kitchen/Admin, require a higher level of clearance, and must be approved by the Work Board Supervisor, Classification Supervisor, Deputy Warden of Programs and Services, Deputy Warden of Custody and Security, and the Warden. Incarcerated individuals may be issued protective clothing and equipment as needed and will be required to wear a wristband of a designated color to identify them as outside facility workers.

9. **POD REPRESENTATIVE WORKERS** Pod Representative workers are responsible for maintaining cleanliness of day areas in a housing pod, cleaning recreation area, distributing food trays and cleaning up after meals, emptying trash, passing out linens and jumpsuits during exchanges, cleaning empty cells and sanitizing mattresses, assisting with pod laundry as directed, and assisting facility staff with any activities or cleaning duties as otherwise directed. They also report any maintenance or supply needs to facility staff daily and during facility inspections. Pod Representative Workers will be credited with up to five (5) days Industrial Time (IT) credit for every calendar month they remain incident free and abide by expectations of a facility worker.
    a. Pod Representative Workers are recommended by the Case Manager for hire pending medical clearance and final approval from the CSIV Work Board Supervisor or other CSIV Case Management Supervisor**.** Each housing area may have up to three (3) Pod Representative Workers**.** It is an operational priority to maintain diversity and a balance of race/ethnicity and spoken language within the complement of Pod Representative Workers assigned to any given housing pod.
    b. Pod Representative Workers are also designated to participate in the Pod Representative Advisory Committee (PAC) that meets monthly with facility management to discuss facility updates and any general concerns about the housing pods or facility at large. Pod Representative Workers are responsible for sharing information discussed at these meetings with other incarcerated individuals in

the housing unit. Pod Representative Workers are selected to vote on the Pod Representative Advisory Committee budget which is for special programs and services and is reviewed annually.

10. **SPECIAL PROJECTS/UTILITY WORKERS** Facility workers may be assigned to special projects such as facility painting at the direction of correctional staff. Candidates will be evaluated on specific skill sets related to the tasks and projects needed.

FACILITY WORKER ELIGIBILITY AND SUITABILITY Locally sentenced incarcerated individuals will be given priority for all job assignments. Both pretrial and sentenced incarcerated individuals may be considered for regular work placement. If an incarcerated individual desires to participate in the work program, they must submit a request to their Case Manager to begin the process.

A. The Case Manager will meet with the incarcerated individual to review their eligibility and review the incarcerated individual's DOCR record including current charges, sentencing status, criminal history, classification information, and incident/disciplinary history. Initial eligibility requires no disciplinary violations within the last 30 days, no administrative hold waiting period, and no more than one Keep Separate on record with Classification. If eligible for facility work consideration, the Case Manager will forward a referral to the Correctional Specialist IV (CSIV) Work Board Supervisor.

B. 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 Disciplinary Adjustment Board, 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 the program and without the consent of management.
    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 Work Board Supervisor or other management staff.

C. All facility workers require medical clearance to work at either MCDC or MCCF.

D. Final approval is based on both eligibility and suitability as determined by correctional management. Referral information will be reviewed jointly by the CSIV Work Board Supervisor and a Custody and Security Supervisor who will jointly make the determination as to whether the incarcerated individual is approved for work and for which work assignment the incarcerated individual is eligible for.

E. The CSIV Work Board Supervisor will provide a written response to any incarcerated individual who is not approved and if other conditions for suitability are required (i.e. upon sentencing, additional amount of time needed without further infractions or incidents, etc). Incarcerated individuals 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 Programs and Services for reconsideration. The

incarcerated individual will be notified of the appeal decision within ten (10) working days of receipt of their letter.

F. The names of all incarcerated individuals cleared for facility work will be maintained by the CSIV Work Board Supervisor. The CSIV Work Board Supervisor shall direct the medical clearance and hiring of all workers and will maintain an active work roster/wait list. An incarcerated individual may request a transfer from one work assignment to another institutional job assignment, only with the approval of the CSIV Work Board Supervisor and the work area supervisor. These decisions will be based on seniority, work performance, security approval, and the overall needs of the facility.

G. Prior to hiring, all facility worker candidates are required to review and sign a *Facility Worker Agreement* document that outlines core expectations. Failure to meet any part of this agreement will be reason to remove a facility worker from any job assignment. Each new facility worker will also receive a job description document detailing the duties and important information relating to their assigned position. Some positions require specialized training such as Biohazard Training or Food Handler's Certification. All facility work assignments are performed under the supervision and direction of correctional staff.

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

FACILITY WORKER MEDICAL CLEARANCE Incarcerated individuals 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. If at any time the medical circumstances for an existing facility worker change, their clearance to continue working may be reviewed and disapproved as appropriate. Not all incarcerated individuals will be cleared for work, or may be restricted to MCCF only based on medical needs.

FACILITY WORKER DRESS AND HYGIENE REQUIREMENTS The institution provides appropriate clothing, footwear, and personal protective equipment as needed. Due to the sensitive nature of work and strict regulations governing the sanitation of areas where food is stored, prepared, and served, all Kitchen workers are required to shower no earlier than four (4) hours prior to reporting to work and must wear white jumpsuits, hairnets, beard/mustache guards (as applicable), and gloves if in direct contact with food. Kitchen workers are also required to wear appropriate footwear at all times, and this may include boots provided by Food Services to be worn during work hours.

FACILITY WORKER ILLNESS OR INJURY Any facility worker who is sick, injured or otherwise unable to perform their job assignment must inform the Housing Pod Officer and submit a Medical Sick Call request so they can be assessed as soon as possible. After an assessment from medical staff, the facility worker may be excused for a specific period

of time or cleared to return to work. Any facility worker who is injured should be immediately assessed by Medical staff to determine approval to return to work duties.

If a facility worker becomes ill or is injured while in a work status and their status is confirmed by medical staff, that facility worker's position shall be held available for up to three (3) days during which they will continue to be paid and earn time credits. Should an illness or injury prevent a facility worker from returning to work after three (3) days, the facility worker will be removed from actively working and given priority to return to work when/if medically cleared. If the facility worker's illness or injury is not job-related, the pay and time credits will stop after the three (3) day time-period. If the illness or injury is job-related, the facility worker's position will be held available for up to ten (10) days and the facility worker will continue to be paid and earn time credits. After ten (10) days, if the facility worker is still not medically cleared to return to work, they will be removed from the position and their pay and time credits will stop. If their medical circumstances change, they can be considered for re-hire if otherwise still eligible.

FACILITY WORKER EXCUSED ABSENCES AND REPORTING TO COURT Facility workers may be excused from scheduled work assignments based on a confirmed medical condition, professional visit, or a required court appearance. Absences for program participation or family visiting are not excused. Any facility worker who is scheduled for a court proceeding is excused from work the evening before at 9pm so they may have adequate sleep and preparation.

FACILITY WORKER PAY AND CREDIT Diminution credits vary by position and eligibility based on sentencing status and specific offenses. Not all institutional job assignments are paid. Kitchen workers, those with outside clearance, and female biohazard workers are the only paid facility worker positions. Incarcerated individuals assigned to paid work details are paid at a rate prescribed by law.

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

GOOD CONDUCT, INDUSTRIAL TIME, AND SPECIAL PROGRAM TIME CREDITS Upon receiving any sentence to the Montgomery County Department of Correction and Rehabilitation, incarcerated individuals will be 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, which will reduce their 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. Incarcerated individuals may be sanctioned with forfeit of all or part of their GCT if found to be in violation of institutional rules or regulations.

In addition to earning GCT, incarcerated individuals may also earn up to five (5) days Industrial Time (IT) credit for every calendar month that incarcerated individuals satisfactorily participate in any specified work, school, or program, e.g., Pod Rep work assignment, GED, Choices for Change (CFC), etc. Therefore, with GCT and IT combined, incarcerated individuals may earn as much as ten (10) to fifteen (15) days credit towards a reduction of their sentence for every calendar month incarcerated individuals maintain satisfactory performance. Credits are prorated for partial months. Incarcerated individuals may not earn more than five (5) days of IT credit per month even if they are participating in two activities that earn IT credit, e.g., CFC and GED.

In addition to GCT and IT, incarcerated individuals may also earn up to five (5) days Special Program Time (SPT) credit for every calendar month that incarcerated individuals satisfactorily participate in selected activities that have been approved for this special credit and/or require specific identified training, e.g., Kitchen or Biohazard work assignments and Jail Addiction Services (JAS). Therefore, with GCT, IT, and SPT combined, incarcerated individuals may earn up to a maximum of fifteen (15) or twenty (20) days credit per month towards a reduction of their sentence (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.

CREDIT EARNING WORKER POSITIONS AND PROGRAMS Incarcerated individuals may earn SPT and IT credit through the following facility work assignments and programs:

1.	CLUSTER WORKERS – BIOHAZARD	SPT and IT
2.	KITCHEN WORKERS	SPT and IT
3.	LAUNDRY WORKERS- BIOHAZARD	SPT and IT
4.	LIBRARY WORKERS	SPT and IT
5.	MCDC WORKERS – BIOHAZARD	SPT and IT
6.	MEDICAL WORKERS – BIOHAZARD	SPT and IT
7.	NIGHT FLOOR WORKERS	IT Only
8.	OUTSIDE WORKERS- BIOHAZARD	SPT and IT
9.	POD REPRESENTATIVE WORKERS	IT Only
10.	SPECIAL PROJECTS/UTILITY WORKERS	IT Only
11.	MLC Education Program (MLC)	IT Only
12.	Choice for Change Program (CFC)	IT Only
13.	Jail Addiction Services Program (JAS)	SPT and IT

Pre-trial incarcerated individuals can participate in work/programs that earn IT and SPT credit. If the incarcerated individual is sentenced and given credit for time served, then the IT and SPT credits earned while in pre-trial status will be applied toward their sentence. If upon sentencing, the Court does not provide credit for any amount of time served, then the time credit will not apply until the effective date of the sentence.

Incarcerated individuals sentenced to DOCR may request a diminution report from their Case Manager. The Records Office may review and provide a hand-calculated diminution report upon staff request for confirmation.

In the event an incarcerated individual 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 incarcerated individual with a projected release date once transferred to DOC custody.

FACILITY PROGRAMS

FACILITY PROGRAMS AND ELIGIBILITY There is a wide spectrum of programs, groups, and workshops available to incarcerated individuals while at MCCF and some are also available at MCDC. Eligibility to participate requires an incarcerated individual is not in any restricted or special management status. Group participation may be limited or restricted due to misconduct, security status, medical, disciplinary, or administrative reasons. Incarcerated individuals interested in any programs or workshops should submit a request or speak with their Case Manager.

Programs are voluntary. Convicted incarcerated individuals may decline to participate in activities, services, and programs with the exception of housekeeping and personal hygiene, work assignments, or programs specifically mandated by statute, ordered by the sentencing court, or based upon written agreement. Pre-trial incarcerated individuals may also decline to participate in facility programming and work assignments with the exception of housekeeping and personal hygiene.

Most programs and workshop groups are separated by gender. Any exceptions will not be conducted without the direct supervision of correctional staff or a volunteer who has the specific approval of the Warden or Deputy Warden of Programs and Services.

Due to potential security risks, any incarcerated individual with more than one (1) Keep Separate are not eligible to participate in certain institutional programs (i.e. school, work, etc.). Exceptions may be made on a case-by-case basis by the Deputy Warden of Programs and Services.

Incarcerated individuals involved in credit earning Facility Work, Education, Choices for Change (CFC), or Jail Addiction Services (JAS) programs must wait thirty (30) days for an Administrative Hold period if they choose to quit participation or if they are otherwise administratively removed or sanctioned with loss of program or loss of work from a disciplinary matter to be eligible to apply for another program. Exceptions to this may be granted by the Deputy Warden of Programs and Services or the Warden (MCCF/MCDC), upon request by the incarcerated individual.

CHOICES FOR CHANGE (CFC) Choices for Change (CFC) is one of the primary programs offered to men and women incarcerated at MCCF and the juvenile population. The program is conducted in a therapeutic community setting within designated housing pods for both adults and youthful offenders. CFC is a designated housing placement from

Classification for any youthful offender between the ages 14 to 21. Upon entering the CFC program, each participant will have orientation within one week. During this time, the individual meets with a Case Manager and is assigned to a CFC group, screened for other program needs as appropriate, and completes an orientation and signs a program agreement indicating they understand the program rules and expectations. Correctional officers and Case Managers assigned to the CFC pods work together as a team, have been trained in the philosophy of the CFC program and use a cognitive-behavioral approach in working with the program participants.

The CFC program is based on the Carey Guides which provide a method for staff to assist offenders in identifying their risks and needs to address as they work towards self-improvement and personal lifestyle changes. This process enables offenders to recognize and begin to understand both personal and environmental factors which have contributed to their criminal and anti-social behavior. By working through various topics/exercises and actively engaging in group discussions, incarcerated individuals can learn the skills they need in order to make positive changes in the future. Offenders in the CFC programs who are age 21 and under and who have not obtained their high school diploma or GED are required to attend school. All CFC participants are expected to take part in the mandatory CFC groups. Other activities offered include programs such as anger management, parenting, conflict resolution, health education, and a variety of music and art programs/workshops. Community meetings are conducted regularly to provide information and address concerns within the housing pod.

EDUCATION SERVICES - THE MODEL LEARNING CENTER (MLC) The Model Learning Center 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 DOCR's partners from Montgomery College (MC) and the Montgomery County Public School (MCPS) system. The availability of these education programs is dependent upon instructor availability and the number of interested potential participants. The full list of current and available MLC program classes is available from the Case Manager, and incarcerated individuals should submit a request if they are interested in participating. Incarcerated individuals who are referred will be given an educational assessment in the form of a CASAS Reading & Language Arts and Mathematics exam to assist in determining appropriate class placement.

All educational program participants are expected to maintain regular attendance and demonstrate respectful and focused behavior in the classroom. New students will be informed and required to sign a conduct agreement acknowledging specific expectations. A student may be administratively removed from any school program based on unexcused absences, an incident report for poor performance or disruptive behavior, or a disciplinary violation. Following a program removal, an administrative hold period will apply and also impact any other enrollment in another program or facility work.

Program participants in the core education programs of MCPS High School, MC GED, MC ABE or MC ESOL may earn up to five (5) days Industrial Time (IT) credit for every calendar month they satisfactorily participate in these educational programs. Other classes may instead provide a certificate of completion.

Common educational programs offered from MCPS and MC include:

A. MCPS High School Special Education and Related Services: Available to anyone 21 years of age or younger and only for students who have an established Individualized Education Plan (IEP)
B. MC Pre-GED/MC Adult Basic Education (ABE): Available to all incarcerated individuals who need further support on GED preparation and/or basic skills development in reading & language arts, science, and mathematics. The primary objective of the Pre-GED/ABE program is to improve functional skills in these areas with the aim of ultimately sitting for the GED exam.
C. MC GED® High School Equivalency: Available to all incarcerated individuals who demonstrate reading & language arts, science, and mathematics competency at or above the ninth-grade level. The primary objective of the GED program is to prepare students for the successful completion of the GED examination. The GED is available to all incarcerated individuals who demonstrate reading & language arts, science, and mathematics competency at or above the twelfth-grade level. The official GED® exam is administered onsite at MCCF by a Pearson Vue certified proctor.
D. MC ESOL (English for Speakers of Other Languages): Offered to non-English speaking incarcerated individuals to develop practical verbal and written English communication skills.
E. MC Bridge to College: Available to all incarcerated individuals with a high school diploma, GED®, or previous college experience. Admission, placement and financial aid counseling are provided by Montgomery College. This is not a facility-based program, but interested participants will be referred to MC's TRiO Educational Opportunity Center.
F. MC ServSafe® Food Manager's Certification: Available to incarcerated individuals who demonstrate reading & language arts competency at or above the ninth-grade level. A ServSafe Manager's certificate is awarded by the National Restaurant Association to any participant who passes the exam with a score of 70% or higher.
G. MC Vocational Courses: Available to all incarcerated individuals based on MC instructor availability – vocational courses may include Microsoft Foundations for Digital Literacy in Computer Applications, Occupational Math, Natural Hair Care, and other courses scheduled periodically.

MCCF hosts an annual MLC Graduation Ceremony each spring to recognize and celebrate students meeting MCPS graduation requirements and/or who earned their GED through MC. Community guests and limited family members are typically invited in the Graduation Ceremony.

JAIL ADDICTION SERVICES (JAS) The Jail Addiction Services (JAS) Program is a collaborative initiative between the Department of Health and Human Services (DHHS), Adult Forensic Services, and the Montgomery County Correctional Facility (MCCF). The first goal of this program is to increase the likelihood of recovery for individuals by supporting initial and sustained sobriety, reducing negative behaviors, and promoting engagement in treatment and recovery processes. The second goal is to reduce recidivism by addressing criminal thinking patterns and decreasing criminal offenses related to alcohol and drug use disorders.

Core JAS Services

A. JAS Orientation
B. Comprehensive Biopsychosocial Assessment & Individualized Treatment Planning
C. 10-Week Educational Program on substance use disorders, followed by ongoing aftercare to support recovery goals.
D. Participation in Service Roles and Peer Support Groups
E. Participation in Self-Help Group – In-unit AA/NA meetings held six times per week
F. Individual & Group Therapy Sessions with licensed clinicians
G. Monthly Guest Speakers – Inspirational or educational presentations
H. Care Coordination & Referral to case management and re-entry services

JAS Program Structure

JAS operates as a modified structured therapeutic community with a recovery-oriented schedule. Incarcerated individuals may request participation through their DOCR unit Case Manager. Once a referral is received, the individual attends JAS Orientation to learn about the program and expectations. If they choose to enroll, they sign a JAS Contract and join the program as space becomes available.

JAS Confidentiality Requirements

All participants must maintain strict confidentiality regarding information shared within the program. Sharing any information obtained from or about other members is prohibited. Participants in the JAS program are not to repeat any information they obtain from or about other members while participating in the JAS program. Exceptions include immediate life-threatening situations or serious security breaches, which must be reported to correctional staff immediately. Confidentiality remains in effect throughout the individual's incarceration, regardless of continued participation in JAS.

JAS Voluntary Participation

Requests for participation in JAS should be referred to the incarcerated individual's Case Manager. An incarcerated individual still needs to submit a JAS request even if recommended by the Court or attorney. No one can be mandated or forced to participate in JAS as it is a voluntary program. Participants may choose to leave at any time; however, a 30-day administrative program hold will apply if they choose to quit the program without staff approval.

Beyond JAS, other substance use and recovery support groups are available at MCCF based on volunteer facilitators for Peer Recovery Groups, SMART Recovery, Alcoholics Anonymous (A.A.), and Narcotics Anonymous (N.A.). Requests for these programs should be submitted to the Case Manager.

PROGRAMS AND WORKSHOPS The facility offers programming to provide an opportunity for self-enrichment and personal growth in areas of recovery, recreation, reentry, and religion. These programs are offered based on availability of facility approved volunteers. If incarcerated individuals wish to attend a self-enrichment program, they must submit a request. Incarcerated individuals are placed on the list on a first come first serve basis and

may be rotated if there is a waitlist until additional sessions are confirmed. Anyone who has two consecutive unexcused absences may be removed from that program so that others on the waitlist or rotating list can be included. Most programs are based on the availability of volunteers or other facilitators, while other programs are provided directly by staff. All incarcerated individuals are encouraged to participate in the variety of programs and workshops available provided eligible. Correctional staff will try to avoid scheduling conflicts as possible based on an incarcerated individual's interests and priority needs.

Commonly Available Programs May Include:

- ☐ Alcoholics Anonymous
- ☐ American Job Center WorkSource Montgomery Employment/Job Readiness
- ☐ Anger Management
- ☐ Chess Club
- ☐ Choices for Change (CFC)
- ☐ Conflict Resolution Workshop
- ☐ Coping With Loss
- ☐ Education Services - Montgomery College GED/ MCPS High School Diploma
- ☐ English Conversation Club for English Learners
- ☐ Financial Management Workshop
- ☐ InsideOut Dad Men's Parenting Program
- ☐ Jail Addiction Services (JAS)
- ☐ Life Skills
- ☐ Meditation
- ☐ MVA Clinic
- ☐ Narcan Workshop
- ☐ Narcotics Anonymous
- ☐ PAL/Victim Impact Workshop Therapy Dog Visits
- ☐ Parenting Inside Out Women's Parenting Program
- ☐ ServSafe Manager Course
- ☐ SMART Recovery/Peer Recovery
- ☐ VOICES HIV/STI Prevention Workshop

LIBRARY SERVICES

LIBRARY SERVICES The Montgomery County Correctional Facility (MCCF) Library operates as a branch of the Montgomery County Department of Public Libraries (MCPL) and is open 40 hours weekly. The MCCF Library offers free and equal access to services and resources to help incarcerated individuals find recreational, educational, and legal materials they might need to improve and enrich their lives as well as to facilitate successful community re-entry. The library collection is approximately 8,000 fiction and nonfiction book titles

that include materials in Spanish, Chinese, Korean, and Vietnamese. As an MCPL branch, the MCCF Library is able to borrow books requested by incarcerated individuals from other library branches through an interlibrary loan process. Incarcerated individuals visit the Library on a fixed and rotating schedule, during which they may check out up to three books and do legal research.

Maintaining an orderly environment in the Library is important for everyone. Library staff and incarcerated individuals will treat each other with mutual courtesy and respect. Library resources and materials should be respected as well. Threatening speech and disruptive behavior is not tolerated within the Library. Incarcerated individuals may be removed in the interest of safety and security for all.

Within the facility, each incarcerated individual can have no more than seven (7) books in their cell at one time (including library books, personal books, and magazines). It is an incarcerated individual's responsibility to ensure that they do not have more than seven (7) books in their cell. The seven (7) book limit includes one (1) primary religious book as well as any other library or facility issues books, any personal books, or magazines. Any excess books will be confiscated as contraband. Excess books belonging to an incarcerated individual may be submitted to the individual's property, released by the individual to an outside party, or donated to the facility library.

GENERAL LIBRARY SERVICES Housing units are scheduled to visit the library on a rotating basis to circulate (check-out) books and to ask general legal reference questions. The Library schedule is posted in housing areas and subject to change. Library visits are not rescheduled when they fall on days of library closure, facility lockdowns, or for other institutional concerns. Incarcerated individuals at MCDC F1, F2, and F3 or on Special Management/Disciplinary Status may make book requests by completing and submitting a request for book delivery. Since the MCCF Library is part of the larger MCPL system, special requests and holds for books in other library branches may be requested and delivered to MCCF. Books are loaned for a three (3) 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 should be returned before an incarcerated individual is released from incarceration. Incarcerated individuals are responsible for any loss or damage to any library books signed out to them and, if found to have destroyed library property, may be written up for a disciplinary infraction, may be required to pay restitution, and may lose library privileges for a specified period of time. A restitution fee of the library list price for the books may be assessed for any unreturned book or book damage.

LAW LIBRARY SERVICES As mandated by Maryland and Federal law, the MCCF Library provides select legal resources in print for incarcerated individuals researching their active cases or matters of current incarceration. Through Law Library, a librarian may conduct online searches of specific statutes and case law per incarcerated individual request. Incarcerated Individuals are allowed 50 free photocopies of legal-related material per week. Photocopy requests in excess of 50 pages per week cost ten cents per page.

Law Library services provide an opportunity for incarcerated individuals to access information related to their own personal legal cases related to their current incarceration or open pending legal cases. Incarcerated individuals may request Law Library services when they come to the Library during the housing pod rotation schedule or through tablet requests. Law Library requests may not be submitted on behalf of another incarcerated individual. The Library may not approve or provide a response on requested matters that are outside of the intended scope of an incarcerated individual's current open legal cases or current incarceration. If an incarcerated individual is interested in legal information regarding their case, they can submit a request for a copy of their docket sheet, specific legal cases, specific forms, Maryland statutes associated with their current charges, or definitions regarding legal concepts.

Please note the MCCF Librarians are NOT lawyers and they can neither do legal research nor make recommendations or assumptions about what an incarcerated individual is asking for. To do so might constitute legal advice, which the Library staff are not qualified to provide. Incarcerated individuals should always discuss legal issues with their attorney or public defender before making critical decisions. DOCR does not accept liability nor responsibility for incarcerated individual use of library computers, resource materials, or requested documents.

Based on submitted requests, Library staff 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 incarcerated individuals. Incarcerated individuals do NOT have direct access to the Internet. Requests for internet searches will be conducted at the discretion of the Library staff provided they are within the scope of services. All requests for assistance will be accommodated as staffing and time permit. Incarcerated individuals at MCDC and in Special Management at MCCF may request legal documents and information. All Law Library materials will be provided to Case Managers to then provide to the requesting incarcerated individuals. The Library staff do not accept incarcerated individual typing requests as the Court accepts legible handwritten documents

MODIFIED LIBRARY SERVICES At any point, established library services may be modified or the MCCF Library closed to incarcerated individuals based on operational needs for a single day or extended period of time. Rescheduling in person time in the library is not possible during short term operational changes or lockdowns. Under any modified operational changes, incarcerated individuals may continue to submit Law Library requests. During lengthy periods of modified operations, the MCCF Library will provide alternative services through written requests and delivery of available books to incarcerated individuals in their housing area.

PHOTOCOPYING Library staff may assist with providing incarcerated individuals with photocopying provided the request is within the scope Law Library services. Incarcerated individuals are responsible for paying for photocopies in excess of 50 pages per week at a cost of 10 cents per copy. Copies in excess of 50 per week are charged to incarcerated individual's account. Items not copied under any circumstance include certificates,

letterhead, any forms of identification, maps, phonebook listings, photographs, word games, drawings, or any personal documents not related to law library services or purposes.

PRO SE Incarcerated individuals who are considered pro se are solely representing themselves in a current legal case where there is no other legal representation currently entered into the case record. Pro se individuals may submit a request for additional Law Library access for review and approval by facility staff. Pro se requests must be current legal cases related to active criminal matters or civil matters related to the incarcerated individual's incarceration.

REENTRY SERVICES

After release, please stay connected with reentry staff for information, resources, and support!

Contact Reentry Services at (240) 773-9910 and/or ReentryServices@montgomerycountymd.gov

REENTRY SERVICES Reentry Services offers several programs and services opportunities for offenders to prepare for a successful transition from incarceration to their family and community. Effective reentry begins with the individual identified reentry needs of each offender with particular emphasis on education, employment, family and personal relationships, substance use and mental health treatment needs, and positive leisure and recreation. Following an assessment of identified reentry needs during the intake process, the Reentry Services staff assist offenders by providing resource information, assisting with referrals for specific workshops and programs offered at MCCF, and providing individual reentry case management and transition planning for eligible offenders.

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 to help support a successful return to the community. Reentry Services staff and other MCCF Program staff address offender reentry needs by teaming with providers from other County and State Agencies, local non-profits, faith-based organizations and local civic leaders. The Reentry Services staff coordinates connections to these critical support services as part of individual reentry service plans. Access to Health and Human Services Benefit Specialists is also available to assist individuals and their families in connecting or reconnecting with social services entitlements including healthcare and food benefits.

There are a variety of reentry programs and workshops available to both pretrial and sentenced individuals, though priority is given to the sentenced population. Reentry Services offers a variety of resource information, workshops,

and other programs specific to common reentry needs of the returning population. **The current list of available reentry programs, workshops and services is available from the Case Manager. If incarcerated individuals are interested in reentry programs or services, please submit a request.**

Additional Reentry Services Commonly Include:

- ☐ **Email Account-** Creating a new email account
- ☐ **Healthcare/Medicaid Enrollment** - For Maryland Residents, within 60 days of release
- ☐ **HHS Benefits-** SNAP (formerly food stamps), Energy Assistance, Rental Assistance TCA, TDAP, etc.
- ☐ **Maryland Birth Certificate** – For individuals born in Maryland; Costs $25 payable from Inmate Account
- ☐ **Reentry ID Cards**- Completed about two weeks prior to release; Address will need to be verified
- ☐ **Social Security Card** – Replacement Card; need to be within four months of release
- ☐ **Reentry Resource Guides and Resource Information**

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. Incarcerated individuals 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 (check cashing, attendance at "photo ID required events"), 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 incarcerated individual's release.

PAROLE HEARINGS The MCDOCR does not schedule parole hearings. This process is handled by the Parole Commission. Incarcerated individuals should submit a DCA 6 to their Case Manager if they want to request a parole hearing. If incarcerated individuals are scheduled for a hearing, they will be notified as soon as the MCDOCR is informed that a hearing date has been set. An Institutional Report is prepared by the Case Manager for review by the Parole Hearing Officer. All subsequent parole paperwork comes from the Parole Commission. Parole is a privilege and not a right.

PRE-RELEASE AND REENTRY SERVICES (PRRS) The Pre-Release and Reentry Services center is a structured community treatment and work-release program for offenders located at 11651 Nebel Street Rockville, MD 20852. Participants benefit from structured classes focused on job readiness and employment preparations as well as individual case management services. Contact visitation seven days a week, Home Visitation Passes, and Home Confinement offer greater opportunities to stay connected with family. Community passes for treatment services and leisure activities are also available. PRRS offers participants additional diminution credit off their release date. Incarcerated individuals are eligible for consideration if they are fully sentenced, with no detainers, and can legally work in the community. The Court cannot mandate participation at PRRS, but the Judge's approval is required for transfer. Final decisions on eligibility and suitability for final approval are from PRRS management. For more information about the eligibility and

selection process, incarcerated individuals should submit a request to their Case Manager. Screening appointments are held weekly at MCCF and MCDC.

VOTER REGISTRATION AND VOTING Incarcerated individuals are afforded the opportunity to register to vote and to also participate in the election voting processes while incarcerated, provided they meet eligibility requirements. Incarcerated individuals 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 for a felony. Incarcerated individuals 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:

A. be a U.S. citizen
B. be a Maryland resident
C. be at least 16 years old to register, but at least 18 years old to vote at the time of the election.
D. not be under guardianship for mental disability
E. not have been convicted of buying or selling votes
F. not have been convicted of a felony, or if you have, you have completed serving a court-ordered sentence of imprisonment

Incarcerated individuals should submit a request to their Case Manager for more information, to receive voter registration documents and/or receive mail-in ballot request forms. Documents should be completed by the incarcerated individual and returned to the Case Manager in order for the documents to be submitted to the local Board of Elections.

WORKFORCE AND EMPLOYMENT SERVICES Workforce and employment services are offered at the MCCF American Job Center (AJC) 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 preparations, resumes, and other important documents prior to release.

After release, WorkSource Montgomery remains committed to supporting your journey! Additional support is available at their Justice Empowerment Center:

11510 Georgia Avenue First Floor Silver Spring, MD, 20902

(240) 283-1500

https://worksourcemontgomery.com/home/job-seekers/re-entry-program

RELIGIOUS PROGRAMS AND REQUESTS

RELIGIOUS AFFILIATION At the time of intake, incarcerated individuals are asked to identify any faith preference they may identify for themselves. An incarcerated individual may change their professed religious affiliation at any time during their confinement; however, there is a ninety (90) day waiting period since their last profession of faith before such a change is processed and acted upon if they have indicated a different religious faith preference previously. Requests from incarcerated individuals to change their expressed religious affiliation are processed by the Chaplain.

RELIGIOUS SERVICES AND PROGRAM ACTIVITIES A full-time Protestant Chaplain is available to meet with incarcerated individuals for religious and spiritual needs. A schedule of religious group programs is established. Scheduled groups are offered weekly for both men and women in English and Spanish, based on availability of volunteers, in the following areas:

A. Protestant Services and Groups
B. Catholic Services and Groups
C. Islamic Services and Groups
D. Jewish Services and Groups
E. Other faiths upon request and availability of facilitators

If incarcerated individuals wish to attend a religious program, they must submit a request to the Chaplain. An incarcerated individual may only attend program groups within one professed faith at a time. Once an incarcerated individual is attending services within one faith, that will be considered their faith preference. Any time an incarcerated individual wishes to change their religious preference, they must submit a request to the Chaplain and wait at least ninety (90) days since their last profession of faith for the change to become effective. Religious programs are based on the availability of a facilitator and may be limited in size by the space available. Incarcerated individuals are placed on the list on a first come first serve basis and may be rotated if there is a waitlist until additional sessions are available based on volunteers. Any participant who has two unexcused absences may be removed from that program so that others on the waitlist or rotating list can be included.

Across all faiths, congregational prayer and gatherings are only allowed in established facility programs facilitated by staff or volunteers. Incarcerated individuals are welcome to observe their faith and pray individually, but congregations of groups are not authorized anywhere unless facilitated by a staff member or volunteer.

RELIGIOUS DIETS MCDC/MCCF does not serve pork items on the menu that may conflict with the Adventist, Islamic, and Jewish faiths. In keeping with dietary laws of recognized religions, religious diets may be arranged for within what can be reasonably accommodated. Incarcerated individuals requesting a religious diet must submit requests to the Chaplain for verification and approval. The request must indicate the religion followed and the corresponding diet for that religion requested i.e. Kosher for Judaism and Halal for Islam.

RELIGIOUS ITEMS Incarcerated individuals at MCDC and MCCF are provided religious items upon request as a representation and support of their faith expression while in custody. Incarcerated individuals may submit a request to the Chaplain to obtain a facility issued religious head covering, a religious item such as a religious book, prayer rug, rosary, or to request a religious diet. Item and diet requests must be aligned with the incarcerated individual's professed religious faith in order to be approved and issued. Religious medallions and necklaces are not authorized. Incarcerated individuals may wear their facility issued religious head coverings at any time, to include outside of their housing area at any time. 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 incarcerated individual's release from facility custody. Primary religious books issued include Bibles, Qurans, and Torahs. Other faith enrichment books may also be available and provided. All issued books and prayer rugs are the primary issued religious items that are considered facility property that should be returned/collected at the time of the incarcerated individual's release from facility custody. Personal wear items provided, such as kufis, hijabs, rosaries, and yarmulkas, are not expected to be returned.

RELIGIOUS HEAD COVERINGS To ensure that a supportive and inclusive environment is provided for recognized religions, incarcerated individuals may wear their facility issued religious head coverings at any time, to include outside of their housing area at any time. This will be balanced with operational safety and security needs of the facility and Custody staff. Similar to all other religious programs or items, all requests for a kufi, hijab, yarmulke, or other religious head covering should be submitted to the Chaplain. Once approved, the Chaplain will provide a facility issued head covering. Only a facility issued head covering may be worn. At any time, staff may search the head covering or ask for it to be removed if there is a security concern.

RELIGIOUS OBSERVANCES Different religions observe different significant occasions each year. Individuals within any religious faith are authorized to have special observances for two (2) such religious occasions annually (other than regularly scheduled religious programs). Incarcerated individuals should provide a request to the Chaplain regarding their requested religious observances and any particular items or accommodations they are requesting at least thirty (30) days in advance. Requests will be reviewed for what is operationally possible within the scope of facility safety and security standards. The Warden may make an exception to this policy within their discretion for good cause shown if reasonably possible to accommodate.

RELIGIOUS PROFESSIONAL VISITS The Chaplain may coordinate specific religious visits with ordained/licensed community religious leaders at the request of an incarcerated individual. A Catholic Deacon/Priest, a Muslim Iman, and a Jewish Rabbi are available upon request through facility contacts, and a religious professional visit by a community leader an incarcerated individual was already connected to in the community may also be requested.

MARRIAGES It is the constitutional right of incarcerated individuals to be able to marry during their incarceration. DOCR shall therefore permit incarcerated individual marriages to occur under certain conditions and requirements.

A. The incarcerated individual must complete a Marriage Request Form and submit to the Chaplain.
B. 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 officiant to conduct the ceremony.
3. Ensure the officiant is properly licensed to perform the ceremony.

C. The ceremony must occur during the incarcerated individual's regularly scheduled visiting hours. This will take place in the family visiting area of the facility and will count as a visit for the incarcerated individual. All other visiting rules still apply.
D. There will be no physical contact between the incarcerated individual and the intended spouse.
E. It is the responsibility of the officiant to ensure that all necessary documents are signed.
F. If the officiant wishes to conduct pre-marital counseling, the Chaplain may arrange for up to three (3) pastoral professional visits, and these visits may occur in the professional interview rooms.
G. The Chaplain may assist in receiving and providing a wedding ring for the incarcerated individual form the spouse provided it is within the Custody and Security requirements.

FOOD SERVICES

MEALS Three (3) meals are served daily. Each Incarcerated individual 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 should not be discarded after each meal 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 incarcerated individuals 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 meals in cells. Upon discovery, all uneaten food items will be confiscated by the Correctional Officer and disposed of.

SPECIAL DIETS Do not submit requests for special food orders. Individual food preferences cannot be honored, and substitutions cannot be made on trays. Do not submit requests for religious diets, medical diets or food allergies to Food Services.

A. **Medical Diets:** The physician or other medical provider will prescribe medical diets as necessary. The kitchen will place the incarcerated individual on the prescribed diet tray as ordered by medical within twenty-four (24) hours of receipt of the order. If an incarcerated individual requires a medical diet or has a food allergy, the incarcerated individual needs to submit a Medical Sick Call request for medical staff to review further. Medical diets can only be authorized by the physician. If incarcerated individuals are on a medically ordered diet and do not wish to continue the diet, they must see Medical staff and sign a waiver to come off the diet. Food Services staff cannot remove incarcerated individuals from a medical diet restriction or requirement. Once it is ordered by the physician, either the physician must discontinue it, or the incarcerated individual must sign a medical release.

B. **Religious Diets:** MCDC/MCCF does not serve pork items on the menu that may conflict with the Adventist, Islamic and Jewish faiths. In keeping with dietary laws of recognized religions, religious diets may be arranged for appropriately and within reason. Incarcerated individuals requesting a religious diet must submit request to the Chaplain for verification and approval. The request must indicate the religion followed and the corresponding diet for that religion requested i.e. Kosher for Judaism and Halal for Islam. Religious diet requests should be submitted to the Chaplain. Once the diet is approved by the Chaplain, Food Services will be notified to place the incarcerated individual on the appropriate religious diet.

C. **Vegetarian Diet:** A vegetarian diet is available upon request for those incarcerated individuals who follow a vegetarian diet. A vegetarian diet is available and is the only option offered by request through the Food Services. Two levels of vegetarian diets are offered. The incarcerated individual may choose a strict vegetarian diet (vegan), 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 the incarcerated individual may choose is a lacto-ovo vegetarian diet, which allows milk, dairy products, and eggs, but no other animal products. To receive a vegetarian diet, the incarcerated individual must submit a request to the Food Service Manager, specifying which type of vegetarian diet requested. If you do not specify what type of vegetarian diet Incarcerated individuals are requesting, incarcerated individuals will be put on a lacto-ovo vegetarian diet.

All incarcerated individuals are required to show their ID band to the Correctional Officer to receive a tray. This ensures that all incarcerated individuals receive their meal. Each incarcerated individual must pick up their own tray. Incarcerated individuals cannot have someone else pick it up for them. Trays should be relinquished as soon as incarcerated individuals 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/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 (e.g., Braille, large print, audiotape, American Sign Language, etc.) 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, found 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 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, individuals will be asked background questions by Custody & Security staff as well as Medical staff, including their mental health history. If they indicate that they do have a mental health history or currently have mental health concerns incarcerated individuals will be automatically referred to a CATS therapist for further assessment and support. Incarcerated individuals may also simply ask any staff member to submit a referral for them to a CATS therapist at any time. If Incarcerated individuals are having thoughts of self-harm, please let any staff member know immediately.

MENTAL HEALTH SERVICES AT MCCF Mental Health Services at MCCF include but are not limited to the following: mental health assessments, crisis intervention, psychiatric/mental status evaluations, psychotropic medication if deemed appropriate by the psychiatry provider, and special housing, if needed. There are nurses who can clarify any questions regarding psychotropic medications. If you have a history of mental illness or treatment or are currently experiencing emotional distress that impairs your ability to function adequately and need to be seen by mental health staff, please submit a sick call request and you will be seen by medical staff to triage your request. **If you are having suicidal thoughts or are experiencing a major mental health crisis, notify your Case Manager or any staff member immediately.** They will be able to assist or refer individuals to the mental health staff.

MENTAL HEALTH STAFF At MCDC there is a team of therapists (CATS) whose primary function is to screen individuals with mental health or substance abuse histories and, when possible, to attempt to divert them to the community instead of remaining in jail. At MCCF, there are therapists and contract psychiatry providers

who prescribe medication. There are additional therapists from the Department of Health and Human Services (HHS) at MCCF who provide re-entry services.

A Therapist is a licensed mental health professional who has training in psychology (study of 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 their life. Therapists DO NOT prescribe medications. At MCCF their offices are in the Crisis Intervention Unit (CIU).

MENTAL HEALTH REFERRALS It is very normal to feel upset, sad, or frustrated when incarcerated. This is the reason incarcerated individuals are encouraged to engage in programs or activities. If incarcerated individuals 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 incarcerated individual. If further assistance or support is needed, the incarcerated individual should submit a sick call request and will be seen by **medical staff** to triage and address the problem.

IT'S OK TO ASK FOR HELP!

If you are having thoughts of self-harm,
or if you are concerned someone else may not be safe,
please contact the nearest staff member immediately!

MEDICATION AND PSYCHIATRIC REFERRALS A Psychiatrist is a medical doctor who has training 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/Psychiatric Nurse Practitioner performs assessments for medication and provides medication follow-up reviews as scheduled, typically every 12 weeks. Therefore, it is important that individuals wait for their scheduled appointments to discuss medication issues. The psychiatry provider's office at MCCF is located in the medical unit.

Psychiatric medications may take up to 4-8 weeks to become fully effective. If you have been prescribed these medications, especially if for the first time, you need to give them time to work before you will be seen again to talk about adjusting dosages or changing medications. If you are having significant medication side effects, please notify nursing staff right away during medication pass.

In order to maximize the psychiatry provider's time, incarcerated individuals cannot refer themselves directly to the psychiatry provider. Referrals to psychiatry are made solely by the therapists and the course of action will depend upon the problem the individual is having. Most of the time people who request to see psychiatry wish to be placed on medication or to have their medication changed or adjusted.

A. **To request medication**: Psychiatric medications are only prescribed based on clinical indication. If an incarcerated individual 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 the Case Manager is unable to resolve the problem, the incarcerated individual should submit a sick call request, and they will be seen by medical staff to triage and assess the problem and refer to psychiatry if indicated.

B. **To request medication review or change:** Only the psychiatry provider has the authority to change an incarcerated individual's psychiatric medications. As the prescribing authority, the psychiatry provider decides which medications are appropriate. This is based on several issues including medications an incarcerated individual is already taking, the habit-forming nature of certain medications, etc. If an incarcerated individual is having a problem related to significant medication side effects, they should bring it to the attention of nursing staff during medication pass. If the issue is not emergent, for example a request to change the time of medication administration, this can be addressed through the sick call process.

   When seen by the Psychiatry provider, it is the incarcerated individual's responsibility to pay attention to and become informed about their treatment and recommendations. For example: the incarcerated individual should (1) ask about possible side effects that the incarcerated individual can expect, (2) ask about any needed follow-up appointment, (3) provide accurate information about their symptoms and their experience with medications.

   The facility has a Formulary that includes a list of psychiatric medicines from which the Psychiatry provider selects the most appropriate medications for an incarcerated individual's treatment. Please understand that the medications that an incarcerated individual was taking in the community or in the past, may not be the same medications that the incarcerated individual will be prescribed at this facility. If the medication that an incarcerated individual 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 incarcerated individual treatment and medication choice during incarceration.

WHAT TO DO IF YOU CANNOT SLEEP WELL 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, legal and/or financial concerns, etc. 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. There are many things individuals can do to help themselves sleep better.

Before requesting medication or other intervention for poor sleep, please try the following strategies:

1. Maintain a regular routine. Go to bed and get up at the same time every day.
2. If you want to sleep at night, eliminate all daytime napping and do not use your bed for anything besides sleeping.
3. Engage in regular vigorous daily exercise. Try to exercise earlier in the day and do not do strenuous exercise within 4 hours of bedtime.
4. Avoid caffeine. Caffeine is a stimulant which can take up to 12 hours to completely eliminate from your body. If you do use caffeine, limit it to the early part of the day.
5. Eat a healthy, balanced diet and stay hydrated by drinking plenty of water.
6. Only try to sleep when you are sleepy, rather than spending too much time awake in bed.
7. The best conditions for sleep are a dark, cool, quiet room. While it may be difficult to achieve all these conditions in this environment, you can use a cloth to cover your eyes and sleep with just enough blankets to stay warm but not too warm.
8. If your recreation time allows for it, take a warm shower close to your bedtime.
9. Try breathing exercises to relax before bed. Try this one: Breathe in to a count of 3 and out to a count of 5, repeat for 5-6 cycles of breath. Prayer and/or meditation can also be helpful.

MEDICAL AND HEALTH SERVICES

HEALH SERVICES at are designed to accomplish two purposes:

A. To safeguard the health of each incarcerated individual and the entire incarcerated individual population.
B. To ensure that physical and mental health needs are addressed as part of the treatment plan for each incarcerated individual.

MISSION AND SCOPE The mission of the Medical Units at MCDC/MCCF is to promote individual responsibility in managing one's own health care. This includes:

A. Monitoring chronic illnesses to include, but not limited to diabetes, hypertension, and HIV.

B. Treatment of acute medical problems such as drug and alcohol withdrawal, sexually transmitted diseases, orthopedic injuries, and other acute medical or surgical problems.
C. Responding to life-threatening emergencies and referring 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, incarcerated individuals will be evacuated to a hospital without delay.

MEDICAL EXAMINATION Each new incarcerated individual booked into MCDC will be seen by the Medical staff within twenty-four hours. This is a brief interview in order to assess potential risks/needs. Each incarcerated individual will receive a physical examination and a Tuberculin Skin Test within fourteen (14) days. If an incarcerated individual refuses the skin test or any part of the physical exam, they will not be cleared for general population and may be placed on Special Management status. This incarcerated individual will be subject to the provisions of the Special Management Policy and Procedure. Continued refusal on the part of the incarcerated individual to cooperate may result in disciplinary action being taken.

GENERAL MEDICAL INFORMATION

A. 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.
B. Medical staff does not administer medicines unless medically indicated.
C. Medical staff will provide copies of an incarcerated individual's medical record upon request by that incarcerated individual. Incarcerated individuals will be charged $0.10 cents per page.

During incarceration an incarcerated individual may experience any of the following:

A. Upper respiratory infection (common cold) especially during the winter months.
B. Constipation due to a change in activity, dietary, and exercise routine. Increasing fluid intake, eating fresh fruits and vegetables when available, and getting exercise by walking during your recreation period will help alleviate this problem.
C. Insomnia is frequently experienced upon incarceration. This condition is not treated by Medical staff, and usually subsides after the initial adjustment to incarceration is made.

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

MEDICATION Medications that could be abused by patients will be administered by a nurse, as authorized by the staff physician. Incarcerated individuals will take prescribed medicine at the time it is administered, open mouth and lift

tongue to show the nurse that incarcerated individuals have swallowed the medication, and the cup will be returned immediately to the nurse. Refusal to follow this procedure will result in disciplinary action. Most non-controlled medications will be given in a thirty (30) pill blister pack with instructions. If you are provided with Keep-On-Person (KOP) medications, it's your responsibility to notify nursing staff that it needs to be refilled once you reach the blue line on the medication blister pack. All provided medication should be taken as instructed and used within the time frame prescribed. Medication should be discarded if in possession after the expiration or prescription date.

SICK CALL General Sick Call is conducted daily. To obtain medical services, an Incarcerated individual 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 is conducted five (5) days per week. The nursing staff will assess each incarcerated individual's health condition and schedule physician evaluation when necessary. Instructions for receiving medical services will be posted in each pod.

MEDICAL AND DENTAL FEE A medical service fee of $4.00 shall be assessed to each incarcerated individual for each non-emergency self-referred (sick call) 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 incarcerated individual use of medical and dental services, and to allow resources to be allocated more efficiently.

Incarcerated individuals 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 incarcerated individual in a calendar month, the incarcerated individual will be charged $4.00 per visit. No incarcerated individual shall be denied access to medical or dental services based on inability to pay.

A. A fee shall not be deducted from the incarcerated individual's financial account if the incarcerated individual'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. 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 incarcerated individual to a bed in the Medical Section or place the incarcerated individual 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 are evaluated on a case-by-case basis and are determined by Medical staff.

B. Procedures for fee assessment: An incarcerated individual must complete and sign an Incarcerated Individual Medical and Dental Health Request Slip for normal and routine access to medical/dental services at MCDC/MCCF. This form contains notice to the incarcerated individual that they may be subject to a service fee, and the conditions under which such a fee is applicable. If an incarcerated individual 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 is determined to qualify for the service fee, the staff person shall sign the request slip where appropriate. The incarcerated individual shall also sign the request slip to acknowledge the service fee is being assessed. The medical/dental staff shall prepare copies of those requests which are applicable for fee assessment, and under cover of memorandum, forward the same to the commissary staff for processing.
    2. The commissary staff shall process the service fee in the same fashion as a commissary order and shall deduct the fee from the incarcerated individual's financial account. The medical/dental service fee shall be processed before any commissary orders are filled. If funds are insufficient, the commissary staff shall take whatever is available, up to $4.00. No debt will accrue if an incarcerated individual's account has a balance of less than $4.00.
    3. Notice of the fee deduction shall appear on the incarcerated individual's commissary receipt.

C. Appeal Process: An incarcerated individual may appeal the fee assessment through the Incarcerated Individual Grievance Procedure to the appropriate staff member. An appeal must be initiated within thirty (30) days of receipt of notice of the fee deduction.

OUTSIDE MEDICAL APPOINTMENTS Incarcerated individuals may be referred to an outside community health care provider for treatment services and an Outside Medical Appointment Consent Form will be presented to incarcerated individuals consent prior to scheduling outside medical appointments. Incarcerated individuals may refuse medical appointments; however, incarcerated individuals also need to understand that failure on their part to attend this appointment could lead to worsening of the incarcerated individual's medical and/or mental health condition and the incarcerated individual holds responsibility for the consequences of their decision. If an incarcerated individual consents to outside medical treatment and outside transport on the form and later choose to refuse/revoke their consent, the incarcerated individual needs to indicate their refusal in a timely manner with advance written notice provided to Medical staff. If advance written notice of the incarcerated individual's refusal to attend an outside medical appointment is not received in a timely manner, or if the incarcerated individual refuses to participate on the day of the appointment, the incarcerated individual may be subject to disciplinary violation and sanctions for the missed appointment after having consented.

Outside medical appointments are scheduled to ensure incarcerated individuals receive the care needed when services cannot be fully provided within the facility. These appointments are often critical for diagnosing, treating, or managing serious or chronic health conditions.

✅ Benefits of Attending Outside Medical Appointments

- **Access to Specialized Care:** Outside providers offer services like imaging, surgery, or specialty consultations that may not be available in the facility.
- **Continuity of Care:** Regular follow-up ensures your treatment plan stays on track and your condition doesn't worsen.
- **Improved Health Outcomes:** Early detection and consistent treatment can prevent complications and reduce long-term health risks.
- **Documentation of Care:** Attending appointments helps build a complete medical record, which supports future care and legal protections.
- **Support for Reentry:** Managing your health now can make it easier to transition back into the community with fewer medical needs.

⚠️ Risks of Refusing Outside Medical Appointments

- **Worsening of Medical Conditions:** Delaying or missing care can lead to serious complications, hospitalization, or permanent damage.
- **Loss of Access to Services:** Repeated refusals may delay rescheduling or limit access to certain providers.
- **Legal and Ethical Concerns:** While incarcerated individuals have the right to refuse care, repeated refusals may complicate medical records and limit ability to claim inadequate care later.
- **Impact on Mental Health:** Untreated physical conditions can worsen mental health symptoms and vice versa.

💬 If You Think You No Longer Need the Appointment

If referred for an outside appointment but believe it's no longer necessary, please let medical staff know as soon as possible. In some cases, conditions may have improved or resolved, and that's important information for the care team. We can review your case and determine whether the appointment should be canceled or rescheduled.

🩺 We're Here to Help

If there are questions, concerns, or you feel unsure about an upcoming appointment, talk to a member of the medical or mental health team. We're here to support your health and safety every step of the way.

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

VISITING AT OUTSIDE MEDICAL FACILITIES If, for whatever reason, **i**ncarcerated individuals are admitted to a hospital; visiting privileges are subject to the approval of the Montgomery County Sheriff's Department. While in a hospital, **i**ncarcerated individuals are considered to be in the custody of the Sheriff's Department. Anyone wishing to visit an incarcerated individual at a hospital must contact the Sheriff's Department to do so. MCDC/MCCF will not approve a visit, nor will they disclose to visitors which hospital an incarcerated individual has been sent to. That is the prerogative of the Sheriff's Department.

METHADONE DETOXIFICATION PROGRAM Pursuant to Correctional Services Article, sec 9-603, an incarcerated individual may participate in the Methadone Detoxification Program if

A. A physician determines that the incarcerated individual is a person with an opioid use disorder.
B. The treatment is prescribed by a physician; and
C. The incarcerated individual consents in writing to the treatment.

MEDICATION ASSISTED TREATMENT MCCF offers a medication-assisted treatment (MAT) program. MAT is the use of medications 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 incarcerated individuals and provides supportive substance abuse counseling and medication management upon release.

EYEGLASSES If an incarcerated individual wears eyeglass and does not have them upon admission, they need to be seen by the Medical staff. Once approval is obtained from the Medical staff, a Property Request Form (DCA-14B) should be completed by the incarcerated individual. This will allow a family member to bring the eyeglasses to the MCCF/MCDC. The eyeglasses will be subject to approval by Custody and Security staff. If the incarcerated individual does not have eyeglasses, and a need for them is identified by the Medical staff, the incarcerated individual will be referred to an optometrist or physician, as appropriate. There are certain criteria which must be met in order to obtain eyeglasses at County expense, the incarcerated individual should check with the Medical staff to determine if they are eligible. At no time will glasses be authorized for cosmetic purposes. Once an incarcerated individual has been provided with eyeglasses, they will be held responsible for their safekeeping.

DENTAL SERVICES: Services are offered on a limited basis. Dental services are primarily limited to cavities, extractions, and abscesses. To obtain dental services, an Medical and Dental Health Request Slip must be completed and placed in the designated box in the pod. 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
        i. Use a soft brush with gentle circular strokes at the gum line (10 times per tooth).
        ii. Hold the brush like a pencil (between fingers), not like a hammer (in the palm).

iii. 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
    i. You may save the salt packets from your meal trays and rinse as often as you wish (excessive amounts of salt will be confiscated).
    ii. 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
    i. Healthy teeth generally do not break unless severe trauma (force) is applied.
    ii. Infected (decayed) teeth often break due to their weakened state.
    iii. A broken tooth usually is painful because of the infection that has weakened it and allowed it to break.
    iv. To reduce pain, keep the tooth very clean and rinse with warm salt water if available.
    v. 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
    i. Bleeding gums are a sign of infection (gingivitis) and are not serious or painful in general.
    ii. Cleaning the mouth thoroughly using the techniques above will control the bleeding.
    iii. Rinsing with salt water will reduce the infection and bleeding.
3. Abscessed Teeth
    i. 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.
    ii. Often there is a training tract or "bump" on the gum that allows the pressure and pus from inside to be released.
    iii. While the abscess drains there is usually little pain and swelling, and it may have been in this state for a long period.
    iv. When the tract or duct becomes "clogged" or closed, the pressure inside builds and there is usually some pain.
    v. Sometimes swelling also occurs as the pressure continues to build.
    vi. There are generally two treatments for an abscessed tooth: root canal therapy or extraction.
    vii. The correctional facility primarily will extract (pull) infected and abscessed teeth.
    viii. 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 incarcerated individuals 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/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 incarcerated individuals
L. Do not use tattoo needles
M. Cover all abrasions and scratches with a bandage

COVID: WHAT INCARCERATED INDIVIDUALS 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. Submit a Sick Call slip to request a vaccine from Medical staff, no charges will apply as there is no cost to receive the vaccine. **Receiving the vaccination is voluntary.** If an incarcerated individual is interested in receiving a vaccine, they should submit a sick call slip to medical. If an incarcerated individual is experiencing any of these symptoms, please submit a sick call slip. **If an incarcerated individual is experiencing any serious symptoms, they should let staff know immediately.**

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

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

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 transmissions.

HIV: WHAT INCARCERATED INDIVIDUALS 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 incarcerated individuals can get the virus. Incarcerated individuals can get HIV:

A. By having unprotected sex – 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 skin, or in the lining of the vagina, penis, rectum, or mouth.

B. By sharing a needle and syringe to inject drugs or sharing drug equipment used to prepare drugs for injection with someone who has HIV.
C. 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.)
D. Please remember that HIV is spread through intimate sexual contact, infected blood, or shared needles. You must care for yourself through good health practices.

THERE IS NO EVIDENCE AT THIS TIME THAT HIV CAN BE SPREAD BY:

A. Being around someone with HIV on a daily basis.
B. Touching utensils, dishes, or linens of a person with HIV.
C. Donating blood.
D. Sneezing or coughing.
E. Toilet seats, bathtubs, showers, or doorknobs.
F. Hand shaking, or other non-sexual physical contact.
G. Hugging, talking, or similar casual contact.

COMMON SENSE PRECAUTIONS:

A. Do not share needles.
B. Do not have sexual contact with anyone in the facility.
C. Do not share razors, toothbrushes, or any item on which blood could be present.
D. Do not tattoo your skin.
E. Avoid fighting as HIV can be spread through the exchange of blood.

SEXUALLY TRANSMITTED DISEASES AND TESTING STD testing is available by request if incarcerated individuals are concerned about HIV or any other STD.

A. **Submit a Medical Sick Call Request Slip if you are interested in getting tested for any STDs.**
B. All testing is confidential and coordinated through Medical Services.
C. An incarcerated individual may receive a test for the HIV antibody through the County Department of Health and Human Services. This test is the first step in screening for HIV.

PRISON RAPE ELIMINATION ACT (PREA)

PRISON RAPE ELIMINATION ACT (PREA) INFORMATION

A. Incarcerated individuals 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 incarcerated individuals safe.

B. 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 incarcerated individuals 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, RESPONDING

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

Abuse is an act that places someone in fear of serious bodily harm, such as with battery or assault and battery.
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 their own individual personality, it is normal to experience different feelings in response to having been sexually assaulted/abused.

Sexual misconduct is:

A. Any sexual advance by another incarcerated individual or staff member
B. Requests for sexual favors by another incarcerated individual or staff member
C. Threats made by another incarcerated individual or staff member for refusing sexual advances
D. Verbal or physical conduct of a sexual nature toward an incarcerated individual by another incarcerated individual 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 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 is a form of assault. It means to keep someone in a place against their will.

TIPS FOR PREVENTING SEXUAL MISCONDUCT

A. Avoid high risk places where it is difficult for staff or other people to see.
B. Avoid being alone in vulnerable situations. Pay attention to your surroundings.
C. Do not accept gifts or favors from others. Most gifts come with a string attached.
D. Avoid borrowing or becoming indebted to someone. Repayment may be costly.

E. Beware of incarcerated individuals or other persons that say they will protect you. Protection may be costly.
F. 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.
G. Find a staff person with whom incarcerated individuals feel comfortable discussing fears and concerns.
H. Do not give out personal information about your family, friends, or financial situation.
I. Avoid talking about sex and avoid unnecessary and/or casual nudity.

PREVENTION/INTERVENTION

A. Special training for staff to recognize potential abuse
B. During the intake process, each person is asked about their victimization risk
C. Incarcerated individuals who may be at risk will be housed in a pod with similarly classified incarcerated individuals and care will be taken not to place the incarcerated individual into a pod with potential abusers

SELF-PROTECTION

A. No one has the right to pressure incarcerated individuals to engage in sexual acts.
B. Incarcerated individuals do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.
C. The most important way of preventing further victimization is to report the abuse/assault as soon as possible.
D. By reporting the offender's behavior, the victim can protect themselves from continued unwanted touching or being assaulted.
E. All incarcerated individuals are encouraged to voice any concerns if they feel they are placed in a pod which poses a high risk of them being abused/assaulted.

Strict confidentiality will be enforced, information limited only to those on an as-needed basis. Under no circumstance will any of the information gathered be used against the victim.

REPORTING SEXUAL ASSAULT, ABUSE OR MISCONDUCT Reporting the abuse/assault is very important and the allegation will be thoroughly investigated.

A. You should make a report if you or someone you know is a victim of sexual misconduct, sexual abuse or assault. Incarcerated individuals may report as a victim or as a witness to a sexual assault.
B. Report all instances of sexual misconduct as soon as possible. Report to any staff member, including medical, case management, and mental health staff as soon as possible.
C. Reports may be made verbally or in writing, via the website or call to the hotline. If you are unwilling or afraid to tell staff, ask a parent or someone you trust to report the incident to the DOCR administration/staff.
D. Anyone who reports incidents may remain anonymous.
E. All information will remain confidential.
F. All reports are taken seriously. All cases of sexual misconduct will be investigated immediately upon being reported.

G. It is important that you write down all that happens so that the events may be fresh when the investigator conducts the interview.
H. Incarcerated individuals will be sent for treatment and collection of forensic evidence if deemed appropriate by investigating authorities.
I. Incarcerated individuals may be assigned to different housing in order to protect incarcerated individuals from further harm and abuse.
J. DOCR staff will not retaliate against the alleged victim for the report.
K. As a result of any investigation into sexual misconduct, sexual abuse, or sexual assault, criminal charges may be filed. Since criminal charges may be filed, the victim should be aware that they may have to face the abuser in court.
L. If you file a false report, disciplinary action or criminal charges may occur.

REPORTING PREA ALLEGATIONS Incarcerated individuals may report any PREA concerns through several options if they choose not to make a report directly to a correctional staff member.

REPORTING TO STAFF BY PHONE FROM INSIDE THE FACILITY

Internal reporting inside DOCR facilities using the incarcerated individual phones, dial #77
OR dial #88 for outside party reporting.

REPORTING BY PHONE TO CONTACTS OUTSIDE THE FACILITY

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

REPORTING VIA EMAIL at 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.

TREATMENT AND COUNSELING

A. The first thing is to seek medical attention to assess for injury, disease, and appropriate intervention.
B. Crisis intervention counselors are available to provide emotional support counseling.
C. All incarcerated individuals, 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. Incarcerated individuals may also request to speak to the Chaplain for counseling services. Please be aware that these services are available if and when needed.
D. Additional assessment and intervention services may be provided based on the recommendations of the CIU staff and incarcerated individual request (including religious counseling).
E. Same sex counselor will be provided upon request by the incarcerated individual.

Montgomery County, Maryland
Department of Correction and Rehabilitation

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: Internal to MCDOCR: 240-777-9855 or to an Outside Third Party: 1-855-273-5609
Using the inmate phone system, you can dial: Internal: #77 or Outside: #88



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 victima 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:
Llamadas Internas: marque: #77 240-777-9855
Llamadas Externas: marque: #88 1-855-273-5609



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

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

A Incarcerated individuals can order stamps from commissary. You need to ask your Case Manager or the Shift Supervisor to weigh your letter or package and they will let you know the amount needed. Incarcerated individuals will have to 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/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.

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

A Ask your Case Manager for assistance. The cost is 10 cents per page. You may be directed to put in a request for law library where copies can be made.

Q How can I get copies of my medical records?

A Complete a request to Medical specifically requesting what records you would like and allow at least two weeks for copies. You will be charged 10 cents per page.

Q How do I get documents notarized?

A Send a request to your Case Manager. Your Case Manager will notarize all documents at their earliest convenience. Do not sign the document until the Case Manger instructs you to do so. The document needs to be signed in front of the notary. Library staff do not notarize documents. Facility staff and other incarcerated individuals may not serve as witnesses.

Q How can I get books or magazines mailed to me?

A 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 certain that they came directly from this source. Custody and Security has the final approval of all packages received. Your family member can pay for the magazine and have it mailed directly to you from the publisher. If you wish to purchase a magazine, before ordering it you must pay for it in advance. You may receive books from a readily identifiable publisher, vendor, or distributor without obtaining pre-approval. Amazon is not an approved source. All books 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 sender. Incarcerated individuals will then have a right to appeal that decision unless the book or magazine has been deemed contraband. Remember that there is a seven (7) book/magazine limit, therefore it will be your responsibility to make sure you do not order more than seven books/magazines. Any excess books/magazines are considered contraband. They will be confiscated and may be destroyed.

Q How do I get a job?

A You must submit a request to your Case Manager, and they can refer you to the Work Board Coordinator if you are eligible.

Q I lost my legal paperwork, how can I get another copy?

A Contact your attorney.

Q When will I see my Public Defender?

A When you came in you were interviewed by the Public Defender. You must have a court date set for a Public Defender to be assigned to your case. A Public Defender is usually assigned about 30 days before your scheduled court date. Incarcerated individuals will receive correspondence identifying the name of your Public Defender. It is not unusual to have an upcoming court date and not have seen your Public Defender. Sometimes they will see you just prior to going before the Judge. Incarcerated individuals can submit a request and inquire to the Public Defender but keep in mind if your court date is not in the next 30 days, a Public Defender may not yet be assigned to your case. An incarcerated individual can always write the Office of the Public Defender to address any specific concerns. Please be sure to include your case number on all letters to the Public Defender.

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

A Staff from the Pre-Trial Assessment office must speak to the homeowner or leaseholder to the address where you will live until trial. That person should contact the Pre-Trial Assessment Office at 240-777-9830. A copy of their current/valid lease and ID may be required.

Q How long does it take for me to move out of Intake Pre-Placement?

A It takes approximately 7-14 days. Incarcerated individuals will be moved after they have had a physical, TB test or chest x-ray, and an orientation and intake with the Case Manager.

Q Can I work and attend educational classes at the same time, to include ESOL classes?

A This is evaluated on a case-by-case basis, and scheduling is an important factor when this is being considered.

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

A No. If Incarcerated individuals are participating in two activities that give Industrial Time, incarcerated individuals cannot earn it for more than one program or assignment at a time.

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

A No. Other than the calls provided upon initial incarceration, incarcerated individuals do not have the right to a phone call from the Case Manager or other staff member. Case by case consideration is given periodically based on circumstances and needs.

Q How can I find out my release date?

A Submit a request to your Case Manager.

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

A If Incarcerated individuals are released from Court, incarcerated individuals can go to MCDC and pick up their money and some of their property the same day. The property they had at MCCF is not available for pick up until the next business day after 12:00 noon. If incarcerated individuals are released Bond Posted, they will receive their money and some of their property the same day. The property they had at MCCF is not available for pick up until the next business day after 12:00 noon. If incarcerated individuals are released Time Served, they will receive their money and some of their property upon release. The property they had at MCCF is not available for pick up until the next day after 12:00 noon. If incarcerated individuals are released at court or bond posted and have medication, they can arrange to pick it up at MCDC similar to going to MCDC to pick up property the following business day.

Please note, all property, money, and medications must be picked up from MCDC. **If property is not picked up within 30 days of an individual's release, it will be considered abandoned property and will be disposed of.**

Q How do I get clothes brought in for court?

A Ask the Pod Officer for a Property Request/Release Form (DCA-14A). Turn it in to the Pod Officer. The clothes must be taken to MCDC by your family or attorney. You must release the clothes you already have in your property in order to receive any new clothes to your property to wear for Court. Wearing personal clothing to Court is only possible for Circuit Court Jury trials.

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

A Incarcerated individuals will be sent to Montgomery County Detention Center (MCDC) the morning of their release date.

Q Can I receive a check from my employer to my incarcerated individual account?

A No personal or payroll checks are accepted; only government issued checks are accepted.

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

A The Pre-Release and Reentry Services (PRRS) or Pre-Release Center is a structured community treatment work-release program for offenders. The Pre-Release screening unit tracks all incarcerated individuals on a weekly basis who are incarcerated at both MCDC and MCCF. Interviews are conducted on Tuesdays

at MCCF. For more information about the eligibility and selection process, please complete a request on the tablet or submit to your Case Manager.

Q How often do incarcerated individuals receive clean jumpsuits and blankets?

A Jumpsuits and blankets are exchanged every two weeks on a posted schedule.

Q How do I receive a medical diet?

A Medical diets are only provided if ordered by the physician. If you have a medical condition that necessitates dietary intervention you should submit a request to Medical.

Q Can I get extra portions of meals, or substitutions for food items I don't eat?

A Everyone receives one tray per meal, extra portions are not provided unless medically indicated and ordered by the physician. Substitutions cannot be made for food preferences.

Q How can I receive a religious diet?

A You must submit a request to the Chaplain for approval.

Q How do I receive a Vegetarian diet?

A Submit a request to Food Services and indicate if 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.

Q What should I do if I am allergic to a food item?

A Avoid that item, do not consume it. Be sure to submit a sick call slip to be seen by Medical Staff to discuss your allergy.

Q Does the Department actually criminally charge incarcerated individuals and do the Courts really order additional incarceration time?

A Absolutely. In many cases the courts have ordered consecutive incarceration time when the incarcerated individual has been found guilty of one of these charges. There have also been cases where the incarcerated individual has been transferred to the State Division of Correction for committing crimes while incarcerated in our facility.

- Incarcerated individual on incarcerated individual assaults/fights
- Incarcerated individual on staff assaults
- Indecent exposure
- Gang activity (includes recruitment, fighting, threats, any communication, etc.)
- Possession or making of weapons
- Possession of contraband/drugs
- Escape or any attempt
- Destruction of County property
- Harassment

ADDING MONEY TO ACCOUNTS

Access Secure Deposit

Phone Deposit

1-866 345-1884

(Credit Cards Only)

Website Deposit

www.accesscorrections.com

(Credit Cards Only)

Lobby Kiosk Deposit

Located at MCDC and MCCF

(Cash and Credit)

MAIL AND MESSAGES

ALL DIGITAL photos, videos and messages should be sent by family and friends through the tablet platform by creating an account at www.Gettingout.com

ALL PAPER personal mail and paper photos should be addressed to:

Montgomery County Correctional Facility
Name and DOCR ID Number 0000000
PO Box 247
Phoenix, MD 21131

All books, packages, and legal mail should be mailed directly to MCCF:

Montgomery County Correctional Facility
Name and DOCR ID Number 0000000
Housing Location
22880 Whelan Lane
Boyds, Maryland 20841

Information on video visitation is available on the DOCR website
https://www.montgomerycountymd.gov/cor

Phone, Tablet and Video Visitation Vendor Website
https://www.icsolutions.com/