


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	INMATE MAIL AND READING MATERIAL
	DCD #:	250-1
	TITLE:	Incoming and Outgoing Mail
	ISSUED:	July 15, 1989
	AUTHORITY:	PROGRAM DIRECTOR
	APPROVED:	COMMISSIONER

DCD Change Notice 11-00

Effective date March 10, 2000

Change # 2 to this DCD

1. Section VI. A. is changed to read as follows:
 - A. Inmates at MCAC will not seal any outgoing correspondence. The managing officer shall designate the appropriate staff to be responsible for ensuring that the correspondence is sealed before it leaves the facility.
2. Add the following as Section VI. B.
 - B. Inmates at all facilities except MCAC may seal their own correspondence. Their name and DOC number, as well as the return address of the institution must appear on the envelope. Proper postage must be affixed to the envelope, except in the case of an indigent inmate's mail. An indigent inmate shall be provided with pen, paper, envelopes, and first class postage for seven letters per week as specified in DCD 175-2.
 1. If an inmate requires additional materials or postage for legal correspondence, the inmate may request these through his/her case management specialist.
 2. The request shall be granted unless the case management specialist determines that the postage provision is being abused, in which case, the case management specialist shall refer the request and findings to the assistant warden for disposition.
 3. The case management specialist shall encourage the indigent inmate to set his/her own priorities for mail within the seven letter allowance.
4. The previous B. is to be changed to C., C. to D., etc.
5. Please incorporate these changes into all copies of this DCD.

Distribution:

- A
- C
- L

MARYLAND DIVISION OF CORRECTION
NOTICE OF DECISION TO WITHHOLD MAIL

Name _____ DOC Number _____ Institution _____

The following mail was received on the above date:

This mail is being withheld because it contains material which:

- creates an excess of property;
- is contraband;
- describes escape plans, devices or paraphernalia;
- describes the construction or use of weapons, ammunition, bombs, incendiary devices, or other means of inflicting bodily harm;
- describes procedures for brewing alcoholic beverages or the manufacture of drugs;
- advocates or instructs in the formation of inmate unions;
- is sexually explicit
- describes theory, design or manufacture of prison security systems or equipment, including prison communication systems or equipment;
- instructs in the commission of violations of Division of Correction Regulations that will produce a breach of security or order in the institution;
- is written in code;
- poses a direct and immediate danger of violence or physical harm to person based upon the current circumstances within the institution (The withholding officer's report must be attached).

The facts which show the material violates DCD 250-1:

The reasons which support withholding the material:

If the rejected portion cannot be reasonably severed, you may choose to return the mail as a whole or dispose of it. If the rejected portion can be removed, you may choose to receive the acceptable portion. Use Part A on the back of this form to indicate your choice.

You may appeal the decision to withhold your mail. The sender may also appeal. You both have 10 working days from the above date to appeal to the warden. Use Part B on the back of this form to file an appeal. You may not file a Request for Administrative Remedy. If you do not respond within 30 days after you received this notice, the mail will be considered abandoned property and will be disposed of in accordance with DCD 220-5.

The warden must respond within 5 working days after receiving your appeal. To appeal the warden's response (or failure to respond), write an appeal within 5 days to the Commissioner. Give your reason for the appeal and enclose a copy of the warden's response. Mail your appeal to:

Commissioner of Correction
Suite 311, Plaza Office Center
6776 Reisterstown Road
Baltimore, Maryland 21215

The Commissioner may affirm, reverse, or modify the warden's decision within 5 working days after receiving your appeal.

If the final decision is to withhold mail, the acceptable portion will be sent to you if the rejected portion can be removed, and you will be asked how you wish to dispose of the rejected portion.

The rejected portion can/cannot be removed.

Inmate _____ Date _____ Time _____ Withholding Officer _____ Date _____ Time _____

PART A

I want to receive the acceptable portion of the mail. You may dispose of the rejected portion in the way I have checked below. I do not want to appeal.

I want to dispose of the mail as a whole in the manner I have checked below. I do not want to appeal:

Destroy it.

Send it to the addressee below. You may take from my account \$_____ to pay for postage.

Donate it to a charity.

I want it to be picked up by my visitor. I will notify the property officer 48 hours before the date my visitor will come, and I will tell my visitor to ask for the mail at the end of the visit.

Witness Signature

Date

Inmate Signature

Date

PART B – REASON FOR APPEAL

Date

Signature of Inmate

PART C – RESPONSE

Date

Signature of Warden



Western Correctional
Institution

Approved by:
Frank B. Bishop, Jr.
Warden

Title: Inmate Handbook	Directive Number: WCI.001.0008.1
Related MD Statute/Regulations:	Supersedes: ID WCI.001.0008.1 April 18, 2012
Related ACA Standards: 4-4228 and 4-4290	Authorized By: Warden, WCI
Related MCCS Standards: .05-F and .05-G	Effective Date: June 12, 2013
Related DOC Directives: 001.0008	Related DOC Manual:
Other References:	Number of Pages: 3

Institutional Directive

.01 Purpose:

The purpose of this directive is to establish the policy and procedure for the development and annual review of the Inmate Handbook. To establish policy and procedure for inmate admission, orientation, and initial assignment.

.02 Scope.

This directive applies to Western Correctional Institution (WCI) staff assigned to admit and orientate inmates into the institution.

.03 Policy.

It is the policy of WCI to provide an Inmate Orientation Handbook to each inmate upon his arrival at the Institution. The Handbook is intended to provide an easy-to-read source of information and guidance. As a publication of general information, the Handbook is not a policy document. The policies from which the Handbook is developed are contained in Department of Public Safety and Correctional Services Directives and WCI Institutional Directives.

.04 Definitions.

- A. Institutional Orientation Form: The original form which is used to document the institutional orientation checklist.

- B. Master Checklist: The original form which is used to document the orientation of all newly received inmates.
- C. Inmate Request: The Inmate Request form attached to this ID (Appendix 3) is utilized in the institution for a request that an inmate may make to any department of the institution. The forms are available in all Housing Units from the wing officers, and other locations in the institution. Once completed by the inmate, the request is placed in the institutional mailboxes in the housing units and forwarded to the appropriate department for processing.

.05 Responsibility.

A. Inmate Handbook Procedures:

1. Revisions:

- a. The Handbook shall be developed by the Case Management Department.
- b. The Case Management Manager or designee shall be responsible for redevelopment of the Handbook.
- c. The official effective date of the Handbook shall be the date the Warden signs the introduction page of the proof copy.
- d. As Division and Institutional policies change throughout the year, the Case Management Manager/Designee shall attach the information (in the form of ID's, IB's, memos, etc) to the Handbook as addenda items until new Handbooks are published.

2. Distribution:

- a. The Receiving/ID Officer shall issue each inmate, immediately upon arrival at WCI, a copy of the Inmate Handbook. The Inmate Orientation Handbook Receipt, Appendix 2, shall be completed and placed in the inmate's basefile.
- b. There will be an institutional orientation conducted for each new arriving inmate within (7) seven days of reception. Each inmate will be required to sign Appendix 1 to WCI.001.0008.1 Inmate Orientation Handbook Receipt.
- c. The Case Management Manager shall ensure that any changes or additions to the Handbook, which are made between printings, are communicated to new inmates during the orientation presentation.
- d. A copy of the Inmate Handbook shall be distributed to all new employees during their Pre-Service training period.
- e. Copies of the most recent edition of the Handbook and changes shall be available for review in the inmate Library.

- f. Current copies of the Handbook are available to staff at any time upon request to the Case Management Manager.

B. Institutional Orientations

1. All inmates received at WCI will attend the Institutional Orientations to familiarize the inmates to the operational practices of this facility.
2. The Unit Manager will ensure these orientation sessions occur in an orderly manner within applicable security requirements.

.06 Attachment(s).

- A. Appendix 1, Inmate Orientation Receipt;
- B. Appendix 2, Inmate Handbook Receipt;
- C. Appendix 3, Inmate Request.

.07 History.

1. WCI.001.0008.1, Inmate Handbook, dated April 18, 2012;
2. WCI.001.0008.1, Inmate Handbook/Admission & Orientation Program, dated August 1, 2011;
3. WCI.001.0008.1, Inmate Handbook/Admission & Orientation Program, dated April 5, 2010;
4. WCI ID 1-8-1, Inmate Handbook/Admission & Orientation Program, dated March 28, 2008;
5. WCI ID 1-8-1 dated January 24, 2006.

.08 Distribution.

- A
C
L
S - Chairperson, Inmate Handbook Committee
Receiving/ID Officer
Standard Files .05-F, .05-G, .06-A, .08-D

WESTERN CORRECTIONAL INSTITUTION

Inmate Handbook Receipt

On today's date, I received an Inmate Handbook issued to me by the Receiving and ID Department at the Western Correctional Institution. I understand it is my responsibility to familiarize myself with the information contained in the Handbook. Furthermore, I understand the Handbook is not a policy document, but rather a collection of information taken from Division of Correction Directives (DCD's) and Institutional Directives (ID's) of the Western Correctional Institution. The material is provided for my information and should I wish to further research any topic, I may refer to the appropriate Directive.

Inmate's Signature _____ DOC # _____

Officer's Signature _____

Date Received at WCI _____

Date Handbook Issued _____

WESTERN CORRECTIONAL INSTITUTION

Inmate Orientation Receipt

I _____ attended Orientation at the Western Correctional Institution conducted by WCI staff. I have been given the opportunity to ask any relevant questions concerning my incarceration at WCI. I received oral explanation of the following areas of operations at WCI.

1. Access to health care – sick call – emergency services
2. Emergency evacuation
3. Inmate Request slip - purpose and process
4. Visitation and mail privileges
5. The ARP process – complaints regarding institutional matters

All areas of programs and services of the institution are covered in the handbook and I fully understand it is my responsibility to familiarize myself with the information contained in the Handbook. The Handbook is not a policy document, but a collection of information taken from The Department of Public Safety and Correctional Services and the Institutional Directives (ID's) of Western Correctional Institution. The Handbook is provided for my information/guidelines and should I wish to further research any topic I may refer to the appropriate DPSCS/WCI directive.

Inmate's Signature: _____ DOC # _____

WCI Staff Signature: _____

Date: _____

Chesapeake Detention Facility

Facility Directive



R.K.K.

Robert Koppel
Jail Administrator

Title: Detainee Handbook	Facility Directive Number: CDF.001.0008.1
Related MD Statute/Regulations: 12.14.03.06, .09, 12.14.04.05, .08, 12.14.05.05, .08	Revised Supersedes: CDF.0001.0008.1 dated August 27, 2012
Related ACA Standards: 4-ALDF-2A-05, 06, 09, 27, 28, 29; 4C-01	Responsible Authority: Assistant Jail Administrator <i>[Signature]</i>
Related MCCS Standards: .05 F, .08 D	Effective Date: September 24, 2013 Number of Pages: 3

.01 Purpose.

To provide detainees with an orientation describing the basic facility rules, its programs, services and regulations.

.02 Scope.

This directive applies to the Chesapeake Detention Facility (CDF).

.03 Policy.

- A. It is the policy of the CDF to provide a handbook to each detainee received into its custody at intake/arrival. The handbook is an easy-to-read source of general information and guidance that assists detainees with facility adjustment and to take advantage of programs and services offered at the facility.
- B. Institutional Bulletins are issued, as necessary, to inform detainees of changes in policies and programs that become effective before publication of a new handbook.

.04 Definitions.

Orientation Process – Process a detainee goes through upon entering the facility that explains the institutional operations and program availability.

.05 Responsibility.

I. DETAINEE HANDBOOK REVIEW

The Jail Administrator shall ensure the detainee handbook is reviewed annually. The review of the handbook shall be done by the Case Management Supervisor, the Assistant Jail Administrator, the Security Chief, the Audit/Compliance Officer, and other members as assigned by the Jail Administrator.

II. HANDBOOK CONTENT

A. Upon intake/arrival at the facility, and prior to being placed in the general population, CDF staff will issue an orientation handbook in either English or Spanish to each detainee. At a minimum, the handbook will include:

- (1) Facility rules and sanctions;
- (2) Explanation of mail and visiting procedures;
- (3) Explanation of transportation options for visitors;
- (4) Explanation of grievance procedures;
- (5) Explanation of all fees, charges or co-payments that may apply;
- (6) Description of services, programs, and eligibility requirements;
- (7) Information on how to access medical care; and
- (8) Available pretrial release options.

This information is contained in a written handbook that is given to each detainee. The handbook is translated into those languages spoken by significant number of detainees. (2A-27)

B. Information is provided to detainees about sexual abuse/assault including:

- (1) Prevention/intervention;
- (2) Self-protection;
- (3) Reporting sexual abuse/assault; and
- (4) Treatment and counseling.

The information is communicated orally and in writing, in a language clearly understood by the detainee, upon arrival at the facility. (2A-29)

III. ACCESS TO SERVICES

All detainees are informed about how to access health services and the grievance system upon arrival at the facility. This information is communicated orally and in writing, and is conveyed in a language that is easily understood by each detainee. The information is translated into those languages spoken by significant numbers of detainees. When a literacy or language problem prevents a detainee from understanding written information, a staff member or translator assists the detainee. (4C-01)

IV. RECEIPT OF HANDBOOK & ORIENTATION MATERIALS

- A. If a detainee cannot read, orientation materials are read to the detainee by a staff member, or are provided through the use of an audio or video tape. For detainees who do not speak English, interpretive services are provided.
- (1) Detainees verify, by signature, the receipt of their initial orientation and of the handbook and written orientation materials.
 - (2) Staff will obtain a receipt (Attachment 1-Acknowledgement Page) from each detainee and forward said receipt to the Case Management Department for filing in the detainee's base file. (2A-28)
- B. All Department and CDF information bulletins that supplement the handbook will be distributed to all detainees within ten (10) working days of receipt.

V. REFERENCE MATERIALS

A copy of the following is available for reference in the library service room:

- (1) Department Handbook
- (2) CDF Federal Detainee Handbook
- (3) Supplemental Department Information Bulletins
- (4) Supplemental CDF Information Bulletins


.06 Attachments/Links.

Attachment 1 - X:\forms\Acknowledgement Page.docx

.07 History.

CDF.001.0008.1 dated August 27, 2012

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	INMATE MAIL AND READING MATERIAL
	DCD #:	250-1
	TITLE:	Incoming and Outgoing Mail
	ISSUED:	July 15, 1989
	APPROVED:	COMMISSIONER

DCD CHANGE NOTICE: 4-90

EFFECTIVE DATE:

February 15, 1990

CHANGE #1 TO THIS DCD

1. As the Division of Correction is a separate and distinct agency from the Inmate Grievance Commission and as such has no authority to establish regulations for the Inmate Grievance Commission, the following modifications are being made to this regulation:
2. Section VI.H.6. is hereby rescinded. Sections VI.H.7. and 8. are to be renumbered accordingly to VI.H.6. and 7.
3. Appendix 1 to DCD 250-1, DC Form 250-1a (June, 1989) is rescinded and replaced with the attached Appendix 1 to DCD 250-1.
4. Appendix 3 to DCD 250-1, DC Form 250-1b (June 1989) is rescinded and replaced with the attached Appendix 3 to DCD 250-1.
5. All existing copies of DC Form 250-1a (June, 1989) and DC Form 250-1b (June 1989) are to be destroyed.
6. An initial supply of revised forms is being provided. Additional supplies of the revised forms may be ordered from State Use Industries.
7. Please incorporate these changes into all copies of the DCD.

Distribution:

A


C

L

S - Institution Mail Room Supervisors

Property Room Supervisors

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	INMATE MAIL AND READING MATERIAL
	DCD #:	250-1
	TITLE:	Incoming and Outgoing Mail
	ISSUED:	July 15, 1989
	APPROVED:	COMMISSIONER

- I. References: DCDs 175-2, 185-2, 220-5, 220-6, 220-9, and 245-6
- II. Applicable to: All Institutions
- III. Purpose: To provide policy and procedure for incoming and outgoing mail, reading material, and publications
- IV. Definitions:
 - A. Indigent Inmate - an inmate who, in the previous two (2) weeks has not received pay for an assignment (work or school) and who has had less than \$2.00 in his/her spending account, or an inmate received within the previous two (2) weeks who has not had \$2.00 in his/her spending account. An inmate who meets the above criteria, but establishes a pattern of receiving and spending funds in a 30-day period which indicates abuse of the indigence benefit (that is, clearly demonstrates a manipulation of his/her account to maintain indigence status) is not an indigent inmate.
 - B. Mail - Correspondence, written materials, publications including, but not limited to, letters, books, newspapers, magazines, and other publications, addressed from or to an inmate and leaving or entering a Division facility via the U.S. Postal Service, or via a recognized courier system; this definition is meant to specifically exclude written communication between inmates within a given facility.
 - C. Legal Mail: mail from a Court, Judge, Clerk of Court, Attorney-at-Law, the American Civil Liberties Union, Legal Aid Bureau, Commissioner of Correction, elected or appointed official such as the Governor, Attorney General, member of Congress, or the Maryland General Assembly, or Department of Public Safety and Correctional Services, or Parole Commission, or Inmate Grievance Commission when received on official stationery of the individual or agency; or mail addressed from an inmate to any of the above individuals or agencies.
 - D. Sexually explicit material: Sexually explicit material depicts: 1) homosexuality (of the same sex as the inmate population); 2) sado-masochism; 3) bestiality; or 4) involves children. Material in categories 1), 2), and 3) may be admitted if it does not pose a threat to the institution. Explicit heterosexual material ordinarily will be admitted. Other explicit material may be admitted if it has scholarly, or general social or literary value. Homosexual material that is not sexually explicit is to be admitted; this includes publications covering the activities of gay-rights groups or

gay religious groups and literary publications with homosexual themes or references.

V. Policy:

It is the policy of the Division of Correction that inmates be allowed to receive mail reading materials and publications consistent with the United States Constitution, federal law and regulations, and Maryland law and regulations.

VI. Procedure:

- A. An inmate may send sealed correspondence with the name and number of the inmate, and the return address of the institution on the envelope. Proper postage must be affixed to the envelope, except in the case of an indigent inmate's mail. An indigent inmate shall be provided with pen, paper, envelopes, and first class postage for seven letters per week as specified in DCD 175-2.
 1. If an inmate requires additional materials or postage for legal correspondence to those parties listed in Section IV.C., the inmate may request these through his/her classification counselor.
 2. The request shall be granted unless the classification counselor determines that the postage provision is being abused, in which case, the classification counselor shall refer the request and findings to the assistant warden for disposition.
 3. The classification counselor shall encourage the indigent inmate to set his/her own priorities for mail within the seven letter allowance.
- B. If the inmate desires to mail money from his/her account with the letter, it will be necessary for him/her to forward the envelope and letter, together with the proper withdrawal slips, to the person or department designated by institutional directives in an unsealed envelope, thereafter such mail shall be processed in accordance with established institutional procedures.
- C. Incoming mail must bear the name and number of the inmate, and will be opened before delivery to the inmate and inspected only for money orders, cash, stamps, checks, or contraband. (See DCD 245-6 for procedures on cash received by mail.) Inmate mail will not be further reviewed unless there is evidence that it contains material as listed in subsection G. Such inspection shall be documented. Money orders, cash, stamps, checks, and contraband received in the mail will be handled in accordance with established procedure.
- D. Legal mail will be opened and inspected only in the presence of the inmate. Where there is reason to believe the mail is not bona fide legal mail, the mail shall be opened and inspected only in the presence of the inmate.
- E. Outgoing mail will not be opened, unless there exists clear and convincing evidence to warrant inspection. In this event, the reasons and inspection will be documented. The Managing Officer or designees shall make the decision to open and inspect outgoing mail and shall ensure that the reasons for and results of the

inspection are documented. The Managing Officer or designees shall withhold outgoing mail only when it is found to contain contraband, is evidence of violation of a rule and/or regulation, or is the basis for requesting an investigation by the Division of Correction Internal Investigation Unit or any law enforcement agency.

- F. There shall be no limit on the volume of mail an inmate may receive or send, unless there is clear and convincing evidence to justify such limit or unless the amount of materials exceeds the amount described in DCD 220-6.
- G. No mail, reading materials, or publications will be excluded per se. Mail, reading materials, or publications will be reviewed on an issue-by-issue basis. If only a portion of the mail, reading materials, or publications or particular article in the publication is subject to rejection, that portion will be excised if it can be reasonably severed and the rest will be delivered to the inmate. Before excision of any portion of the mail, reading materials, or publications, the inmate to whom the item is addressed will be given the choice of receiving the acceptable portion, returning the mail as a whole, or disposing of the mail. These options shall be a part of the procedure and notice provided by section VI.H. of this regulation. The mail, reading materials, or publications will be held by the institution until the inmate has exhausted or waived the appeal to the Managing Officer and Commissioner provided by this regulation. Mail, reading materials, or publications may be excised or returned only when such materials contain matter which:
1. describes escape plans, devices, or paraphernalia;
 2. describes the construction or use of weapons ammunition, bombs, incendiary devices, or other means of inflicting bodily harm;
 3. describes procedures for brewing alcoholic beverages or the manufacture of drugs;
 4. is written in code;
 5. is sexually explicit as defined in section IV.D.;
 6. describes theory, design or manufacture of prison security systems or equipment, including prison communication systems or equipment;
 7. instructs in the commission of violation of Division of Correction Regulations that will produce a breach of security or order in the institution;
 8. advocates or instructs in the formation of inmate unions; or
 9. poses a direct and immediate danger of violence or physical harm to person(s) based upon the current circumstances within the institution; prior to excision or return of the publication based upon this subsection, the Managing Officer, Assistant Managing Officer, Unit Manager, or Chief of Security shall have described in writing and with particularity the reasons which support the finding that the direct and immediate danger exists. No excision or rejection shall occur solely because its content is religious,

philosophical, political, social, or sexual unless it violates section IV.D., or because its content is unpopular or repugnant.

- H. Incoming or outgoing mail, reading materials, or publications, except packages, will not be held for more than 24 hours excluding weekends and holidays, except in unusual circumstances where processing pursuant to section VI.B. of this regulation is necessary, contraband is found or where it is shown that the mail, reading materials, or publications contain matter that is described in section VI.G. of this regulation. In this event, the inmate and the person or publisher who sent the mail, reading materials, or publications to the inmate shall be afforded the following elements of due process:
1. The decision to withhold mail, reading materials, or publications shall be made by the Managing Officer, Assistant Managing Officer, or the Unit Manager or their designees.
 2. The inmate and the sender shall be furnished two (2) copies of a written statement (DC Form 250-1a; see Appendix 1) that describes the materials that are being withheld and sets forth the justification or reason(s) with particularity for the action as set forth in section VI.G. of this regulation. The written statement shall be served on the inmate and sent to any other such person within 48 hours after the decision to withhold the materials from the inmate (see Appendix 1). The notification shall constitute a written report of the decision of the official withholding the material, and shall include a summary of the evidence, the decision, the reason for the decision, and the facts upon which the decision is based. The reverse side of the notification provides a section for the sender and/or inmate to appeal this decision.
 3. The inmate and the sender shall be advised as set forth in paragraph 2. (above) that they have ten (10) working days to respond in writing to the Managing Officer concerning the withholding of mail, reading materials, or publications from the date the inmate is notified. The Managing Officer, in turn, shall respond within five (5) working days to the inmate and/or sender.
 4. The inmate and sender shall be informed that if either or both of them object to the decision of the Managing Officer or if the Managing Officer fails to respond within five (5) working days, either or both of them may appeal the decision to the Commissioner of Correction, provided that such an appeal is made in writing, stating the reasons for the appeal, no more than five (5) working days after receipt of the decision by the said official or officials or no more than five (5) working days after the Managing Officer's failure to respond. The inmate and/or sender may complete DC Form 250-1b (see Appendix 3) when filing the appeal.
 5. The Commissioner of Correction shall affirm, reverse, or modify the decision of the Managing Officer within five (5) working days of the date of receipt of the appeal of the Managing Officer's decision.
 6. The inmate may appeal the Commissioner's response to the Inmate

Grievance Commission within 30 days from the receipt of the Commissioner's response or within 30 days of the Commissioner's failure to respond.

7. If the decision of the Managing Officer or of the Commissioner of Correction in cases where an appeal is taken, is that mail as a whole will be withheld from the inmate, such mail shall be promptly sent at the inmate's expense to the sender or to any addressee the inmate chooses; or disposed of in a manner specified by the inmate and approved by the Managing Officer. If only a portion of the mail is withheld, the rejected portion shall be excised and the rest delivered to the inmate within five (5) working days after the final decision. The excised portion shall be handled the same as mail withheld as a whole.

8. Correctional staff will store withheld mail until it is either delivered to the inmate or handled according to section VI.H.7., above.

I. No restrictions shall be placed on an inmate's correspondence for disciplinary reasons unless the inmate specifically abuses this privilege.

J. First class mail addressed to an inmate who has been transferred or released will be forwarded. If no forwarding address is available, or if mail is addressed to an inmate who has escaped or is deceased, mail will be returned to sender. Second and third class mail will be discarded unless the postal endorsement printed below the return address requires forwarding or return to sender. (See Appendix 2.)

K. No restriction shall be placed on an inmate's mail because of the inmate's use of an officially adopted religious name.

L. At no time shall mail be handled by any inmate other than the inmate to whom it is addressed. A correctional employee or volunteer supervised by a correctional employee shall open, inspect, and distribute mail.

M. The Managing Officer shall ensure that all outgoing mail is date-stamped on the date the mail is received by prison staff assigned to forward mail to the United States Postal Service or courier.

N. Each Managing Officer shall:

1. ensure that all employees who handle inmate mail are trained in the use of this regulation;
2. ensure that a review of this regulation is provided to all inmates as a part of their orientation;
3. issue the institutional directive(s) to implement and comply with this regulation.

VII. Attachments: Appendix 1 Notice of Decision Withhold Mail
Appendix 2, United States Postal Endorsements
Appendix 3, Appeal of Warden's Decision to Withhold Mail

Appendix 4, Management Audit Form (not included)

- VIII. Resciissions:
- A. DCD 250-1 dated June 1, 1980
 - B. DCIB 24-84 dated July 18, 1984
 - C. DCD Change Notice dated April 3, 1985
 - D. DCD Change Notice 23-87 dated February 15, 1987

Distribution:

A

C

L

S - Institutional Mail Room Supervisors
Property Room Supervisors

UNITED STATES POSTAL SERVICE MAILER ENDORSEMENTS

<u>FULL ENDORSEMENT</u>	<u>AUTHORIZED ABBREVIATION</u>	<u>MAILROOM ACTION</u>
No Endorsement		Discard
Do Not Forward	None	Discard
Do Not Forward, Do Not Return	None	Discard
Address Correction Requested	None	Return to Post Office with address correction or reason for nondelivery
Return Postage Guaranteed	None	Return to Post Office with reason for nondelivery
Forwarding and Return Postage Guaranteed, Address Correction Requested	Forward & Address Correction	Return to Post Office with address correction or reason for nondelivery
Do Not Forward, Address Correction Requested, Return	Do Not Forward- Address-Cor Return Guar	Return to Post Office with address correction or reason for nondelivery
Postage Guaranteed		
Do Not Forward, Do Not Return, Address Correction Requested	Do Not Forward or Return-Address Cor	Return to Post Office with address correction

MARYLAND DIVISION OF CORRECTION
HEADQUARTERS APPEAL OF WARDEN'S DECISION TO WITHHOLD MAIL

(Instructions for completing this form are on the back)

Name

DOC Number

Institution

PART A - REASON FOR APPEAL

DATE

SIGNATURE OF INMATE

PART B - RESPONSE

DATE

SIGNATURE OF COMMISSIONER

Instructions to Inmates for Completing Headquarters Appeal of Warden's Decision to Withhold Mail

1. Use a typewriter, black pen, or pencil.
2. Type or print the specifics for the appeal in the space provided in Part A. Use one form for each appeal. Be sure to include the date of the incident, the names of the people involved, and a description of the incident. Keep the specifics as brief as possible. If you need more space, attach another sheet.
3. Date and sign the appeal in the spaces provided in Part A.
4. Mail the appeal and one copy of the completed DC Form 250-1aR you received showing the warden's response to:


Commissioner of Correction
6776 Reisterstown Road, Suite #311
Baltimore, Maryland 21215

DC Form 250-12b (REV. Feb. 1990)

COMMISSIONER

DC Form 250-1b (REV. Feb. 1990)

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	PUBLICATIONS		
	DCD #:	1-8		
	TITLE:	Division of Correction Inmate Handbook		
	ISSUED:	July 1, 2007		
	AUTHORITY:	<i>J. Michael Stouffer</i>	J. Michael Stouffer Acting Deputy Commissioner	
	APPROVED:	<i>J. Michael Stouffer</i>	John A. Rowley	Acting COMMISSIONER

I. References:

- A. MCCS standards .05F and .08D
- B. ACA standards 4-4287 and 4-4288
- C. DCD 1-2

II. Applicable to: DOC Headquarters, All Institutions and Maryland Correctional Enterprises

III. Purpose: To establish the policy and procedures for annual review and biennial publication of the Division of Correction inmate handbook.

IV. Definitions: None

V. Policy:

- A. It is the policy of the Division of Correction to provide a handbook to each inmate received into its custody at reception. The handbook is an easy-to-read source of general information and guidance that assists inmates to adjust to incarceration and take advantage of correctional programs and services.
- B. The handbook is not a policy document. It is a general information publication developed from policies and procedures contained in DCDs, DCMs, DPSCS directives and Maryland Parole Commission policies.
- C. Division of Correction Information Bulletins (DCIBs) are issued, as necessary, to inform inmates of changes in policies and programs that become effective before publication of a new handbook.

VI. Procedures:

A. Inmate Handbook Committee

- 1. The Commissioner shall assign an inmate handbook committee to review the handbook annually. The committee shall include the following:

- a. Director of Case Management
 - b. Director of Policy Review and Audits
 - c. A Correctional Education representative
 - d. An MRDCC and MCIW representative
 - e. An institutional representative
 - f. Other members as designated by the Commissioner
2. The Policy Review and Audits Unit shall ensure that:
- a. The inmate handbook committee conducts an annual review of the handbook.
 - b. The handbook is written at a sixth- to eighth- grade reading level, and the handbook is revised biennially.
 - c. A first draft of changes recommended by the inmate handbook committee is resubmitted to committee members for editing before preparation of a final draft.
 - d. The final draft is submitted to the Assistant Commissioner for Programs and Services for review and approval.
 - e. The final draft is signed by the Commissioner and delivered to Maryland Correctional Enterprises with any necessary materials, computer disks and instructions to print biennial editions of the handbook.
- B. Wardens of the Maryland Reception, Diagnostic and Classification Center, the Maryland Correctional Institution for Women and any other state correctional facility that may receive newly committed inmates shall ensure that:
- 1. The inmate handbook and supplemental DCIBs are issued to each new inmate received in the Division of Correction within seven (7) days of reception.
 - 2. Each inmate acknowledges receipt of a handbook by completing Appendix 1, Inmate's Receipt of Division of Correction Inmate Handbook, and that the receipt is placed in the inmate's base file.
- C. Wardens shall ensure that:
- 1. Supplemental DCIBs are issued to all inmates currently incarcerated.
 - 2. Institutional orientation materials, including an institutional inmate handbook, and information that supplements the Division of Correction Inmate Handbook are distributed to inmates within seven (7) days of reception, and the inmate's receipt of this material and/or information is

confirmed with individual receipts or documented attendance at a group orientation session.

3. Copies of the Division of Correction Inmate Handbook, supplemental DCIBs and institutional orientation materials and written information are available for reference in the inmate library or a designated area.
4. Institutional information and orientation materials distributed to inmates are not in conflict with the contents of the Division of Correction Inmate Handbook or the other documents indicated in section V.B. above.
5. The Policy Review and Audits Unit is informed of any purchase order for reprinting of the Division of Correction Inmate Handbook and of the revision and reprinting of institutional orientation materials and written information that are to be distributed pursuant to section C.2. above.
6. Institutional directives necessary to implement and comply with this DCD are issued.

VII. Attachment: Appendix 1 – Inmate’s Receipt of Division of Correction Inmate Handbook, DC Form 1-8aR

VIII. Rescission: DCD 1-8, dated May 1, 2006

Distribution:

- A
- C
- L



**Eastern Correctional
Institution**

K. Green

Approved by:
Kathleen Green
Warden

Title: ECI Inmate Handbook / Orientation	Directive Number: ECLID.001.0008.1
Related DOC Directives: DOC.001.0008, Secretary's Directive 01-99	Supersedes: ECLID.001.0008.1 dated 12/5/11
Related ACA Standards: (4-) 4228, 4287, 4288, 4290, 4281-1 – 4281-5, 4281-7, 4299, 4344, 4406, 4499	Authorized By: Assistant Warden of Operations
Related MCCS Directives: .05F, .08D	Effective Date: December 18, 2013
	Number of Pages: 8

.01 Purpose.

The purpose of this directive is to establish policy and procedure governing inmate orientation, and to provide an easy to read source of information and guidance which will help the inmate adjust to incarceration, and take advantage of programs which exist at ECI.

.02 Scope.

This directive applies to Eastern Correctional Institution, ECI Annex and Poplar Hill Pre-Release Unit, herein known as ECI.

.03 Policy.

A. It shall be the policy of ECI to:

- (1) Ensure a rulebook that contains all chargeable offenses, ranges of penalties, and disciplinary procedures is given to each inmate and staff member, and is translated into those languages spoken by significant numbers of inmates.
 - (a) Signed acknowledgment of receipt of the rulebook is maintained in the inmate's file.
 - (b) When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator assists the inmate in understanding the rules.
- (2) Ensure that a reception program for new inmate upon admission to the correctional system. Except in unusual circumstances, initial reception and orientation of inmates is completed within 30 calendar days after admission.
- (3) Ensure new inmates receive written orientation materials and / or translations in their own language. When literacy problem exists, a staff member assists the inmate in understanding the material. Completion of orientation is documented by a statement signed and dated by the inmate.
- (4) Ensure that inmates transferred from other institutions within the correctional system receive an orientation to the new institution. Except in unusual circumstances, reception and orientation for inmates transferred from another institution within the system is completed within seven calendar days after admission.
- (5) Govern the control of personal property and funds belonging to inmates: these policies and procedures are reviewed annually and updated as needed and are made available to inmates upon admission and when updated.

- (6) Ensure written information regarding procedures governing visitation be made available to the inmate within 24 hours after arrival at the facility. At a minimum, the information will include, but not be limited to, the following:
 - (a) Facility address / phone number, directions to facility, and information about local transportation;
 - (b) Days and hours of visitation;
 - (c) Approved dress code and identification requirements for visitors;
 - (d) Items authorized in visitation room;
 - (e) Special rules for children;
 - (f) Authorized items that visitors may bring to give to the offender (for example, funds, pictures, and so forth);
 - (g) Special visits (for example, family emergencies).
- (7) Ensure that information is provided to offenders about sexual abuse / assault including:
 - (a) Prevention / Intervention;
 - (b) Self-Protection;
 - (c) Reporting Sexual Abuse / Assault;
 - (d) Treatment and Counseling.
- (8) Ensure inmates are screened within 24 hours of arrival at the facility for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing assignments are made accordingly.
- (9) Ensure that an investigation is conducted and documented whenever a sexual assault or threat is reported.
- (10) Govern that inmates identified as high risk with a history of sexually assaultive behavior are assessed by a mental health or other qualified professional. Inmates with a history of sexually assaultive behavior are identified, monitored, and counseled.
- (11) Ensure inmates identified as at risk for sexual victimization are assessed by a mental health or other qualified professional. Inmates at risk for sexual victimization are identified, monitored, and counseled.
- (12) Ensure that inmates who are victims of sexual abuse have the option to report the incident to a designated staff member other than an immediate point-of-contact line officer.
- (13) Victims of sexual assault shall be referred under appropriate security provisions to a community facility for treatment and gathering of evidence, or if these procedures are performed in-house, the following guidelines are used:
 - (a) A history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes the collection of evidence from the victim, using a kit approved by the appropriate authority;
 - (b) Provision is made for testing of sexually transmitted diseases (for example, HIV, gonorrhea, hepatitis, and other diseases) and counseling, as appropriate;
 - (c) Prophylactic treatment and follow-up for sexually transmitted diseases are offered to all victims, as appropriate;

- (d) Following the physical examination, there is availability of an evaluation by a mental health professional to assess the need for crisis intervention counseling and long-term follow-up;
- (e) A report is made to the facility or program administrator or designee to assure separation of the victim from his or her assailant.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated

B. Terms defined:

- (1) Alleged Consensual Sex – Any sexual activity observed by staff wherein the inmate participants are reporting that it is consensual.
- (2) Alleged Sexual Assault / Rape – Any report by an inmate that he has been sexually assaulted / raped.
- (3) Carnal Knowledge – Contact between the penis and the vulva or the penis and the anus, including penetration of any sort, however slight.
- (4) Confirmed Sexual Assault / Rape – Any instance of sexual assault / rape that has been proven through physical evidence and/or witnesses.
- (5) Oral Sodomy – Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.
- (6) Perpetrator – Any individual who has, or is likely to commit sexual assault / rape.
- (7) Potential Victim – A person who has been identified by Psychology, Social Work, Case Management, Medical, etc., as being of limited capacity to protect themselves from sexual assault / rape. An inmate who reports he is in fear of being sexually assaulted.
- (8) Rape - The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that person's will;
 - (a) The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, not forcibly or against that person's will, where the victim is incapable of giving consent because of his or her youth, or his or her temporary or permanent mental or physical incapacity; or
 - (b) The carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.
- (9) Sexual Assault with an Object – The use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person.
- (10) Sexual Fondling – The touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- (11) Suspected Sexual / Rape Victim – An inmate who staff believes may have possibly been sexually assaulted / raped based on signs, symptoms and observations.

- (12) Victimization Reduction Coordinator (VRC) – A designated staff member who is responsible for gathering, collating, organizing and reporting data in a timely manner.

.05 Responsibility.

A. Case Management

- (1) At initial classification, each inmate is assigned to a staff member to ensure supervision and personal contact; a Unit Management Team may perform this function.
- (2) The Case Management Manager shall designate a staff member to track the arrival of inmates into the institution. This staff member will maintain a logbook of new inmates.
- (3) The Case Management Specialist shall document the date of the new inmate's orientation in the aforementioned logbook.

B. Inmate Orientation Handbook

- (1) All information describing the institution's programs, services, rules, and regulations shall be compiled and assembled in an Inmate Orientation Handbook.
- (2) The manual shall be divided into the sections pertaining to the custodial operations and programs and services operations of, and for this institution.

C. Pre-Orientation

- (1) Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally and in writing, and is conveyed in a language that is easily understood by each offender.
- (2) Each inmate will be given a pre-orientation packet along with his bedroll and will sign the Withdrawal Ticket acknowledging receipt. The packet will contain written information including, but not limited to:
 - (a) Inmate Orientation Handbook;
 - (b) Location and Directions;
 - (c) ECI's Minor Rules;
 - (d) Allowable Property List;
 - (e) Inmate Visitor List;
 - (f) Visitation Procedures including:
 - (i) Facility address / phone number, directions to the facility, and information about local transportation;
 - (ii) Days and hours of visitation;
 - (iii) Approved dress code and identification requirements for visitors;
 - (iv) Items authorized in visitation room;
 - (v) Special rules for children;
 - (vi) Authorized items that visitors may bring to give to offender (for example, funds, pictures, and so forth);
 - (vii) Special visits (for example, family emergencies).
- (3) Personal Property, Valuables and Clothing.
- (4) Adjustment Process and Rules.

- (5) Mail and Packages.
- (6) Telephone Procedures.
- (7) Prison Rape Elimination Act (PREA).

D. Review of the Inmate Handbook

- (1) Inmates will be given the opportunity to review the Inmate Orientation Handbook during orientation, and shall be made aware that orientation handbooks are available for review in the Housing Units, Library, and Chaplains' Offices and through the Case Management Specialists, and IAC.
 - (a) During orientation the inmate shall be allowed to ask questions concerning policies with which they are not familiar.
 - (b) Inmates shall be advised that there is zero tolerance for sexual assaults / rapes or any other sexual contact among inmates or with staff.
- (2) At the completion of orientation, each inmate shall sign an Acknowledgement of Orientation (Attachment A), which will be placed in the inmate's base file.

E. The Purpose of Inmate Orientation

- (1) The purpose of the inmate orientation is to familiarize an inmate with aspects of institutional life, and procedures with which he may not be familiar.
- (2) To ensure that the inmate understands and is aware of the classification process, and provide the name of his assigned Case Management Specialist.
- (3) To explain procedures for contacting the various departments throughout ECI.
- (4) To listen to and address questions and concerns that the inmate might have.

F. Zero Tolerance

- (1) ECI shall have zero tolerance for sexual assault / rape and shall:
 - (a) Train all staff to recognize signs and symptoms of possible assault / rape on inmates;
 - (b) Have a systematic method of reporting sexual assaults;
 - (c) Develop data to better identify potential perpetrators and victims of sexual assault / rape.
- (2) ECI shall develop action plans to prevent sexual assault / rape.

G. All staff shall be trained to recognize signs of and how to report and prevent sexual assault /rapes.

- (1) Staff that becomes aware of a sexual assault / rape will report it to their immediate supervisor, using a First Report of Inmate Sexual Assault / Rape Form (Attachment B). This form will be completed, regardless of whether or not an infraction is written.
- (2) The supervisor will forward copies to the distribution list.

H. In the event of an inmate alleging sexual assault, he will be interviewed by custody to initiate the investigation (Refer to Secretary's Directive 01-99).

- (1) The interview process, including the gathering of physical evidence, will be discussed with the victim.

- (2) The victim will be sent to an outside medical facility where a rape kit will be initiated and the victim(s) referred to the appropriate health and/or mental health practitioner.
 - (3) The VRC shall open a file for each reported incident and complete a Sexual Assault / Rape Data Summary Form (Attachment C).
 - (4) The Housing Unit Manager and Case Manager will make a recommendation of appropriate inmate housing to the Warden, via the Case Management Assignment Sheet (DOC Form 100-100a).
 - (5) The Warden or Security Chief will make the final determination of housing changes.
 - (6) The Medical and Mental Health Departments will provide treatment services, as needed.
- I. All inmates transferring into ECI will be screened on arrival by a Case Management Specialist for a history of involvement in sexual assaults.
- (1) The Security Screening Form (Attachment D) will be forwarded to the Intelligence Department so that inmates can be monitored. It will also be forwarded to the Social Work Department to arrange counseling for the inmate.
 - (2) Information is provided to inmates about sexual abuse / assault and counseling shall be recorded on a PREA Counseling Form ECI Form (Attachment E).
- J. Each year the training will be updated by incorporating annual data to better identify the actual perpetrator and victim trends at ECI.
- (1) The VRC shall collect reports and/or data from all involved departments, collate the data and generate an annual report to be submitted to the Warden.
 - (2) The VRC shall develop a profile of victims and perpetrators specific to ECI based on the collected data, collect summary data from medical and mental health (to be included in the annual report), and provide annual data including statistics, profiles and trends to the Training Department to assist in updating the annual training lesson plan for sexual assault/rape.
 - (3) The Medical and Psychology Departments will compile an annual summary on the Inmate Sexual Assault / Rape Prevention Project Medical Department Annual Report (Attachment F), and the Inmate Sexual Assault / Rape Prevention Project Psychology Department Annual Report (Attachment G), to be forwarded to the VRC.
 - (4) The Sexual Assault / Rape Program Committee shall meet annually to review data from the annual report, which will be used to generate recommendations to develop appropriate interventions and update training for the Warden's review and approval.
- K. Treatment
- (1) Medical
 - (a) Send victim out for completion of rape kit;
 - (b) Provide treatment for injuries;
 - (c) Offer testing for HIV/AIDS and/or other sexually transmitted diseases.
 - (2) Psychology and Social Work
 - (a) Cases will be assigned to the Psychology Department;

- (b) The mental health practitioner will see the victim (inmate) within three working days for initial assessment and follow-up, as needed.

L. Sexual Assault / Rape Program Committee.

- (1) Committee shall consist of:

- (a) Victimization Reduction Coordinator;
- (b) Security Chief / designee;
- (c) Assistant Warden;
- (d) Training Supervisor;
- (e) Chief Psychologist;
- (f) Regional Supervisor of Social Work;
- (g) Chair (as designated).

M. Minor Rules

- (1) ECI shall have written guidelines for resolving minor inmate infractions, which include a written statement of the rules violated, and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; inmates may waive their appearance at the hearing.
- (2) When an inmate commits an infraction of institutional rules, either in conjunction with a major COMAR Title 12 DPSCS Chapter 27, Inmate Discipline rule violation or without, the observing employee shall document the infraction in accordance with the procedures established by COMAR Title 12 DPSCS Chapter 27, Inmate Discipline.
 - (a) Any ECI Minor Rule that the inmate violates shall be documented as required.
 - (b) In all cases, any ECI Minor Rules cited as having been violated shall be quoted in the text of the Notice of Infraction.

N. Inmate Awareness

- (1) A copy of the ECI Minor Rules shall be available to all resident inmates in the ECI Library.
- (2) A copy of the ECI Minor Rules shall be kept posted on each bulletin board in the housing units, and all indoor inmate activity areas for review by the inmate population.
- (3) The ECI Minor Rules shall be incorporated into the ECI Inmate Handbook / Orientation Manual to ensure newly arrived inmates are advised.

O. Cell Restriction Permitted Activities

- (1) The following activities are permitted for inmates placed on cell restriction status as a result of formal or informal disposition on a notice of infraction:
 - (a) Showers;
 - (b) Meals;
 - (c) Work assignments;
 - (d) School assignments;
 - (e) Church services (not study groups);
 - (f) Visiting privileges (behind glass if cell restriction exceeds 15 days);
 - (g) Haircuts (only when the cell restriction exceeds 30 days);
 - (h) Library privileges are available only when an inmate can verify through Case Management that mandatory court imposed time frames will be violated.

- (i) In that case, the Case Management staff member verifying the urgency of the request will forward legal reference material requests to the library.
- (ii) Requested materials will be delivered to the cell restriction inmate in the same manner as for segregation inmates.

(2) All ECI Minor Rules and Regulations shall be reviewed annually and updated as necessary.

P. The Inmate Orientation Handbook shall be updated as needed in accordance with newly distributed policies and procedures. Formal review of the Inmate Orientation Handbook and this directive shall be conducted annually.

.06 Attachments/Links.

- A. Acknowledgement of Orientation
- B. First Report of Inmate Sexual Assault / Rape
- C. Sexual Assault / Rape Data Summary
- D. Security Screening Form
- E. PREA Counseling Form
- F. Medical Department Annual Report / Rape Prevention Project
- G. Psychology Department Annual Report / Rape Prevention Project
- H. ECI Minor Rules East /West
- I. ECI Minor Rules Annex
- J. ECI Minor Rules PHPRU

.07 History.

- A. This directive rescinds ECLID.001.0008.1 dated December 5, 2011

.08 Distribution

- A
- B
- C
- L

EASTERN CORRECTIONAL INSTITUTION
Acknowledgment of Orientation

Date: _____

1. I acknowledge having received inmate orientation for Eastern Correctional Institution.
2. I acknowledge having been notified of the rules and regulations in the Inmate Handbook. I am aware that copies of the Inmate Handbook are available to me in the Housing Unit, Library, Chaplain's Office, Case Managers, and through the IAC.
3. I acknowledge that ECI has a zero tolerance for sexual assaults / rapes or any other sexual contact among inmates or with staff.

Inmate Name and DOC Number: _____

Inmate Signature: _____

Housing Unit & Cell Location: _____

Witness Signature, Title & Date: _____

Distribution: Original - Inmate Base File

EASTERN CORRECTIONAL INSTITUTION
First Report of Inmate Sexual Assault/Rape

Date: _____ Time: _____ Reporting Staff: _____

Information related to involved parties:

Victim Name: _____ Perpetrator Name: _____
DOC # _____ DOC # (if appropriate): _____
Housing: _____ Housing (if appropriate): _____

Description of incident:

_____ suspected sexual assault/rape
_____ confirmed sexual assault/rape
_____ alleged sexual assault/rape
_____ alleged consensual sex

**Forward this report to immediate supervisor.

Supervisory intervention: _____

- Distribution: Victimization Reduction Coordinator
 Assistant Wardens
 Chief of Security
 Shift Commander
 Health Services Administrator
 Psychology
 Case Management Manager
 Social Work
 Housing Unit Manager
 Intelligence
 Attach to S.I.R. as necessary

**EASTERN CORRECTIONAL INSTITUTION
Sexual Assault / Rape Data Summary**

****Complete all fields by recording the appropriate information or circling the answer that applies****

	Victim		Perpetrator			
Age						
Height						
Weight						
Gender	M	F	M	F		
Race						
Sentence						
Crime						
Time Served						
Previous Incarcerations	(include #) Yes:	No	(include #) Yes:	No		
Diagnosis of Mental Illness	Yes	No	Yes	No		
Intervention by Mental Health Providers:						
Current tx:	Yes	No	Yes	No		
History of tx	Yes	No	Yes	No		
History of rape as victim or offender:						
While incarcerated	Yes	No	Yes	No		
Outside of prison	Yes	No	Yes	No		
Rape Kit Completion	Yes	No	N/A	Yes	No	N/A
Medical Dx review	Yes	No	Yes	No		
Infractions:						
Category I						
Category II						

EASTERN CORRECTIONAL INSTITUTION
Security Screening Form

Inmate's name: _____ DOC#: _____ Security level: _____

Prior DOC#'s: _____

Nicknames: _____

Exclusionary offender: yes no If so, reason: _____

Adjustment history: _____

Enemies: _____

Previous/potential victim of sexual abuse: yes no Comments: _____

Previous/potential perpetrator of sexual abuse: yes no Comments: _____

Escape risk/history: yes no

Comments: _____

Medical screening form: on file not on file

Tattoos: yes no STG (09 alert): yes no

Additional information: _____

Recommended housing: _____

Committee members: 1. _____ Date: _____

2. _____ Date: _____

Intelligence review:

Signature: _____ Date: _____

EASTERN CORRECTIONAL INSTITUTION
PREA Counseling Form

On _____ Inmate: _____ DOC# _____

was counseled about the Prison Rape Elimination Act and its related policy and procedures at ECI. The information provided included prevention, intervention, self-protection, reporting of sexual abuse or assault and treatment following assault. This inmate had previously been assessed by the Case Management department and identified as:

- At risk for sexual victimization.
- Presenting a high risk because of a history of sexually assaultive behavior.

Staff Signature/Job Title

Date

Inmate Acknowledgement

I acknowledge that I was given both written and verbal information regarding the Prison Rape Elimination Act, and I had the opportunity to have my questions answered regarding this information.

Inmate Signature: _____

DOC#: _____

Date: _____

cc: inmate Basefile

**EASTERN CORRECTIONAL INSTITUTION
Medical Department Annual Report
Inmate Sexual Assault / Rape Prevention Project**

YEAR _____

Number of Rape Kits Completed _____

	Victims		Perpetrators	
	Pre-test	Post-test	Pre-test	Post-test
Number diagnosed with HIV/AIDS:				
At six month retesting				
Number diagnosed with Hepatitis B				
Number diagnosed with Hepatitis C				
Number diagnosed with TB				
Number diagnosed with other STDs				
Number with physical or mental handicaps				

Specify STDs diagnosed:

Date _____ Signature _____

Original: Victim Reduction Coordinator

**EASTERN CORRECTIONAL INSTITUTION
Psychological Department Annual Report
Inmate Sexual Assault / Rape Prevention Project**

YEAR _____

Diagnoses/Victim:

Axis I Mood Disorder _____ Psychoses _____ Drug Use/Abuse _____ Total _____

Axis II Personality Disorder _____ Developmental Disorder _____ Total _____

Treatment/Victim:

Involved in therapy only at time of the assault _____

Receiving psychiatric medication only at time of the assault _____

Receiving psychiatric medication and therapy at time of the assault _____

Diagnoses/Perpetrator:

Axis I Mood Disorder _____ Psychoses _____ Drug Use/Abuse _____ Total _____

Axis II Personality Disorder _____ Developmental Disorder _____ Total _____

Treatment/Perpetrator:

Involved in therapy only at time of the assault _____

Receiving psychiatric medication only at time of the assault _____

Receiving psychiatric medication and therapy at time of the assault _____

Original: Victim Reduction Coordinator

EASTERN CORRECTIONAL INSTITUTION

Minor Rules for Medium Security (East / West)

I. The following Minor Rules are applicable to ECI and are in addition to those listed in COMAR Title 12 DPSCS Chapter 27, Inmate Discipline. Any violation of these rules may subject you to a Notice of Infraction and / or Disciplinary Procedures.

503 – 01 Obey All Rules

- (1) All inmates shall read and obey all rules written and verbal given by all employees or agents of the Maryland Division of Correction. These rules include Minor Rules and Regulations per COMAR Title 12 DPSCS Chapter 27, Inmate Discipline.
- (2) All inmates shall obey all verbal orders and commands given by DOC Staff, and shall obey the rules listed below.

503 – 02 General Movement in Any Area of the Institution

- (1) If an inmate's access to his destination is denied / delayed (i.e., the tier slider is closed preventing access to the cells), the inmate is to stand quietly and wait.
- (2) Inmates shall stay on the sidewalk at all times; no running.
- (3) Inmates must be properly dressed at all times. All clothing must be clean.
 - (a) Pants must be worn around the waist and not around the buttocks.
 - (b) Trousers must be worn with pant legs rolled down to the top of the foot.
 - (c) Shirts must be worn during movement between the cell / day room and while on the compound.
 - (d) Any shirt that is six inches below the natural waist must be tucked inside the pants.
 - (e) Inmates may not wear hats other than authorized religious headgear inside any area. Hats with brims shall be worn with the brim facing forward. No homemade headgear is permitted.
 - (f) Inmates may not wear sunglasses inside any area.
- (4) ID cards shall be carried in the inmate's possession at all times and displayed above the waist.
- (5) Inmates shall not block any thoroughfare, hallway, or stairway at any time.
- (6) Inmates shall not litter at anytime, anywhere in the institution. All trash shall be placed in appropriate trash receptacles.
- (7) There shall be no display or use of gang signs, signals, colors, paraphernalia, greetings, and / or handshakes at any time, in any area of the institution.
- (8) Inmates are required to wear authorized clothing when outside the housing unit, with the exception of gym / courtyard where shorts or sweat suits may be worn.
- (9) Inmates are prohibited from possessing and/or wearing any black, dark blue, light blue, predominantly dark colored garments, orange, khaki, dark brown, or clothing made from camouflaged material.
- (10) When waiting in line for pills during Pill Call, inmates shall remain in a single line behind the red line marked on the sidewalk. Stopping of Staff Members is not permitted.

503 – 03 Housing Unit Rules

- (1) There shall be no fastening or hanging of pictures, posters or any other item directly to cell wall, windows, door, locker, furniture or ceilings, including air vents.
 - (a) Pictures may be hung on a towel and the towel placed on the locker only.
 - (b) No sexually explicit materials may be displayed within the confines of ECI. This includes the hanging of pictures or photographs within inmates' living quarters.

Attachment H

- (c) Any sexually orientated material exhibited by the inmate population shall be confiscated as contraband and used as evidence in the adjustment proceedings.
- (2) There shall be no loud playing of radios and televisions. Inmates are to keep the volume at a minimum so they do not disturb other residents. Inmates who play their TV, radios, tape players, etc. between the hours of 11:00 p.m. and 7:00 a.m. must use earphones or earplugs.
- (3) It is the inmate's responsibility to close and lock his cell door, and turn off any electric appliance or lights upon entering and exiting.
- (4) Bedroom slippers / shower shoes shall not be worn outside the housing unit. No pajamas / robes may be worn in the day room.
- (5) Dressing on the tier is prohibited. Inmates taking showers must be modestly attired while on the tier. No excessive amount of clothing is to be carried.
- (6) No floor covering is permitted in the cells (i.e., towels, blankets, rugs) at any time, as this is a safety violation. The only exception is the use of religious prayer rugs for praying only.
- (7) Handkerchiefs / bandanas may not be worn as an item of clothing, with the following exception:
 - (a) Inmates registered as Native Americans (religious preference) may wear an approved olive green or Native American multicolored design bandana as a headband (religious headgear).
 - (b) Inmates must have written proof of their religious preference signed by the Chaplain on their person to wear the bandana as religious headgear.
- (8) Inmates are not allowed to pray or practice religion in the day room.
- (9) Inmates are limited to possession of two commissary items, one Game Boy and one game in the dayroom at any time. Adapters are not allowed in the dayroom. A shower bag shall be a commissary net bag only, no other container, apart from a drinking cup is to be taken into the dayroom.
- (10) Inmates shall be limited to two lockers, one desk, and one chair in each cell.
- (11) Inmates shall be limited to two sheets, one pillowcase, one pillow, and one mattress at any one time.
- (12) Inmate weekly linen exchange is mandatory. Inmates may be required to pay restitution for ripped/torn sheets.
- (13) Inmates are prohibited from cutting or braiding of hair in the recreation / gym / courtyard.
- (14) Paper rolls, dust rolls, or any other items placed in the vicinity of the cell door are forbidden.
- (15) There shall be no storing of housing unit sanitary equipment, supplies, or materials in cells. All cells shall be cleaned when, and as directed, by the tier officer.
- (16) Each inmate's area is to be neat and orderly, including all bunks being neatly made upon exiting the cell, and in a manner that allows the officer to view under the bunk. Inmates shall not hang any article on their bunk, or the supporting braces of the bunk, at any time.
- (17) There shall be no sitting on ping-pong or recreation hall tables, railings, stairways, or table seats. All chairs shall remain with all legs on the floor (i.e., no tipping). There shall be no climbing on the dayroom fence.
- (18) There shall be no noise after lights-out.

Dining Room Rules

- (1) Commissary items, extra clothing, books, magazines, etc., are not allowed in the dining room. Schoolbooks are allowed when students arrive directly from the school area, but must be kept in the possession of the owner.

Attachment H

- (2) Inmates entering the dining area must display their ID and proceed through the line in an orderly fashion and obtain one set of eating utensils plastic fork and / or one drinking glass, prior to being seated.
- (3) Each inmate is required to receive the provided eating utensils, to have same in his possession at all times while the meal is in progress, and return same as directed.
- (4) There shall be no conversations with inmate dietary workers that will hamper the movement of the feed line.
- (5) All movement, seating, and exiting shall be directed by correctional officers.
 - (a) All benches at each table shall be filled before seating begins at the next table in the row.
 - (b) After being seated, inmates are not permitted to leave their seat except with an officer's permission. Once seated, inmates are to sit facing the table at which they have sat.
- (6) There shall be no passing of food items from one table to another, while standing in line, or between the line and the seating area. Additional rations of food not authorized shall be considered contraband and immediately confiscated.
- (7) No food shall be taken from the dining room after meals except that which has been previously authorized. Any food taken shall be considered contraband and immediately confiscated.
- (8) Noise shall be kept to a minimum. No shouting shall be permitted.
- (9) Hats, caps, sunglasses, and bandanas are to be removed when entering the dining room, during feed up, and replaced after exiting the dining room. The only exception is authorized religious headgear.

503 – 05

Property Rules

- (1) No radio, TV or other appliances shall be allowed outside of your cell except a walkman type radio / CD / cassette player to the courtyard, or Game Boy and one game to the dayroom.
- (2) There shall be no items taken to / from work assignments other than necessary clothing or schoolbooks.
- (3) Property that is left unattended shall be considered abandoned and will be confiscated and secured in the property room.
- (4) Altered, damaged, or destroyed State issue clothing shall be confiscated and the inmate shall be required to pay for the item, and will be subject to an infraction.
- (5) No jewelry, handmade or otherwise is allowed, except as specified in DOC.220.0004.
- (6) Any appliance loaned or found in the possession of another inmate shall be confiscated, and not returned, unless previously reported stolen by the inmate owning the property.

503 – 06

Commissary Rules

- (1) Inmates shall be properly dressed; NO shorts, tank tops, sweat pants, etc.
- (2) Inmates shall legibly sign in ink and return his Commissary account card.
- (3) No food items are to be consumed or exchanged in the Commissary, or on the walk back to the Housing Unit.

503 – 07

Recreation Rules

- (1) Athletic clothing such as sweat suits and shorts may be worn to the courtyard. Shirts may be removed while in the courtyard, but must be worn to and from the courtyard.
- (2) Inmates violating Recreation Rules or any Rules shall be sent back to their unit and not allowed in the courtyard / gym for that day.

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- (3) Conversations between inmates going to courtyard, or while in the courtyard, with inmates in the housing units, are prohibited.
- (4) Nothing may be carried to the courtyard except a walkman type radio /CD /tape. Any other article found in an inmate's possession is a violation.
- (5) Any inmate requiring use of a knee brace or wrap for medical reasons must be prepared to show documentation of same, prior to entering the courtyard / gym. Inmates on crutches must have written permission from medical to be in the courtyard or no courtyard / gym.
- (6) There shall be no kitchen whites allowed in courtyard / gym.
- (7) Clothing torn or altered so much that it is not useful for covering, shall be confiscated (i.e., shorts that show through to underwear, shirts that show chest or back).
- (8) There shall be no hanging from the basketball rim.
- (9) Inmates are not allowed to pray or practice religion in the courtyard / gym.
- (10) During normal gym periods, inmates must wear shirts in all areas of the gym.
- (11) There shall be no hard sole shoes / boots allowed in the gym during regular gym periods.
- (12) When inmates have entered the courtyard, the area between the gate and the first basketball court as marked, shall be kept clear of congregating inmates. While courtyard is in progress, inmates shall be permitted to pass through this area only and are not permitted to loiter in this area.
- (13) Inmates are not permitted near the perimeter fence, or the areas painted red in between the microwave system. These areas are "Out of Bounds."
- (14) There shall be no formation of large groups (six or more inmates) other than engaging in sports events.
- (15) Inmates must turn in their ID for any gym equipment borrowed. No ID, no equipment.
- (16) Inmates entering the weight room must stay in the room for the entire gym period, except that staff may allow an inmate to use the bathroom. Inmates may not leave the weight room until the weight room officer has accounted for all equipment.
- (17) Only one inmate at a time is allowed in the bathroom.
- (18) During regular gym periods all inmates shall be confined to the gym area only.
- (19) During regular gym periods inmates are not permitted to sit on the bleachers.
- (20) During regular gym periods no inmates are allowed in the locker room; it is "Out of Bounds."

503 - 08

Dress Code

- (1) All areas - Dirty, torn or ragged clothing will not be allowed. All shirts must be buttoned, shoes fastened and pants are to be worn around the waist and not around the buttocks.
- (2) Dining Hall - Visiting Room, and Administration / Operations area - All inmates shall have socks, shoes, pants, and a shirt on when entering these areas. No hats, pajamas, shorts, shower shoes, underwear articles, sweat pants, or radios shall be allowed. Religious headgear, in accordance with DOC.140.0001, Religious Services Manual, shall be allowed.
- (3) Recreation Hall / Shower Area - Underwear is permitted in the Recreation Hall only when changing your clothes. Nudity is not permitted in the Recreation Hall. Nudity shall only be allowed in the shower and shower

Attachment H

drying areas and in the bathrooms, as necessary, to take care of bodily functions and maintain cleanliness. Shorts shall be permitted

- (4) In the Institution – All inmates leaving the Housing Unit shall be properly dressed for their job assignment, visit, medical, social work, classification, etc.

503 – 09 Inmate Counts and Bar Checks

- (1) Cell windows, doors, lights, and air vents shall not be covered or blocked in any manner, unless specifically authorized by the Administration, or upon medical orders.
- (2) During institutional count, all inmates shall be in their assigned cells or area, and on their assigned bunk.
- (3) During a stand-up count, inmates shall be standing in plain view with their ID available for further identification.
- (4) All inmates shall be physically visible during institutional counts.
- (5) During bar check, inmates shall be on their assigned bunk at all times.

503 – 10 There shall be no disorderly conduct within the institution.

503 – 11 There shall be no military drills or exercises in the martial arts (i.e., Karate), shadow boxing, or wrestling at any time.

503 – 12 Physical exercise is limited to those areas specifically provided (i.e., Courtyard, Gymnasium).

503 – 13 There shall be no hoarding or accumulating of any authorized items or articles beyond the limits established by DOC.220.0004.

503 – 14 There shall not be any yelling or conversing of any kind into or out of any exterior cell windows, to anyone exercising in the segregation yard, from housing unit to housing unit, compound to compound, or across the compound.

503 – 15 Inmates may play guitars, or other institutionally provided musical instruments, only in their cells or in designated appropriate areas. No playing of musical instruments between the hours of 11:00 p.m. and 7:00 a.m. is allowed.

503 – 16 Inmates leaving the dining room, housing units, or any other areas are not permitted to feed the birds and / or any other animals.

503 – 17 America's VetDogs Program

- (1) Inmates are not permitted tease, provoke, antagonize, holler/whistle/yell at the dog, or handle the dog in any manner while inside the Housing Unit or any other area of the institution. Inmates are prohibited from throwing/tossing any article at the dog in any manner.

II. Violation of Rules 503-05 (1) & (2) the following sanctions shall be adhered to:

- (1) First Infraction – Inmate shall be counseled and reprimanded with a warning that more severe sanctions shall be imposed on future violations.
- (2) Second Infraction – Radio, tape player, typewriter and/or TV shall be confiscated for a period of sixty days.
- (3) Third Infraction – Radio, tape player, typewriter and/or TV shall be confiscated and mailed home at the inmate's expense, and lose privilege or ownership of respective item at ECI.

III. It is your responsibility to learn and follow all Division of Correction and ECI rules.

EASTERN CORRECTIONAL INSTITUTION

ECI- Annex Minor Rules

- I. The following Minor Rules are applicable to ECI – Annex in addition to those listed in COMAR Title 12 DPSCS Chapter 27, Inmate Discipline. Any violation of these rules may subject you to a Notice of Infraction and / or disciplinary actions.

503 – 01 Obey All Rules

- (1) All inmates shall read and obey all rules written and verbal given by all employees or agents of the Maryland Division of Correction. These rules include Minor Rules and Regulations, per COMAR Title 12 DPSCS Chapter 27, Inmate Discipline.
- (2) All inmates shall obey all verbal orders and commands given by DOC Staff, and shall obey the rules listed below.

503 – 02 General Movement in Any Area of the Institution

- (1) If an inmate's access to his destination is denied / delayed preventing access to the pod, the inmate is to stand quietly and wait.
- (2) Inmates shall stay on the sidewalk or pavement at all times; no running.
- (3) Inmates must be properly dressed at all times. All clothing must be clean.
 - (a) Pants must be worn around the waist and not around the buttocks.
 - (b) Trousers must be worn with pant legs rolled down to the top of the foot.
 - (c) Shirts must be worn during movement between the dorm / day room, and while on the compound.
 - (d) Any shirt that is six inches below the natural waist must be tucked inside the pants.
 - (e) Inmates may not wear hats other than authorized religious headgear inside any area. Hats with brims shall be worn with the brim facing forward. No homemade headgear is permitted.
 - (f) Inmates may not wear sunglasses inside any area.
- (4) ID cards shall be carried in the inmate's possession at all times, and displayed above the waist.
- (5) Inmates shall not block any thoroughfare, hallway, or stairway at any time.
- (6) Inmates shall not litter at any time, anywhere in the institution. All trash shall be placed in appropriate trash receptacles.
- (7) There shall be no display or use of gang signs, signals, colors, paraphernalia, greetings, and / or handshakes, at any time, in any area of the institution.
- (8) Inmates are required to wear authorized clothing when outside the housing unit, with the exception of gym / courtyard, where shorts or sweat suits may be worn.
- (9) Inmates are prohibited from possessing and / or wearing any black, dark blue, light blue, predominantly dark colored garments, orange, khaki, dark brown, or clothing made from camouflaged material.

503 – 03 Housing Unit Rules

- (1) Inmates who play their radios and / or tape players, etc., must use earphones or earplugs at all times, inside or outside.
- (2) All dayroom TVs are to be turned off at 11:30 p.m. (Sunday - Thursday), and at 2:00 a.m. (Friday & Saturday). Earphones / car plugs must be used on personal TVs after 11:30 p.m. (Sunday - Thursday), and 2:00 a.m. (Friday & Saturday).

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- (3) Television programming is to be determined by a majority vote, except as directed by the Facility Administrator during "quiet hour."
- (4) There shall be no fastening or hanging of pictures, posters, or any other item directly to cubicle wall(s), windows, locker, furniture or ceilings, including air vents. (a) At no time, shall any items or materials be hung or fastened on the end of any bunk other than the placement of one towel.
(b) There shall be no open display of nude pictures of any kind, including leaflets, flyers, etc., containing lewd, obscene, or racially explicit and / or offensive language or epithets.
- (5) It is the inmate's responsibility to lock his locker door anytime he leaves his bunk area.
- (6) At no time is an inmate allowed to enter a wing other than that to which he is assigned.
- (7) Inmates must be properly dressed when out of their pod.
(a) At no time shall an inmate be allowed to be out on the wing dressed solely in his underwear.
(b) Pajamas or robes shall not be worn in the day rooms.
- (8) Bedroom slippers / shower shoes shall not be worn outside the housing unit.
- (9) Only authorized headgear may be worn off the wing.
- (10) No floor covering is permitted in the pods (i.e., towels, blankets, rugs, etc.) at any time, as this is a safety violation. The only exception is the use of religious prayer rugs for praying only.
- (11) Handkerchiefs / bandanas may not be worn as an item of clothing, with the following exception:
(a) Inmates registered as Native Americans (religious preference) may wear an approved olive green or Native American multicolored design bandana as a headband (religious headgear);
(b) Inmates must have written proof of their religious preference signed by the Chaplain on their person to wear the bandana as religious headgear.
- (12) Prior to departure from the pod, each inmate's area is to be neat and orderly including all bunks being neatly made in a manner that allows the officer to view under the bunk.
- (13) There shall be no sitting on recreation hall tables. All chairs shall remain with all legs on the floor (i.e., no tipping).
- (14) All personal items shall be secured inside wall lockers.
(a) There shall be no items left on the floor or bed (i.e., books, rugs, etc.); the only exception to this is that one pair of shoes / footwear shall be allowed to be placed neatly under the bunk.
(b) No flowers, or other unauthorized items, shall be permitted in living quarters.
- (15) Inmates are not allowed to play games in the recreation room after 10:00 p.m.
- (16) Group prayer in the day rooms is prohibited; prayer shall be done in the area designated by the Facility Administrator.

503 - 04

Dining Room Rules

- (1) Inmates must be properly dressed in the dining area at all times. The following attire is not allowed: tank tops, pajamas, sweat pants, cut off shirt sleeves, thermal underwear worn as an outer garment, and hats, other than authorized religious and medically approved headgear. Shoes and socks must be worn.
- (2) No radios are allowed.
- (3) No line jumping is permitted.
- (4) Inmates are not allowed to leave trays, cups, or food portions on the tables after any meal.
(a) Inmates shall scrape leftovers from their trays into trashcans.

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- (b) Inmates shall stack the trays at the dishwashing area, and place the utensils in the receptacle provided.
- (5) The inmate shall have his eating utensils in his possession anytime he leaves his table (i.e., getting drinking water).

503 – 05 Dress Code

- (1) Recreation Yard – Inmates are to wear attire that is appropriate for the courtyard, i.e., sweat pants, shorts, cut off shirts, etc.
 - (a) The following items are not allowed in the courtyard: shower shoes; hand wraps.
 - (b) The wearing of ace bandages is allowed, if medically approved.
 - (c) Shirts may not be removed in the recreation yard, except as directed by the Facility Administrator. No other garment, other than underwear shall be permitted under work clothing: i.e., jump suits, kitchen whites.
 - (d) All minimum-security detail inmates shall be allowed to wear the following with their minimum security uniform:
 - (i) All white tee shirt (no writing or markings of any type allowed);
 - (ii) All gray tee shirt (no writing or markings of any type allowed);
 - (iii) If the inmate(s) has none of the above mentioned white or gray tee shirts, then no tee-shirt of any type shall be worn with the minimum security uniform when the inmate(s) leaves his housing unit to report to his assigned minimum security detail;
 - (iv) Insulated underwear is allowed during cooler weather;
 - (v) While working, tennis shoes or boots shall be worn. No other footwear is acceptable.
- (2) Support Building / Visiting Room – Inmates who report to the Support Building for any reason, i.e., Commissary, Property, Education, Medical, etc., shall be properly attired. The following attire is not allowed in this area:
 - (a) Sandals;
 - (b) Shower shoes;
 - (c) Tank tops;
 - (d) Insulated underwear (top / and / or bottom) used as an outer garment;
 - (e) Shorts and sweat clothes;
 - (f) Hats other than authorized religious headgear shall be removed upon entry into this area.
 - (i) Authorized medical headgear is permitted.
 - (ii) It is the inmate's responsibility to have supporting medical documentation on his person if he has to enter an area where headgear is prohibited and unauthorized.

503 – 06 There shall be no military drills or exercises in the martial arts (i.e., Karate) at any time.

503 – 07 Physical exercise is limited to those areas specifically provided for such activity (i.e., Courtyard).

- (1) Nothing may be carried to the Courtyard except a walkman type radio / CD /tape player with headphones and two commissary items.
- (2) Any other article found in an inmate's possession is a violation.

503 – 08 There shall not be any yelling or conversing of any kind into, or out of any exterior pod windows, from housing unit to housing unit, or across the compound.

503 – 09 Inmates may play guitars, other musical instruments, or any other facility provided instruments in the appropriate designated area only. There shall be no playing of musical instruments between the hours of 11:00 p.m. and 7:00 a.m.

503 – 10 Inmates leaving the dining room, housing units or any other areas are not permitted to feed the birds and / or other animals.

II. It is your responsibility to learn and follow all Division of Correction and ECI rules

EASTERN CORRECTIONAL INSTITUTION
Poplar Hill Pre-Release Unit Minor Rules

- I. The following Minor Rules are applicable to ECI, and are in addition to those listed in COMAR Title 12 DPSCS Chapter 27, Inmate Discipline. Any violation of these rules may subject you to a Notice of Infraction and / or disciplinary actions.

503 – 01 Obey All Rules

- (1) All inmates shall read and obey all rules (written and verbal) given by all employees or agents of the Maryland Division of Correction. These rules include PHPRU minor rules and regulations, per COMAR Title 12 DPSCS Chapter 27, Inmate Discipline.
- (2) All inmates shall obey all verbal orders and commands given by DOC staff. All inmates shall obey the rules listed below.

503 – 02 Violation of Personal Property Rules

- (1) All property and special approval property, per DOC.220.0004, must be stored in your assigned lockers.
- (2) Power tools and hand tools for work release assignments are not allowed without permission being obtained from the Facility Administrator. This includes, but is not limited to knives, scissors, screwdrivers, and/or hand tools.

503 – 03 Violation of Any Rules Pertaining to Telephones

- (1) There is a 30-minute time limit for the telephones at this facility. No sharing of telephones. When you are using the telephones, there shall be NO eating or drinking while in this area.
- (2) There shall be no tampering with the telephones; you are required to stand next to the telephone while using it.

503 – 04 Violation of Commissary Rules

- (1) No cutting in the Commissary line. There shall be no passing of money to another inmate standing or waiting in the Commissary line.
- (2) Money amounts greater than \$85.00 in an inmate's possession, or denominations higher than five-dollar bills are considered contraband and shall be confiscated.

503 – 05 Dress Code

- (1) All areas – Dirty, torn or ragged clothing will not be allowed. All shirts must be buttoned and shoes fastened or tied. Pants are to be worn around the waist and not around the buttocks.
- (2) Dining Hall, Visiting Area and Administration / Operations Area – All inmates shall have socks, shoes, pants, and a shirt on when entering these areas. No hats, pajamas, shorts, shower shoes, underwear articles, sweat pants, or radios shall be allowed. Religious headgear, in accordance with DOC.140.0100, Religious Services Manual, shall be allowed.
- (3) Lobby / Hallways – You shall have on a shirt, pants, shoes, and socks while in these areas. Shorts shall be permitted in the hallways only. Robes shall be permitted in the hallways when you are in route to the showers. No shower shoes, underwear, or pajamas are allowed. While in the hallways going or coming from the shower, you shall be properly clothed or covered with a robe.
- (4) Recreation Room and Facility Grounds – You must have on a shirt, pants, and shoes. Shorts shall be permitted. Pajamas, shower shoes, robes, and underwear are not permitted. No nudity or sun bathing is permitted.

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- (5) In the Community – All inmates leaving the Facility shall be properly dressed for the job assignment. The proper dress shall be appropriate work clothing, shirt, pants, socks, and shoes. The proper dress shall also be at the discretion of the Shift Supervisor. No shorts or sweat suits are permitted.
- (6) Dormitories, Bathrooms and Shower Area – Underwear and pajamas are permitted in the dormitory only when changing your clothes or preparing for bed. Nudity is not permitted in the dormitories. Nudity shall only be allowed in the shower and shower drying areas, and in the bathrooms, as necessary to take care of bodily functions and maintain cleanliness.

503 – 06 Dining Room

- (1) Personal items such as radios, cups, and personal juice containers are not allowed in the dining room.
- (2) Once you have gone through the serving line, you are not allowed to return for any reason without authorization from the staff supervising the serving line.
- (3) There shall not be any loud or boisterous conversations or behavior allowed.
- (4) Under no circumstances shall you throw away any trays, cups or utensils in the trash containers. You are required to clear your table before exiting the dining room.
- (5) Food cannot be taken from the dining room, except for designated “bag lunches” provided for the outside details and inmates who are assigned to the work release program. However, one piece of fruit that is provided with the meal may be taken out of the dining room.

503 – 07 Dormitory Regulations

- (1) You shall have 24 hours to report any contraband found in your assigned area to the Shift Supervisor.
- (2) You shall not change or relocate any lockers or footlockers.
- (3) When rising in the morning, your bed is to be made with your sheet and blankets tucked under the mattress.
 - (a) The pillow shall be placed toward your assigned locker, which shall be the head of your assigned bunk.
 - (b) Do not deface or destroy your assigned sheets, pillowcases or blankets in any manner.
 - (c) Nothing is to hang at the head or foot of your bed except the following:
 - (i) The inmate sleeping on the top bunk may hang one towel and one washcloth at the foot of his bunk.
 - (ii) The inmate sleeping on the bottom bunk can hang one towel and one washcloth at the head of his bunk. No other articles are allowed in these areas.
 - (iii) Nothing shall be hung on the bunk that covers the bunk number.
- (4) Nothing is allowed on or under your bunk, mattress, or locker except:
 - (a) One framed picture on top of locker;
 - (b) One pair of shoes under the bunk or inside of stool;
 - (c) State blankets, sheets and assigned stool. The stool must be placed upside down on your bed, prior to leaving your dorm in the morning.
- (5) Anytime you are not in your immediate bunk and locker area, you are required to have your locker and footlocker locked with two approved State locks. You are not to damage, modify, or deface your assigned lockers or bunk. Nothing shall be fixed to the outside of the locker.
- (6) Do not place any articles or items on window ledges, pipes, walls, or fans. You are not permitted to tamper with ceiling lighting.

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- (7) You are not permitted to enter any other dormitory for any reason, at any time, except the dormitory you are assigned to. This includes standing in the doorways of other dormitories.
- (8) Loud and boisterous behavior shall not be tolerated in the dormitories. Talking and visiting other inmates at other bunks after 10:00 p.m. is not permitted.
- (9) Games are not permitted in the dormitories, except chess or checkers.
- (10) Battery sound equipment (radios and tape players) may be used in the dormitory with earphones. The earphones must be worn properly when being used.
 - (a) This equipment shall not be plugged into any electrical outlet in this Facility.
 - (b) Headphones or earphones must be used properly when playing radios or tape players inside the facility, or when you are within fifty feet of the Facility.
- (11) It is your responsibility to exchange your dirty linen (sheets and pillowcases) for clean linen at the Clothing Room, when the announcement is made.

503 - 08 Showers and Bathrooms

- (1) Shower heads are not to be tampered with. Exceeding fifteen minutes in the shower is not permitted.
- (2) Chairs, stools, or benches are not allowed in the shower areas or bathrooms. Physically- challenged inmates are to seek authorization through the Medical Department to use a chair in the shower.
- (3) Do not leave any dirty clothes, towels, washcloths, or hygiene articles in the shower area, or bathrooms.
- (4) Washing clothes in the shower or utility sinks is not allowed.
- (5) You are not permitted to sit on the utility sinks, urinals, or washers and dryers located in the bathrooms.
- (6) Hanging articles of clothing in the bathrooms and shower area is not permitted.

503 - 09 Recreation

- (1) You are not allowed to drink beverages or eat food items while participating in these recreational games.
- (2) Swimming is not allowed.
- (3) When fishing, you are required to have a valid fishing license and must adhere to the catch and release policy.

503 - 10 MEDICAL RESTRICTIONS

- (1) Medications must be issued and dispensed by the contractual medical authority, appropriately trained staff, or local area hospitals.

503 - 11 There shall be no feeding of birds or other wildlife.

503 - 12 During a visit you may have \$5 cash in denominations of \$1 bills and change only.

503 - 13 There shall be no display or use of gang signs, signals, colors, paraphernalia, greetings, and/or handshakes at any time, in any area of the institution.

II. It is your responsibility to learn and follow all Division of Correction and ECI rules.



Maryland Correctional
Pre-Release System

Betty Johnson

Approved By:
Betty Johnson
Warden

Title: Inmate Handbook	Directive Number: MCPRS.001.0008.1
Related MD Statute/Regulations: N/A	Supersedes: January 2, 2013
Related ACA Standards: ACA Standards 4-4287 and 4-4288	Authorized By: Warden, MCPRS
Related MCCA Standards: MCCA Standards. 05F and 08D	Effective Date: January 22, 2014
Related DOC Directives: DOC.001.0002 and DOC.001.0008	Related DOC Manual: N/A
Other References: N/A	Number of Pages: 3

Maryland Correctional Pre-Release Directive

.01 Purpose.

The purpose of this directive is to establish a policy regarding compliance with requirements of DOC.001.0008 by providing inmates with an orientation of the regulations of the various facilities of the MCPRS and to establish policy and procedures for the development of an orientation packet.

.02 Scope.

This directive applies to all facilities within the Maryland Correctional Pre-Release System (MCPRS).

.03 Policy.

It is the policy of the MCPRS that each facility will develop an inmate Orientation Manual. The manual will be located in an area easily accessible to inmates. Material in the manual will be presented to inmates within seven (7) calendar days of their arrival at a facility.

.04 Definitions.

There are no definitions to this directive.

.05 Responsibility.

- A. Each facility administrator will ensure that an orientation manual specifically oriented to their facility is developed.
- B. Each facility administrator or designee shall review the manual annually. Each facility administrator shall maintain documentation of review for four (4) years.

- C. The manual will be posted in an area easily accessible to an inmate for reference.
- D. The inmate orientation will include information regarding the Prison Rape Elimination Act (PREA).
- E. A newly arrived inmate to a MCPRS facility will be given an orientation regarding the information in the manual. At the time of this orientation, an inmate will sign an acknowledgement form (Appendix 1) indicating the name of the facility and the date that the orientation took place. The signed form will be placed in the inmate's base file.

.06 Attachments/Links.

Appendix 1, Acknowledgement of Orientation

.07 History.

~~PRD 1-8-1 dated September 3, 2008~~

~~MCPRS.001.0008.1, January 14, 2010~~

~~MCPRS Change Notice: 02-11, Change Number 1, January 3, 2011~~

~~MCPRS.001.0008.1, dated January 9, 2012~~

MCPRS.001.0008.1, dated January 22, 2014

.08 Distribution:

A, C, L

MARYLAND CORRECTIONAL PRE-RELEASE SYSTEM (MCPRS)

Acknowledgment of Orientation

Facility: _____

I hereby acknowledge receipt of inmate orientation; I have received, read, or had read to me the orientation material including facility rules and regulations. I understand the materials presented during this orientation session.

INMATE NAME

DOC NUMBER

DATE

ORIENTATION STAFF WITNESS

DATE

CC: INMATE BASEFILE