

CECIL COUNTY DETENTION CENTER



INMATE MANUAL

INTRODUCTION

**TO: INMATES IN CECIL COUNTY DETENTION CENTER
("FACILITY")**

**FROM: THE DIRECTOR
CECIL COUNTY DETENTION CENTER**

You are legally confined to the Cecil County Detention Center and shall be held until released by the Courts of the State of Maryland or another Jurisdiction by which you are confined.

The information contained in this Inmate Manual may assist you in adjusting to this Institutional setting and help you in planning and preparing for return to the Community.

It is important that you read this manual completely, or have the contents read to you, and understand all of the procedures and rules and what is expected of you while incarcerated in this Facility. Any questions concerning the contents of this Manual should be directed to a Counselor or a member of the Correctional Personnel.

The Cecil County Detention Center is a self-contained environment. The manner in which Inmates adapt to this environment affects Inmates' ability to function in a community setting. The Cecil County Detention Center has many rules and procedures that govern how we operate.

The Center Director and the Sheriff of Cecil County have approved the Rules and Procedures stated in this Manual. It is mandatory that you comply with established Rules and Procedures irrespective of confinement status. If you maintain a positive attitude and abide by the Rules and Procedures of this Center, you shall serve an Inmate's period of incarceration without difficulty. On the contrary, if you do not abide by the Center Rules and Procedures, you shall be subject to progressive disciplinary procedures.

RULES AND PROCEDURES

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SECTION 1--DEFINITIONS

1.0 Definitions: As used in this Inmate Manual with a capital letter, the following terms have the following meanings:

- a. **Contraband.** Is any item, material, substance, or other thing that is not authorized for Inmate possession or is brought into the correctional Facility in a manner prohibited by the Director. Contraband includes, but is not limited to, money, alcoholic beverages, Telecommunication Devices, excessive allowable property, screwdrivers, scissors, weapons, any tool or instrument that may be used as a weapon or to attempt an escape, tobacco/smoking items, drugs not prescribed to the Inmate, pornography, allowable items that have been altered, and any other item designated as Contraband by the Director.
- b. **Correctional Personnel.** Is a “Correctional Officer” as defined in Correctional Services Article §8-201 holding the classification of Deputy Sheriff or Counselor and possessing an MPCTC Certification.
- c. **Counselor.** Is a trained civilian employee assigned to an Inmate at Intake to serve as the Inmate’s primary point of contact for successful completion of the term of incarceration
- d. **Director.** Is an official (holding the rank of Major) appointed by the Sheriff and responsible for the overall operation of the Detention Center or Community Corrections Center. The Director is the Sheriff’s designee for certain responsibilities of the “Managing Official.” Use of “Director” includes a person designated by the Director to act in his or her stead.
- e. **Employee.** “Employee” used alone is a generic term meaning any employee of the Cecil County Correctional Facility.
- f. **Facility.** The Cecil County Correctional Facility, including the Detention Center and the Community Corrections Center.
- g. **Indigent Inmate.** An Inmate is considered indigent when he/she has .99 cents or less in his/her account for 7 days or more and no apparent means of financial support through family or friends.
- h. **Intake.** The process of booking an Inmate into the Facility and conducting orientation.
- i. **Manual.** The Inmate Manual, as amended, distributed to each Inmate incarcerated at the Facility designed respectively for the Facility and Community Corrections Center.
- j. **Sheriff.** Sheriff of Cecil County – An official elected by the citizens of Cecil County, Maryland. The Sheriff is the “Managing Official” as defined in the Maryland Code, Correctional Services Article, Title 10, Section §1-101, Sub-Section (k). All Employees are subordinate to the Sheriff.
- k. **Shift Supervisor.** A Correctional Personnel responsible for, and with the authority to, coordinate activities and movement within the Facility during a specified period of work.

1. **Supervisor.** A Correctional Personnel, designated by rank or classification to oversee and direct the work of other Employees. As it relates to this Code, the Correctional Supervisor and Commander are the same.
- m. **Telecommunication device.** “Telecommunication device” means a device, or any part of a device, that is able to transmit telephonic, electronic, digital, cellular, or radio communications, regardless of whether the part itself is able to transmit. “Telecommunication device” includes a cellular telephone, digital telephone, picture telephone, and modem equipped device.

SECTION 2--SECURITY AND CONTROL

2.1 INTAKE; INMATE ORIENTATION

Correctional Personnel shall conduct booking and Intake procedures for Inmates.

A Counselor shall conduct final commitment orientation to educate the Inmate about the goals of the Center, rules governing conduct, proper way to contact Medical, Counselor, etc., program regulations, disciplinary sanctions and classification and re-classification hearings. Inmates shall acknowledge receipt of orientation by signing the Inmate Orientation Briefing Verification Form.

A Counselor shall ensure that each Inmate receives a copy of this Manual, which specifically states the Policies and Procedures. Assistance shall be given to anyone who indicates he/she cannot read or has difficulty understanding the Inmate Manual.

2.2 INMATES NOT TO EXERT CONTROL

Supervision, control and authority over Inmates are the sole responsibility of Employees and shall never be delegated to Inmates. The use of Inmates supervising other Inmates is strictly forbidden. Violations of this regulation should be reported to the Shift Supervisor for proper corrective measures.

Inmates assigned to work details may never supervise other Inmates. Responsibility for supervision is solely the function of the Correctional Personnel in charge. Inmates may show others how to carry out tasks in the kitchen or other departments. Inmates may never serve as counselors or teachers.

2.3 CONTRABAND

Inmates are prohibited from possessing Contraband. Maryland Criminal Law Code, Title 9 Part II –§9-412 states that

- (a) A person may not:
 - (1) deliver any contraband to a person detained or confined in a place of confinement;
 - (2) possess any contraband with intent to deliver it to a person detained or confined in a place of confinement; or
 - (3) knowingly possess contraband in a place of confinement.

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

Urinalysis tests shall be conducted at the Director's discretion as part of Contraband control measures. Inmates shall have two (2) hours from the time of testing notification to produce a urine sample. Failure to produce a sample shall result in disciplinary action. Inmates may be tested for alcohol abuse at the Director's discretion.

Inmates found to be in violation shall be disciplined.

2.4 SEARCHES

The Facility shall conduct frequent unannounced and unscheduled searches for the purpose of reducing Contraband and detecting hazards to health and safety. Such searches may include any of the following:

- a. Strip Search – A search during which an Inmate is required to remove all clothing.
- b. Pat-Down – A search during which an Inmate is not required to remove all clothing.
- c. Body Cavity Search – A search during which an Inmate is required to remove some or all clothing and the interior of body cavities including the mouth, anus, and vagina are searched, pursuant to a search warrant, by trained licensed medical staff at a local hospital.
- d. Unit/Cell Search – A thorough search of the Dayroom and Cell.
- e. Metal Detector Search – A search using a metal detector.

A Pat-Down search shall be conducted upon an Inmate's departure and return to the tier and may be conducted at any other time.

Male Correctional Personnel only shall conduct strip searches on male Inmates. Female Correctional Personnel only shall conduct strip searches on female Inmates. Correctional Personnel of either gender may conduct pat-downs of males. Female Correctional Personnel only shall conduct pat-downs of female Inmates. Pat-down and Strip Searches shall be conducted in a manner which shall avoid unnecessary force, embarrassment, or indignity to the Inmate.

An Inmate's bed, living area, and person are subject to search at any time; **any article of Contraband found in any of these areas is the Inmate's responsibility.** Searches of a specific Inmate's cell shall be conducted when Correctional Personnel suspect the presence of Contraband in the cell or when the Director or Supervisor orders a search of an individual cell or a Facility shakedown. Cell searches are conducted daily at random times.

All Contraband that is found shall be seized. Contraband which violates Local or State law shall be processed for an investigative inquiry, which may result in criminal charges.

Staff may search an Inmate's cell with or without the Inmate being present.

2.5 COUNTS

The Facility shall conduct formal counts of the Inmate population. Upon the announcement of lockdown for count, Inmates currently on the tier shall enter their cells and Inmates that are off their tier shall remain where they are. All Inmate movement shall then cease until the announcement that the count is complete.

2.6 ABSCONDERS

The Facility shall take measures to prevent Inmates from absconding (escaping). An Inmate is in “escape status” when the Inmate is not present in the Facility and has not been approved/authorized for movement, under escort, i.e. initial appearance, court, medical, etc. The Facility shall obtain an arrest warrant for any Inmate in escape status.

2.7 GENERAL RULES FOR INMATES

- a. No strong-arming or intimidation.
- b. No tampering with doors, windows, televisions, telephones, lights, fans, etc.
- c. No possessing tobacco products, lighters, or matches; no smoking or vaping.
- d. No possessing paper clips, staples, rubber bands, clip folders or spiral notebooks.
- e. No sitting on tables.
- f. No possessing black ink pens, mechanical pens, markers.
- g. No obstructing, tampering with, or destroying light fixtures, cameras or other fixtures.
- h. No displaying of signs, pictures, or photographs on any walls.
- i. No defacing or writing on walls, bunks, doors, or windows.
- j. No exchanging or removing mattresses and no mattresses put on floor.
- k. No propping Dayroom doors open; doors shall be closed at all times.
- l. No tearing or removal of pages in law or library books.
- m. No passing of any item from Tier to Tier or Inmate to Inmate.
- n. No obstructing cell bars or windows.
- o. No makeshift clotheslines.
- p. No turning on televisions or telephones until morning clean-up is complete and Unit Officer has checked the Tier.
- q. No storage of clothing and personal items except on shelves above the Inmate’s desk.
- r. Excess books, mail, etc., must be sent out or turned in.
- s. No entering any tier cell other than one’s assigned tier cell.
- t. No using stairs except to go to the assigned Tier.

- u. No moving from the assigned cell to another cell unless authorized by a Counselor or Shift Supervisor.
- v. No stopping at unauthorized areas when moving from one destination to another.
- w. No throwing away clothes or bedding items.
- x. No running or excessive noise in the hallway.
- y. No walking on left side of hallway or other than in single file.
- z. No looking through Facility windows into offices, the kitchen, or other housing units.
- aa. No entering Counselor's Office except by appointment or by a Counselor's request.
- bb. No getting a tray for another Inmate.
- cc. No more than one kitchen tray to an Inmate.
- dd. No transporting food items outside the kitchen or in an Inmate's tier.
- ee. No placing or keeping any item in clothing waistbands, pockets, behind ears, or in hair.
- ff. No cursing or using abusive language.
- gg. No alteration or rolling up of uniforms.
- hh. No covering of any part of prison uniform and no wearing other clothing over the uniform.
- ii. Inmates shall wear a Facility issued jumpsuit any time the Inmate leaves the housing unit.
- jj. Inmates shall return all Facility-issued items in need of replacement to the Property Officer, who shall exchange all issued items on a one to one basis. Inmates may be charged for lost/damaged clothing or bedding.
- kk. Inmates shall maintain acceptable personal hygiene standards. Inmates must be fully dressed in issued clothing and wear shoes and socks when off the Tier.
- ll. Inmates attending programs, church services, gym, classes, etc. shall remain in the assigned area until the entire class or program is completed and shall not leave the assigned area unless authorized by Correctional Personnel.
- mm. Inmates may take only the following items from their housing unit: Bible/religious materials for church services or paper and books for classes.
- nn. Tiers and Cells shall be kept clean at all times. Beds shall be made when not in use.
- oo. Medical Diets and Orders shall be followed at all times, no exceptions.
- qq. At Intake each Inmate shall be issued an identification ("ID") badge that shall include a picture, name, and booking number. ID badges shall be worn around the neck on the supplied lanyard, with the picture visible, any time an Inmate is outside the Inmate's housing unit. ID Badges are the property of the Facility and shall be surrendered upon Inmate's release. If an ID badge is destroyed, the Inmate shall be charged a replacement fee. If a badge is lost, damaged, or destroyed, the Inmate shall

remain on the tier and shall attend essential functions only, such as medical or legal appointments, under escort until a new badge can be issued.

- rr. No flushing anything down toilets other than urine, feces, and toilet paper.
- ss. No entering into a contract or engaging in a personal enterprise/business while incarcerated.

SECTION 3--INMATE SAFETY

3.1 EMERGENCY PLANS

The Facility has emergency plans for fires, natural disaster, civil defense, power outages and other emergencies. Inmates shall familiarize themselves with the posted evacuation routes so that they know how to react in an emergency requiring evacuation. Evacuation drills shall be held periodically to help familiarize Inmates with evacuation procedures.

Generally, in an emergency Inmates shall be told to either evacuate an area or to seek a safer, more secure location. Each Unit has a marked area to report to in the large recreation yard. If told to evacuate, quickly and quietly assemble in a single line near the exit indicated by Correctional Personnel and follow instructions in an orderly manner until arrival at the proper evacuation site. Inmates shall stay in their designated area until all clear.

In a natural disaster (tornado, high winds, earthquake, etc.) or civil defense emergency, if evacuation is necessary Correctional Personnel shall direct Inmates to the safest, most secure part of an Inmate's area. Generally, stay away from windows or doorways. Inmates may be directed to take mattress and bedding materials with them. Inmates shall close the door to an Inmate's cell/housing/unit/room upon leaving. Follow the exact directions of staff; they have been trained in these emergencies.

NOTE: EMERGENCY EXIT ROUTES ARE POSTED ON THE WALL IN EACH AREA. ALWAYS FOLLOW THE DIRECTION OF CORRECTIONAL PERSONNEL, AS ALTERNATE ROUTES MAY BE NEEDED.

3.2 PERSONAL MEDICAL NEEDS

The Facility shall conduct a medical screening of each Inmate within 14 days of incarceration. A proper medical screening shall identify an Inmate's specific medical needs and protect others from communicable diseases. An Inmate shall submit to a physical examination if incarcerated 14 or more days. An Inmate refusing to cooperate in this physical examination shall be placed in medical segregation.

Non-emergency care is available to all Inmates on a regular basis to treat minor illnesses and identify major medical problems. All Inmates shall be provided equal access to health care, regardless of monetary status. To obtain medical or mental health services, submit a Health Services Request Form to the Medical Department by placing it in the medical mailbox. The mailbox is emptied when medication is administered, at approximately are 0600 hours, 1200 hours, and 2100 hours. Upon receiving an Inmate request, the Medical Department shall see the

Inmate as soon as possible, but not necessarily the same day the request was submitted. A \$4.00 charge for each visit to the doctor shall be deducted from an Inmate's Inmate Account. If the Inmate has insufficient funds in the account, the \$4.00 charge shall be entered and a negative balance shall be shown. The Director may waive the sick call charge at any time. Payment to providers for cost of medical services rendered outside the Facility (i.e., Hospital, Radiologist, Specialist) is solely the Inmate's responsibility.

No Inmate shall participate in experimental projects involving medical, pharmaceutical or cosmetic research, including aversive conditioning, psychosurgery, electrical stimulation of the brain, or the application of cosmetic substances to the body that are being tested for possible ill effects prior to sale to the general public. This prohibition does not preclude the use by an Inmate's physician of new medical procedures for an Inmate's individual treatment, after a full explanation of the positive and negative features of the treatment. Any agreement to such new treatment is between the physician and Inmate and is not part of a general program of medical experimentation involving payment to an Inmate for submission to the treatment.

An Inmate's next of kin shall be notified as soon as possible of all emergency medical situations and/or death.

Medical, dental and mental health matters involving clinical judgments are the sole province of the physician, dentist, or psychologist. All medications, treatment or therapy shall be provided as prescribed by a physician. Medical observation, recuperative isolation or contagious isolation shall be provided when ordered by a physician.

If loss of life is imminent or long term acute hospital care is required, the Inmate requiring such care shall be admitted to a hospital. Any Inmate requiring emergency dental care to sustain life or health shall receive treatment as deemed appropriate by the medical director.

3.3 MEDICATION

All prescription medication shall be turned over to Correctional Personnel during Intake. The only medications that Inmates may possess are those that are available through commissary.

In order to receive prescription medication, the Inmate must authorize the Inmate's treating physician to release the Inmate's medical history to the Facility medical staff. Medication may be administered by medical staff only at the prescribed times and the prescribed amounts. Medication is issued 3 times daily, at approximately 0600, 1200, and 2100 hours. Emergency medication may be issued if approved by authorized medical personnel.

The Facility physician is responsible for prescribing all prescriptions and medical referrals.

SECTION 4--FOOD SERVICE

4.1 MENU CYCLE

The Facility recognizes the importance of a nutritionally balanced diet. All meals served at the Facility are of sufficient quality to meet mandated nutritional needs. Menus meet the dietary

allowance and are approved on an annual basis by a registered dietician. Adopted menus are posted one week in advance. Changes may be posted 24 hours in advance when possible. Menus cover a five-week cycle. Menus shall be reviewed and adapted on a continual basis to meet the Facility's requirements and provide meal variety to the Inmates.

All Inmates shall receive equal portions. Food shall never be used as a means of reward or punishment.

4.2 MEAL SCHEDULE

Breakfast is served from 0430 hours, lunch is served from 1030 hours, and dinner is served from 1630 hours.

4.3 MEDICAL AND RELIGIOUS DIETS

Therapeutic diets may be prescribed by qualified health care personnel and forwarded to the Food Service Manager. A copy of any therapeutic diet shall be placed in the Inmate's medical file.

Inmates seeking diets consistent with their religious convictions shall submit a Special Diet Request Form, Form DC-K-4, to their Counselor. Upon receipt of the form, the Counselor shall require the Inmate to provide proof he/she is a follower of the faith prior to approving the religious diet. Proof may be demonstrated by reviewing the information on religious preference specified at Intake, attendance at a specific religious service, and/or by contacting the Inmate's community religious leader of the same faith verifying the Inmate's profession of same. If verified, requests for special religious diets shall be forwarded to the Director for approval. Upon such approval, the Director shall notify the Food Service Manager via a copy of the completed Form DC-K-4. Special religious diets shall comply with approved recognized specific religious beliefs and as closely as possible be of equal quality and quantity to provide the daily nutritional requirements of the regular menu.

SECTION 5--INMATE HOUSING/SANITATION AND PROPERTY

5.1 PERSONAL HYGIENE

Each Inmate is responsible to help maintain the cleanliness of the Facility's secure areas. Each Inmate shall cooperate and assist in cleaning activities in order to maintain a healthy environment.

Inmates are responsible for the cleanliness of their person, cell area and bunk. Inmates who fail to maintain personal hygiene may be subject to disciplinary action.

Inmates shall receive an initial personal hygiene kit upon Intake. Thereafter, each Inmate is responsible for purchasing personal hygiene kits. In general, Inmates shall be allowed to shower each day. The services of a professional barber or hairdresser may be purchased. Kitchen workers shall meet all health standards including shaving/wearing a beard guard. Otherwise, the

Facility has no restrictions on Inmate personal grooming providing it does not interfere with identification, proper hygiene or security of the Facility. Each Inmate shall be afforded the use of a disposable razor pursuant to Razor Policy.

Toilet paper and other hygiene items shall be distributed by the night shift Officer. Items may be provided at other times at the Officer's discretion. Menstrual hygiene products (pads) shall be provided to female Inmates upon request, at no cost to the Inmate, and shall be properly disposed of as per Correctional Policy.

Inmates shall wash their hands with hot water and soap frequently, after using the toilet, before eating, and whenever an Inmate thinks there may have been contact with a person with any infectious disease. Inmates shall not have sexual contact while in the Facility and shall not share razors, toothbrushes, or any item on which blood or saliva could be present. Any Inmate concerned about having contracted a sexually transmitted disease should submit a request slip to the Medical Department to discuss the subject.

All requests for laundering of court clothes must be submitted one week prior to court date or else clothes may not be laundered.

5.2 PERSONAL PROPERTY

The Facility shall accept and retain during incarceration only the following personal property:

- a. Clothing the Inmate is wearing at the time of incarceration.
- b. Personal effects and jewelry being worn by, or in the pockets of, the Inmate at the time of incarceration, except religious medals and wedding rings.
- c. One change of clothing for court if the Inmate has a jury trial. Inmate must arrange for such clothing to be picked up by a non-incarcerated person immediately after the court date. The Facility is not responsible for items not picked up.

Inmates may possess wedding bands and religious medals (**a chain not to exceed 1/8" thickness of reasonable length, medals may not exceed 1 inch in length**).

Except for Inmates who arrive from another facility, items not listed above, i.e. knives, razors, book bags, cigarettes, lighters, etc., shall not be accepted by the Facility.

An Inmate may not possess more than (6) of any one item of personal clothing items at any time. The standard items issued to an Inmate at Intake are as follows:

- a. One (1) Blanket
- b. Two (2) Sheets
- c. Two (2) Uniforms (three (3) for workers)
- d. One (1) Sweatshirt
- e. Three (3) Pairs Underwear

- f. Three (3) Pairs of Socks
- g. One (1) Pair of Shoes
- h. Two (2) Towels
- i. One (1) Admission Kit
- j. One (1) Laundry Bag
- k. One (1) Pair of Gym Shorts
- l. One (1) Mattress

At Intake, each Inmate shall sign an Inmate Property Issue and Tracking Form acknowledging that the Inmate is liable for any damage by the Inmate to Facility property. Payment for damages may be deducted from an Inmate's account.

Except for newly incarcerated Inmates, all Inmates must complete a Property Release Form at least 24 hours in advance of any release of property. The Facility shall not be responsible for lost or damaged property.

Inmates shall take all their personal property with them upon their release. The Facility is not responsible for property left by an Inmate. The Property Officer may attempt to contact Inmates who leave property behind. However, thirty (30) days after an Inmate's release date, Inmate property shall be disposed of.

In addition to the Facility-issued items listed above on this page, Inmates may keep in their cells only items on the following list:

- a. Religious medals (not homemade) and wedding bands pursuant to policy.
- b. Photocopies of post cards.
- c. **TWO** publications (subscriptions).
- d. **FIVE** pictures (may be any size up to 5x7). Photos may not display illicit sexual acts or nudity.
- e. Institutional clothing, linens and hygiene articles pursuant to limits.
- f. **ONE** Bible, Quran/Koran, or other religiously prescribed sacred text.
- g. GED material, i.e., books, tablet, colored pencils, institutional issued flex pen.
- h. Commissary items pursuant to limitations.
- i. **THREE** paperback library books (NO HARD BACKS).
- j. Up to ten (10) items of personal mail.

5.3 SANITATION AND HOUSEKEEPING

Housing provisions permitting, each Inmate shall be assigned to a cell. Reassignment may occur only upon the recommendation of the classification team, approved by the Director. Inmates are responsible for the care and cleanliness of their individual cells at all times. Inmates shall clean their cells prior to 0700 hours each day. This includes making beds and stacking personal property and clothing on shelves. Inmates shall dust surfaces, mop floors and clean toilets and sinks as needed.

An Officer shall inspect all tier and cell areas daily. If the housing area is found to be clean and orderly the Officer may have TV and telephones turned on. Deficiencies shall be reported to the Shift Supervisor. The TV and telephones shall remain off until deficiencies are corrected.

SECTION 6--INMATE RIGHTS

6.1 NON-DISCRIMINATION POLICY

Treatment and program opportunities shall be made available to Inmates without regard to gender, race, religion, color, national origin, disability, or political beliefs. Men and women shall be treated equally in all aspects of their incarceration, including but not limited to job assignments, job placement, education/training programs, and recreational activities.

6.2 PROTECTION FROM ABUSE/PROTECTIVE CUSTODY

The Facility has a zero tolerance policy for corporal punishment, injury, personal or mental abuse, harassment, sexual assault, sexual harassment, manipulation, retaliation, intimidation etc. of Inmates. Complaints regarding such matters may be reported in several ways. Inmates may: submit a written complaint to the Director, verbally report an incident to an Employee, medical/mental health staff, or other support personnel; or make a verbal report via the anonymous reporting hotline available through the Inmate phone system. All incidents of abuse or misconduct shall be investigated thoroughly and appropriate action taken.

At Intake each Inmate shall receive verbal and written information about preventing and reporting sexual abuse while incarcerated at this and any other correctional facility. Federal law (Prison Rape Elimination Act), state law, and agency policy help protect people in confinement from sexual assault and other types of sexual victimization. Inmates cannot legally consent to sexual contact while incarcerated. Inmates are prohibited from having sexual contact with other Inmates, staff, volunteers, or anyone else at the Facility. It is never appropriate for any staff, volunteer, or anyone else to make sexual advances or comments to, or to engage in sexual contact with, an Inmate.

If an Inmate is sexually assaulted, the Inmate should:

- a. Verbally request immediate medical attention to detect an injury or the presence of sexually transmitted diseases and to collect any available evidence.

- b. Report the assault immediately to any trusted staff member by completing an Inmate Request Form or by calling the Rape Crisis Hotline #052 on the Inmate phone system. Delayed reporting makes it difficult to get all the evidence for an investigation.
- c. Not shower, brush teeth, use the toilet, or change clothes. Doing so may destroy evidence.

All reports are investigated. The Sheriff's Office and its staff want to keep you safe!

Any Inmate may request protective custody. This request must be in writing. Protective custody may be granted when the Director receives verification that the Inmate is in danger. The Director may place an Inmate in protective custody when the Director determines that the Inmate is in danger, even though the Inmate is not in agreement that she or he is in danger.

6.3 LEGAL MATTERS/VISITS

Inmates shall have access to attorneys and the Judicial System through correspondence and visitation. Inmates may call their attorney collect. All legal mail shall be handled as set forth in Section 7 of this Manual. Correctional Personnel shall not deny an Inmate access to the Courts. There are no specific hours for legal visits; however, legal visits during regular business hours are encouraged and visits may be denied during emergency security situations. Legal visits shall be conducted pursuant to the Facility's written policy, a copy of which is available upon request. Visits outside of regular business hours must be approved by the Director.

An Inmate who does not have an attorney may request one through the Public Defender's Office by completing a Request for Public Defender form that may be obtained from an Officer or Counselor.

Inmates may request copies of legal documents, case law, court opinions, briefs, and other legal research material through their Counselor by completing an Inmate Request Form listing the case numbers and other specifics. Inmates may ask to have copies of personal legal documents made. The cost is twenty-five (.25) cents a page, up to a maximum of \$5.00 per case, charged to the Inmate's account.

6.4 RELIGIOUS SERVICES

Pursuant to the rights guaranteed under the U.S. and Maryland Constitutions, Inmates have the right to pursue any legitimate religious practice they choose. The Facility shall provide the opportunity for religious counseling, worship and study. Inmate participation is strictly voluntary and subject only to security constraints.

Inmates may have visits with approved spiritual leaders. **The spiritual leader may not be a relative.** A religious visit shall be held in the Chapel or other secure area deemed appropriate by the Shift Supervisor. Interdenominational services are also held in the Center. Inmates may consult with Staff for the current days and times that religious groups will be in the Facility.

6.5 ACCESS TO CASE RECORDS

Current and former Inmates may review their Official Case Record, with certain limitations, by submitting to the Director a written request to review their Official Case Record. The Director shall either approve or disapprove the request within three (3) working days of the Director's receipt of the request. If approved, an Employee shall review a current Inmate's file in detail with the Inmate during a designated time; former Inmates may review their Sentence Commitment, Court Orders, Detainers, Admission Summaries, Diminution of Sentence Reports, Parole Evaluation, and Parole Hearing Disposition.

The following material contained in an Inmate's Official Case Record SHALL NOT be disclosed to a current or former Inmate: Pre-sentence Investigation, Incident Report(s), Correspondence the Director deems confidential, Psychological Evaluation, Medical Evaluations or Orders from the Center Physician, and information from third parties when disclosure could create a danger to the third party. Official Inmate Records are the property of the Facility and shall be managed according to the established Records Management System.

Note: the Inmate's Attorney or Physician may review Psychological and Medical Evaluations.

A current or former Inmate may challenge any information in their Official Case Record by submitting a written appeal to the Director within three (3) days of reviewing the record. The Director shall review the appeal and render a written decision to the Inmate within (10) days after receipt of the appeal, excluding holidays and weekends. If the information is erroneous, it shall be removed in the presence of the Inmate. If it is substantiated as true, it shall remain in the Record.

6.6 PROGRAMS

A major focus of the Facility is to assist Inmates prepare for release into the community. Inmates who are so directed by the Courts shall attend treatment programs. Inmates who are not directed by the Courts, but wish to voluntarily participate in treatment programs, may do so upon approval and may refuse or withdraw from treatment programs at any time. Industrial and/or Special Credit Time for programs up to 5 days per month may be awarded to Inmates who meet all program requirements for the current month. Inmates assigned to treatment programs must attend the program in order to qualify for five (5) days Special Credit Time, every thirty (30) days. Inmates serving sentences for civil contempt are not entitled to Good Time, Industrial and or Special Credit Time.

PROGRAMS THAT ARE ELIGIBLE FOR INDUSTRIAL AND/OR SPECIAL CREDIT TIME:

Anger Management	Addictions Recovery Course	Domestic Violence Course
Inmate Work Assignments	Art Class	Parenting Class
GED Classes	Individual Education Program (IEP)	Vivitrol Re-Entry

6.7 RECREATION

Inmates shall have the opportunity for regular exercise at least one (1) hour per day. Recreation may include activities within the tiers such as television and games, or inside recreation yards.

6.8 LIBRARY

The Facility maintains a lending library in cooperation with the Cecil County Public Library. Book exchanges shall be conducted once a week, on a one-for-one basis with a maximum of three (3) books per Inmate. Inmates are financially responsible for loss/damage to library property.

Use of Legal Library materials is coordinated through Counselors. An Inmate who wants to use the Legal Library must submit an Inmate Request Form for the day he/she wants to visit the Legal Library. Access to the Legal Library is available on Sunday and Monday only if it does not interfere with the orderly running of the Facility.

6.9 BAIL ARRANGEMENTS /BOND REVIEW

A list of telephone numbers of available Bondsmen is posted in Booking and on every tier. If a bond is set for an Inmate's release and the Inmate is unable to post bond the day of the Inmate's incarceration, a Bond Review shall be scheduled. This shall be done within the Facility via two way video. A judge will preside over the Bond Review from the Courtroom while the Inmate is on video at the Facility. The judge can hear everything the Inmate says. The Inmate will be able to hear the Judge's comments.

Inmates incarcerated on a Circuit Court Bench Warrant will not be seen by a Commissioner. The Circuit Court shall be contacted the next business day following an Inmate's arrest to schedule the hearing as determined by a judge.

An Inmate physically unable to appear before a Commissioner for an Initial Appearance due to illness shall see a Commissioner as soon as the Inmate's condition allows for such appearance.

6.10 NOTARY PUBLIC

The Facility shall, upon an Inmate's request, provide the service of a Notary Public when and if a staff member is duly authorized to perform such a service. Inmates may request this service by submitting a written request to a Counselor. No fee shall be charged for this service. There is a limit of one Notary service per week per Inmate.

6.11 ACCESS TO MEDIA

Inmates shall have reasonable opportunities to contact media by telephone and mail. The Facility shall allow visits by legitimate media representatives (i.e. newspapers, television and radio, etc.) who request, preferably in writing, the Director for permission to visit the Facility. A copy of the full policy governing media access is available upon request. Access shall be granted for the purpose of reporting items of public interest and concern, not to provide publicity for any particular Inmate or group of Inmates. Inmates shall sign a Media Consent Form prior to being interviewed, photographed or taped. The attorney of record shall be notified if pretrial Inmates seek contact with communications media.

6.12 PRIVACY FROM INMATES OF THE OPPOSITE SEX

Male Inmates shall not be permitted in the Female sleeping areas. Female Inmates shall not be permitted in the Male sleeping areas.

6.13 TELEPHONE USE

During Intake each Inmate may make a minimum of two completed telephone calls via the Inmate phone system. Inmates who are intoxicated or uncooperative during the booking process may not use the phone until that status changes. Each Inmate may make one completed telephone call after a change in classification status.

Inmates may not receive telephone calls. Inmates may make collect calls from telephones that are available for Inmate use from the time the Tiers are successfully inspected at approximately 0830 hours until lockdown at approximately 2300 hours.

Inmate telephones are not coin operated and do not accept credit card or calling cards. Each Inmate shall establish a telephone account into which friends and family may deposit funds. The friends/family may contact Securus Technologies at 1-800-844-6591.

Family, friends or legal counsel who need further information regarding the conditions of an Inmate's incarceration may call (410) 996-5800.

The Facility shall not accept non-emergency messages for Inmates from their family or friends. Emergency calls involving verifiable serious immediate family illness or death shall be accepted. Information shall be gathered from the person calling. The family emergency must be verifiable.

6.14 GRIEVANCE PROCEDURES

Inmates may file a grievance to resolve concerns with Facility Policies, Procedures, Rules and Practices and Inmate Rights without suffering any adverse action. The grievance procedure addresses issues and/or personnel not already covered in the appeal processes regarding Classification, Discipline et al. An Inmate may submit a grievance, verbally or in writing, to a Counselor, who shall attempt to resolve the problem. If the problem cannot be resolved, the Inmate through the Counselor may submit a formal written grievance to the Grievance Committee. The Inmate shall receive the assistance necessary to complete the written grievance. The Counselor shall submit the grievance to the Committee for consideration at its next scheduled session.

The Committee shall answer all Grievances within seven (7) workdays of receipt, unless otherwise authorized by the Director. All decisions shall be issued in writing with a copy of the decision being forwarded to the aggrieved party.

Inmates may appeal the decision of the Grievance Committee by submitting a written appeal to the Director within five (5) workdays of receipt of the Committee's decision. The decision of the Director shall be final.

SECTION 7—MAIL

7.1 GENERAL

Inmates may maintain family, social, business, and community ties, including access to legal counsel, through written correspondence and publications that is restricted to avoid threats to the order, security or safety of the Facility and others, and to avoid the furtherance of illegal activities. Inmates are subject to discipline for violation of mail policies and to criminal prosecution for any violation of law regarding illegal use of the U.S. Postal Service.

7.2 DEFINITIONS

The following definitions apply in this Section 7:

- a. Personal Mail: written communication of a social or personal nature sent to an Inmate on an authorized postcard by family, friends, or acquaintances.
- b. Business Mail: payroll checks (community work release only), employment documents, account statements, bills/invoices, etc.
- c. Legal Mail: communication from or to courts, legal counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, probation and parole officials, or government officials.
- d. Mail: includes Personal Mail, Business Mail, Legal Mail, Photographs, and Publications.
- e. Photograph: a printed picture, image or likeness not part of a Publication.
- f. Publications: local or national newspapers, magazines, paperback books, and pamphlets.

7.3 PROHIBITIONS

Mail that violates mail rules shall be rejected and may be turned over to the Sheriff's investigative division. Persons sending material that violates mail rules may lose the privilege to send mail to an Inmate and may be prosecuted. All mail shall be held, stored, and handled in a secure manner intended to prevent theft, tampering, delay, or other interference. Inmates in administrative segregation and special management units shall be able to write and receive mail on the same basis as Inmates in the general population. The following items or practices are prohibited with respect to mail:

- a. Mail between an Inmate and a current or former Employee, volunteer, or contract employee of the Facility, except with the written approval of the Director.
- b. Inmates falsely claiming to be an Employee, agent or representative of the Facility.
- c. Inmates using any address or mail system to conduct a business or illegal enterprise or for any other fraudulent purpose;
- d. Suspicious mail, including letters unusual in appearance or that appear different from mail normally received or sent by an Inmate, letters postmarked in a place

different from the return address, mail which is leaking (to include powdery substances), stained or emitting an odor, and mail containing a foreign substance which prevents an effective search or which contains an unknown substance.

- e. Personal identifying information (e.g. birth certificate, social security number, driver's license number, etc.) of persons other than the Inmate and his/her immediate family.
- f. Mail from Inmates that concerns and/or attempts to send, receive, solicit or contain items of value from other Inmates or from relatives or visitors of other Inmates.
- g. Mail that indicates the Inmate is entering into a contract or engaging in a personal enterprise/business.
- h. Mail that contains threatening messages, plans for escape or other criminal activity; messages that are or appear to be coded; gang related materials including but not limited to gestures, symbols, codes and insignia or photographs that have been altered; and sexual content, including but not limited to pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bondage, bestiality, sadistic or masochistic behaviors, child pornography or the suggestion of child pornography.

7.4 INCOMING MAIL

The Facility shall only accept mail posted to Inmates via the US Postal Service. The Facility shall only accept certified or registered mail addressed to Inmates when the envelope is clearly marked as being from a government official or legal source.

All post cards should be sent addressed to the Inmate at the following address:

INMATE'S NAME
Cecil County Detention Center
500 Landing Lane
Elkton, Maryland 21921.

All incoming mail shall include the sender's name and address.

There is no limit on the volume of mail an Inmate may send or receive. Except for legal and business mail, an Inmate may only possess a maximum of ten (10) items of personal mail, two (2) publications, and five (5) photographs. Inmates wanting to preserve excess mail may notify family members/friends to pick up excess items.

All personal mail is photocopied and the copy delivered to the Inmate. In Community Corrections, the originals are maintained by the respective Inmate's Counselor. In the Detention Center, the originals are placed in the Inmate's property bag. All incoming Legal Mail shall be logged on the Legal Mail Log and then delivered.

If an Inmate is not accessible (i.e. hospital, court, etc.) at the time of mail delivery, the mail will be held and distributed upon the Inmate's return.

Incoming mail for an Inmate who has been reclassified within the Facility shall be forwarded to the Inmate's current housing facility for distribution.

Mail received for an Inmate committed to the Sheriff's custody but housed at another facility will be held and forwarded to the Inmate weekly. Mail received for a released Inmate will be returned to the sender.

7.5 PERSONAL MAIL

Personal mail for Inmates is limited to commercially produced postcards which meet the Postal Service standards for postcard delivery. Unacceptable forms of postcards include, but are not limited to, items:

- a. With labels or stickers of any type;
- b. Defaced or altered or marked with paint, crayon, or marker, watermarked or stained;
- c. With Biohazards, including perfumes, lipstick, or bodily fluids;
- d. Depicting material related to any subversive organizations, associations or groups considered to be a security threat group;
- e. Depicting illicit or explicit sexual acts;
- f. Mail written in a foreign language that cannot be interpreted by Employees to the extent necessary to conduct an effective search may be subject to a delay for translation of its contents.

7.6 BUSINESS MAIL

Business mail shall be accepted only if the package is clearly marked "BUSINESS MAIL" and describes the contents. The Inmate may receive business documents only; other contents, including envelopes, advertisements and non-business mail, shall be rejected.

7.7 PHOTOGRAPHS

Photographs may be accepted only in an envelope clearly marked "PHOTOS" or "PHOTOGRAPHS" containing five (5) or fewer photographs. The Inmate shall receive only the photographs. All other contents shall be rejected. Photographs:

- a. Shall be on photo paper (no negatives, slides, or photocopied images) up to 5 inches by 7 inches and not glued, taped, stapled, or otherwise affixed to a page;
- b. Shall not be Polaroids, plastic pocket cards, or identification cards;
- c. Shall not depict nudity or sexual acts/activity;
- d. Shall not depict cash, alcohol, drugs or drug paraphernalia, acts of violence, or illegal activity to include gang related materials, gestures and insignia;

- e. Shall not display weapons or imply physical violence, terrorist activity or physical resistance to governing authorities;
- f. Shall not display crime scenes unless through Legal Mail;
- g. Shall not display any current or former employee, contractor, or volunteer; and
- h. Shall not display any part of the Facility or of any government building.

7.8 PUBLICATIONS

Publications shall be screened to ensure that the order and security of the Correctional Facility is not jeopardized.

Inmates may receive only newspapers labeled with their name and sent directly from the original source or publisher including, but not limited to, publishers, faith based organizations, community based organizations, and other entities as determined by the Director.

Publications that contain any of the following are prohibited: information concerning the manufacture, construction or use of weapons, drugs, tattoos, self-defense, martial arts, or ammunition; sexually explicit material, nudity or pornographic material; advocacy of racial, religious, gender-based or national hatred; material relating to gangs, gang activities, or a subversive organization, association or group deemed a security threat group; and other information that could help an Inmate disrupt Facility operations or escape or that have demonstrably caused violence or other serious disruptions of institutional security.

The Facility shall maintain and periodically update a list of publications that are banned from distribution.

Inmates are responsible to terminate or change their address on subscriptions upon release. The Facility shall not assume any liability for cancellation or forwarding of publications.

7.9 LEGAL MAIL

Only mail displaying the name, title and affiliation of the sender on the envelope may be treated as Legal Mail. If in question, incoming Legal Mail may be held until the sender's name, title and affiliation is verified.

Corrections Personnel shall open Legal Mail in the presence of the Inmate to whom it is addressed, inspect the contents for contraband, and dispose of the envelope and any paperclips, binder clips, large staples, etc. contained within. Staff may read the mail to the limited extent necessary to determine its legitimacy and ascertain whether it is truly Legal Mail. If incoming mail is not Legal Mail, staff shall notify the Director for further disposition. Upon receipt of Legal Mail, the Inmate shall initial the Legal Mail Log or Inmate Correspondence Form as applicable.

Employees may inspect outgoing Legal Mail, in the presence of the Inmate, for contraband before it is sealed.

7.10 OUTGOING MAIL

An Inmate may seal outgoing mail but it may be screened or opened to intercept cash, checks, money orders, contraband or other prohibited content.

The Facility shall mark outgoing mail with the following message: “This mail originates from a prisoner at the Cecil County Correctional Facility. Neither the Facility nor its Staff is responsible for its content.”

Outgoing mail shall contain the Inmate’s full name (no aliases or nick-names) and the Facility’s address in the upper left-hand part of the envelope. Envelopes not bearing this information may be opened, disposed of, or returned to the Inmate sender when identity is certain. Envelopes shall not be adorned with writing or drawings. Inmates shall not attempt to send threats, extortion, bodily fluids or other contraband through the mail.

Outgoing mail shall be collected daily, excluding weekends and holidays, from the Booking and Segregation officer’s station and the outgoing mailboxes in the Male Unit common area, Yellow Tier, and both sides of the Female Unit. Work Release Inmates may submit outgoing mail to the security office at any time.

Any person may make a written request to the Director to prohibit an Inmate from corresponding. Upon receipt of the request, the Director shall notify the sending Inmate in writing to cease corresponding with the complainant. Mailroom staff shall maintain a list of persons who request mail restrictions and shall identify any outgoing mail addressed to a complainant. The prohibited mail shall be forwarded to the Director for disciplinary action.

7.11 REJECTED MAIL

If outgoing mail is rejected the Inmate shall be notified via the Mail Rejection Form (DC-A-27). Outgoing mail which is rejected shall be opened and screened. Staff shall scan the mail for content. The mail may be returned to the originator.

Received mail that violates mail rules may be returned to sender. An Inmate shall be notified via Inmate mail when mail addressed to the Inmate has been rejected. A written appeal to the Director may be filed within 48 hours after rejection. The decision of the Director is final.

- a. If the sender is unknown the item(s) may be placed in the Inmate's property or destroyed, depending on its size, nature, and value.
- b. If personal checks cannot be returned to sender, they shall be placed in the Inmate’s property. A Confiscated Property Receipt Form shall be completed and forwarded to the Inmate.
- c. Cash shall be rejected and returned to sender. If the sender is unknown, the cash shall be forwarded to the Business Office for processing into the Inmate’s account. The Inmate shall be provided a Resident Account Summary as notification of the deposit.

- d. Any item which contains suspected controlled dangerous substances shall be secured in an evidence bag. The Shift Supervisor shall contact the Law Enforcement Division for disposition.

The Shift Supervisor shall determine how to dispose of all other items of contraband (i.e. place in property, destroy, notify law enforcement, etc.).

7.12 POSTAGE

Letters may not be mailed without postage. Stamped envelopes are available through Commissary.

7.13 INDIGENT INMATES

Indigent Inmates shall receive postage to send up to 3 letters per week. The Property Officer shall **collect Indigent Inmate mail each Thursday for postage**. Indigent time-sensitive mail, such as Legal Mail, may be given to a Counselor to obtain postage. Indigent Inmates may contact their Counselor for assistance. Indigent postage shall be recorded and metered in the Administrative Office. The Inmate shall reimburse the Facility upon accumulation of sufficient funds.

SECTION 8--CLASSIFICATION PROCEDURES

8.1 INMATE AWARENESS

All Inmates committed (pretrial or sentenced) to the Facility shall participate in orientation provided by a Counselor. The orientation shall consist of a briefing on Policy and Procedures and issuance of this manual.

8.2 CASE REVIEW/CLASSIFICATION

Classification Counselors review Inmate performance, make program assignments and changes as necessary, and provide special classification procedures. The primary decisions made by Classification Counselors are as follows:

- a. Identification of primary issues and assignment of custody classifications.
- b. Recommendations for job placements.
- c. Initial assessment and recommendation for treatment programs.
- d. Recommendation of special credit and industrial good time.
- e. Assessment and initial recommendation for Inmates reclassified to a higher custody classification.

SECTION 9—INMATE DISCIPLINE

9.1 DISCIPLINARY PROCEDURES

The Center Disciplinary Committee (CDC) is composed of a Lieutenant or designee and an Employee. The CDC meets on an as-needed basis, considers all alleged infractions of the regulations, and determines any appropriate Disciplinary Sanction under the guidelines of the Violation Matrix set forth below. Inmates may file a written appeal to the Director of the decision reached by the CDC, within five (5) workdays of the decision. The Director shall consider all appeals and may either affirm or reverse the decision or reverse and remand the decision for a re-hearing. The Director may increase, decrease, or leave the sanction imposed by the CDC.

9.2 CRIMINAL MISCONDUCT PROCEDURES

When it has been determined that an Inmate has allegedly committed a criminal act, a Disciplinary Report shall be prepared using a corresponding code of the prohibited conduct. Staff shall not discuss the criminal case or any corresponding rule violation with the Inmate.

9.3 DISCIPLINARY SEGREGATION PROCEDURES

1. Inmates placed in Disciplinary Segregation as a result of a CDC Hearing may have only the following items:
 - a. One complete set of Inmate clothing.
 - b. One complete set of issue bedding.
 - c. Legal papers.
 - d. Facility issued hygiene pack (one of each) soap, toothpaste, toothbrush, wash cloth, towel.
 - e. Inmate Manual.
 - f. Soft back Bible, Quran/Koran, or other recognized religious text.
 - g. Three (3) library books.
 - h. Two (2) envelopes and paper on Thursday.
2. While on disciplinary segregation status, an Inmate shall be allowed:
 - a. One hour exercise period outside of the cell within each 24-hour period, including a chance to shower on Sunday, Tuesday, and Thursday.
 - b. Telephone privileges limited to ONE fifteen (15) minute phone call during the regular exercise period on Sunday.

VIOLATION MATRIX

Violations of criminal law will be adjudicated within the judicial system.

	OFFENSE	CASE MANAGEMENT	SANCTION
1	Conduct which disrupts or interferes with the security or orderly running of the Center.	CDC	Fifteen (15) days segregation
2	Fighting with another person.	CDC	Twenty (20) days segregation
3	Threatening a member of staff with violence or other offense	CDC	Twenty-five (25) days segregation
4	Threatening another with bodily harm or other offense.	CDC	Fifteen (15) days segregation
5	Tampering with or blocking any lock device.	CDC	Fifteen (15) days segregation and restitution
6	Possession, introduction, or use of any narcotics, narcotic paraphernalia, or drugs not prescribed by medical staff.	CDC	Fifteen (15) days segregation
7	Misuse of authorized medication.	CDC	Fifteen (15) days segregation
8	Refusing to provide a urine sample or to take part in other drug abuse testing.	CDC	Ten (10) days segregation
9	Making, possessing, or using intoxicants or tobacco.	CDC	Fifteen (15) days segregation
10	Refusing to submit to alcohol abuse testing.	CDC	Ten (10) days segregation
11	Counterfeiting, forging, unauthorized reproduction, or possession of any document.	CDC	Fifteen (15) days segregation
12	Destroying, altering, or damaging Center property including clothing, bedding, or property belonging to another person.	CDC	Ten (10) days segregation and restitution (\$50 dollar minimum for graffiti or peeling paint)
13	Destroying, altering, or removing inmate identification.	CDC	Restitution \$10.00 and/or ten (10) days segregation
14	Possession of another persons property, or the exchange of property with another person.	CDC	Ten (10) days segregation
15	Indecent exposure.	CDC	Fifteen (15) days segregation
16	Interfering with count.	CDC	Fifteen (15) days segregation
17	Refusing to work, or to accept a program assignment, except unsentenced.	CDC	Loss of Job / Re-Classification / Five (5) days segregation
18	Failing to follow safety or sanitation regulations.	CDC	Five (5) days segregation
19	Possession of any weapon (includes contraband weapons).	CDC	Thirty (30) days segregation
20	Insolence towards a staff member.	CDC	Loss of ten (10) days good time and ten (10) days segregation
21	Lying or providing a false statement.	CDC	Ten (10) days segregation
22	Refusing to obey an order.	CDC	Fifteen (15) days segregation
23	Strong arming or tier boss (trying to run tier) or obtain food or commissary items.	CDC	Fifteen (15) days segregation Twenty (20) days segregation
24	Refusing to lock down into a cell	CDC	Fifteen (15) days segregation
25	Misuse of any food item (smoking)	CDC	Fifteen (15) days segregation
26	Passing any note to another	CDC	Five (5) days segregation
27	Possession of tattoo equipment	CDC	Twenty (20) days segregation
28	Flushing unauthorized items in plumbing system	CDC	Twenty (20) days segregation
29	Possession of an item in excess of allowable limits.	CDC	Loss of two (2) weeks visiting
30	Being unsanitary or untidy: Failing to keep ones quarters in accordance with posted standards.	CDC	Five (5) days segregation
31	Failure to comply with dress, hygiene codes.	CDC	Five (5) days segregation
32	Possession of contraband (anything not authorized or authorized item being altered)	CDC	Fifteen (15) days segregation
33	Unauthorized use of mail or telephone.	CDC	Ten (10) days segregation
34	Conduct with a visitor in violation of facility regulations.	CDC	Visitor banned / Fifteen (15) days segregation
35	Being in an unauthorized area.	CDC	Fifteen (15) days segregation
36	Rowdy or unruly behavior.	CDC	Fifteen (15) days segregation
37	Inappropriate interpersonal contact.	CDC	Fifteen (15) days segregation
38	Violation of general regulation	CDC	Fifteen (15) days segregation
39	Tampering with security Equipment / Device.	CDC	Twenty (20) days segregation
40	Sexual Harassment	CDC	Fifteen (15) days segregation
41	Sexual Contact	CDC	Twenty (20) days segregation
42	Accessory to Charge #	CDC	Equals Penalty as Main Offender
43	Theft of Agency property	CDC	Thirty (30) days segregation
44	Theft	CDC	Fifteen (15) days segregation
45	Engaging in, or encouraging a group demonstration	CDC	Fifteen (15) days segregation
46	Attempted escape	CDC	Thirty (30) days segregation
47	Positive drug screen	CDC	Fifteen (15) days segregation
48	Tampering with or altering urine sample	CDC	Fifteen (15) days segregation
49	Giving, offering any person or staff a bribe	CDC	Thirty (30) days segregation
50	Failure to return razor	CDC	Fifteen (15) days segregation

All violations will be investigated by a Correctional Facility Supervisor.

All sanctions listed herein are for first offenses. Subsequent violations will result in progressive discipline measures.

Any violation of rules that result in a guilty verdict by the disciplinary board will result in loss of good conduct time for the month (CS § 3-709).

Additional violations or severity of violations may result in loss of ALL good conduct time earned.

SECTION 10--GENERAL

10.1 COMPUTATION OF GOOD TIME

Most Inmates may earn up to but not in excess of ten (10) days' reduction of sentence in any one month for good conduct. For each calendar month an Inmate is not in violation of Rules and Regulations and maintains the cleanliness of the Inmate's immediate living area, the Inmate shall be allowed a deduction of ten (10) days from their sentence. Deductions shall be applied from the beginning of Inmate commitment and continue as applicable for the duration of the commitment. Inmates incarcerated less than a full month shall have their time calculated on a pro-rated basis for that portion of a calendar month.

Note: Sentences for some crimes of violence are not entitled to 10 day diminution of sentence.

For each full calendar month an Inmate works on a work detail the Inmate shall be allowed a deduction of five (5) days from their sentence. Deductions shall commence on the first day of the work detail and be assessed on a pro-rated basis for any portion of a calendar month during which an Inmate is on a work detail. Therefore, one (1) day of deduction off the sentence for every six (6) days of work detail, up to a maximum of five (5) days per month is possible. The deductions shall cease upon release or termination of the work detail.

The Director may recommend certain work details or programs be designated as Special Programs (painting inside facility, polishing floors, etc.). For each calendar month an Inmate works on Special Detail, the Inmate shall be allowed a deduction of five (5) days off the period of their sentence. The deductions shall commence on the first day of participation and be pro-rated for any part of the calendar month during which an Inmate participates in the Special Detail. Therefore, one (1) day of deduction off the sentence for every six (6) days of Special Program participation, up to a maximum of five (5) days per month is possible. The deductions shall cease upon release or removal from the Special Detail.

Inmates committed by the Courts for the offense of Civil Non-Support are not entitled to diminution of sentence. The Courts or Family Support Division may authorize release at any time should the Inmate satisfy the Court Order or pay all or part of their arrears. Inmates convicted of a sex offense against a juvenile are not entitled to diminution of sentence.

Inmates who are incarcerated in lieu of fine shall be eligible for merit deductions from their sentence, but any adjustments to the sentence based on partial payment must be recommended by the Courts with supporting documentation.

10.2 INMATE BULLETIN BOARD

Inmates must check and read notices on the bulletin board daily. Inmates may not post, remove or deface any item on the board. The Inmate Manual is subject to change, and any change or new procedure shall be posted on the bulletin board.

10.3 COUNSELORS

Counselors are available to help Inmates adjust to incarceration at the Facility and to explain the Procedures, Rules and Requirements. Inmates should maintain open and honest communication with Counselors, as these are the staff members most able to help Inmates with problems.

10.4 CORRECTIONAL PERSONNEL

The Shift Supervisor on duty has the full authority of the Director. If an Inmate has a problem concerning the directions of Correctional Personnel the Inmate should direct any questions to a Counselor or Shift Supervisor. Inmates shall follow Correctional Personnel instructions at all times.

10.5 INMATE FUNDS

Inmates may not have funds in their possession. During Intake, the Inmate, witnessed by Correctional Personnel, shall deposit all U.S. currency on an Inmate's person into the Inmate's account in the Booking kiosk. Family and friends may deposit funds into an Inmate account by calling 1-866-345-1884 or placing funds in the kiosk at the Facility.

An Inmate Commissary Account is not a personal checking account. Inmates may obtain funds from this Account for Court-ordered obligations only, by submitting a request to their Counselor.

Any balance of the account shall be paid to the Inmate within fifteen (15) business days after release. The payment shall be made by check and mailed to the address on file provided by the Inmate during Intake. Any checks returned shall be redeposited into an Inmate's account and held for up to thirty (30) days. If a new address has not been provided within those thirty (30) days, all unclaimed funds shall be deposited in the Inmate Trust Fund.

Funds not claimed within thirty (30) days of release shall be deemed abandoned and shall be deposited in the Inmate Trust Fund.

10.6 COMMISSARY

Inmates (except weekend only Inmates) may place orders for Commissary items on Saturday and Sunday at the Commissary kiosk. Deposits must be made prior to the placement of the order. Orders shall be processed only when the required funds have been deposited. Commissary orders shall be entered into the kiosk and the monies due shall be automatically deducted from the Inmate's account. Commissary shall be distributed on Fridays. Inmates should check their packages in the presence of the officer distributing the Commissary, resolving any discrepancies prior to returning to their tier. Inmates shall sign the acknowledgement form indicating that they received their Commissary, that their account was charged, and the balance in the Inmate's account minus the expenditure for the most recent Commissary purchase. Inmates may not possess Commissary items in excess of one (1) weeks' allowable purchase. The Commissary Officer may limit any item that appears to be excessive.

Inmates due to be released within six days should not place Commissary orders. When an Inmate is released prior to receiving a Commissary Order, the Inmate has seven (7) days from the date Commissary orders are distributed to pick up the Inmate's order. Orders not retrieved after seven (7) days shall be donated to Indigent Inmates or disposed of at the Director's discretion.

10.7 INDIGENT INMATES

All Inmates shall be issued hygiene articles and institutional clothing at Intake. Indigent Inmates shall be allowed postage for 3 letters per week. An Indigent Inmate may also receive paper, envelopes, a pencil, toothpaste, soap, toothbrush, and a comb upon submitting a Commissary Order for an Indigent Kit. A negative balance in the Inmate's individual Commissary account shall be satisfied whenever funds are deposited. Indigent mail shall be collected every Thursday to be taken to Administration for postage and mailing.

10.8 PROCEDURES

The Director may, subject to the approval of the Sheriff, establish any procedures necessary to operate the Facility. Any new procedure shall be posted for Inmate information.

10.9 WEEKEND INMATES

Inmates sentenced to Weekend incarceration at the Facility shall pay the Sheriff a Room and Board fee calculated on a sliding scale. Any Weekender who fails to pay the Room and Board Fee shall be reported to the Sentencing Judge and be subject to Court action. All Weekend Inmates shall be governed by the established Policies and Procedures of the Cecil County Facility.

10.10 VISITING

Inmate visiting shall take place on Saturdays. A visiting schedule shall be posted on the tier.

In order to establish suitability for visiting privileges, the Facility must collect information for each prospective visitor ("Applicant"). Only approved persons who are placed on an Inmate's Visitor List may visit the Inmate. In order for a person to be placed on the Inmate's Visitor list, the Inmate must obtain an "Inmate Visitor Application" (CCDC Form DC-WS-10) from the Counselor and complete the form, or forward the form to the prospective visitor for completion. **At Intake, each Inmate shall receive one "Inmate Visitor Application" to be completed identifying desired Visitors. Additional applications may be obtained by written request to the assigned Counselor. "Inmate Visitor Application" forms may not be picked up at the Facility by family or friends. Completed "Inmate Visitor Application" forms shall be accepted at the Facility in person or via mail.** The Facility must receive the form for processing at least five (5) business days prior to Visitation (Saturday). Each Inmate may place up to three (3) persons on the Inmate's list of approved Visitors.

Applicants may be denied visiting privileges based on the following criteria:

- a. The Visitor Application contained inaccurate information.
- b. The applicant is under the age of 18 and without a parent or legal guardian.
- c. The applicant has been incarcerated at the Facility within the last 12 months.
- d. The applicant has active arrest warrants.
- e. The applicant has a protective order placed on the Inmate they are requesting to visit.
- f. The Inmate has a protective order placed on the applicant.
- g. Any safety or security reasons as determined by an Officer.
- h. Any violation of rules or regulations posted in visitation area or on the Sheriff's Office website.

NOTE: Any applicant who has spent one (1) night or more in the Facility within the last twelve (12) months shall be denied visiting privileges.

Visitors shall follow Cecil County Correctional Facility Visitor Rules and Regulations at **ALL** times while on Facility grounds. Failure to do so may result in the termination or denial of visiting privileges.

No person may visit an Inmate without first going through the approval process and being listed on the Inmate's visiting list.

Social Visitation shall be in the designated closed Visiting Area.

Inmates are restricted to a single ½-hour visit per Visiting Day.

All Visitors must be 18 years of age or older and have a government issued I.D. Minors (under 18 years of age) need not fill out an application; but must be accompanied by a parent or a legal guardian. The parent or legal guardian must also possess and produce a valid birth certificate naming them as a parent or legal documentation proving legal guardianship. Up to three (3) minors are permitted with one adult.

LAST PAGE OF INMATE MANUAL

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Center Director