

This guide is designed to inform family members and friends of incarcerated individuals what to expect when contacting or visiting the Cecil County Correctional Facility.

INTRODUCTION

The Sheriff of Cecil County, by law, is responsible for the Cecil County Correctional Facility located in Elkton, Maryland. The facility is divided into two divisions, the Detention Center and Community Corrections Center. A Director and Deputy Director have been appointed by the Sheriff to oversee the daily operations of the Detention Center. A Director has also been appointed to oversee the daily operations of the Community Corrections Center. To assist family members and friends after hours, a Supervisor is available by calling (410) 996-5801.

ADMINISTRATION

The Administrative Offices of the Cecil County Correctional Facility are open Monday through Friday (excluding holidays) between the hours of 8:00 a.m. and 4:00 p.m. For information, please call (410) 996-5800.

TELEPHONE ACCESS

Newly incarcerated inmates will be provided several opportunities to place collect telephone calls in an effort to post bond and/or to notify their loved ones of their situation.

Once an inmate has received their housing assignment, (excluding segregation status), within the Detention Center, calls may be made between the hours of 8:30 a.m. until 11:00 p.m. Inmates classified to Community Corrections may place calls between the hours of 8:00 a.m. and 10:00 p.m. Phone accounts will be established for each inmate. Family and friends may add funds to an inmate's telephone account by calling Securus at 1-800-844-6591.

If you do not wish to receive calls from an inmate at the Correctional Facility, you may block the call when it is received by using the touch tone pad on your telephone, or by calling Securus.

It is the policy of the Cecil County Correctional Facility that staff members are prohibited from accepting and passing messages to inmates.

COUNSELING SERVICES

While incarcerated, each inmate will be assigned a Counselor who may assist them with; institutional adjustment, housing assignment, work details, educational and occupational programs. Those in Community Corrections will also receive assistance in obtaining employment and various other classes and life skills training beneficial to the inmate upon release.

MAIL

There is no limit on the amount of mail an inmate may send or receive. However, inmates may only possess a maximum of ten (10) items of personal mail, two (2) publications, and five (5) photographs, no larger than five (5) inches by seven (7) inches in size at any one time. Publications must be mailed from the publisher directly. All mail will be opened and screened to ensure the safety, security and control of the Facility. Any questions may be directed to the Administrative Offices at 410-996-5800.

Mail **may not** be dropped off at the Facility. It must be addressed to a specific inmate, and must contain the following address:

(Inmate's Name)

Cecil County Correctional Facility
500 Landing Lane, Elkton, Maryland 21921

Personal Mail 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: 1.) Homemade/handmade; 2.) Those which do not contain the name and address of the sender; 3.) Those that are defaced, altered, watermarked, stained, or contain perfumes, cosmetics, bodily fluids, or stickers of any type, including return address labels; 4.) Any marked using paint, crayon or indelible and felt markers, and; 4.) Any that relate to a subversive organization, association, group or gang, or which contain nudity or describe sexual acts/activity.

Photographs will only be accepted in an envelope clearly marked "PHOTOS" or "PHOTOGRAPHS" with no more than five (5) photographs in the envelope. No other correspondence may be included in the envelope. The photographs may be any size up to five (5) inches by seven (7) inches and must be on commercially produced photo paper. They cannot contain nudity or describe sexual acts/activity. Polaroid's, plastic pocket cards, or identification cards are prohibited. The inmate will be given only the photographs.

ALLOWABLE ITEMS

Due to security, safety and space constraints, it is necessary to limit items received from outside the Correctional Facility. Items necessary for the inmate's personal hygiene may be purchased through the Commissary kiosk and paid for by funds placed in the inmate's established account. Allowable items are subject to change. If you are unsure as to whether or not the items you wish to send are authorized, please call before you send them.

INMATE FUNDS

Upon incarceration, all monies the inmate has in their possession will be documented and forwarded to the Business Office for placement into the inmate's account. To place funds on your family member's /friend's account, you must call 1-866-345-1884 or visit the internet at www.inmatedeposits.com. You may also place funds on an inmate's account by using the kiosk located at the main Visiting Area of the facility. There is a \$4.00 service charge for using the kiosk.

An inmate may authorize payment for items purchased for Commissary, haircuts, and/or doctor visits from his/her established account. An inmate may release funds from his/her account for legal fees, bond, etc., only, after a written request has been submitted through their respective Counselor and approved by the Business Office.

Upon the inmate's release from the facility, it will be **their** responsibility to contact the Business Office to determine whether or not there is an available account balance. After (30) thirty days, all funds not retrieved by the individual will be relinquished to the County as unclaimed property.

BOND INFORMATION

When a person is arrested, he/she will be taken before a District Court Commissioner. If a bond amount has been established but not posted, a judge will review the bond the next day that court is in session. At that time, the judge may reduce the bond amount, or allow the individual to be released on his/her own recognizance. If a person is arrested on a Circuit Court warrant, he/she will remain in custody until such time a Circuit Court judge has an opportunity to review and set bond.

When a bond amount has been established, it may be posted at the District Court of Maryland for Cecil County Commissioner's Office at 170 East Main Street, Elkton, Maryland 21921. You may reach the Commissioner's Office by calling (410) 996-2725.

VISITING

Visitation serves an important aspect in preserving the relationship between inmates and their families. However, visitation is a privilege, not a right, and is subject to the rules, regulations, and procedures of this facility established by both Directors of the Detention Center and Community Corrections Center. Visitation is allowed each Saturday for male and female inmates housed in the Detention Center. Visitation for male inmates housed in the Community Corrections Center is conducted each Saturday, and female inmate visitation is conducted each Sunday.

All visitors to both the Detention and Community Corrections Centers must be at least 18 years of age and be able to produce a government photographic identification card. Children under the age of 18 must be accompanied by a parent or legal guardian, who is responsible for the care and control of their children.

All visitors must adhere to all rules and regulations established by each center. Your conduct must be in a manner that is not offensive to other visitors and proper attire is required. Failure to comply with any of the rules and regulations may result in your privileges being revoked.

Without notice, visitation is subject to cancellation for reasons of security concerns within the facility and/or inclement weather.

INMATE SEXUAL ABUSE

The Cecil County Correctional Facility has zero-tolerance for behavior with an inmate that is unduly familiar or sexually abusive. Sexual acts between inmates, staff, Correctional employees, agency vendors, and volunteers, etc., is prohibited and violates the federal Prison Rape Elimination Act of 2003 (PREA). Inmates are prohibited from engaging in sexual conduct or personal dealings of any type (even consensual acts), with other inmates, staff, Correctional employees, agency vendors, and volunteers, etc., while in the custody of the Cecil County Sheriff's Office.

DUTY TO REPORT

If you are aware of any information regarding sexual abuse and/or harassment within the facility, please report this abuse immediately. All reports will be handled confidentially and victims will have the choice whether or not to pursue criminal charges. Reports may be made but are not limited to the following:

- Counselor
- Officer
- Medical / Mental Health Employee
- Written Notice to the Director
- Cecil County Sheriff's Office (410) 996-5500
- Elkton Police Department (410) 398-4200

RETALIATION ZERO TOLERANCE

Reports of retaliation may be made in the same manner as allegations.

Cecil County Correctional Facility
500 Landing Lane
Elkton, Maryland 21921
410.996.5800
www.cecilcountysheriff.org

CECIL COUNTY CORRECTIONAL FACILITY



FAMILY & FRIENDS GUIDE

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