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# PATUXENT INSTITUTION

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## Inmate Handbook

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TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
Chapter I - <u>History and Purpose</u>	3
Chapter II - <u>Statement of Philosophy</u>	5
Chapter III - <u>Admission Procedures</u>	7
Chapter IV - <u>Program Descriptions</u>	9
A. Graded Tier System	9
B. Unit Treatment Team System	10
C. Total Treatment Program	10
1. Psychotherapy	10
2. Medical Services	11
a. Sick Call Procedures	11
3. Education	12
4. Vocational Training	13
5. Recreation	13
6. Religion	13
Chapter V - <u>Program Assignments</u>	14
Chapter VI - <u>Privileges</u>	17
A. Mail	17
B. Visiting	18
1. Visiting List	18
2. Visiting Hours	19
3. Number of Visits	19
4. Other Visits	19
a. Special Visits	19
b. Attorney Visits	20
c. Clergy Visits	20
d. Visits by Public Officials	20
e. Visits by Media	20
f. Hospitalized Inmates	21
g. Visits for Inmates on Disciplinary or Administrative Segregation Units	21
C. Property and Possessions	21
D. Commissary	22
E. Welfare	22
F. Tier Privileges	23
G. Telephone Privileges	24
H. Religious Activities	25

Chapter VII -	<u>Institutional Board of Review</u>	28
Chapter VIII -	<u>After Care Program</u>	29
Chapter IX -	<u>Inmate Advisory Council</u>	30
Chapter X -	<u>Administrative Segregation Regulations</u>	32
	A. Admission Procedures	32
	1. In need of Protective Custody and/or Emotionally Upset	32
	2. Expressing Repeated Violent or Potentially Violent Behavior	33
	B. Programs	34
	1. Medical Programs	34
	2. Treatment Programs	34
	3. Religious Observance	35
	4. Recreational Program	35
	C. Tier Operation	35
	D. Operational Unit	36
Chapter XI -	<u>Volunteer Services</u>	38
Chapter XII -	<u>Emergency Procedures</u>	39
Chapter XIII -	<u>Inmate Grievance</u>	40
	A. Internal Grievance Procedure	40
	1. Complaint Procedure	40
	2. Investigation and Resolution	40
	3. Inmate Grievance Commission	40
	4. Communication of Procedures	40
Chapter XIV -	<u>Inmate Grievance Commission</u>	41
	A. Introduction	41
	B. Complaint Filing Procedures	42
	C. Filing Deadline	43

## PATUXENT INSTITUTION INMATE HANDBOOK

FEBRUARY 1988

## INTRODUCTION

This handbook has been prepared for you to acquaint you with the Patuxent Institution, its history, purpose, regulations, and procedures. You should also look at a copy of Article 31B, the law which governs the Institution.

There was a time when men were sent to Patuxent Institution and confined here against their will. That has changed. Now Patuxent accepts and treats only men who want to stay here. That is the first choice you have to make. You have to ask yourself: "Do I want to stay here?" If you do not, all you have to do is write to the Director and ask for a transfer. Your request will be honored. If you do want to stay here, you will be examined by the staff of the Institution to see if you are an "Eligible Person," as defined by Article 31B.

When you arrived at Patuxent, you were assigned to a Unit. There are four Units in the Institution. Each Unit has its own assigned living areas and during your stay in the Institution (males will be living with males and females will be living with females in separate buildings) on the same Unit as yourself. Each Unit has its own staff of psychiatrists, psychologists, and social workers. These are the people who will be evaluating you, treating you, and helping you. You will probably meet your social worker first but, soon after, you will be meeting all of the Unit staff. If you have questions or problems, contact your social worker or your Unit Chairperson.

The Correctional Officer on your tier will work with you, and you can go to him with any problems you may have. If he is unable to give you the help needed, he will assist you in getting in touch with the staff person who can.

This handbook will tell you about rules, regulations, and procedures in the Institution. Your copy of Article 31B will help you to understand what the Institution can and cannot do. Please read this Handbook all the way through. Your understanding of the information contained in the Handbook will help you to make a better adjustment. If there is something you don't understand, any member of your Unit will try to explain it so that you do.

In general, the entire staff of this Institution has but one purpose; to help you help yourself so that you don't ever have to be in prison again. We'll do our part. We hope you do yours.

## Chapter I

### HISTORY AND PURPOSE

Patuxent Institution first came into being in 1951, when the Maryland Legislature passed an act known as the Defective Delinquent Statute (Article 31B). Under that law, men who were considered to be particularly dangerous to society could be committed to Patuxent and treated at Patuxent for an indeterminate period of time. The Institution operated under that law until July 1977 at which time a new Article 31B went into effect. The Defective Delinquent Statute no longer exists. You are here under the new law.

The new Article 31B allows the Institution to treat and try to rehabilitate people who have been convicted of crimes and who want to be rehabilitated. Patuxent Institution is not a part of the Division of Correction, but it does function under the Secretary of Public Safety and Correctional Services.

Though you may have been sent to Patuxent by a court or another Institution, your participation in Patuxent programs must be completely voluntary. You have an absolute right to request transfer from Patuxent at any time you choose, and your request will be honored. However, you do not have the right to choose the Institution to which you transfer. When you leave Patuxent, you will be reclassified by the Division of Correction and sent to an Institution of their choice.

You must also understand that the staff at Patuxent does not have to accept you even if you want to stay. You must be an "Eligible Person," as defined in Article 31B.

One big difference between Patuxent and the Division of Correction is that Patuxent has no connection with the Maryland Parole Commission and the Division of Parole and Probation. Patuxent has its own paroling authority through the Institutional Board of Review. The Board of Review will review your case every year no matter what your sentence is. The Board has its own power to parole you. The Board also has the power to find you no longer "eligible" and return you to the Division of Correction. This means that once you agree to stay at Patuxent and Patuxent agrees to accept you, you must continually put forth your best effort if you want to stay in the program.

Those of you who stay at Patuxent will find Patuxent different in many ways from other prisons. It is a "total

treatment" Institution, which means that almost all of your daily activities will be under the guidance of the treatment specialists on your Unit. In this Institution, both classification and disciplinary hearings are seen as treatment functions rather than custodial functions. The correctional officers, however, are quite important. In addition to the usual duties of the correctional officer, which include responsibility for the security of the Institution and the safety of both inmates and personnel, they also act as advisors to the Unit Treatment Team. The Unit will rarely make any decision which affects you without consulting first with custody.

"Total treatment" also means that everything you do in the Institution is important; whether or not you go to school; whether or not you try to learn a trade; the ratings you get on your Institutional job; your behavior and whether or not you get tickets; and how you use the whole program will determine how fast you move through the Institution. If you get a lot of tickets, you may be considered for a return to the Division of Correction. But just being good and staying out of trouble won't get you parole. Just doing well in psychotherapy won't get you parole. Everything has to work together.

## Chapter II

## STATEMENT OF PHILOSOPHY

Patuxent Institution, its staff, and its programs have two aims: (1) to return you to society and (2) to keep you from getting into trouble again. The programs are available to you, and your participation in the programs is a necessary step in your return to society. How you participate and try to help yourself is very important, since your attempts to help yourself are the key which unlocks the gate to society. Only you can do this! The programs and personnel are designed to help you help yourself!

When you are accepted into the Patuxent program as an "Eligible Person," you remain at the Institution as long as your Unit Treatment Team and the Board of Review feels it is necessary, up to the limits of your sentence. Since people learn and improve at different rates, returning to society depends on each individual and his rate of improvement. If you are sincere in your efforts to understand yourself, you can expect to return to society more quickly. Every employee is eager to help you do this. They will guide and assist you if you will let them do so. If you try to fool yourself and others and not try to understand yourself, it is possible that you will remain here a long time. Even then, the staff will try to help you, but only you can make the effort to change your actions and yourself.

[illegible]



member. The therapeutic application of the rules is made in terms of the individual and his relationship with the community in which he lives. Your progress and your behavior in our community are involved in all decisions made about and with you, in the hope of returning you to society as quickly as possible.

The law requires that recommendations of the Board of Review be group decision-making procedures. This group decision-making concept extends into the operation of our community. Classification, discipline, and recommendations for status are all group decision-making processes utilizing the Unit Treatment Team. The authority to make decisions is not given to a single individual except at the highest level; the Director of the Institution or delegated authority, an Associate Director. However, even the Director of the Institution does not have the authority to recommend acceptance or release status; only those groups specified by the statute have this authority.

## Chapter III

### ADMISSION PROCEDURES

It is assumed that all individuals come to Patuxent Institution because they want to receive treatment here. Hopefully, you have recognized that your life is in need of improvement and have decided to make the changes necessary to help you become productive, crime-free citizens. Although the court in which you were sentenced may have recommended that you come to Patuxent Institution, the final decision concerning this matter belongs to you. Likewise, no matter what the staff members think best for you, your transfer here came by your own choosing. If this was not the case and you do not wish to be here, notify the Director immediately. You will be returned to the Division of Correction to continue serving your sentence. While you are here, all good time and work allowance you may earn will be credited towards your sentence, whether you are awaiting transfer or not.

Upon arrival at Patuxent Institution, you will be assigned to an Examination/Evaluation Team composed of a psychiatrist, psychologist, and social worker. During your orientation interview, you will be notified of the Treatment Unit to which you have been assigned and the particular staff members comprising it. As part of the diagnostic process used to determine whether you are eligible to gain admission, you will be examined by a medical doctor and given a complete physical examination.

Each member of the Evaluation Team (psychiatrist, psychologist, social worker) will meet with you separately and conduct an interview. During your first Diagnostic Tier Counseling, you will be informed that your presentation/participation at tier counseling (approximately three to four months) will be a part of your evaluation/examination. It is, therefore, extremely important that you conduct yourself constructively and participate fully in all the activities available during your evaluation.

When the above procedures have been completed, (examination by Team, collection of appropriate data and sufficient tier counseling sessions) the Examination/Evaluation Team will meet and discuss the findings made by the professional staff assigned to conduct the various examinations. The Team will make a recommendation and forward an evaluation report to the Associate Directors. After the Evaluation Report is completed the Evaluation Team will meet with the Associate Directors, who will review the reports and conduct

a formal vote consisting of the three (3) Associate Directors and the three (3) members of the Examining Team.

If in their opinion, you are not an "Eligible Person," you will be returned to the Division of Correction to continue serving your sentence, receiving credit for good conduct and work time, if indicated. If, on the other hand, you do meet the definition of "Eligible Person" (as defined in Section 1 of Article 31B), you will be allowed to participate in our program. You will be notified as to the outcome. Keep in mind, however, that from this point forward your privilege to remain at this Institution will be based upon your progress within our program. Should you begin to abuse or ignore your treatment, you will be transferred back to the Division of Correction. Similarly, should you reach a point where you no longer wish to continue your treatment at Patuxent Institution, you may initiate your transfer by notifying the Director.

The diagnostic phase is the first and one of the most important procedures you will encounter at Patuxent Institution. Its purpose is to assure that you are given a fair and objective opportunity to receive the benefits of your treatment program. If you are truly sincere about gaining admission into this Institution, you will treat this aspect of the program with respect and cooperation.

## Chapter IV

### PROGRAM DESCRIPTION

All the programs and processes developed by the staff of Patuxent Institution have been designed with you in mind. As you move through the Institution and become more and more involved in the various programs, you will realize that you can utilize these programs to help you in your growth and rehabilitation. Following is a description of the programs open to you:

#### A. Graded Tier System

1. The Institution employs the "Graded Tier System" as a rehabilitative tool and as a means of giving recognition to those men and women who warrant such recognition. As you demonstrate good behavior and give evidence of personal growth, you will be promoted within the Graded Tier System and receive more responsibility, freedom, and privileges. There are four "tier levels." The first (or beginning) level contains the basic privileges and responsibilities granted to a man or woman in the Graded Tier System. The fourth (or highest) level has the most privileges and the most demanding responsibilities.
2. When you first arrived here you were assigned to a "receiving tier" or to a first level tier. Tier level promotion is directly related to your personal growth, willingness to take advantage of available programs, and motivation for continued maturity.
3. The basic privileges of each level are subject to change, and you will receive a booklet describing each level. There are minimum time requirements for various tier promotions. You must be on a first level tier for at least thirty (30) days with good behavior before you are eligible for promotion to the second level. You must be on a second level tier for ninety (90) days with good behavior before you are eligible for the third level. You must be on a third level tier for six (6) months with good behavior before you are eligible for the fourth level. When you receive a promotion, it will be because your Unit Treatment Team believes your behavior and progress have warranted it.

You are not moved just because you have spent the minimum time on the tier or are infraction free. The above is a minimum time you must be on any level for promotion. There is no maximum time.

## B. Unit Treatment Team System

1. The Unit Treatment Team System is a major treatment program which divides the Institution into four smaller Treatment Units. Each Unit is composed of one first level tier, one second level tier, one third level tier, and one fourth level tier. Each Unit has a Treatment Team that includes psychiatrists, psychologists, social workers, and other staff personnel. The team meets regularly with the men on their first, second, third, and fourth level tiers to discuss matters of personal and general interest. The basic purposes of the Unit system are to increase inmate/staff contact and to intensify and improve the overall rehabilitation program of the Institution.
2. Upon your arrival here, you were assigned to one of the Treatment Team Units. From then on, all classification, job assignments, promotions, demotions, status recommendations, and other special requests will be handled by the Unit staff. If you are found to be an Eligible Person, you will be placed in psychotherapy with one of the staff members on your Unit. Your overall behavior and progress in the Institution will be reviewed by your Unit Team and any changes in your Institutional status will be made by them.

## C. Total Treatment Programs

The main function of Patuxent Institution is your treatment and rehabilitation, and the total treatment program is designed for this purpose. Participation in any program is voluntary and it is expected that you will become involved in those programs that best suit your individual needs. By putting forth your best effort and ability in the program, you will eventually move yourself toward being released. Thus, you hold the key to your own future by participation in the Institutional program. The following are all part of the total treatment program:

### 1. Psychotherapy

- a. Individual or group therapy with a profes-

sional staff member is offered to all Eligible Persons. It is designed to help you better understand yourself, resolve your conflicts, and improve your overall adjustment, and is therefore considered one of the most important programs in the Institution leading to release.

- b. Tier counseling can be adjunct to psychotherapy in that you have another opportunity to express your conflicts and feelings, but this time with the help of all those with whom you live and with all your treatment staff present. It enables each staff member to become familiar with all the men and women on the Unit and each man or woman to become familiar with each staff member on the Unit.

## 2. Medical Services

The Institution has an Infirmary staffed with nurses and a physician. It is well equipped to handle sick call and other cases which may require medical care. In the event of an emergency after working hours, a physician is on call twenty-four (24) hours a day and, if needed, the inmate will be transferred to a hospital in Baltimore. The Institution also provides consultants in various medical specialties and a dentist for dental care.

### Sickcall Procedures

- A. The sickcall procedure will function in the following manner:

- 1. On the day before your building's scheduled sickcall, each inmate will fill out a Sickcall Request Form and will drop the form in the Sickcall Request Box which will be located in Tunnel Two by the Inmate Dining Room. This box will be marked with a red cross to highlight its use.
- 2. The Sickcall Request Form must be in the box by NOON on the day before your scheduled sickcall. The form must have the inmate's name, number, tier location, date, and a clear and SPECIFIC medical treatment request (dizziness, chest pain, etc.). NOTE: THOSE WHO MAY HAVE A PROBLEM FILLING OUT THE SICKCALL REQUEST FORM SHOULD SEEK HELP AS NEEDED.

3. An institutional P.H.P. Staff Member will pick up the request forms from the box and date stamp all deposited forms.
4. The institutional infirmary will compile a list of those inmates who will be seen on their scheduled sickcall day and will ensure that a copy is sent to the Captain's Office.
5. On the day of sickcall, passes will be given to you by your tier officer or job supervisor.
6. Scheduled sickcall days are as follows:  
 Monday-----D/C Building (Patuxent Pop.)  
 Tuesday-----D/D Building  
 Wednesday--Physicals  
 Thursday---D/C Building (D.O.C. Pop.)  
 Friday-----D/D Building
7. Those inmates who are on Administrative Segregation, Disciplinary Segregation, are seen by a P.H.P. Physician's Assistant at least twice a week on Monday, Wednesday, or Friday at 7 p.m.
8. Emergencies will be handled on an immediate response basis.

### 3. Education

The education program in the Institution is a wide range program designed to meet your individual educational needs. Courses are offered from remedial education in basic skills through eighth grade certification on through high school. Preparation for and administration of the High School Equivalency Examination is available. Also offered are college programs. An affiliation with the Community College of Baltimore provides courses leading to an Associate of Arts Degree and certification in air conditioning and refrigeration; Morgan State University provides courses leading to a Baccalaureat Degree; Howard Community College provides instruction leading to certification in house construction. Also provided are extension services with Loyola College, the University of Maryland, and other colleges, plus correspondence courses with centers of higher education.

#### 4. Vocational Training

- a. The Institution offers a wide range of vocational training which is designed to help you learn a marketable trade for your ultimate return to society. The vocational program includes classroom theory, formal training in basic skills, and on-the-job training.
- b. Vocational Shops offers courses in air conditioning and refrigeration, automobile mechanics, service station attendant, service station mechanics, barbering, carpentry, house construction, blueprint reading, masonry, plumbing, electricity, drafting, and welding. A course in basic computer concepts is offered, as well as advanced training in office management technology.

#### 5. Recreation

A year round recreation program is supervised by a staff of recreation specialists and provides participation in all major sports and a number of other secondary recreational activities. Intramural team sports have also been organized, and an excellent gymnasium and recreation yard are available. There are also scheduled contests in baseball and basketball with teams from other correctional institutions and with teams from the community. Recreational activities on the various tiers include hobbies, television, and group activities such as card playing, dominoes, ping pong, pool, etc.

#### 6. Religion

The religious program is designed to meet the spiritual needs of interested men. All major religious denominations are recognized and religious services are a regular part of the Institutional schedule. Religious counseling and family and community contacts are also part of this program.



## Chapter V

## PROGRAM ASSIGNMENTS

- A. In order to better achieve the goals of our Total Treatment Program each Unit Treatment Team has its own classification committee, which has the responsibility of promotions and demotions within the Graded Tier System of the particular Units and assigning you to various work details, educational activities, and security levels. We recognize that in order to gain the most benefit from the Institution, you must be evaluated by staff members who are directly involved in your treatment program and aware of your background, personality, present functioning level, potential functional level, vocational and academic needs. Work assignments and security levels must also be made in a manner which takes into account your current level of development.
- B. The Progress Review Committee is made up of the Unit Treatment Team--psychologist, psychiatrist, social workers--plus the academic instructor assigned to your Unit; a senior officer from the security force; and a representative from the Legal Records Department. Therefore the committee is composed of at least six, usually eight, sometimes ten people; each of whom has direct knowledge of those inmates assigned to the Unit.
- C. With only minor differences among the Units, The Treatment Team utilizes the weekly and bi-weekly tier meetings to encourage each individual to develop a program for himself or herself and voice his or her choice for work assignments, vocational training, etc. These meetings offer a chance for you and the team to discuss your reasons for developing a certain program and for making certain requests. If the program or requests are unreasonable or unworkable, different plans are discussed; with the practicality of the plan and its therapeutic value receiving strong consideration. These discussions also have the added value of allowing you and the Treatment Team to better know and understand each other.
- D. Having these requests along with other information at their use, each Unit meets regularly to discuss work assignments, requests, and other matters. Each request is considered on its strong points, practicality, and therapeutic value. The final decision is given to you after it has been approved and published. You will then have the opportunity to discuss the reasons behind the decision and give further explanation for

reconsideration in the event your request was denied.

- E. Work assignments are varied. They carry their own responsibility, regardless of security status, and touch each aspect of the Institution's functioning. Regardless of which job you are assigned, you are expected to perform your duties in a responsible manner. Your ability to do so will be taken into account when your Unit considers you for promotion within the Graded Tier System.
  
- F. As you move through the different levels, you will be expected to assume greater work responsibilities. These work assignments cover the entire Institution. Thus, assignments are made as "assistant instructors" in various vocational shops or the occupational therapy shop; as workers in various maintenance shops; as clerks for the Captain's Office, Library, or Recreational Department; as helpers in the Identification Department, or school; and as workers on the grounds detail. The Kitchen also offers a multitude of jobs. With this wide range of work assignments, you can develop or improve upon your skills. You have the opportunity to function as a plumber, carpenter, masonry worker, electrician, clerk, printer, photographer, librarian, barber, baker, butcher, cook, recreational aide, welder, sheet metal worker, painter, automobile mechanic, stationary engineer, etc.
  
- G. The work assignments give you a certain degree of freedom of movement within the Institution indicated by a security status. An assignment confined entirely within the buildings carries a Maximum security. Inmates with this classification are restricted to the interior of the buildings and are permitted outside the buildings only in approved recreation yards with full security supervision. This classification applies automatically to all new arrivals and continues in force until other specific classification is approved. Inmates with Close security are permitted to have access to the general grounds of the Institution within the perimeter fence, during the day, except in the case of restricted security, which is determined by the Shift Commander on duty or in his absence, the senior Correctional Officer on duty. Assignments with duties outside the perimeter fence will only be performed by inmates who have status granted by the Institutional Board of Review.
  
- . Work assignments carry their own salary scale. The salaries are determined by a salary board and are periodically adjusted. Salary scales increase as assignments become more demanding and carry more

responsibility. Your team will advise you of salary scales for various assignments.

- I. The tier meetings, psychotherapy groups, work assignments, school and vocational placement, and general behavior all offer the Treatment Team a great deal of information about you. Each therapist, supervisor, school instructor, and academic instructor is required to evaluate you periodically and submit the evaluation for your record. These evaluations are all considered when you are to be promoted or demoted within the Graded Tier System. The Treatment Team weighs your performance against your level of development and your potential when taking each evaluation into consideration. With each promotion, continued improvement is expected. When this improvement is realized, you will be promoted. When the improvement is slow, erratic, or unstabilized, you will not be promoted. When there is a slip in your adjustment, or when there has been no improvement for a long period of time (assuming improvement is possible), then you may be demoted.

## Chapter VI

## PRIVILEGES

The basic privileges afforded at the Institution are available to all inmates. Extensions of these privileges are earned with increases in tier level status. Additional privileges for higher levels are contained in the booklet on Graded Tier Privileges.

A. Mail

1. All outgoing correspondence must bear your name and the return address of the Institution on the envelope. The return address is: Patuxent Institution, P.O. Box 700, Jessup, Maryland 20794.
2. You have the absolute right to send sealed letters to the following: any Court, Judge, Clerk of the Court, Attorney-at-Law, an elected or appointed official such as members of Congress or the Maryland General Assembly, Governor, Attorney General, Department of Public Safety and Correctional Services, the Commissioner of Corrections, the Inmate Grievance Commission and the Parole Commissioner. You may also send sealed letters to any staff member of the Institution. Any such mail will not be opened for inspection.
3. All other outgoing mail, except for mail which contains money request slips, may also be sealed.
4. All incoming mail will be opened for inspection before delivery to you, with the exceptions noted in paragraph 2 above. Mail from all other sources shall be subject to inspection for contraband.
5. All packages, incoming and outgoing, are subject to inspection. Packages may be received during authorized holiday periods as approved by the Director. Additional packages may be authorized during three (3) other periods of the year. The purpose of these periods is to allow you to have items sent into the institution that are authorized by PIR 220-3 and are not available in the inmate commissary. Mail room personnel will not accept any packages at the post office for persons who are not on the Unit scheduled to receive packages. Items that are in authorized packages which are contraband will be handled as unauthorized property as outlined in PIR 110-16.

6. If you desire to send money from your account with your letter, it will be necessary for you to forward the stamped envelope and letter together with the proper withdrawal slip to the Accounting Department. The Accounting Department will obtain the necessary check, enclose it, and see that it is mailed. Any check of \$100 or more must be processed in Annapolis, which may cause some delay.
7. All mail must have proper postage affixed to the envelope. If you don't have money for stamps, talk to members of your Unit.
8. You will receive written notice of any items confiscated from incoming mail. If you have any objections to an item being confiscated, you may appeal to the Director.
9. There shall be no additional restrictions placed on your correspondence while you are on disciplinary confinement.

B. Visiting

1. Visiting Lists

- a. Upon admission, each inmate will be given a visiting form to fill out with names, addresses, and relationship to the inmate, of persons from whom he wishes to receive visits. This list will be limited to fifteen persons. Any visitor who is sixteen years or older must be included on the visiting list or he will not be allowed to visit.
- b. The list will be submitted to your Unit Chairperson for approval and forwarding to the I.D. Room. If approved by the I.D. Room the list will be sent to the Main Gate where it will be kept and maintained. If the list is not approved, you will be notified immediately and the problem discussed with you.

- c. You will be permitted to make changes on your list two times a year. During the authorized change period forms will be made available which you must use to make changes on your visiting list. Notes and letters requesting changes will not be honored. This form must be submitted to your Unit Chairperson.

## 2. Visiting Hours

- a. Visiting is allowed during the hours of 9 a.m. to 11:30 a.m., 1 p.m. to 3:30 p.m., and 6:30 p.m. to 9 p.m. every day except for the following holidays: Easter Sunday, Independence Day (4th of July), Thanksgiving Day, and Christmas. All visits are generally for one hour's duration.
- b. At times, because of the large volume of visitors on any particular day, visiting time may have to be reduced to less than an hour. This decision is up to the discretion of the Shift Commander.

## 3. Number of Visits

The number of visits you may have each month depends of the tier level you have attained. While you are on the first level, you are limited to four visits in any one calendar month. Refer to the "tier privileges" section of the Handbook to determine the number of visits allowed on the other levels.

## 4. Other Visits

- a. Special Visits In cases of emergency or other unusual circumstances an inmate may request permission for visits at special times, additional visits for persons not on the inmate's visiting list, uncontrollable circumstances; e.g., distance which must be traveled by the visitor to visit the inmate. These requests will be made to the Unit Chairperson in writing. If the Unit Chairperson concurs with the inmate's request, a written request will be submitted to the Associate Director for Treatment and the Superintendent, with the Unit Chairperson's recommendation for approval. If the inmate's request is denied by the Superintendent, the inmate may appeal to the Director. Visits in the case of extreme emergency may be approved

through the senior custodial supervisor on duty. This method of approval shall only be used if there is no treatment personnel available. Special visits involving extra time will only be allowed Monday through Friday. All special visits will be counted as one of your regular monthly visits.

- b. Attorney Visits Visits from attorneys shall be permitted daily, from 8 a.m. to 4 p.m., and shall not count against the inmate's monthly allotment of visits. Attorneys wishing to visit at other times shall make prior arrangements with the Director or designee. Attorneys and their clients will be permitted to exchange legal material or material relating to pending or prospective cases. Such legal material must be inspected by the Shift Commander or designee before the exchange, for contraband only.
- c. Clergy Visits Approved members of the clergy shall be permitted to visit daily, between 8 a.m. to 4 p.m., and shall not count against the inmate's monthly allotment of visits. Clergy wishing to visit at other times shall make prior arrangements with the Director or designee.
- d. Visits by Public Officials Public officials shall be permitted visits daily, between 8 a.m. to 4 p.m., with the permission of the Director or designee. Any public official who wishes to visit a particular inmate must receive permission from the Director or designee. This visit will not count against the inmate's monthly allotment of visits.
- e. Visits by the Media Representatives of the media may visit the Institution and persons confined therein between 8 a.m. to 4 p.m. Permission for a visit shall be obtained from the Director or designee at least one hour in advance. The media representative must have written permission from the inmate. A media representative is defined as an employee of a publication which is published at regular intervals or a radio or television station or of a wire service or any person authorized by such publication, radio, television or wire service to gather news in its behalf. Such representatives must produce satisfactory evidence of such

employment or authorization and evidence thereof is subject to verification before admission to the Institution. Representatives of the media requesting a visit with any inmate shall conduct that interview in a regular visiting area unless otherwise approved for an alternative location by the Director or designee. Members of the press shall be allowed to utilize photographic, video, and/or audio equipment in any area visited, however, the media representative and the parent organization or corporation shall be responsible for securing any necessary releases from any persons photographed or recorded by any means. The use of any such equipment must be approved by the Director or designee. The provisions of this section apply to all persons confined in Patuxent Institution and to all areas of confinement. Visits to locations other than regular visiting areas require the approval of the Director or designee. The approval of the Director or designee shall not be arbitrarily withheld. Media representatives denied approval under this section may appeal such denial to the Secretary of Public Safety and Correctional Services.

- f. Hospitalized Inmates Inmates confined to the Institution Infirmary will receive their visits in the DC Visiting Room unless specifically contraindicated by the inmate's medical condition, which is determined by the medical director of the Infirmary, or designee. Visits conducted in the Infirmary will be limited to two adults and will be one half hour in duration, with officer coverage.
- g. Visits for Inmates on Disciplinary or Administrative Segregation Units Inmates assigned to disciplinary segregation units or administrative segregation units will have the same visiting privileges as inmates in the general population.

#### C. Property and Possessions

- 1. When you arrived at the Institution, you received a "Property Possession List" and an officer helped you sort what property you were permitted to keep. Personal property not permitted in your possession is sent out of the Institution at your own expense. If you cannot afford the mailing expense, arrangements can be made to have a



visitor of your choice pick up these items. The Institution will hold items of personal property such as wallets, keys, important papers, jewelry, and other valuables that are not of excessive size. Several times a year you are permitted to receive a package. If the contents of the package put you over the limits specified in the "Property Possession List," you must send it home.

2. You are not permitted to possess or carry money. All funds transferred with you on your arrival at the Institution are credited to your active account. All funds received by you while you are here are likewise entered in your active account, as is 90 percent of the money you earn through your Institutional job, (10 percent of your pay is placed in your reserve account for your use upon release). Money found in your possession is considered contraband and will be confiscated.

#### D. Commissary

A Commissary has been established where inmates can purchase articles such as tobacco products, toilet articles, sweets, and other items. The Commissary operates on an order basis and supplies a list of the items for sale and the cost of each item. You receive bi-weekly Commissary privileges. Orders may be placed by completing an order slip, which is checked against your active account to insure that you have sufficient funds to cover your order; if so, the order is then filled and delivered. If you do not have sufficient funds, your order will be adjusted to the limits that are covered by your fund. Prior to major holidays, special Commissary orders may be taken for items not normally stocked. The amount of certain items you can have in your possession at one time is limited. Consult your Tier Level Privilege Booklet and/or Commissary Possession Limits list for this information.

#### E. Welfare

If you are without funds and in need of necessary commissary items, they may be supplied to you without cost from the Welfare Fund. This fund is financed by your fellow inmates, not by the Institution. If you need assistance from this fund, fill out a Commissary Request Slip and write across the face of it "Welfare." Turn this request in at Tunnel #2 to the commissary supervisor on the day indicated each week. Your financial account will be reviewed and if you meet the requirements, you will receive assistance. Assistance usually is provided in the form of weekly issues from

the Commissary of items necessary for your general health and welfare.

#### F. Tier Privileges

The privileges related to your assigned living quarters depend upon your Graded Tier Level and your status in the Institution. Each group of living quarters is known here as a tier, and contains from 12, 20 or up to 34 cells. Each tier has a dayroom provided with a television viewing and recreational activities such as games, card playing, etc. You have been given a small booklet entitled "Tier Privileges" which explains the various privileges granted to each level. You may use the dayroom or you may stay in your cell during dayroom activities; however, you are not allowed to travel back and forth between your cell and the dayroom unless you are on an open tier. The privileges afforded a tier depend upon the manner in which the men accept the responsibilities that accompany the privilege. All four tier levels are allowed the items specified in the Property Possession List. Inmates on all but the first level may display on their cell wall certificates earned at Patuxent Institution. Third and fourth level inmates may display two paintings or pictures, and only fourth level inmates may have the following: floor mats; one wall cabinet, with or without mirror; one towel rack; one toilet paper rack; ceramic ash trays; locked drawer; and control of their own lights. Crafts are allowed on third and fourth levels only.

Most differences between tier levels pertain to housing unit privileges and Institutional privileges. The dayrooms of third and fourth levels may have pictures, paintings, upholstered furniture, hot plate, coffee pot; the dayrooms of fourth level tiers may have a pool table and aquarium. Playing cards are allowed on all tier levels, while ping pong tables are allowed on second, third and fourth levels. Two hobby cells are allowed on fourth levels, space permitting. Fourth levels have no lock-in time, no posted officer, no restriction on number of showers that can be taken between 6 a.m. and midnight (a bathrobe must be worn to and from the shower). The fourth levels may have an ironing board, iron, washer and dryer. Christmas parties and lawn visits are also restricted to fourth levels.

First level must lock-in by 10 p.m., second level by 11 p.m., and third level by 11:30 p.m. Lights out are 10:30 p.m. for the first level, 11:30 p.m. for second level, and no restrictions for third and fourth levels. First levels will have a one hour shower

period per day, second level two hours, third level three hours (a bathrobe must be worn to and from the shower). First level dayroom privileges are restricted to the time periods between 9 a.m. and 11 a.m.; 1 p.m. and 3 p.m.; 7 p.m. and 10 p.m. Second level dayroom privileges are restricted from 9 a.m. to 10:45 a.m.; 1 p.m. to 3 p.m. and 7 p.m. to 11 p.m. Third level dayroom privileges are open from 9 a.m. to 10:45 a.m.; 1 p.m. to 3 p.m.; and 7 p.m. to 11:30 p.m. except when there is no officer on the tier and/or the officer must take a count of the tier population. At these times, all inmates on the tier will go to their cells as soon as the officer orders.

Food in the dayroom is allowed on second, third and fourth levels. Fourth level inmates may have one visiting privilege daily while third level inmates are restricted to six monthly, second level to four monthly and first level also four. Special packages may be received by first and second level inmates four times a year (Christmas, Thanksgiving, July Fourth, and Easter). Third and fourth level inmates may receive a fifth package on Labor Day.

First level inmates are restricted to maximum security, second level to maximum and close, while third and fourth level men may be classified as maximum, close or status.

G. Telephone Privileges (PIR 250-2)

1. There are no pay telephones available for inmate use at Patuxent Institution. There are outside phones located in the Captain's Office for use of male inmates housed at Patuxent Institution. If the call is a local call, there is no charge to the inmate. All long distance calls must be made collect.
2. Inmates housed in either the D.C. or D.D. Buildings must submit a written request to their Unit Chairperson or designee. These requests should be limited to an emergency situation. In certain cases, requests to call family, close friends, or attorneys when legal access is required quickly will be accepted if there is reasonable justification in the opinion of the Unit Chairperson or designee. The request will be evaluated by the Unit Chairperson/designee, who, if they concur with the inmate's request, will submit the request to the Associate Director for Treatment or designee, with sufficient explanation and justification. If the request is approved by the Office of the Associate Director for

Treatment, it shall be sent to the Superintendent's Office, who will then forward it to the appropriate shift commander or designee. The shift commander or designee will be responsible for the implementation of the request. In an emergency situation in the absence of the Associate Director for Treatment/designee, where time is a factor, the shift commander or designee has the authority and responsibility for giving approval for an emergency phone call. He must document and justify this approval in writing to the Associate Director for Treatment/designee.

#### H. Religious Activities

The Institution and the staff recognize the right of each individual to his own personal religious beliefs and has formulated the following policy in regard to religious beliefs and practices:

1. Patuxent Institution recognizes the fundamental right of each and every inmate to freedom of religion and belief; and it shall be the policy of this Institution to encourage the broadest opportunities for religious belief and observance consistent with the operational capabilities of the Institution.
2. Staff members, employees, and volunteers participating in the programs of the Institution shall refrain from any disparaging attitude or remark concerning any inmate's religious belief; and shall refrain from making any attempt to have the inmate change his religious affiliation.
3. A volunteer Chaplaincy Committee made up of duly accredited representatives from various religious communities shall provide for serving the need of all inmates in matters of religion. Activities of such volunteers must, of necessity, be scheduled at a time and place when adequate staff supervision can be provided. The Institution reserves the right to determine the suitability of volunteers for services within the Institution. Under no circumstances will staff, employees, volunteers, or inmates be permitted to proselytize other inmates within the Institution. Hereinafter, Chaplain shall refer to a member or members of the Chaplaincy Committee or their approved designees.
4. Services conducted by approved volunteer clergymen shall be open to the general population, unless disapproved by the Director or

designee. All such services may be subject to supervision.

5. Inmates on the disciplinary and administrative segregation units may not attend nor conduct religious services. If inmates on these units who wish to see a Chaplain, they shall request such a visit by contacting the Shift Commander. Chaplains may visit individual inmates on these units by contacting the Shift Commander.
6. The Institution shall obtain from each inmate a record of his or her chosen religion, or lack thereof, upon entry into the Institution, and shall make such information a matter of record; thereafter, any inmate desiring to modify or change his or her religious affiliation shall make such request in writing to the Director or designee, who shall enter such change upon the record of the inmate.
7. Inmates shall be permitted to possess a reasonable number of scriptural or devotional books appropriate to their faith, and may also subscribe to a religious periodical. The purchase of such books and periodicals must be made through normal Institutional channels, as with the purchase of other books and periodicals. Permission to purchase, and determination of reasonable quantity, may be related to the inmate's placement in the Graded Tier System of the Institution.
8. The Institution recognizes that certain faiths have religious guidelines or obligations regarding dietary matters. It is widely accepted by major faiths that persons under involuntary restraint are released from the accepted standard of dietary regimen by virtue of their involuntary restraint. In an institutional setting, special dietary restrictions or substitutions are not possible, nor is special preparation, utensils or services. It is administratively impossible to meet religious dietary restrictions. Inmates have the option to abstain from eating those foods served to the general population which they believe to be prohibited by their religion. Inmates abstaining from eating certain foods may still achieve an adequately nutritional meal by eating those other items on the menu which are not prohibited by their religion. Inmates wishing to abstain from such foods shall not be served such foods against their wishes. Food packages of a sacramental or ceremonial nature may be admitted during recognized religious holidays. Such items

must be provided free of charge to the Institution and received at the Institution in factory sealed containers, subject to inspection and approval by the Director or designee.

9. Members of religious faiths desiring to wear religious medals or symbols of significance to their faith may wear such articles if and when approved by the Director or designee. These articles must be worn under the outer clothing and may not be worn in any way that may be provocative to other inmates of the Institution.
10. It should be clearly understood that although the Institution is desirous of extending the greatest amount of freedom and opportunity in the area of religious preference and practice, such freedom can only be allowed within the framework of security, safety and orderly conditions in the Institution.

Chapter VII

## INSTITUTIONAL BOARD OF REVIEW

- A. Article 31B, as part of the law, created the Institutional Board of Review. This Board is the legal paroling authority for men residing in the Institution as "Eligible Persons." "Eligible Persons" do not come under the jurisdiction of the Maryland Parole Commission. Other than by court order, only the Institutional Board of Review can grant permission for Eligible Persons to leave the Patuxent Institution for any length of time. The Board of Review can grant leave, work release or school release, and parole but cannot grant complete release from an inmate's sentence; upon the recommendation of the Board of Review, the sentencing court may grant complete release.
- B. The law requires that the Institutional Board of Review of Review evaluate every Eligible Person at least once every year. What this means is that you will have a review hearing at least once every year. By law, the Board is made up of representatives of the Institution and of lawyers and sociologists appointed to the Board. At least five members must be present to hold an official meeting, one of whom must be a member of the community.
- C. The Board of Review meets twice every month to hold hearings. You can submit written requests to the Board of Review at any time during the year in addition to personally appearing at your scheduled hearing date. To contact the Board of Review, you simply address a note or letter to the Institutional Board of Review and place it in the regular mail. No postage is necessary and the letter may be sealed.
- D. For more detailed description of the Institutional Board of Review, its membership, authority and function, refer to your copy of Article 31B, ask a member of your Unit team, direct a letter of inquiry to the Institutional Board of Review, or consult the Board of Review Manual in the inmate library.

## Chapter VIII

### AFTER CARE PROGRAM

The Re-Entry Program has been designed to offer continued assistance to those who are granted Work/School Release or Parole status by the Institutional Board of Review. The Community Re-Entry Facility residential and support services for individuals returning to the community who lack adequate community resources or require special assistance that can only be provided by facility. The goal of the Community Re-Entry Facility is to facilitate reintegration of these individuals into the community in the least restrictive manner possible consistent with the maintenance of public safety.

The Community Re-Entry Facility is staffed by an Administrator, Social Workers and the Director of the Halfway House, who is a Senior Correctional Officer. The staff, commonly known as Unit V, provides a range of services to you. These include individualized therapy, weekly status supervision meetings and assistance in finding jobs. The staff has developed liaisons with social services agencies and vocational rehabilitation centers to enable you to develop the appropriate tools to survive in the community. The staff also provides crisis intervention and referrals to substance abuse and alcohol treatment clinics.

The staff at the facility operates as your treatment team while you on Work/School Release or Parole. Any change in your status is based upon your progress and the recommendations of Unit V. Every effort is made to assist you in making the transition from institutional living to community living and to enable you to implement your community living program as approved by the Institutional Board of Review. The ultimate goal of the Community Re-Entry Program, like the Institutional Treatment Program, is to offer you every opportunity toward self-improvement and growth, and to take your role as a member of society.



## Chapter IX

## INMATE ADVISORY COUNCIL

As in any community, there is a need for some method of regular communication between the individual members of the community and those responsible for supervising the activities of the community as a whole. While you can discuss day-to-day problems with your Unit Treatment Team, there are aspects of life in the Institution that range across a broad front of activities, and problems that can best be solved directly with the administration of the Institution. In order to provide direct and effective communication between the administration and the inmates, an Inmate Advisory Council has been established. This body consists of one inmate representative from each tier who meet once a month with the three Associate Directors of the Institution. This group discusses such matters as privileges, activities, the Inmate Welfare Fund, programs, grievances, and any other matters of interest to the general population or the administration of the Institution.

Inmates have the right to select their own representatives to the Inmate Advisory Council. If a tier representative is promoted or demoted to another tier, new elections are held to replace him. Each inmate representative is permitted to serve on the Council for a six month period. After this time, new representatives are selected by each tier.

Both the inmate representatives and the three Associate Directors may prepare a list of items to be discussed at each upcoming meeting of the Inmate Advisory Council. The agenda is distributed to the three Associate Directors and the inmate representatives at least three days prior to the monthly meeting. Any items that are not covered at a meeting will be taken up at the next scheduled meeting. An official record of what was said during the meetings will be taken and distributed at the following session. As a rule, these meetings will last for an hour and a half. It is therefore extremely important that all members of the Council restrict their attention to Institutional concerns and not personal issues.

The members of the Inmate Advisory Council are your representatives to the administration of this Institution. They devote a large part of their time to this activity and perform a valuable service in bridging the gap between you and the administration. When you have an opportunity to vote for a representative to this Council, make use of this occasion and select a person you believe can best represent you. When you have a suggestion or a complaint, discuss it with your representative or with any other member of the

Council. He or she can best serve you if you share your ideas and problems with him or her constructively. The Inmate Advisory Council is created to benefit you. It deserves your cooperation and support.

## Chapter X

## ADMINISTRATIVE SEGREGATION REGULATIONS

Administrative segregation is a confinement area for those inmates who are expressing repeated violent or potentially violent behavior, are in need of protective custody, and/or are emotionally upset so as to require close supervision apart from the general population of the institution. It is a secure setting for treatment programs aimed at sufficient improvement of all these inmates to warrant their return to the general population.

A. Admission Procedures1. In Need of Protective Custody and/or Emotionally Upset

The senior shift supervisor may order that an inmate be placed on administrative segregation for the inmate's own protection, if the inmate requests placement in writing, or if an inmate is emotionally upset and there is substantial evidence that this is warranted. The senior shift supervisor shall put his reason for placement and the inmate's response to the placement in writing and file the report.

During working hours (Monday - Friday, 8 a.m. to 4 p.m.), the senior shift supervisor shall immediately contact the inmate's Unit and inform them of the inmate's placement on administrative segregation. Within twenty-four (24) hours after being contacted, a Unit member shall see the inmate and evaluate the situation. If the Unit member does not believe that the inmate should remain on this tier, the Unit may release him with the approval of the Associate Director, Superintendent or designee. The Unit member shall file a written report within twenty-four (24) hours of seeing the inmate.

After 4 p.m. and on weekends and holidays, the senior shift supervisor shall immediately call the inmate's Unit Chairperson or psychiatrist on call shall see the inmate and evaluate the situation within twenty-four (24) hours of the inmate's placement on the tier. If the Unit Chairperson or psychiatrist does not believe that the inmate should remain on the tier, the Unit Chairperson or psychiatrist may release him with the approval of the Associate Director for

Treatment and the Associate Director, Superintendent or designee. The Unit Chairperson or psychiatrist shall file a written report within twenty-four (24) hours of seeing the inmate.

If an inmate was placed on administrative segregation due to his or her own request or protective custody and remains on administrative segregation, his or her case must be reviewed by the Unit at least once a week and by the Administrative Segregation Committee on a monthly basis.

If an inmate was placed on administrative segregation due to being emotionally upset and remains on administrative segregation, his or her case must be reviewed by the Unit at least once a week. At any time during the first fifteen days, the Unit must submit a formal request stating the reasons for the continued placement to the Associate Directors and the Director. The Director shall make the final decision. If approved, the inmate must be seen by the Unit at least once a week and reviewed by the Administrative Segregation Committee on a monthly basis.

2. Expressing Repeated Violent or Potentially Violent Behavior

The senior shift supervisor or Unit Chairperson may order that an inmate be placed on administrative segregation if the inmate expresses violent or potentially violent behavior. The senior shift supervisor or Unit Chairperson shall put his/her reason(s) for the segregation in writing. Prior to placement on administrative segregation, the inmate shall be advised of the charges against him or her and shall be afforded an opportunity to respond to the charges. A report shall be filed which includes the reason(s) for the placement and the inmate's response to the charges. A Unit member must interview the inmate within twenty-four (24) hours of placement and submit a written report.

If the Unit or Custody believes that the placement should be for a period of more than fifteen days, the same procedure must be followed and a written recommendation giving reason(s) why the inmate should not be returned to population must be completed. The recommendation shall be reviewed by the three Associate Directors or designees, who shall either recommend approval or

disapproval of the placement to the Director or designee. The Director shall make the final decision. The inmate shall be notified, in writing, of the reason(s) why he or she is kept on administrative segregation. His or her case must be reviewed by the Unit at least once a week, for the first two months. A progress note documenting this review should be sent to the base file and a copy should be sent to the Associate Director for Treatment and Director or designee.

After the first two months, the three Associate Directors shall review the case of each inmate assigned to the administrative segregation unit at least once a month. The three Associate Directors shall determine whether the inmate has improved sufficiently to warrant his return to general population and if so, shall determine the appropriate tier level for such return. The three Associate Directors shall submit their recommendations to the Director or designees for approval. The Director shall have the final decision.

## B. Programs

### 1. Medical Program

Inmates confined in the administrative segregation unit shall be visited by a physician not less than three times per week. The physician shall record all pertinent medical data in the inmate's medical record and will take whatever action is necessary to assure adequate medical and psychiatric care for each inmate. Where medical or psychiatric examinations reveal the desirability or necessity of medical or psychiatric treatment, including assignment from administrative segregation to another area, such treatment shall be given in accordance with commonly accepted principles of medical and psychiatric care.

### 2. Treatment Program

Treatment and therapy objectives shall not be precluded by the inmate's entry into this Unit. Treatment and therapy shall be determined by the inmate's Unit Treatment Team which may introduce additional and/or supplementary treatment programs when deemed appropriate for the individual inmate. Professional staff may schedule individual interviews by contacting the Shift Commander. Appropriate security procedures may be determined

on an individual basis and group therapy attendance for inmates on this Unit must be approved by the Associate Director, Superintendent and the Director or designee who may designate the time and location of such activities.

### 3. Religious Observance

Chaplains are authorized to visit inmates on the tier at any time if requested by the inmate.

### 4. Recreational Program

Inmates will be provided with at least one hour of recreation per day, five times a week. The number of men or women to take recreation at one time, and the men or women assigned to each group, should be at the discretion of the Shift Commander. Television is permitted during the dayroom periods, but no food or drink is permitted in the dayroom. Recreation may be curtailed in cases of misbehavior or during periods of emergency.

## C. Tier Operation

1. While on administrative segregation, inmates will be allowed all items on Property Possession List, as listed under first level inmates.
2. Cell door will be locked at all times except when in use. If open for any period, it must be locked open.
3. Cell must be kept in clean and orderly fashion at all times, with no accumulation of trash of any type. Trash, including newspapers, will be collected daily.
4. Only dessert items such as cake and fruit may be retained uneaten from regular meals served. No such items may be kept in cells overnight. No home-made items of match sticks, boxes, cloth scraps, paper, etc. will be permitted.
5. Items in your possession in excess of the allowable property possession limit (Property Possession List) or which have not been authorized from an official source will be considered contraband.
6. Unless otherwise authorized, nothing may be affixed to the walls in any manner, and absolutely no obstructions may be placed in front of lights,

ventilators or grillwork at any time. Cell tables must be uncovered at all times.

7. Inmates on administrative segregation will be entitled to normal mail privileges.
8. Inmates on administrative segregation will be entitled to normal visiting privileges.
9. Bi-Weekly Commissary purchases may be made in accordance with special lists and special possession limits established for the Unit. Such lists will be distributed to inmates upon admission as will modifications as they occur.
10. Inmates are expected to maintain their persons in a clean and presentable manner. Inmates will be properly clothed when participating in recreation and visiting activities.
11. Uniform shirt, trousers, shoes and socks will be worn to dayroom and whenever leaving the tier.
12. Hairstyle and shaving shall be in accordance with general regulations as provided in the handbook or subsequently amended.
13. Showers will be given not less than three times per week and clothing will be exchanged weekly. Shaving equipment will be retained by the inmate. (Bathrobe must be worn to and from the shower).

#### D. Operation of Unit

1. Maximum security will be maintained on this Unit at all times.
2. Two officers should be present whenever any inmate is removed from the cell or dayroom.
3. An inmate will be searched whenever taken from his or her cell or dayroom.
4. Every inmate taken outside the Unit for any reason may be strip searched upon return to the Unit.
5. Interior entrance door will be closed and locked whenever cell control lock box is in use.
6. Interior entrance door will be closed and locked before corridor door is opened.
7. Only one inmate will be removed from a cell at one

time. when one inmate is out of a cell, all others must be in locked cells, in locked dayroom, off tier, wearing restraint equipment, or in custody of other officers.



## Chapter XI

### VOLUNTEER SERVICES

Patuxent Institution is committed to the use of volunteers to help improve both the quality and quantity of services provided by the Institution. The services of volunteers may be utilized in all programs and services. The recruitment of volunteers is a function of the Coordinator of the Volunteer Services. There are rules and regulations governing volunteers' participating in volunteer activities which are applicable to all volunteers of the Institution.

## Chapter XII

### EMERGENCY PROCEDURES

- A. An emergency is defined as fire, tornado, toxic spill, riot or any other man-made natural disaster which may take place.

In the event of any type of an emergency, you are required to follow all instructions given by the correctional officers in your area during the emergency. The correctional officer will instruct you in what procedures to follow, what to do, and where to go to prevent any personal injury or loss of life.

Some Institutional programs may be stopped and some may continue depending on the nature of the disturbance. Every effort will be made to return uninvolved inmates to normal scheduled activities as soon as possible.

- B. In a natural disaster (tornado, high winds, earthquake, etc.) or civil defense emergency, evacuation may be necessary. The staff will direct you to the safest, most secure part of your area. Generally, you will want to stay away from windows or doorways. You may be directed to take your mattress and bedding materials with you. Close the door to your cell/housing unit/room upon leaving. It is important that you follow exact directions of staff, who have been trained in these emergencies.
- C. Fire Safety - This Institution has established quarterly fire drills. When a fire drill is announced on your tier, pay close attention to the orders given by correctional officers to ensure safe and prompt evacuation of every inmate. Remember, every action necessary will be taken to ensure your safety and security.

You can help in promoting fire prevention by keeping your cells clean of all excess trash and debris, by refraining from cooking and the use of illegal wiring, and by reporting all fires or suspected fires to the nearest correctional officer. Remember, you have to take part in helping to protect your safety and your property by following all instructions given by correctional personnel without question or hesitation. Time is a very valuable factor.

## Chapter XIII

### INMATE GRIEVANCE

#### A. Internal Grievance Procedure (PIR 180-2)

An internal complaint procedure shall exist whereby complaints can be made in writing, signed and submitted for prompt investigation and fair resolution by the appropriate authorities.

##### 1. Complaint procedure

Inmates having a complaint against Institutional policy, procedure or personnel may choose to have those complaints resolved within the agency. Complaints shall be made in writing within 30 days of the incident, signed and shall be addressed to the Director. The inmate should retain a copy of the complaint for his record.

##### 2. Investigation and resolution

Upon receipt of a written and signed complaint, the Director or designee shall promptly investigate the complaint to determine its validity. If the complaint is determined to be valid every effort shall be made to arrive at a fair resolution of the complaint and the complaining inmate shall be notified, in writing, of the resolution. If the complaint is found to be invalid, the complaining inmate shall be informed of said finding in writing. In either case the inmate shall receive a response, in writing, within 15 working days.

##### 3. Inmate Grievance Commission

Within under this regulation shall be concerned to afford an inmate's right to file a complaint with the Inmate Grievance Commission.

##### The Inmate Grievance Commission

Every inmate having a complaint shall be advised of the internal grievance procedure and encouraged to file a complaint.

## Chapter XIV

## INMATE GRIEVANCE COMMISSION

A. Introduction

The Inmate Grievance Commission of the State of Maryland is a separate agency within the Department of Public Safety and Correctional Services established by law to hear, consider, and advise the Secretary of the Department of Public Safety and Correctional Services as to the merits of any complaint or grievance filed by an inmate confined in any Institution within the Division of Correction or the Patuxent Institution. The Commission is authorized, subject to the approval of the Secretary of Public Safety and Correctional Services, to make such rules and regulations as necessary to effect the purpose of the Statute and may amend such rules and regulations at any time.

The purpose of the law is to establish a procedure for processing all complaints and grievances filed by prisoners with the Commission. A determination as to whether the grievance or complaint is wholly lacking in merit may be made by a member of the Commission or the Executive Director of the Commission, in accord with policies adopted by the Commission.

The State courts and Federal courts will be invited to refer a complaint or grievance filed directly with them to the Commission for review and recommendation of the Secretary of Public Safety and Correctional Services for whatever action is indicated. (The courts of the State of Maryland may, of course, review the record of the proceedings and determine thereupon whether there was a violation of any right of the inmate that is protected by Federal or State laws or constitutional requirements.) While state courts are not required to entertain prisoners complaints until after action of the Commission, the law does not derogate the right or discretion of the federal courts to entertain a complaint and take any action felt appropriate without reference to the Commission or to accept its findings or recommendations.

The Commission will receive for preliminary review any complaint or grievance submitted by any person held under the laws of the State of Maryland or charged with an offense if held in the custody of the Commission of Correction, or confined in the Patuxent Institution, regardless of whether convicted or held for trial, or evaluation, or on work release, furlough, or otherwise

subject to the orders of the Division of Correction or of Patuxent Institution.

If the complaint or grievance arises out of a disciplinary action within the Institution, then the inmate must first follow all such Institutional adjustment procedures prior to the submission of the grievance or complaint to the Commission.

B. Complaint Filing Procedure

The complaint may be filed in letter form. It may be typed or handwritten, specifying exactly and briefly the nature of the complaint.

The complaint or grievance should include the following, in the order shown below:

1. Date.
2. Name and number of complainant.
3. State of birth and last place of residence.
4. Address of Institution or place where complainant is in custody.
5. Charge and sentence of complainant.
6. Classification status - Maximum, Medium, Minimum - Patuxent Tier Level.
7. Nature of grievance or complaint.
8. Person or persons responsible for the act or condition complained of.
9. The facts or evidence on which the grievance or complaint is based. Give dates, times, and names of any persons, officials, or other inmates involved.
10. Request for a hearing if desired.
  - a. Names and addresses of witnesses desired by the complainant.
  - b. The name of counsel, lawyer, friend or relative, if any, who will appear.
11. Names of officer, inmate, attorney, or other person, if any, who aided in the presentation of the complaint or grievance.

The complaint should be placed in a sealed envelope and given to an officer or person designated by the Warden or Officer in charge of the Institution who shall forward it unopened, or it may be mailed directly to:

Executive Director  
Inmate Grievance Commission  
Suite 302  
6776 Reisterstown Road  
Baltimore, Maryland 21215

C. Filing Deadline

All complaints to the Inmate Grievance Commission must be filed within ninety (90) days of the date on which the incident giving rise to the complaint occurred.