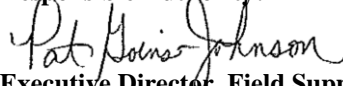
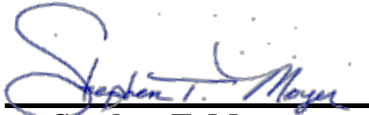


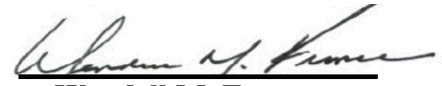
Executive Directive



Title: Inmate Handbooks	Executive Directive Number: OPS.001.0008
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: DOC.001.0008 (formerly DCD 1-8) dated 7/1/ 2007 DPDS 001.0008 dated 1/18/2011 DPDS .001.0009 dated 11/30/2010
Related ACA Standards: 4-4278 and 4-4288 ALDF-2A-27 and 2A-28	Responsible Authority:  Executive Director, Field Support Services
Related MCCS Standards: .05F and .08D	Effective Date: September 25, 2015 Number of Pages: 4



Stephen T. Moyer
Secretary



Wendell M. France
Deputy Secretary
for Operations

.01 Purpose.

This directive establishes policy and procedure for inmate handbooks for use in Department of Public Safety and Correctional Services (Department) correctional and detention facilities.

.02 Scope.

This directive applies to all units responsible for the care and custody of individuals housed in a Department correctional and detention facility.

.03 Policy.

The Department shall provide each inmate housed in a Department correctional or detention facility an inmate handbook in a format that the inmate is able to understand that supplements the orientation process by providing reliable information on programs, services, schedules, rules and regulations for the incoming inmate.

.04 Definitions.

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

B. Terms Defined.

(1) “Correctional facility” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland, which includes a detention facility.

(2) Inmate.

(a) “Inmate” means an individual under the custody and authority of the Department housed in a correctional or detention facility.

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- (b) “Inmate” includes:
 - (i) An individual referred to as a detainee, resident, or offender; and
 - (ii) A juvenile charged as an adult under the authority of and housed in a Department correctional or detention facility.
- (3) “Managing Official” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland, which includes an administrator, a director, a warden, a superintendent, or other individual responsible for the management of a correctional or detention facility.

.05 Responsibility/Procedure.

A. Inmate Handbook Committee, (IHC)

- (1) The Executive Director — Field Support Services (Executive Director) shall:
 - (a) Establish three separate Inmate Handbook Committees to oversee development and maintenance of inmate handbooks used specifically for the following inmate populations:
 - (i) Adult inmates housed in a Department correctional facility;
 - (ii) Adult inmates housed in a Department detention facility; and
 - (iii) Juveniles charged as an adult housed in a Department correctional or detention facility.
 - (b) Designate an employee to chair each IHC.
 - (c) Assign employees to staff each IHC.
 - (d) Be the approving authority for issuance of an inmate handbook and supplemental documents used to update an inmate handbook prior to the next revision or printing.
- (2) The Executive Director shall designate a Field Support Services staff member who shall:
 - (a) Conduct a content review of inmate handbooks and related supplements sent to the Executive Director for approval;
 - (b) Coordinate with the IHC Chair to correct issues identified during a content review; and
 - (c) Present to the Executive Director the finalized inmate handbook or supplement for approval.
- (3) Each IHC Chair shall ensure that:
 - (a) At least annually the IHC reviews and, if appropriate, updates or revises the inmate handbook for which the IHC is responsible for presentation to the Executive Director for approval;
 - (b) Committee members are permitted at least a 3 weeks to review, comment, and prepare a draft of an update or revised inmate handbook for presentation to the Executive Director.

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- (c) Pertinent IHC members draft supplemental documents in relation to the IHC's inmate handbook for presentation to and approval by the Executive Director.
- (d) All completed drafts are submitted to the designated Field Support Services staff person for a content review and subsequent referral to the Executive Director — Field Support Services.

B. A managing official shall ensure that an inmate newly assigned to a facility under the authority of the managing official:

- (1) Receives a copy of the applicable inmate handbook and, if applicable, supplemental documents within 7 days of the date the new inmate arrives at the facility;
- (2) Signs a receipt for the inmate handbook and, if appropriate, supplemental documents related to the handbook; and
- (3) The completed receipt is forwarded to Case Management for inclusion in the inmate's base file.

C. A managing official shall ensure that:

- (1) A revised inmate handbook and, if appropriate, supplemental documents are issued in a timely manner to inmates in a correctional or detention facility under the authority of the managing official.
- (2) Facility information and orientation materials distributed to inmates do not conflict with the contents of the current inmate handbook or current supplemental documents.
- (3) Copies of the current inmate handbook and supplemental documents are available for reference in the inmate library.
- (4) A copy of an inmate handbook and supplemental documents are archived in accordance with the appropriate retention schedule for audit and other administrative purposes.
- (5) Copies of an inmate handbook for distribution to the adult population of a facility are reproduced by Maryland Correctional Enterprises.
- (6) Copies of an inmate handbook issued to a juvenile charged as an adult may be printed at the facility.
- (7) Best practices are followed to avoid stockpiles of potentially obsolete inmate handbooks that include:
 - (a) Smaller orders that are placed more frequently;
 - (b) Consideration of data on the facility's average monthly intake; and
 - (c) Consulting with the Executive Director concerning work being done on the respective inmate handbook.

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.06 Attachments/Links.

Inmate Receipt of Inmate Handbook

.07 History.

- A. This directive replaces DOC.001.0008 (formerly DCD# 1-8), titled Division of Correction Inmate Handbook dated July 1, 2007; DPDS.001.0008, titled Adult Detainee Handbook dated January 18, 2011, and DPDS.001.0009, titled Juvenile Detainee Handbook dated August 5, 2011 in order to establish a uniform process for the authorization, publication and distribution of inmate handbooks and related supplemental documents.
- B. This directive supersedes provisions of any other prior existing Department or Division communication with which it may be in conflict.

.08 Correctional Facility Distribution Code

- A
- L
- S Managing Official; Case Management Staff

MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
OFFICE OF OPERATIONS
INMATE RECEIPT OF AN INMATE HANDBOOK

Today I received a copy of the Inmate Handbook issued by _____
(Name of Facility)

I understand that I must keep this handbook, know the contents, and comply with provisions referenced in the handbook.

Inmate's Signature

Inmate Identification Number

Date

I personally gave the above-named inmate a copy of the Inmate Handbook issued by the facility named above, however the inmate refused to sign an acknowledgement of receipt.

Employee Signature

Date