



**Patuxent Institution  
Directive**

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**Approved By:  
Randall S. Nero, Ph.D.  
Director**

<b>Title: Inmate Picture Taking Program</b>	<b>Directive Number: PATX.185.0002</b>
<b>Related MD Statute/Regulations</b>	<b>Supersedes: PID 185-2</b>
<b>Related ACA Standards:</b>	<b>Authorized By: Director of Patuxent Institution</b>
<b>Related MCCA Standards:</b>	<b>Effective Date: June 26, 2014 Number of Pages:</b>

**.01 Purpose.**

To establish policy and procedure for the inmates to have their pictures taken at different functions, activities, on special holidays, and weekends.

**.02 Scope.**

This directive applies to Patuxent Institution inmates.

**.03 Policy.**

It is the policy of Patuxent Institution to allow inmates the opportunity to have their pictures taken at different functions, activities, on special holidays, and weekends.

**.04 Definitions.**

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

B. Terms Defined.

None.

**.05 Responsibility.**

A. A correctional staff person will serve as the monitor of the program.

B. Monies collected from the Inmate Picture Taking Program shall be deposited into a special fund that was set up by the Finance office.

C. An inmate shall complete a picture slip to designate the Inmate Picture Taking Program fund and the number of pictures to be taken.

(1) Each picture costs \$1.50.

D. Picture Taking Periods.

(1) Male Inmates.

(a) Male inmates may have their pictures taken in the Gym Monday through Friday.

(i) They may also have their pictures taken at special functions and activities that have the approval of the Warden/designee.

(ii) Patuxent Program male inmates may have their pictures taken in the D/D Visiting Room during special holidays or on weekends.

(2) Female Inmates.

(a) Female inmates may have their pictures taken in the Multi-purpose Room of the P.I.W. Building on a bi-weekly basis.

(b) Female inmates may sign up to have their pictures taken on Saturday.

(i) These pictures will be taken on the Third Shift every other Saturday.

E. Picture Taking Area.

(1) The Warden/designee will designate areas for the Picture Taking Program.

(2) A drop cloth will serve as the background for all pictures.

(3) No picture will be taken out of the designated area and/or without the drop cloth background.

F. Validation.

(1) Inmates who have requested to have their pictures taken and have submitted a Picture slip will, upon approval, receive a copy of their slip.

(a) This slip must accompany them to the picture taking session.

(b) **No pictures will be taken without it.**

(c) Once the picture(s) is taken the slip will be punched/perforated and dropped in a box.

(i) This checklist will give the inmate's name, number of pictures, and ticket number (Picture Project Log Sheet).

G. Photographers.

- (1) There will be trained photographers to take pictures in the Institution.
- (2) In the P.I.W. facility there will be a female photographer and an alternate photographer.
  - (a) This will give complete coverage for the Picture Taking Program for the P.I.W.

H. Equipment and Film.

- (1) The equipment shall remain secured and locked up at all times in the Identification Office.

I. All conduct and dress codes of the Institution must be followed.

J. Any violations of this Directive will result in disciplinary action to staff and/or inmates.

**.06 Attachments/Links.**

None.

**.07 History.**

A. Rescinds PID 185-2 dated April 14, 2005.

B. This directive supersedes provisions of any other prior existing Agency communication with which it may conflict.