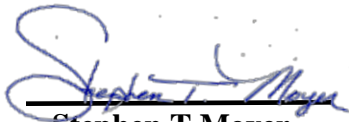
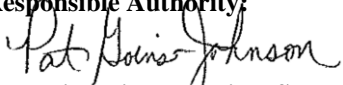
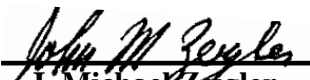


Executive Directive




Stephen T Moyer
Secretary

Title: Entry and Exit Procedures — Correctional Facilities	Directive Number: OPS.110.0033 Revised
Related Md. Statute/Regulations: Criminal Law Article, §9-410 and §§9-412 – 9-416; Correctional Services Article, §2-103; Annotated Code of Maryland	Supersedes: OPS.110.0033 dated 06/01/16
Related ACA Standards: 4-4172, 4-41923A-01 and 2-CO-5D-01	Responsible Authority:  Executive Director, Field Support Services
Related MCCS Standards: COMAR 12.14.03.02.J(1), (3), (5), (6), 12.14.01.01B(5)	Effective Date: April 24 2017 Number of Pages: 17


J. Michael Zeigler
Deputy Secretary
for Operations

.01 Purpose.

This directive continues minimum procedural requirements for entering and exiting a Department of Public Safety and Correctional Services (Department) correctional facility.

.02 Scope.

This directive applies to Department correctional facilities.

.03 Policy.

- A. The Department shall control entry and exit points at a correctional facility to enhance public safety, prevent escape, detect and intercept contraband and ensure the safety of visitors, inmates, and employees.
- B. Each individual (including employees) intending to enter a correctional facility shall be frisk searched as part of the entry process before being permitted to enter the facility.
- C. An individual (including an employee) shall be frisk search based on a canine, ION, walk-through, or hand-held scan alert or there is reason to believe the individual possess contraband.
- D. An employee shall be frisk searched each time the employee enters a correctional facility to include shift change.

.04 Definitions.

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

B. Terms Defined.

(1) Contraband.

- (a) “Contraband” means an item, material, substance, or other thing that:
 - (i) Is not authorized for inmate possession by a managing official;
 - (ii) Is not permitted in a correctional facility as established by statute, regulation or prohibited by the managing official; or
 - (iii) Is brought into a correctional facility in a manner prohibited by the managing official.
- (b) “Contraband” includes the amount of an item, material, substance, or other thing that exceeds the quantity of the item, material, substance, or other thing that the managing official has authorized an inmate to possess.
- (c) “Contraband” includes, but may not be limited to:
 - (i) An alcoholic beverage;
 - (ii) A controlled dangerous substance;
 - (iii) An unauthorized telecommunication device; and
 - (iv) A weapon.

(2) Correctional Facility.

- (a) “Correctional facility” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
- (b) “Correctional facility” includes a:
 - (i) Detention facility; and
 - (ii) Pre-release facility.

(3) “Entry and exit cadre” means a group of correctional officers specifically trained in the proper procedures for conducting thorough searches of an employee, visitor and contractor, and the use of equipment available to assist in searching individuals.

(4) “Frisk search” means a non-intrusive examination performed by running hands over the clothed body while applying gentle pressure to determine if contraband is being concealed.

(5) Inmate.

- (a) “Inmate” means an individual charged with or convicted of a crime detained or sentenced to confinement in a Department correctional facility.

- (b) Inmate includes individuals referred to as a:
 - (i) Detainee;
 - (ii) Offender;
 - (iii) Resident; or
 - (iv) Arrestee.
- (6) “Intense frisk search” means an enhanced version of the frisk search which requires the removal and search of all outer garments, to include shoes, headgear, wigs and hairpieces.
- (7) “Managing official” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland and includes a facility administrator.
- (8) “May not” is an absolute prohibition and does not imply discretionary action.
- (9) “Police officer” has the meaning stated under in Public Safety Article, §3-201, Annotated Code of Maryland.
- (10) “Visitor” means an individual entering a correctional facility who is not an employee assigned to work at the correctional facility being entered.
- (11) “Weapon” means a firearm, knife, club, explosive, or other article that can be used to kill or inflict bodily harm.

.05 Responsibility.

A. A managing official shall ensure:

- (1) Compliance with requirements established under this directive;
- (2) Facility procedures and post orders are in accord with requirements established under this directive;
- (3) Information is displayed at each correctional facility point of entry that provides notice to individuals entering the correctional facility of items not permitted in the correctional facility that includes:
 - (a) A description of the items or examples;
 - (b) Unlawful behavior concerning prohibited items, such as unauthorized:
 - (i) Possession;
 - (ii) Delivery;
 - (iii) Concealment; and

- (iv) Transfer;
- (c) If applicable, penalties; and
- (4) Information concerning items prohibited in a correctional facility is included in:
 - (a) Inmate orientation;
 - (b) An inmate handbook;
 - (c) Written information given to inmates for distribution to the inmate's visitors;
 - (d) Employee orientation and roll call;
 - (e) Contract materials issued to construction, maintenance, and service workers, and vendors;
- (5) The facility has an entry and exit cadre for the purpose of conducting authorized searches and operating search related equipment;
- (6) Supervisors are at the entry and exit points during shift change to ensure entry and exit, and search procedures are followed;
- (7) In cooperation with the Director, Security Operations:
 - (a) Walk-through scanners are appropriately placed, set to peak value based on the location, and incorporated into the facility's search activities; and
 - (b) The use of the walk-through scanners is evaluated at least annually and the evaluation:
 - (i) Is in written format (Attachment A); and
 - (ii) Filed in the facility's audit file and a copy is maintained at the front entrance to the facility; and
- (8) If a walk-through scanner is malfunctioning, each individual is scanned using a hand-held scanner.

B. A correctional officer assigned to a correctional facility entry and exit post shall:

- (1) Control pedestrian and vehicular traffic entering and exiting the correctional facility and packages and other items being brought into or delivered to the correctional facility at the assigned post according to procedures established to control, inspect, search, and authorize pedestrian and vehicular traffic, packages, and other items entering or exiting the correctional facility.
- (2) Except for a canine handler with a dog, a contraband interdiction team, or Special Operations Group, prohibit pedestrian traffic to enter the secured facility through access points identified for vehicular traffic.

C. Firearms.

- (1) Employee personal firearms or firearms officially carried by an individual who is not an employee, such as a law enforcement officer, are not permitted in a correctional facility.
- (2) A weapon, other than a firearm, is not permitted in a correctional facility.
- (3) If an individual entering a correctional facility legally possesses a firearm, the post officer shall:
 - (a) Instruct the individual to remove all ammunition from the firearm in the area provided.
 - (b) If the facility's gun lockers are:
 - (i) Accessible to the individual, instruct the individual to place the unloaded firearm, ammunition, and document authorizing the individual to possess the firearm in the gun locker and retain the key until leaving the facility.
 - (ii) Not accessible to the individual, have the individual surrender the unloaded firearm, ammunition and document authorizing the individual to possess the firearm to the appropriate Department official for placement in a gun locker, obtain the locker key, and retain the key until exiting and retrieving the firearm.
 - (c) Ensure the individual's name and type of firearm is documented in the Weapons Log Book.
- (4) If an individual entering a correctional facility legally possesses a weapon, other than a firearm, the post officer shall instruct the individual that the weapon is to be secured:
 - (a) As provided under §.05C(3)(b) of this directive; or
 - (b) By the individual in a secured location off of Department property.

D. Employee Entering or Exiting a Correctional Facility.

- (1) Each employee entering or exiting a correctional facility shall comply with entry and exit policy and procedures related to:
 - (a) Display of identification, which, at a minimum, requires:
 - (i) Each employee to display Department photo identification;
 - (ii) A contractual or temporary employee to display official Department photo identification;
 - (iii) A contractor to display Department identification issued for the purpose of the contract; and
 - (iv) A volunteer to display identification issued under Department procedures for a volunteer;
 - (b) A volunteer assignment;
 - (c) Conducting Department or correctional facility business while off duty;

- (d) Other authorized reasons for entering or exiting a correctional facility; or
 - (e) Restricted access that requires the employee who is reporting for or leaving after a work shift to exit through the point the employee entered; and
 - (f) Search for possible contraband and items not permitted in the correctional facility.
- (2) Each employee is responsible for knowing what items are prohibited or restricted at a correctional facility (Attachment B).
 - (3) An employee who uses public transportation or is dropped off at work, shall obtain written approval from the managing official, or a designee, to store personal cell phones or other electronic devices in a visitor locker before entering the compound and is on notice that the Department is not responsible for loss or damage to the employee's personal items stored in this manner.
 - (4) Except for official Department business, an employee is prohibited from having personal deliveries inside the facility's secured perimeter.
 - (5) Solicitations not specifically approved by the Department are prohibited (such as, fundraisers, raffles, or ticket sales).

E. Entrance and Exit Procedures.

- (1) Each individual entering a correctional facility shall:
 - (a) Except for an individual confined to a wheelchair, pass through a walk-through scanner;
 - (b) Be frisk searched by an entry cadre officer.
- (2) When a frisk search is conducted:
 - (a) A male employee or visitor may be frisk searched by a male or female employee.
 - (b) A female employee or visitor shall be frisk searched by a female employee only.
- (3) An entry cadre officer shall:
 - (a) Require an individual entering a correctional facility to:
 - (i) Remove all outerwear, including jackets, sweaters, coats, scarves headgear, belts, watches, shoes and empty all pockets and place the items on the inspection table to be searched.
 - (ii) If the individual is wearing religious headgear, remove the headgear in a private area and place the item on the inspection table to be searched.
 - (iii) Turn all pockets inside out in preparation for the search.

- (b) If there is no alert on the walk-through scanner:
 - (i) Perform a frisk search of the individual by running the hands over the clothed body of the individual, applying gentle pressure, to determine if the individual is concealing contraband;
 - (ii) Pass each item on the inspection table through an x-ray machine to detect contraband that may be concealed in the item; and
 - (iii) Inspect each item on the inspection table regardless of the result of the x-ray process to detect contraband; and
 - (iv) If no contraband is found, return permitted items to the individual.
 - (c) If there is an alert when the individual passes through the walk-through scanner, the entry cadre officer shall:
 - (i) Frisk search the individual and, if the detector is so equipped, place additional attention to the area of the alert indicated by the scanner;
 - (ii) If no items are found as a result of the frisk search, have the individual pass through the scanner again;
 - (iii) Pass each item on the inspection table through an x-ray machine to detect contraband that may be concealed in the item;
 - (iv) Inspect each item on the inspection table regardless of the result of the x-ray process to detect contraband; and
 - (v) If no contraband is found, return permitted items to the individual.
 - (d) If the individual claims the walk-through scanner alert is the result of a metal implant or prosthetic, require the individual to present medical documentation supporting the presence of the implant or prosthetic.
 - (e) If contraband is detected, immediately contact a supervisor to respond.
- (4) An individual entering a correctional facility confined to a wheelchair:
- (a) Is subject to:
 - (i) A frisk search of the person;
 - (ii) A search of items possessed by the individual; and
 - (iii) A search of the wheelchair and items on the wheelchair.
 - (b) Is not required to:
 - (i) Pass through a walk-through scanner; or

- (ii) Stand, unless otherwise capable, to be frisk searched.
 - (c) If the individual is physically capable, shall raise the body from the wheelchair to permit an inspection of the seat and cushion.
 - (d) Permit an inspection of the wheelchair and components that may be used to conceal contraband.
- (5) If an employee does not successfully pass the walk-through scanner, hand-held scanner, or frisk search:
- (a) The employee is subject to an intense frisk search conducted in accordance with procedures established for employee searches.
 - (b) The entry post officer shall record in the post log:
 - (i) The employee's name;
 - (ii) Date and time of the alert;
 - (iii) If applicable the alert level and area on the body of the alert;
 - (iv) The name of the supervisor who authorized the intense frisk search; and
 - (v) The name of the officer conducting and witnessing the intense frisk search.
- (6) An employee (including custody staff) leaving the correctional facility before the end of the employee's assigned work shift shall:
- (a) Be issued a gate pass by the employee's supervisor (Attachment C);
 - (b) Have the employee's identity verified by the exit post officer ensuring that the employee is not under duress;
 - (c) Submit items being removed from the facility for search by the exit post officer to ensure that unauthorized items are not being removed from the facility; and
 - (d) Log out of the facility on the Facility Accountability Log according to facility procedures recording the:
 - (i) Name of the employee exiting;
 - (ii) Name of the supervisor issuing the gate pass; and
 - (iii) Date and time the employee exited the facility.

F. Visitor Entering a Department Correctional Facility. — The officer assigned to an entry post shall:

- (1) Require the visitor to present valid photographic identification issued by a an official federal, state, or local government agency;
- (2) Ensure that the visitor is authorized by the managing official, or a designee, to visit the correctional facility;
- (3) Have the visitor comply with entry procedures established under this directive;
- (4) Search the visitor in accordance with Department and facility visitor search procedures; and
- (5) Log the visitor into the facility in accordance with facility procedures.

G. Packages.

- (1) Only the managing official, or a designee, may authorize a package to be brought into the correctional facility and the authorization shall be in writing.
- (2) Each package delivered to a correctional facility by an outside carrier shall be searched and, if after the initial search, left unattended; searched again before being permitted inside the secured area.
- (3) An outside carrier delivering a package may not be permitted inside the secured area unless authorized by the managing official, or a designee.
- (4) The contents of a toolbox or similar container shall be inventoried on entry to and exit from the facility.
- (5) A health care employee shall be present when a package containing medical supplies or medical equipment is opened and inspected.

H. An individual entering a correctional facility for the purpose of being detained or to serve a term of confinement shall be processed according to procedures established for detention or intake.

I. Except under provisions established under §.05J of this directive, an inmate exiting and returning from a work detail outside the secured perimeter shall:

- (1) Be listed on the outside work detail log;
- (2) Be issued a properly completed:
 - (a) Inmate gate pass (Attachment D) that is maintained by the post officer at the exit and entry point; and
 - (b) Escort card that is maintained by the officer escorting the inmate on the work detail;
- (3) Display inmate facility identification and have identity verified by the post officer comparing the inmate's:
 - (a) Inmate identification;

- (b) Gate pass; and
- (c) Escort card.

J. Alternative to Inmate Gate Pass.

- (1) In place of an inmate gate pass system a correctional facility may establish a system that provides the entry and exit point officer a daily roster of inmates approved to exit the facility for work detail (Attachment E) that requires the exit point post officer to verify the inmate's identity in comparison with the inmate's identification card and escort card.
- (2) The following applies to an alternative to the gate pass system:
 - (a) The work detail roster shall be generated daily by the appropriate facility staff in accordance with a facility directive.
 - (b) The work detail roster shall include the:
 - (i) Inmate's name;
 - (ii) Inmate's identification number;
 - (iii) Inmate's custody level;
 - (iv) Inmate's housing assignment;
 - (v) Inmate's work detail assignment; and
 - (vi) Name of the work detail supervisor.
 - (c) Except for provisions under §.05J(2)(d) of this directive, the work detail roster requires daily approval by the managing official or security chief, or designees.
 - (d) A weekend work detail roster:
 - (i) May be approved no more than 2 days in advance of the detail; and
 - (ii) Is subject to final approval by the shift commander on duty at the time the detail is to exit the correctional facility.
 - (e) The work detail supervisor shall:
 - (i) Maintain possession of the escort card for each inmate assigned to the work detail;
 - (ii) Present the escort card to the entry and exit post officer to verify the inmate's identity by comparison with the properly approved work detail roster; and
 - (iii) After verification is complete, retain possession of the escort cards.

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- (f) The entry and exit post officer shall match the escort card for each inmate assigned to the work detail against:
 - (i) The approved work detail roster; and
 - (ii) The inmate identification card for each inmate assigned to the work detail.
- (g) The entry and exit post officer:
 - (i) Shall immediately report identity verification issues to the shift commander;
 - (ii) May deny the inmate to exit the facility; and
 - (iii) Shall log identity verification issues in the entry and exit post logbook.

K. Each inmate exiting the correctional facility shall:

- (1) Be frisk searched;
- (2) Be screened using a “Boss” chair or, if a Boss chair is unavailable, other metal detector;
- (3) Present items in the inmate’s possession for search; and
- (4) Have the inmate’s exit recorded by the post officer in the inmate work detail log.

L. An inmate returning to the correctional facility from a work detail shall:

- (1) Return to the correctional facility through the point that the inmate exited the correctional facility for the work detail;
- (2) Be screened using a “Boss” chair or, if a Boss chair is unavailable, other metal detector;
- (3) Be strip searched, if possible, in an appropriate location before entering the;
 - (a) Secured perimeter; or
 - (b) Secured facility;
- (4) Present items in the inmate’s possession for search; and
- (5) Have the inmate’s entry recorded by the post officer in the inmate work detail log.

M. If an inmate under supervision of a Department transportation officer is exiting the facility for or returning from an inmate transport, such as for court, medical treatment, or transfer the post officer shall:

- (1) Verify the inmate’s identity;
- (2) Ensure the inmate passes a metal detector scan;

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- (3) Searches items in the inmate's possession;
 - (4) When exiting the facility, frisk search the inmate; and
 - (5) When returning to the facility, strip search the inmate.
- N. An inmate entering or exiting the correctional facility who is transported by an authorized criminal justice agency representative who is not a Department employee shall comply with requirements under §.05K of this directive.
- O. An inmate who is entering or exiting a correctional facility for the purpose of work release, school, or authorized leave and is not under escort shall comply with requirements under §.05K of this directive.
- P. If an inmate is being released from the correctional facility upon completion of sentence, court order, parole, or supervised release, the post officer shall ensure that the inmate:
- (1) Is properly identified as the individual to be released; and
 - (2) Possesses paperwork indicating that the individual has been processed for release according to procedures for the release of an inmate.
- Q. For conditions related to an inmate exiting or entering a correctional facility that are not specifically identified in this directive, the post officer shall obtain direction from the shift supervisor as to requirements associated with the inmate exiting or entering the correctional facility before the inmate is permitted to exit or enter the correctional facility.
- R. Entry and exit of emergency services providers responding to an emergency at the correctional facility shall be processed according to procedures established for emergency plans or, in the absence of specific procedures, direction from the managing official, or a designee.
- S. Construction and maintenance workers entering or exiting a facility shall be subject to security procedures established as part of the contract agreed to by the Department, managing official, and the contractor or maintenance workers.
- T. Vehicles Entering or Exiting the Secured Perimeter of a Correctional Facility.
- (1) Vehicles entering a correctional facility require authorization from the managing official, or a designee.
 - (2) A vehicle entering or exiting a correctional facility shall be operated by an individual who possesses a valid license for the class of vehicle being operated.
 - (3) A vehicle log shall be maintained at each post responsible for permitting vehicles to enter or exit the correctional facility that documents:
 - (a) The driver's name;
 - (b) Company name;
 - (c) Contents of the vehicle;

- (d) Purpose;
 - (e) Vehicle registration plate number;
 - (f) Date and time the vehicle entered and exited the correctional facility; and
 - (g) The escort officer who is responsible for escort of the vehicle while on correctional facility property.
- (4) Except for inmates under transport, a vehicle may not enter the secured area with unauthorized passengers.
 - (5) Only one vehicle sally port gate may be open at a time.
 - (6) Generally, only one vehicle shall be in the vehicle sally port at a time, except when more than one vehicle is authorized by a managing official based on the availability of sufficient security staff and the physical structure of the correctional facility to handle additional vehicular traffic.
 - (7) The post officer shall:
 - (a) Determine prior authorization for the vehicle to enter or if no prior authorization, obtain authorization to enter.
 - (b) If there is no authorization for the vehicle to enter, instruct the operator to find parking outside of the secured area without permitting the vehicle to enter the sally port.
 - (c) If the vehicle is authorized to enter, open the outside sally port gate, permit the vehicle to enter and close the outside sally port gate behind the vehicle.
 - (d) Follow the facility procedures for allowing entrance into the facility.
 - (8) Except for an emergency service vehicle, for example fire department or ambulance, responding to an emergency call, all vehicles entering shall be searched according to Operations search plan procedures.
 - (9) Except for provisions under §.05R(8) of this directive, once a vehicle is in the sally port the post officer, except for a Central Transportation Unit (CTU) vehicle containing an inmate, shall search the vehicle according to Operations search plan procedures.
 - (10) If a CTU vehicle is transporting an inmate, the inmate shall remain seated in the vehicle while the officer conducts the required vehicle search.
 - (11) If the vehicle entering is an authorized emergency vehicle responding to an emergency situation, the post officer, before opening the inside sally port gate, shall:
 - (a) Obtain identification from emergency service providers who are not in uniform;
 - (b) Determine the presence of weapons;

- (c) If a weapon is present, ensure that the weapon is secured as required;
 - (d) Instruct the operator where to park and advise the operator that the vehicle is required to be secured to prevent entry or access to the vehicle's interior and any exterior storage areas;
 - (e) Open the inside sally port gate, permit the vehicle to enter, and close the gate behind the vehicle; and
 - (f) Contact the Control Center or appropriate supervisor and arrange for an escort from the parking area.
- (12) If contraband is discovered during a required search, the officer shall notify the supervisor in charge of the area to arrange for handling disposition of the contraband and required Internal Investigative Division and administrative notification related to the discovery.
- (13) Once a vehicle is cleared to enter the secured area, the post officer shall:
- (a) Except for inmate passengers, authorized emergency service providers, and deliveries; direct passengers to the pedestrian entrance; and
 - (b) Instruct the operator:
 - (i) If not already out of the vehicle, to exit the vehicle and submit to the appropriate search (for example frisk search, walk-through or hand-held scanner, or property search) in accordance with established search procedures);
 - (ii) Where to park and advise the vehicle is required to be secured to prevent entry or access to the vehicle interior and any exterior storage areas; and
 - (iii) After parking and securing the vehicle using security device (referred to as a "club") to secure the steering wheel, where to enter the facility;
 - (c) Open the inside sally port gate to permit the operator and vehicle to enter; and
 - (d) After the operator and vehicle enters, close the gate.
- (14) If the entering vehicle is transporting an inmate or is a delivery vehicle the post officer shall contact the Control Center or appropriate supervisor to arrange for an escort from the parking area.
- (15) Except for an emergency service vehicle exiting under emergency conditions, a vehicle leaving the secured area shall be searched and appropriate entries made in the vehicle log book.
- (16) The employee designated to escort a vehicle into the secured perimeter shall walk behind the vehicle (may not ride in or on the vehicle) to ensure that:
- (a) If the vehicle is to be left unattended:
 - (i) Entrances to the vehicle are locked;
 - (ii) A security device (referred to as a "club") is used to secure the steering wheel; and

(iii) The vehicle keys are in the vehicle operator's possession;

(b) If a vehicle is loaded while within the secured perimeter, the vehicle shall be:

(i) Under direct observation of facility employees during loading; and

(ii) Once loading is complete, the cargo area and other areas of the vehicle shall be locked to prevent access.

(17) If a vehicle is determined to have been unsecured and unattended for any period of time, the vehicle may:

(a) Not be permitted to depart the facility until two inmate counts have been cleared; or

(b) Be permitted to depart the facility before the completion of two inmate counts, if the managing official, or a designee, authenticates, in writing, a thorough inspection has been conducted and the vehicle is cleared to depart the facility.

U. If an individual exiting the correctional facility is under escort, the post officer shall take steps to ensure that the person being escorted or individual performing the escort is not under duress. The post officer shall have the operator:

(1) Stop the vehicle at a point before exiting the secured area;

(2) Turn off the engine; and

(3) Exit the vehicle and be observed to determine the individual is not displaying behaviors indicating duress.

V. Each vehicle exiting a secured area:

(1) Is subject to being searched in accordance with provisions established under this directive.

(2) May not be permitted to exit a secured area if suspicious activity is detected or there is a threat to security.

W. Law Enforcement Body Cameras.

(1) A certified police officer is permitted to enter a correctional facility with the body camera and associated recording device if the police officer is:

(a) On duty;

(b) Wearing the law enforcement agency's official uniform;

(c) Performing official law enforcement responsibilities (emergency or non-emergency) at a correctional facility; and

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(d) Required by the law enforcement agency to wear a law enforcement issued body camera and associated recording device while on duty.

(2) The post officer admitting a police officer in accordance with provisions under §.05W(1) of this directive shall advise the police officer:

(a) That the police officer shall use the camera and recording device consistent with:

(i) Procedures established by the police officer's law enforcement agency;

(ii) Federal and State statutes and regulations governing law enforcement use of body cameras and associated recording devices; and

(iii) Department policy and procedures concerning video and audio recording and photographing inmates.

(b) If the police officer records an incident involving inmate or employee misconduct occurring within the facility, the law enforcement agency is expected to provide the Department with a copy of the recording.

(3) The post officer admitting a police officer in accordance with provisions under §.05W(1) of this directive shall notify the security chief, or a designee, of the presence of the police officer equipped with a body camera in the facility.

Y. An individual experiencing a discrepancy, suspicious condition, or problem arising from pedestrian or vehicular traffic entering or exiting a correctional facility shall:

(1) Immediately report the discrepancy, suspicious condition, or problem to the appropriate supervisor;

(2) Document the discrepancy, suspicious condition, or problem in the appropriate post log; and

(3) Complete the appropriate procedural report.

.06 Attachment(s).

Attachment A — Inspection of Walk-Through Scanner Memo

Attachment B — Prohibited/Restricted Items

Attachment C — Employee Gate Pass

Attachment D — Inmate Gate Pass

Attachment E — Outside Work Detail Roster

.07 History.

A. This directive replaces DOC.110.0033 dated 06/25/08; DPDS.110.0033 dated 04/12/10; and PATX.110.0037 dated 12/18/08 combining the primary and common provisions into a uniform exit and entry policy and procedure for all Department correctional facilities.

B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Codes.

A

B



Department of Public Safety and Correctional Services

Office of the Executive Director of Field Support Services

STATE OF MARYLAND

LARRY HOGAN
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR

STEPHEN T. MOYER
SECRETARY

WILLIAM G. STEWART
DEPUTY SECRETARY
ADMINISTRATION

J. MICHAEL ZEIGLER
DEPUTY SECRETARY
OPERATIONS

RHEA L. HARRIS
ASSISTANT SECRETARY
PROGRAM AND SERVICES

DAVID N. BEZANSON
ASSISTANT SECRETARY
CAPITAL PROGRAMS

TO: _____,
(Managing Officer) (Facility)

FROM: _____
Director of Security Operations/Designee

DATE: _____

SUB: INSPECTION OF WALK THROUGH SCANNER

On _____, the scanner located at _____
(date) (area)

was inspected by _____. It has been determined
that the peak value shall be set at _____.

Prohibited/Restricted Items

A. The following are not permitted inside a correctional facility:

- (1) Controlled dangerous substances (CDS).
- (2) Unapproved CDs.
- (3) Unapproved flash drives.
- (4) Camera, video or audio recording devices, and radios, except with approval by the managing official, or a designee or as specifically stated elsewhere in OPS.110.0033.
- (5) Except for religious ceremonial purposes approved by the managing official, alcohol or beverages containing alcohol.
- (6) Personal vehicles that cannot be secured using factory installed security mechanisms.
- (7) Glass containers.
- (8) Weapons, ammunition and firearms.
- (9) Security items, such as handcuffs, handcuff keys, safety shears, flex cuffs, ballistic vests, etc.
- (10) Tools and maintenance equipment.
- (11) Unauthorized telecommunication devices, such as:
 - (a) A device that is able to transmit telephonic, electrical, digital, cellular, or radio communications;
 - (b) A part of a device that is able to transmit telephonic, electrical, digital, cellular, or radio communications, regardless of whether the part itself is able to transmit such communication; or
 - (c) A device including, but not limited to a:
 - (i) Cellular telephone;
 - (ii) Digital telephone;
 - (iii) Picture telephone;
 - (iv) Modem equipped device;
 - (v) "Smart watch" of any kind, fit bits; and
 - (vi) Component of or accessory such as a SIM card, Bluetooth equipment, charger, earpiece, carrying case, or phone cards.
- (12) Tobacco and tobacco related products.
- (13) Personal televisions.
- (14) Personal items such as rope, ladders, nail clipper, nail file, or scissors that may be used as escape paraphernalia.
- (15) Aerosol air fresheners.
- (16) Cleaning supplies.
- (17) Items capable of creating or maintaining a flame.
- (18) Chewing gum and dental floss.
- (19) Dial-up containers of lip treatment, for example "Chapstick" .
- (20) Aluminum foil.
- (21) Books.
- (22) Newspapers.
- (23) Check books.
- (24) Magazines.
- (25) US currency is limited to a maximum of \$50.
- (26) Unless approved by the managing official, or a designee, all employee prescribed and non-prescribed over the counter medications. The following provisions apply:
 - (a) All employee medications approved by the managing official shall be:
 - (i) Limited to only what is required for the amount of time the employee is at the facility; and
 - (ii) Documented in a Matter of Record on file with the Security Chief and a copy of which shall be retained by the employee.

Prohibited/Restricted Items

(Continued)

- (27) Personal computers unless approved by the managing official, or a designee, for use in connection with a legal visit.
- (28) Bags, unless clear and no larger than 12 inches by 12 inches by 12 inches.
- (29) Brief case, unless authorized by the managing official, or a designee.
- (30) Food items in excess of what the employee is able to consume for a meal that day (permitted items are required to be in clear wrapping or containers; and may not be consumed on post or in an office).
- (31) Liquid beverages (soft drinks and water) in excess of two containers (combined volume shall not exceed 2 liters) (Required to be in clear or translucent plastic factory sealed containers.
- (32) Jewelry, except for items permitted under the uniform and non-uniformed employee dress codes.
- (33) Umbrellas are restricted from buildings designated by a managing official, or a designee.
- (34) Hand sanitizers, lotions, and cosmetics in excess of 1 ounce.
- (35) Other items not specifically included in this document that a managing official, or a designee, determines the item is a potential threat to the safety of an employee, an inmate, the public; or the facility.



Department of Public Safety and Correctional Services

STATE OF MARYLAND

LARRY HOGAN
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR

STEPHEN T. MOYER
SECRETARY

WILLIAM G. STEWART
DEPUTY SECRETARY
ADMINISTRATION

J. MICHAEL ZEIGLER
DEPUTY SECRETARY
OPERATIONS

RHEA L. HARRIS
ASSISTANT SECRETARY
PROGRAM AND SERVICES

DAVID N. BEZANSON
ASSISTANT SECRETARY
CAPITAL PROGRAMS

EMPLOYEE’S GATE PASS

Date: _____ Time Out: _____

Name of Employee: _____

Department: _____

Reason: _____

Supervisor: _____ (print name) _____ (Signature)

Outside Work Detail Inmate Gate Pass

Institution

Inmate Gate Pass:

(Work Assignment)

Inmate's Name: _____ **DOC #** _____
Last Name, First Name

Security Level: _____ **Length of Sentence:** _____
Years / Months

Charges / Offenses: _____

FBI # _____ **SID #** _____ **DOB:** _____

Race: _____ **SEX:** _____ **HEIGHT:** _____ **WEIGHT:** _____ **EYES:** _____

HAIR: _____ **SCARS/TATOOS:** _____

Security Chief/Facility Administrator Signature/Date

Assistant Warden Signature/Date

Outside Work Detail Roster

Institution

Detail Assignment: _____ Detail Supervisor: _____

Line #	Last Name First	DOC ID #	Cust. Level	Housing

Signature and date of individual generating this roster

Signature and date of individual approving this roster