



Department of Public Safety and Correctional Services

Office of the Secretary

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into the Volunteer Services Manual

STATE OF MARYLAND

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INFORMATION BULLETIN

SUBJECT: College Tutors in DPSCS Correctional Facilities

The Volunteer Program Administrative Manual § .06B(1)(b) requires volunteers be:

(b) 21 years old if the volunteer's assignment places the individual in a:

- (i) Correctional facility;
- (ii) Situation that permits or potentially permits contact with an offender; or
- (iii) Situation determined to be a safety or security risk.

This requirement for general volunteers shall remain in effect. However, for college program tutors working in correctional facilities, the following guidelines shall apply:

College tutors must:

1. Be 19 years old or older; and
2. Have completed 28 credit hours or more (sophomore status).

If a college tutor is under 21 years old (19 or 20), the tutoring services will either:

1. Be provided virtually; or
2. Be provided in a room where another tutor who is at least 21 or over, program staff, or DPSCS staff is also physically present.

A college tutor under 21 years old is not permitted to be physically present in a location alone with an individual currently incarcerated.

Please ensure this IB is disseminated to appropriate staff.

Wayne Hill
Deputy Secretary, Operations

ADH:st

Distribution: A

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