


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 <p style="text-align: center;">DIVISION OF CORRECTION DIRECTIVE</p>	PROGRAM:	PUBLICATIONS	
	DCD #:	1-9	
	TITLE:	Inmate Newsletters	
	ISSUED:	December 1, 2004	
	AUTHORITY	<i>Patricia Allen</i>	ASSISTANT COMMISSIONER
	APPROVED:	<i>J.C. Sizer</i>	COMMISSIONER

- I. References: None
- II. Applicable to: All institutions except Maryland Reception Diagnostic and Classification Center (MRDCC), Maryland Correctional Adjustment Center (MCAC), and Central Home Detention Unit (CHDU).
- III. Purpose: To establish guidelines for publication of inmate newsletters
- IV. Definitions: A newsletter is a periodical published for the informational benefit of the inmate population.
- V. Policy: The Division of Correction encourages wardens to publish newsletters if the newsletters are presented responsibly and constructively for providing general information to the inmate population.
- VI. Procedure:
 - A. Inmate newsletters shall be designed to give inmates information about:
 1. self-help organizations;
 2. upcoming institutional events;
 3. announcements of changes at the institution;
 4. current events;
 5. program and resource information, and
 6. other matters approved by the warden.
 - B. An inmate group wanting to publish a newsletter shall make the request in writing to the warden.

- C. The following information shall be included in the request:
 - 1. title;
 - 2. purpose;
 - 3. sponsoring group;
 - 4. editor and staff;
 - 5. publication form
 - 6. frequency of publication;
 - 7. distribution and size of publication;
 - 8. method of financing, and
 - 9. how and when publication will be printed.
 - D. No newsletter shall include requests of information regarding penpals, or personal messages.
 - E. The warden or designee shall approve or disapprove the request and may impose restrictions on:
 - 1. content;
 - 2. frequency of publication;
 - 3. number of pages;
 - 4. distribution outside the institution, and
 - 5. number of newsletters published per institution.
 - F. The warden may provide a unified, general content newsletter to satisfy this directive.
 - G. Prior to distribution, a copy of each published newsletter shall be forwarded to the Division of Correction public information officer and the Headquarters intel officer for review.
 - H. The warden may withdraw authorization for an inmate newsletter at any time.
 - I. No institutional directive is required.
- VII. Attachment: None
- VII. Rescission: DCD 1-9, dated July 1, 1999

Distribution:

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