
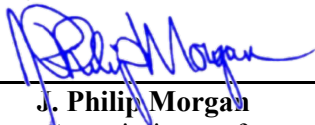


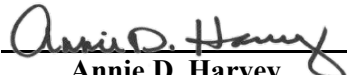


CHANGE NOTICE

Title: DOC Case Management Manual		Manual Number: DOC.100.0002 Effective: 09/26/2019	
Related MD Statute/Regulations: Correctional Services Article, §3-601, Annotated Code of Maryland; COMAR 12.02.07 and .24			
Related Standards: ACA Standards 4-4140, 4-4249 through 4-4258, 4-4260 through 4-4265, 4-4273, 4-4285, 4-4289 through 4-4291, 4-4295 through 4-4304, 4-4446, 4-4452 MCCS Standards .01O; .01P; .04F; .04I, .05F; .05G; .06A; and .06B		Responsible Authority:  Jennifer Schmitt Director of Case Management	
Related Directives: OPS.100.0004—Case Management			



J. Philip Morgan
Commissioner of
Correction



Annie D. Harvey
Deputy Secretary of
Operations

OPERATIONS CHANGE NOTICE 01-24 EFFECTIVE DATE

03-01-2024 CHANGE NOTICE #3 TO THIS MANUAL

Insert the following language in DOC.100.0002 as the new **Section 15** (“**Substance Use Disorder Treatment Services**”).

.01 Policy.

- A. Substance use disorder (“SUD”) treatment remains the cornerstone of the Department’s effort to assist incarcerated individuals with rehabilitative efforts, providing treatment opportunities that will continue upon release while an individual is under the supervision of the Division of Parole and Probation (“DPP”). Providing a continuity of care and sharing information with other agencies within the Department will serve to maximize the effectiveness of available treatment programs.
- B. Facilitation of SUD treatment programs and aftercare shall be the responsibility of Division of Correction (“DOC”) SUD treatment staff and contractual service providers.

.02 General Screening and Assessment Process Information.

- A. Texas Christian University Drug Screen - 5 (“TCU-5”).

- (1) Identifying substance use is a critical first step in the assessment treatment continuum. When used in conjunction with collaborative sources of information (e.g., biological indicators), the TCU-5 Drug Screen can serve as an important tool in the process of identifying need for individualized treatment services and appropriate level of care.
- (2) All incarcerated individuals receive the TCU-5 intake and reception.
- (3) TCU-5 results determine eligibility for a Treatment Assignment Protocol (“TAP”).

B. Treatment Assignment Protocol (TAP Assessment).

- (1) Within the assessment and treatment continuum, the TAP allows providers to gather information that helps to determine a patient’s placement in the correct level of care based on the American Society for Addiction Medicine’s (“ASAM”) placement criteria.
- (2) These criteria guide the provider in assessing six broad dimensions of the patient's life and the patient’s need and readiness for treatment. The six dimensions considered by providers include the patient’s:
 - (a) Acute intoxication and/or withdrawal potential;
 - (b) Biomedical conditions and complications;
 - (c) Emotional, behavioral, or cognitive conditions and complications;
 - (d) Readiness to change;
 - (e) Relapse, continued use, or continued problem potential; and
 - (f) Recovery and living environment.
- (3) Based on the results of the TAP and other entry criteria, an incarcerated individual may be placed in a therapeutic community (“TC”) or an Addictions Treatment Protocol (“ATP”) program.

.03 Screening and Assessment Procedures.

A. Validity of Screening and Assessment Results.

- (1) In cases where case management staff have reason to believe that the results from the SUD screening or assessment are not congruent with an individual’s record of infractions, disciplinary history, or criminal history, they may contact the Regional Substance Use Disorder Supervisor and request a new assessment be completed. An outline of the reason(s) shall be included in the request.

- (2) If the request is approved by the Regional Substance Use Disorder Supervisor, the assigned case management specialist shall schedule the incarcerated individual for participation as appropriate.

B. Texas Christian University Drug Screen - 5 (“TCU-5”).

- (1) Front-end Screening (Direct Intake).
 - (a) During the direct intake or an initial assessment process incarcerated individuals are screened utilizing the TCU-5 by SUD treatment contractual staff (“SUD Contractor”).
 - (b) Case management staff shall continue the screening and assessment processes documented in [§.03C](#) of Section 15 of this manual.
- (2) Back-end Screening (Annual Review). Case management staff shall ensure a TCU-5 has been completed for all incarcerated individuals in the standing population at the time of their security reclassification. If a TCU-5 has not been completed, case management staff shall refer an incarcerated individual to the SUD Contractor for a TCU-5 screening.
- (3) A TCU-5 score means either:
 - (a) 0-1 = no assessment needed; or
 - (b) 2 or greater = positive result and further assessment required.
- (4) The SUD Contractor shall upload an electronic copy of the TCU-5 screening to OCMS in the document section and enter the TCU-5 score in the Assessment Dashboard. The original document shall be sent to case management to be placed in Section 5 of the incarcerated individual’s case record (base file).

C. Treatment Assessment Protocol (“TAP”).

- (1) An incarcerated individual seen as a function of the assessment process shall be identified and referred by case management through:
 - (a) Screening of their caseloads by case managers;
 - (b) A data run of incarcerated individuals who may meet the eligibility requirements; and
 - (c) Individual requests from case management if an incarcerated individual has been found guilty of an infraction for drug or alcohol use; and there is not a TAP score of 1 or greater on file for the individual’s current incarceration.

- (2) Regardless of release date, an incarcerated individual with a TCU-5 score of 2 or higher, and who meets all other eligibility criteria, shall be referred to a SUD Contractor for a TAP assessment.
- (3) Upon receipt of a qualifying TAP score, case management shall verify all eligibility criteria and discuss the importance of treatment with the incarcerated individual.
- (4) TAP scores mean:
 - (a) 0 = No treatment referral to be completed; and
 - (b) 1 or greater = Treatment referral shall be completed.
- (5) An incarcerated individual interested in receiving SUD treatment who meets the eligibility criteria shall be placed into treatment prioritized by anticipated release, delayed release, or parole rehear date.
- (6) The SUD Contractor shall upload an electronic copy of the TAP to OCMS in the document section and enter the TAP score in the Assessment Dashboard. The original document shall be sent to case management to be placed in Section 5 of the incarcerated individual's case record (base file).

D. Parole Violators.

- (1) An incarcerated individual's TAP and/or risk assessment score may be used to determine eligibility for SUD treatment during the current incarceration.
- (2) When an incarcerated individual is conditionally released from DOC custody, returns to DOC custody, and the release is revoked, case management shall refer the individual for a new/updated TCU-5 screening.

E. Maryland Parole Commission Recommendations.

- (1) If an incarcerated individual with no TCU-5 on file receives a delayed release decision requiring SUD treatment programming as a contingency, case management staff shall make the referral for a TCU-5 and then make a referral for a TAP assessment. If the results of the TCU-5 indicate that the incarcerated individual does not require treatment, case management staff shall notify the Maryland Parole Commission hearing officer. The hearing officer shall review the decision for amendment.
- (2) If there is no TCU-5 or TAP on file and an incarcerated individual receives a recommendation for SUD treatment as part of a rehear decision, case management shall:
 - (a) Refer individual for assessment or reassessment as directed in [§.03C](#) of Section 15 this manual; or

- (b) If onsite assessment staff are not available, recommend that the incarcerated individual participate in alternatives to structured programming, such as Narcotics Anonymous (“NA”) or Alcoholics Anonymous (“AA”), and/or cognitive behavior groups.
- (3) If the parole hearing officer or parole commissioner renders a recommendation or decision that is contrary to policy, the case management specialist attending the parole hearing shall advise the hearing officer or parole commissioner in order to resolve the issue.

.04 Eligibility Criteria.

A. Therapeutic Community (“TC”).

- (1) An incarcerated individual is not eligible for TC if the individual has a highest or high/moderate type detainer, or an open charge.
- (2) Except as stated in §.04A(3) and (4) of Section 15 of this manual, an incarcerated individual may be eligible for TC if the individual:
 - (a) Is assessed with a score of 3-4 on the TAP and the most recent dynamic or static risk assessment level is low-moderate, moderate, or high;
 - (b) Has not been convicted of any rule violations in the 90 days prior to placement in TC, excluding drug and/or alcohol related violations; and
 - (c) Is at least 12 to 84 months from the incarcerated individual’s projected release date.
- (3) An incarcerated individual who is more than 84 months from the individual’s projected release date, and who meets all other criteria, may be placed in treatment if treatment is deemed suitable and necessary by SUD staff.
- (4) An incarcerated individual with a TAP score of 3 shall be placed into TC unless otherwise enrolled in an educational or vocational program, at which time the individual shall be eligible to be placed in ATP.

B. Addictions Treatment Protocol (“ATP”).

- (1) An incarcerated individual may be eligible for ATP if the individual has successfully completed TC within the last 6 months; or
- (2) Except as stated in §.04B(3) and (4), an incarcerated individual may be eligible for ATP if the incarcerated individual:

- (a) Has not been convicted of any rule violations in the 90 days prior to placement in TC, excluding drug and/or alcohol related violations;
- (b) Is at least 12 to 84 months from the individual's projected release date; and
- (c) Is assessed with a score of:
 - (i) 1-3 on the TAP and the most recent dynamic or static risk assessment level is low-moderate, moderate, or high; or
 - (ii) 1-4 on the TAP and a risk assessment level of low.
- (3) An incarcerated individual who is more than 84 months from the individual's projected release date, and who meets all other criteria, may be placed in ATP if ATP is deemed suitable and necessary by SUD treatment staff.
- (4) An incarcerated individual with a TAP score of 3 shall only be placed into ATP if the individual is enrolled in an educational or vocational program, in order to maintain the educational or vocational assignment in OCMS. At this time Case Management shall utilize the Volunteer of Unpaid Status form located [Appendix B of OPS.245.0005](#) – Assignments and Payroll.
- (5) Based on the criteria in Section .04A or .04B, each incarcerated individual shall be placed in an appropriate cohort as determined by SUD treatment staff.

C. Aftercare.

- (1) Aftercare is designed to serve as continuity of care for incarcerated individuals who have successfully completed TC and/or ATP.
- (2) An incarcerated individual who completes ATP is eligible to participate in an Aftercare treatment module until the participant is either transferred to another facility or released from incarceration.
- (3) An incarcerated individual who completes TC and is expected to be released or transferred from the correctional facility within the six (6) months following TC completion is eligible to participate in an Aftercare treatment module until the individual is either transferred to another facility or released from incarceration.
- (4) If an incarcerated individual who is eligible for Aftercare is transferred to another facility that offers Aftercare, the individual may request Aftercare from the SUD Treatment staff at the new location.
- (5) If all aftercare groups are full at time of referral, an incarcerated individual shall be placed on the correctional facility's Aftercare Waitlist.

- (6) Aftercare consists of large group sessions within which the topics of discussion focus on retention of information and recovery skills the incarcerated individual learned during treatment and preparing the individual for transition back into the community.

D. Maryland Parole Commission's Public Safety Program.

- (1) To be eligible for acceptance into the Maryland Parole Commission's ("MPC") Public Safety Program ("PSP"), an incarcerated individual is required to have a TAP score of 1 through 4.
- (2) However, an incarcerated individual approved for a parole release via the PSP is permitted enrollment in any available structured SUD treatment program regardless of their assessed static or dynamic risk level or TAP score.

.05 Program Modification, Discharge and Removal.

A. An incarcerated individual's treatment progress must be marked by advancement through phases to less restrictiveness and more personal responsibility. To successfully progress through treatment phases, an incarcerated individual must complete three distinct treatment phases that include orientation, intensive treatment, and reentry.

- (1) The orientation phase is marked by an incarcerated individual's
 - (a) Willingness to work with their counselor to create and work on an individualized treatment plan;
 - (b) Ability to learn and recite the "Therapeutic Community Philosophy" statement;
 - (c) Use of prosocial communication skills;
 - (d) Compliance with program rules;
 - (e) Completion of a personal written testimony (assistance will be provided to individuals who have difficulty reading or writing);
 - (f) Regular attendance in all TC treatment services, groups, and activities;
 - (g) Completion of all intake and orientation documents and lessons.
- (2) The intensive treatment phase is marked by an incarcerated individual's:
 - (a) Willingness to attend all treatment groups and complete all assigned educational activities relating to the Criminal and Addictive Thinking module;

- (b) Willingness to complete all written treatment plan and cognitive behavioral treatment assignments;
 - (c) Ability to consistently hold themselves and their peers accountable to the rules of the TC;
 - (d) Ability to demonstrate an understanding of the individual's own thinking errors and faulty beliefs; and
 - (e) Regular participation and attendance in all TC treatment services, groups, and activities.
- (3) The reentry phase is marked by an incarcerated individual's:
- (a) Willingness to complete relapse prevention education when needed;
 - (b) Creation of a personal relapse prevention plan that includes a continuum of care plan;
 - (c) Completion of and continued progress with all treatment plan goals and objectives;
 - (d) Ability to act as a mentor and living example of the TC values to the incarcerated individuals who are beginning treatment; and
 - (e) Regular participation and attendance in all TC treatment services, groups, and activities.
- B.** An incarcerated individual's clinical need and reassessment can result in the individual being placed in more intensive treatment.
- C.** Voluntary withdrawal by an incarcerated individual or removal by SUD staff shall cause an incarcerated individual to be ineligible for a job assignment for 90 days, and ineligible for placement in a preferred job for 180 days.

.06 Treatment Program Details.

A. Pay and Credits.

- (1) Incarcerated individuals assigned by case management to a SUD treatment program may be awarded the maximum number of credits permitted by law provided they are eligible to earn diminution credits.
- (2) Incarcerated individuals assigned by case management to a SUD treatment shall be paid in accordance with the Incarcerated Individual Pay Scale (Appendix A of OPS.245.0005) as a semi-skilled or student worker for:

- (a) 1.5 hours a day/5 days a week for ATP and Aftercare; and
 - (b) 8 hours a day/7 days a week for the Therapeutic Communities.
- (3) Incarcerated individuals attending ATP or Aftercare during the time they would normally be working for MCE or another higher paying job, shall be paid the at the rate of the higher paying job/assignment.
- (4) The receipt of credits and pay indicates incarcerated individuals are formally assigned by case management staff.

B. Therapeutic Community Program (TC).

- (1) The TC program:
- (a) Is a six month modified therapeutic community program that addresses changing negative patterns of thinking and behavior through individual and group counseling;
 - (b) Includes daily community meetings where goals and objectives are reviewed, conflicts are resolved, and positive reinforcement is conveyed;
 - (c) Is characterized by peer-oriented activities and defined progress through clear phases, designed to improve the ability to structure and organize the tasks of daily living and recovery, to stabilize the individual's SUD symptoms, and to help develop and apply recovery skills;
 - (d) Emphasizes the development of pro-social attitudes and thinking patterns that promote a drug-free lifestyle;
 - (e) Utilizes a cognitive-behavioral group therapy format, that includes role-playing and homework exercises; and
 - (f) Focuses on initiating changes in behavior and the incarcerated individual's thought process.
- (2) TC Services Staff shall:
- (a) Develop and maintain a treatment, recovery, and rehabilitation plan for each TC participant;
 - (b) Monitor each TC participant's successful reintegration into regular, productive daily activities such as work, school, or other programs;
 - (c) Provide a minimum of 36 hours of treatment and recovery focused services each week, that must include individual and group psychotherapy, psychoeducational

groups, sober leisure skill development, motivational enhancement and engagement strategies;

- (d) Ensure that 15 of the 36 treatment hours are direct contact hours with a counselor;
 - (e) Provide occupational and educational activities aimed at changing cognition and behavior; and
 - (f) Provide TC participants with consultations, referrals, or both for medical, psychological, and psychopharmacology needs.
- (3) The TC program curriculum for treatment includes two primary cognitive approaches: cognitive skills training and cognitive restructuring.
- (a) Cognitive skills training addresses the premise that chemically involved incarcerated individuals have not adequately learned the thinking skills required to function as responsible, productive members of society.
 - (b) Cognitive restructuring addresses the premise that chemically involved incarcerated individuals have learned maladaptive and destructive thinking patterns that promote criminal and substance abusing behavior.

C. Addictions Treatment Protocol (ATP).

- (1) ATP is a six-month cognitive behavioral program that utilizes skill building techniques with an emphasis on pro-social behaviors.
- (2) This integrative model of treatment places responsibility at the core of its philosophy, emphasizing two major principles: that an individual is responsible for their own behavior and that they are able to change.
- (3) With an emphasis on skill-building techniques, this treatment focuses on providing the participant with the skills to change their behavior and cope with high risk situations for drug use and criminal behaviors. This will enable the participant to:
 - (a) Identify and modify criminal thinking patterns;
 - (b) Develop appropriate responses to reactive behaviors;
 - (c) Develop appropriate pro-social communication methods;
 - (d) Learn to understand and improve relationships with others;
 - (e) Identify and build skills to cope with high risk situations;

- (f) Develop personal wellness plans to improve on one's physical and mental well-being;
- (g) Create a personalized relapse prevention plan; and
- (h) Prepare for transition back into the community.

D. Aftercare.

- (1) Aftercare is designed to serve as continuity of care for incarcerated individuals who have successfully completed TC and/or ATP. If all Aftercare groups are full at time of referral, an incarcerated individual will be placed on an institution Aftercare waitlist.
- (2) Aftercare is conducted in large group sessions. Topics of discussion focus on:
 - (a) Retention of information and recovery skills the incarcerated individual learned during treatment; and
 - (b) Preparation for transition back into the community.
- (3) An incarcerated individual who completes ATP is eligible to participate in an aftercare treatment module until the participant is either transferred to another facility or released from incarceration.
- (4) An incarcerated individual who completes TC and is expected to leave the correctional facility within the six (6) months following TC completion is eligible to participate in an aftercare treatment module until the individual is either transferred to another facility or released from incarceration.
- (5) If an incarcerated individual who is eligible for Aftercare is transferred to another facility that offers Aftercare, the client may request Aftercare from the SUD treatment staff at the new location.



CHANGE NOTICE

J. Philip Morgan
Commissioner of
Correction

Annie D. Harvey
Deputy Secretary of
Operations

Title: DOC Case Management Manual		Manual Number: DOC.100.0002 Effective: 09/26/2019	
Related MD Statute/Regulations: Correctional Services Article, §3-601, Annotated Code of Maryland; COMAR 12.02.07 and .24			
Related Standards: ACA Standards 4-4140, 4-4249 through 4-4258, 4-4260 through 4-4265, 4-4273, 4-4285, 4-4289 through 4-4291, 4-4295 through 4-4304, 4-4446, 4-4452 MCCS Standards .01O; .01P; .04F; .04I, .05F; .05G; .06A; and .06B		Responsible Authority: Jennifer Schmitt Director of Case Management	
Related Directives: OPS.100.0004—Case Management			

OPERATIONS CHANGE NOTICE 02-24 EFFECTIVE DATE

03-01-2024 CHANGE NOTICE #2 TO THIS MANUAL

Insert the following language in DOC.100.0002 as the new §.12.

.12 Mandatory Remediation Programs.

A. Eligibility.

- (1) An incarcerated individual found eligible and suitable for participation in a program designated by the Commissioner of Correction or by Maryland statute as a mandatory remediation program (**program**) shall be required to complete the program.
- (2) If an incarcerated individual is eligible for more than one program, the incarcerated individual shall be assigned to the program deemed most appropriate for the incarcerated individual by case management staff.
- (3) An incarcerated individual's participation in a program may be waived without sanction if case management staff determines there is insufficient time or resources for completion.

B. Current Programs.

- (1) Mandatory Education.

C. Procedures.


- (1) An incarcerated individual shall be charged with a Category II rule violation in accordance with [COMAR 12.03.01.04E - Inmate Rule Violation Summary](#) if the incarcerated individual:
 - (a) Refuses to be assessed, fails to attend when scheduled, or is assigned and refuses to participate in a mandatory remediation program; or
 - (b) Is assessed by case management staff as being unsuitable for continued participation due to behavior or performance directly related to the mandatory remediation program.
- (2) Failure to Complete Mandatory Remediation Program.
 - (a) In cases involving an incarcerated individual's failure to complete a program facilitated by a contractual service provider, case management staff shall prepare [a Notice of Rule Violation form or a Notice of Offer of Informal Resolution form in accordance with COMAR 12.03.01.06](#).
 - (b) In all other cases where and incarcerated individual fails to complete a mandatory remediation program, the Department's internal program facilitator shall prepare a Notice of Rule Violation form or Notice of Offer of Information Resolution form.
- (3) Removal from Program.
 - (a) An incarcerated individual shall be officially removed from the program by case management action:
 - (i) Prior to receiving a Category II rule violation; or
 - (ii) When the incarcerated individual has been transferred to another facility, received a disciplinary segregation sentence, or other action occurs that causes the incarcerated individual's removal from the program on the OCMS Primary Assignment screen.
 - (b) If case management staff finds that an incarcerated individual is unsuitable for a program through no fault of the incarcerated individual (e.g. medical issue, developmental problems) the incarcerated individual shall not be charged with a Category II rule violation.
- (4) Sanctions.
 - (a) If convicted of a Category II rule violation in accordance with [COMAR 12.03.01.22—.28](#), the incarcerated individual shall lose all projected good conduct

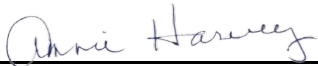
credits and all special project credits recorded up to and including the date of the disciplinary conviction.

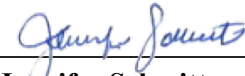
- (b) An incarcerated individual who has had diminution credits revoked for refusing to participate in a program or for termination from a program may petition for their credits to be restored through the case management review process in accordance with Section 16, Restoration of Revoked Diminution Credits of the Case Management Manual.
- (5) Reassignment.
- (a) An incarcerated individual who refuses to participate in a mandatory remediation program or who has been terminated from such a program may request reassignment by applying in writing to the assigned case management specialist.
 - (b) Upon receiving a request as noted in §12.B(6)(a), case management staff shall, after consultation with the service provider or internal program administrator as appropriate, determine if the incarcerated individual is suitable for reassignment.



CHANGE NOTICE


J. Philip Morgan
Commissioner of
Correction


Annie D. Harvey
Deputy Secretary of
Operations

Title: DOC Case Management Manual	Manual Number: DOC.100.0002 Effective: 09/26/2019
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Related Directives: OPS.100.0004—Case Management	

OPERATIONS CHANGE NOTICE 01-23 EFFECTIVE DATE July 1, 2023

CHANGE NOTICE #1 TO THIS MANUAL

Insert the following language in DOC.100.0002 as the new **§.05G(20)**.

.05 Inmate Assignments.

G. Correctional Facility Jobs and Program Assignments.

(20)

- (a) In deciding the appropriate reclassification and job reassignment for an inmate, a case manager shall consider a dismissal, not guilty, or guilty disposition rendered by a hearing officer in a disciplinary proceeding. However, a case manager retains the discretion to determine the appropriate classification and assignment of an inmate notwithstanding a decision of a hearing officer.
- (b) The memorandum from the former Commissioner of Correction dated March 21, 1995 entitled, “Infraction Dispositions of Not Guilty or Dismissed” is of no force or effect.

Department of Public Safety and Correctional Services

Division of Correction

Case Management Manual

DOC.100.0002



Office of the Commissioner

Issue Date: 7/17/2019

Effective Date: 7/31/2019

Approved by:

Handwritten signature of Patricia Goins-Johnson in black ink.

Patricia Goins-Johnson, Executive Director
Field Support Services

Authorized by:

Handwritten signature of Wayne Hill in black ink.

Wayne Hill
Commissioner

Handwritten signature of J. Michael Zeigler in black ink.

J. Michael Zeigler
Deputy Secretary of Operations

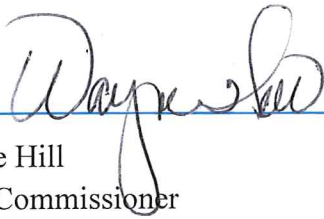
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Robert L. Green
Secretary, DPSCS

FOREWORD

The case management process is a unique and critical component to the successful operation of the Division of Correction. Case management staff is responsible for developing the course of action by which all program, treatment, and security components of an inmate's case are managed. Case management staff is also responsible for the "plan of action" that provides for participation in programs, job assignments, treatment, and activities for which the inmate qualifies. There is an active and ongoing interaction between inmates and case management specialists. These components are vital to our mission to reduce criminal behavior and improve the quality of life for all Marylanders through diverse programs, services, and community partnerships.

This manual provides the procedures by which case management staff manages its caseloads to best assist inmates in their rehabilitative efforts. This is accomplished by first utilizing available assessment information effectively. With this information, case management staff can provide inmates with appropriate opportunities to facilitate a successful and permanent return to the community.



Wayne Hill
DOC Commissioner

DOC Case Management Manual

REVISION HISTORY

Prepared By:

Document Owner(s)	Project/Organization Role
David Greene	Director, Case Management

Version Control:


Version	Date	Author	Change Description
1.0	3/26/08	Kendall Gifford, Assistant Director	New Manual
1.2	3/31/10	Kendall Gifford, Director	Revised Manual
1.3	3/1/2017	Charvette Henson-Smith, Director	Revised Manual – Substantive changes and addition of JRA
2.0	7/31/2019	David Greene, Director 	Revised Manual – Major editing and formatting

Table of Contents

References and Rescissions	12
Section 1 - Case Management	14
Section 2 - Definitions.....	16
Section 3 - Criminal History Verification.....	29
A. Criminal History Verification Required.	29
B. Documentation.....	29
C. Compliance.	30
D. Reception Units - Clearing the Criminal History.	30
E. Maintaining Institutions.....	31
F. Official Versions.....	31
G. Intrastate Detainers.	31
H. Interstate Agreement on Detainers.....	33
I. Criminal History Verification Manual.....	33
J. Requesting Criminal History Records.	33
K. Inmate Releases.	33
Section 4 - General Commitment Information f or Inmates.....	35
DETAINERS	35
SENTENCES	35
DIMINUTION OF CONFINEMENT	37
INMATE NAME CHANGES.....	40
Section 5 - Inmate Assignments.....	42
A. Case Management Specialist.	42
B. Administrative Assignment.	42
C. Case Management Team.....	42
D. Supervisory Review.....	43

E.	Managing Official’s Review.....	43
F.	Commissioner’s Review.....	44
G.	Institutional Job and Program Assignments.....	45
H.	Mandatory Education Assignments.....	48
I.	Inmate Job Bank.....	49
J.	Inmate Labor Pool.....	49
K.	Outside Detail Participation.....	50
L.	Occupational Training:	51

Section 6 ~ Inmate Transfers53

A.	General Transfers.....	53
B.	Medical or Mental Health Transfers.....	54
C.	CARC (Community Adult Rehabilitation Center) Transfer Eligibility.....	54
D.	Local Reentry Transfer Eligibility.....	55
E.	Youth Detention Center (YDC) Transfers.....	56

Section 7 ~ Security Classification58

A.	General Information.....	58
B.	Exclusionary Offenders: Maximum-Security.....	58
C.	Exclusionary Offenders: Medium-Security.....	58
D.	Sentences of Life or Death.....	59
E.	Technical Parole Violators.....	60
F.	Initial Security Classification.....	60
G.	Security Reclassification.....	61
H.	Security Reduction Profiles.....	63
I.	Mental Health Risk Assessments.....	64
J.	Disciplinary Reviews.....	64

Section 8 ~ Program Eligibility67

A.	General Information.....	67
B.	Procedure.....	68

C.	Individual Program Screener Options and Eligibility.....	68
Section 9 ~ Home Detention		73
A.	General Information.....	73
B.	Eligibility.	73
C.	Home Detention Sponsor.....	74
D.	Victim Information Procedures.....	75
E.	Consideration.	75
F.	Placement.....	76
Section 10 ~ Justice Reinvestment Act (JRA).....		78
A.	General Information.....	78
B.	JRA Diminution.....	78
C.	JRA Inmate Assignments.....	79
D.	JRA Administrative Release.	80
E.	Monitoring the Plan.	82
F.	Non-compliance.....	82
G.	Maryland Parole Commission (Commission or MPC) Responsibilities.	83
H.	Audits.....	84
I.	Administrative Release Statistics.....	84
Section 11 ~ Individual Case Plans.....		86
A.	Identification of Risk Factors.....	86
B.	Developing the Plan.....	89
C.	Programming Recommendations.....	91
D.	Static Risk Assessment.	91
E.	Dynamic Risk Instrument:	91
Section 12 ~ Mandatory Remediation Programs.....		94
A.	Eligibility.	94
B.	Procedures.....	94

Section 13 ~ Work Release.....97

A. Policy..... 97

B. Exclusions..... 97

C. Eligibility Criteria..... 98

D. Prerequisites..... 98

E. Consideration..... 99

F. Catchment..... 99

G. Employment..... 100

H. Monitoring the Inmate..... 101

I. Monetary Deductions..... 102

J. Cost of Food, Lodging, and Transportation..... 103

K. Audits..... 103

L. Work Release Statistics..... 104

Section 14 - Community Leave..... 106

A. Policy..... 106

B. Eligibility/Application..... 106

C. Approval..... 106

D. Community Leave Sponsors..... 107

E. Victim Notification..... 107

F. Types of Community Leave..... 107

Section 15 ~ Substance Abuse Programming..... 111

A. Policy..... 111

B. All Available Programs..... 111

C. Eligibility Criteria..... 115

D. Mandatory Remediation..... 116

E. Service Providers..... 116

F. Assessment Referrals - Front End..... 116

G. Assessment Referrals – Back End..... 117

H.	MPC Recommendations	118
I.	Validity of Results	119
J.	Pay and Credits	119
K.	Parole Violators	119
L.	The Public Safety Program (PSP).....	119
Section 16 ~ Restoration of Revoked Diminution Credits		123
Section 17 ~ Special Confinement Housing		126
A.	Generally.....	126
B.	Administrative Segregation.	126
C.	Disciplinary Segregation.....	130
D.	Behavior Management Program (BMP).	131
E.	Maximum II Structured Housing (MIISH).....	133
F.	Protective Custody.....	134
G.	Record of Segregation Confinement.....	135
Section 18 ~ Enemy Alerts.....		138
Section 19 ~ Interstate Corrections Compact (ICC)		142
A.	General Information.....	142
B.	Application for Transfer.	142
C.	Managing Official’s Review.....	143
D.	Referral Packet.....	143
E.	Transfer to Receiving State.....	144
F.	Receipt of an ICC Inmate.	145
G.	Progress Reports:	145
H.	Return of an ICC Inmate to the State of Origin.....	146
I.	Release.	146
J.	The Compact Administrator Responsibilities.....	146
K.	Return of a Maryland Inmate from a Signatory State.....	147
L.	ICC Signatory States.....	147

M.	International Prisoner Transfer Program (IPTP).....	147
Section 20 ~ Inmate Progress Reports.....		153
Section 21 ~ Case Record.....		155
A.	Definition.....	155
B.	Structure and Organization.....	155
C.	Case Record Contents.....	156
D.	Managing Official’s Responsibilities.....	157
E.	Temporary Record.....	157
F.	Confidential Notes.....	157
G.	Inmate Transfers.....	158
H.	Inactive Records.....	159
I.	Inmate and Outside Review.....	159
J.	OCMS Documents.....	160
Section 22 ~ Parole.....		163
A.	Responsibilities.....	163
B.	Institutional Parole Associate.....	163
C.	Case Management Pre-Parole Recommendations.....	163
D.	Medical Parole (CSA § 7-309, ACM).....	164
E.	Open Parole Hearings (COMAR 12.08.02).....	165
F.	Monitoring Release Decisions.....	165
G.	Submission of Home Plans.....	165
H.	Patuxent Parole Violator Program (PPVP):.....	166
I.	Repatriation Program.....	167
Section 23 ~ Inmate Releases.....		171
A.	General Information.....	171
B.	Home Plans.....	171
C.	Special Conditions for Mandatory Release.....	172

D. Personal ID Documents:	173
E. Release Process Checklist.....	175
F. Re-Entry Services.	175
Section 24 ~ Audit Compliance	178
Appendices	180

References and Rescissions

A. REFERENCES:

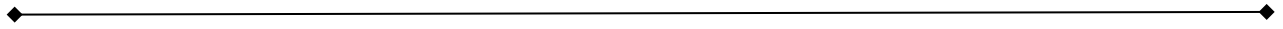
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- (14) Correctional Services Article, §7–309, AMC — Medical Parole
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- (21) [DOC.185.0002](#), Administrative Remedy Program Procedures
- (22) [COMAR 12.02.28](#), Administrative Remedy Program Procedures

- (23) OBSCIS I Manual
- (24) ACA Standards 4-4140, 4-4249 through 4-4258, 4-4260 through 4-4265, 4-4273, 4 4285, 4-4289 through 4-4291, 4-4295 through 4-4304, 4-4446, 4-4452
- (25) MCCS Standards .01O; .01P; .04F; .04I, .05F; .05G; .06A; and .06B
- (26) DPSCSD 124-220, Psychological Evaluations
- (27) DSS Ex-Offender Resource Manual
- (28) [OPS.100.0004](#), Case Management
- (29) [OPS.165.0001](#), Re-Entry: Assessment, Planning, and Programming
- (30) [OPS.230.0005](#), Release Procedures
- (31) [OPS.260.0001](#), Administrative Release Procedures

B. RESCISSIONS:

- (1) DOC.100.0001 Case Management Manual, dated March 31, 2010
- (2) FSSIB.2018-02 Transfer Data Sheet, dated 01-10-18
- (3) FSSIB.2017-08 Community Leave – Immediate Family, dated 08-30-2017
- (4) CMM Section 10, Mutual Agreement Plan (MAP)

SECTION 1



Case Management Mission Statement

Section 1 - Case Management

Case Management Mission Statement

Although public safety remains the focus, the mission of case management is to serve the public interest through the development and monitoring of individual case plans to support inmates' rehabilitative efforts. The development of a multidisciplinary program plan is based on available assessment information, and includes education, occupational training, substance abuse/mental health treatment, cognitive behavior programming, and assignment to work release.

An increased emphasis has been placed on active and ongoing interaction between inmates and case management specialists in order to develop a plan that includes appropriate and attainable goals relating to an inmate's program and treatment needs, and provides for monitoring and adjustment of those plans as necessary. Case management staff shall facilitate the inmate's personal growth, development, and preparation for release through close interaction. In order to assist inmates in their rehabilitative efforts, the Division has developed an ongoing relationship with community organizations, volunteers, and outside agencies that provide transitional services to the inmate population. Those services include transitional housing, personal identification documents, education, training, substance abuse therapy, and cognitive skills development.

Ultimately, case management staff seeks to maximize the opportunity for inmates to make a successful and productive re-entry into the community.

SECTION 2



Definitions

Section 2 - Definitions

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

B. Terms Defined.

- (1) **“Administrative assignment”** means the process of classifying or assigning inmates by administrative action and supervisory review without case management team action.
- (2) **“Administrative Release”** means a non-discretionary release granted to inmates who meet a strict set of criteria established by the Maryland General Assembly in §7-301.1 of the Correctional Services Article. The Maryland Parole Commission has been designated as the releasing authority for Administrative Releases.
- (3) **“Administrative Segregation”** means a special housing status for an inmate who requires close supervision or segregation from the general population. This status may be utilized to ensure the safety and security of the institution, staff, individual inmate, or the general inmate population.
- (4) **“Admissions, Review, and Discharge (ARD) Committee”** means a multidisciplinary team consisting of members of the facility Administration, Mental Health, Social Work, Case Management, and/or custody staff. It is the responsibility of the ARD Committee to review BMP admissions and discharges.
- (5) **“Anticipated Release Date”** means the administrative release date, expiration of sentence, delayed parole release date, mandatory supervision release date, parole eligibility date, a Parole Commission recommendation for sentence commutation, or any scheduled parole hearing or rehearing date that is likely to result in approval for parole (both immediate and delayed release decisions).
- (6) **“Automatic Program Change”** means an administrative action conducted by a case management manager or designee that carries out a case management action from a general assignment to a specific assignment. Automatic program change may be used to assign inmates who are on a waiting list or job bank or in a job or program assignment. They may also be used to reassign at the end of a segregation sentence. Automatic program change may not be used for initial assignments, to terminate an inmate from a job or program assignment, or to assign an inmate to a sensitive job (i.e., maintenance, outside detail, etc.) unless the inmate was assigned to the job bank for that specific position.
- (7) **“Behavior Management Program (BMP)”** means an inmate program based on the cognitive behavioral management program or Quality of Life program model.

- (8) **“Behavioral Management Program (BMP) Review Team”** means a multidisciplinary team consisting of the Director of the BMP, Mental Health staff, Case Management, and/or custody staff. It is the responsibility of the BMP Team to monitor the progress of an inmate’s participation in a BMP.
- (9) **“CARC”** means a community adult rehabilitation center established under §§ 11-301 through 11-320 of the Correctional Services Article of the Annotated Code of Maryland; and COMAR 12.02.03.
- (10) **“Commissioner”** means the Commissioner of the Division of Correction.
- (11) **“Community Leave”** means temporary discharge from confinement for the purposes of participating in a compassionate, family, or special leave.
- (12) **“Compassionate Leave”** means the conditional leave of an inmate in accordance with § 3-808 of the Correctional Services Article for a specified period of time to visit an immediate family member who is terminally ill, or to attend the family member’s funeral or memorial service (excluding burial).
- (13) **“Crime of Violence”** has the meaning stated in the Criminal Law Article (CLA), § 14-101, Annotated Code of Maryland (AMC).
 - (a) As of October 1, 2017, the crimes of violence are:
 - (i) Abduction;
 - (ii) Arson in the first degree;
 - (iii) Kidnapping;
 - (iv) Manslaughter (except Involuntary Manslaughter);
 - (v) Mayhem and Maiming as previously proscribed under Article 27, §§385 and 386;
 - (vi) Murder;
 - (vii) Rape;
 - (viii) Robbery under CLA, §§3-402 or 3-403, AMC;
 - (ix) Carjacking or Armed Carjacking;
 - (x) Sexual Offense in the First Degree and Second Degree;
 - (xi) Use of a Handgun in the Commission of a felony or other crime of violence;

- (xii) Home Invasion under CLA § 6-202(b);
 - (xiii) Continuing course of conduct with a child under CLA § 3-315;
 - (xiv) Assault: 1st Degree, With Intent to Murder, With Intent to Rape, With Intent to Rob, With Intent to Commit a Sexual Offense in the First Degree and Second Degree;
 - (xv) Child Abuse in the First Degree under CLA §3-601; and
 - (xvi) Sexual Abuse of a Minor under CLA §3-602 if:
 - (A) The victim is under the age of 13 years and the offender is an adult at the time of the offense; and
 - (B) The offense involved:
 - 1) Vaginal intercourse, as defined in CLA, § 3-301, AMC;
 - 2) A sexual act, as defined in CLA, § 3-301, AMC;
 - 3) An act in which a part of the offender’s body penetrates, however slightly, into the victim’s genital opening or anus; or
 - 4) The intentional touching, not through the clothing, of the victim’s or the offender’s genital, anal, or other intimate area for sexual arousal, gratification, or abuse.
 - (xvii) **Note:** Prior to October 1, 1994, Burglary and Daytime Housebreaking were also crimes of violence.
- (14) **“Crime Victim”** means an individual who suffered direct or threatened physical, emotional, or financial harm as a direct result of a crime or delinquent act and includes family members of a victim who is a minor, incompetent, a homicide victim, or a guardian of a minor or incompetent victim.
- (15) **“Current Incarceration”** means:
- (a) For inmates that have not had their parole revoked during the current term of confinement, the period spanning the earliest sentence start date to the maximum expiration of sentence.
 - (b) For inmates that have had their parole revoked during the current term of confinement, the period spanning their date of return to the Division from parole or mandatory supervision to the maximum expiration of sentence.

- (16) **“Definite Release Date”** means an administrative release date, delayed parole release date, mandatory supervision release date, or maximum expiration of sentence date.
- (17) **“Detainer”** means a notification sent by an authorized government or law enforcement official to a correctional administrator:
- (a) Advising the administrator that a specific prisoner has pending charges in the official’s jurisdiction; and
 - (b) Requesting continued detention of the prisoner or advanced notification of the prisoner's impending release.
- (18) **“Diminution of Confinement”** means a reduction in time served in custody through the application of good conduct, industrial, education, or special project credits earned by an inmate in accordance with the provisions of §§ 3-701 through 3-711 and 11-501 through 11-509 of the Correctional Services Article.
- (19) **“Disciplinary Segregation”** means a special housing status, removed from the general inmate population, for those inmates who have been found guilty at an adjustment hearing of violating Division rules, institutional rules, or both.
- (20) **“Domestic Violence”** means a pattern of abusive and controlling behaviors, both emotional and physical, exercised by one intimate partner over another.
- (21) **“Enemy”** means an inmate who has been determined by case management staff to have the potential to inflict physical or mental harm on another inmate, should they come in contact.
- (22) **“Escape”** means a documented incident of unauthorized absence from lawful confinement or custody (adult facilities). For the purpose of security classification and statistical data collection, escapes shall be divided into two categories.
- (a) Secure Confinement Escape: the unauthorized departure from within the secure perimeter of any administrative, maximum, medium, or minimum-security level facility, or unauthorized departures by an inmate or detainee while being escorted or transported in restraints.
 - (b) Breach of Trust Escape: the unauthorized departure from a pre-release security level facility (commonly referred to as “walk-off”), including all incidents of inmates or detainees classified minimum or pre-release security, who depart while in the community, without restraints, with or without supervision.
- (23) **“Evidence Based Programs and Practices”** means programs proven by scientific research to reliably produce reductions in recidivism.

- (24) **“Exclusionary Offender”** means an inmate who is excluded from consideration for a reduction in security level until he or she is within a specified period to a definite release date as prescribed by case management policy. Once within the specified period, the inmate is no longer considered an exclusionary offender.
- (25) **“Family Leave”** means a type of leave authorized in accordance with Correctional Services Article § 3-811, that grants a pre-release security inmate the opportunity to reestablish family ties and to develop stable home environment upon release through authorized leave to his or her home.
- (26) **“Home Detention”** means a community-based program in which an eligible inmate resides in an approved private dwelling under monitoring and supervision by the Home Detention Unit (HDU) established under Correctional Services Article, § 3-402 which the Commissioner or designee approves.
- (27) **“Home Detention Sponsor”** means a person who is willing to assist the inmate while assigned to the home detention program, who need not be a relative of the inmate. The sponsor shall be a responsible adult who is willing to assist the inmate with routine tasks of daily living, and be willing to abide by all rules and guidelines established by the executive director of the Home Detention Unit.
- (28) **“Housing Identifier”** means:
- (a) **G (General)** – Indicates an inmate has been reviewed for placement in general population and is considered suitable for double-cell or dormitory housing.
 - (b) **S (Special)** – Indicates that certain factors such as aggressive behavior, health problems (medical or mental), or a history of victimization preclude the inmate’s assignment to the general population and requires special confinement housing.
- (29) **“Immediate Family Member”** means, for the purpose of:
- (a) Compassionate leave, an inmate’s spouse, natural grandparents, parents, siblings, children, grandchildren, and persons who have these relationships through adoption;
 - (b) Family leave, an inmate’s mother, father, legal guardian, sister, brother, wife, husband, and children who have attained majority.
- (30) **“Individual Case Plan (ICP)”** means a written individualized program plan for an inmate that is developed in accordance with Division regulations. This plan is developed to address each inmate’s risks and needs.
- (31) **“Inmate Case Record”** means paper or automated records assembled, maintained, and used by case management staff in accordance with Correctional Services Article, § 3-601, ACM. It excludes other parts of the case record maintained by education, medical,

mental health, addictions treatment and social work service providers, access to which is governed by regulations and directives specific to those areas.

- (32) **“Innovative Programs and Practices”** means programs that do not meet the standard of evidence-based practices but which preliminary research or data indicates will reduce the likelihood of offender recidivism.
- (33) **“Interstate Corrections Compact (ICC)”** means a legal agreement that enables states that are signatories to the Compact and that have a contractual agreement between them to consider the transfer of inmates confined or sentenced to a correctional institution of one signatory state for confinement and program participation in another, if appropriate.
- (34) **“Job Bank”** means a chronological listing of the names of all inmates who are eligible for assignment to a job or program assignment, but for whom no work or program assignment currently exists.
- (35) **“Justice Reinvestment Act (JRA)”** means the Maryland state law which was enacted in October 2016. The law is a data driven, evidenced based approach to improve public safety. It is intended to be a collaborative effort to maximize the return on investment for taxpayers by managing criminal justice resources in a more cost-effective and strategic way that reduces recidivism, promotes accountability, decreases crime, and strengthens neighborhoods.
- (36) **“Labor Pool”** means an institutional job assignment by which an inmate earns industrial credits, but does not receive pay.
- (37) **“Level of Service Inventory-Revised (LSI-R)”** means an actuarial assessment tool designed to identify an inmates’ risk and needs with regard to recidivism. That is, the LSI-R seeks to classify an inmate’s risk of re-offending as well as identify his/her particular criminogenic needs.
- (38) **“Local Reentry Program”** means placement in a local detention center, facility or community-based residential center specially designated for the provision of transitional programming and services.
- (39) **“Major Adult Incarceration”** means any adult incarceration where the inmate has been sentenced to a total term of confinement of six months or more.
- (40) **“Mandatory Remediation Program”** means any structured program designated by the Commissioner or by state law in which an inmate shall participate if deemed eligible and qualified. Refusal to participate in such a program shall subject an inmate to the disciplinary process.

- (41) **“Mandatory Supervision Release (MSR)”** means a conditional release, under the provisions of §§ 7-501 through 7-506 of the Correctional Services Article, of an inmate who was sentenced for an offense committed on or after July 1, 1970, and who has served his or her term(s) less the diminution of confinement deductions provided for in §§ 3-701 through 3-711 and 11-501 through 11-509 of the Correctional Services Article. Upon release, such an inmate shall be deemed as if on parole and shall remain under the supervision of the Division of Parole and Probation until the expiration of the maximum term(s) for which the inmate was sentenced.
- (42) **“Maryland Parole Commission (MPC)”** means an agency within the Department of Public Safety and Correctional Services that has the statutory authority to parole inmates.
- (43) **“MAX II SH”** means maximum security II structured housing.
- (44) **“MAXI II SH Facility”** means a Division maximum security correctional facility with correctional staff, secure housing, and programming capable of safely and effectively addressing the special needs of a MAX II SH inmate.
- (45) **“MAX II SH inmate”** means an individual:
- (a) Sentenced to the custody of the Commissioner;
 - (b) Who demonstrates or is known to demonstrate dangerous, violent, or other characteristics that pose a serious threat to life, property, self, staff, other inmates, or facility security;
 - (c) Who has been determined to require enhanced supervision in order to remediate dangerous, violent, or other characteristics that pose a serious threat to life, property, self, staff, other inmates, or facility security;
 - (d) If housed in general population poses a serious threat to life, property, self, staff, other inmates, or facility security.
- (46) **“Multi-disciplinary Team”** means:
- (a) A group of employees including but not limited to case management, social work, mental health, medical, and addictions assembled to evaluate an inmate’s correctional history to determine suitability for MAX II SH assignment and to monitor inmate progress while in MAX II SH; or
 - (b) A group of employees including but not limited to case management, social work, mental health, medical, addictions, and transition services designated to review the projected release report and provide case management with any information relevant to the transition of the inmate to community supervision.

- (47) **“Occupational Skills Training Center (OSTC)”** means a correctional facility with programs designed to provide skill training to eligible inmates in the Baltimore metropolitan area. The Maryland Department of Labor, Licensing and Regulation (DLLR) in conjunction with the Division of Correction and area community colleges sponsor these programs.
- (48) **“Offender Case Management System (OCMS)”** means the integrated offender case management information system that allows DPSCS to compile, store, and share information on or about offenders under its jurisdiction. The system has multiple modules which include but are not limited to case planning, booking, community supervision, corrections, and pre-trial services. OCMS supersedes the Offender Based State Correctional Information System (OBSCIS I and II) as the official offender case management system of DPSCS.
- (49) **“Official Version of an Offense”** includes any of the following:
- (a) A report from a state’s attorney describing an offense;
 - (b) A pre-sentence investigation that includes a description of the offense other than the inmate’s version;
 - (c) A police report of the offense or the statement of charges;
 - (d) A description of the offense, other than the inmate’s version, which is included in Patuxent Institution case records; or
 - (e) A description of the offense, other than the inmate’s version, which is included in previous parole decisions from the Maryland Parole Commission.
- (50) **“On-Site Job Check”** means a staff visit to any inmate’s work release job site to ensure proper supervision and working conditions and, where possible, to physically observe the inmate.
- (51) **“Parole”** means a conditional release order from imprisonment granted by the Maryland Parole Commission, evidenced by a written order, which entitles the recipient to serve the remainder of his or her term outside the institution if he or she satisfactorily complies with all terms and conditions provided in the order.
- (52) **“Patuxent Institution Youth Program”** means Patuxent Institution programming and services in accordance with §4 401 of the Correctional Services Article designed to meet the specific needs of youthful offenders under the age of 21 and adjudicated as adults.
- (53) **“Protective Custody”** means a special housing status for an inmate who requires long term separation from the general population, protection for safety reasons, or both.

- (54) **“Reception Status”** means the time between an inmate’s arrival in a Division of Correction reception unit for the purposes of identification, evaluation, initial classification, and his or her transfer to a maintaining institution.
- (55) **“Release”** means any type of discharge from custody of the supervising authority. This includes release on administrative release, parole, by court order, mandatory supervision release, expiration of sentence, work release, and community leave. Release does not include an escape.
- (56) **Release by Expiration”** means the unconditional release of an inmate:
- (a) Whose only sentence or sentences are for offense(s) committed before July 1, 1970, and who has served his or her term, less diminution of confinement deductions provided for in §§ 3-701 through 3-711 and 11-501 through 11-509 of the Correctional Services Article;
 - (b) Who has served a term of confinement of eighteen months or fewer, less diminution of confinement deductions provided for in §§ 3-701 through 3-711 and, §§ 11-501 through 11-509 of the Correctional Services Article; or
 - (c) Who has served the maximum term or terms for which he or she was sentenced without the benefit of diminution credits.
- (57) **“Restoration of Revoked Credits”** means the process whereby inmates may recover some or all diminution credits revoked during the current term of confinement as the result of an adjustment proceeding for violations of Department rules of discipline.
- (58) **“Sex Offender”** means any of the following:
- (a) “Tier I Sex Offender” means a person who:
 - (i) Has a statutory obligation to register and has been convicted of 4th degree sex offense, child pornography (victim under 18);
 - (ii) Has conspired to commit, attempted to commit, or committed a violation of § 3-308, 3-902 or 11-208 of the Criminal Law Article;
 - (iii) Victim age is irrelevant except where specifically noted in the Criminal Article; and
 - (iv) Registration term is every 6 months for 15 years.
 - (b) “Tier II Sex Offender” means a person who:

- (i) Has a statutory obligation to register and has been convicted of 3rd degree sex offense (sexual act or vaginal intercourse) (victim age 14 or 15 and offender aged 21 or over) CL § 3-307 (A)(4 and 5); or
 - (ii) Has conspired to commit, attempted to commit, or committed a violation of § 3-307 (A)(4 and 5), 3-314 (victim age 14-17), 3-324, 3-603 (victim age 14-17), 11-207, 11-209, 11-303, 11-305, (victim under age 16), or 11-306 of the Criminal Law Article; and
 - (iii) Victim age is under 18 except where specifically noted in the Criminal Law Article; and
 - (iv) Registration term is every 6 months for 25 years.
- (c) “Tier III Sex Offender” means a person who:
- (i) Has a statutory obligation to register and has been convicted of murder with intent to rape, sexually offend (CL § 2-201 (a)(4)(viii), (x), or (xi));
 - (ii) Has conspired to commit, attempted to commit, or committed a violation of § 2-201 (a)(4)(viii), (x), or (xi), 3-303 – 3-306, 3rd degree sex offense 3-307 (1 and 3, victim under age 14), 3-309 – 3-314 (victim under 14), 3-315, 3-321 – 23, 3-502 and 503, 3-602 or 603 of the Criminal Law Article, and false imprisonment of a minor under Common Law;
 - (iii) Victim age is irrelevant except where specifically noted in the Criminal Law Article; and
 - (iv) Registration term is every 3 months for life.
- (59) “Sexually Violent Predator” means a person who:
- (a) Is convicted of a sexually violent offense; and
 - (b) Has been determined in accordance with this subtitle to be at risk of committing another sexually violent offense.
- (60) “Sexually Violent Offense” means:
- (a) A violation of §§ 3-303 through 3-307 through 3-312 of the Criminal Law Article;
 - (b) Assault with intent to commit rape in the 1st or 2nd degree or a sexual offense in the 1st or 2nd degree as prohibited on or before September 30, 1996, under former Article 27, § 12 of the Code; or

- (c) A crime committed in another jurisdiction, federal or military court, or foreign country that, if committed in the State, would constitute one of the crimes listed in item (1) or (2) of CMM-02.
- (61) **“Special Confinement Housing”** means an assignment of an inmate to administrative segregation, disciplinary segregation, protective custody, or other special needs housing.
- (62) **“Special Leave”** means leave authorized in accordance with § 3-810 of the Correctional Services Article, for a specified period of time in order to participate in certain programs and activities deemed beneficial to the rehabilitative process of the inmate and not detrimental to the public.
- (63) **“Special Needs Unit (SNU)”** means a designated location within an institution where inmates with a diagnosable Serious Mental Illness may be placed as an alternative to long term segregation.
- (64) **“Treatment Assignment Protocol (TAP)”** means one of the substance abuse assessment tools utilized to determine an inmate’s eligibility for substance abuse programming offered within the Division of Correction.
- (65) **“Texas Christian University (TCU) Assessment Tool”** means the preliminary method utilized to identify inmates that require additional assessment for placement in substance abuse programming offered within the Division of Correction.
- (66) **“Terminally Ill”** means a medical condition resulting from injury or illness where the subject’s survival is not expected and death is imminent.
- (67) **“Term of Confinement”** means the period of an inmate’s current incarceration. If an inmate is serving a:
- (a) Single sentence, it is the period of confinement under that sentence;
 - (b) Combination of concurrent sentences, it is the period of confinement between the earliest starting date of those sentences and the latest expiration date of those sentences;
 - (c) Combination of consecutive sentences, it is the period of confinement between the starting date of the first consecutive sentence and the expiration date of the last consecutive sentence;
 - (d) Combination of concurrent and consecutive sentences, it is the period of confinement between the earliest starting date of the sentences and the last expiration date of the sentences; or

- (e) Combination of sentences imposed before and after release on mandatory supervision or parole and the release on mandatory supervision or parole is revoked, it is the period of confinement between the earliest starting date of the sentences and the latest expiration date of the sentences, excluding time out of custody for which credit is not allowed.
- (68) **“Violent Crime”** means as defined in §7-101 of the Correctional Services Article, ACM, as of October 1, 2007, violent crime means Burglary in the first, second, or third degree; and the crimes of violence as defined in § 14-101 of the Criminal Law Article.
- (69) **“Work Release Earnings”** means any of the following:
 - (a) Earned wages;
 - (b) Worker’s Compensation checks;
 - (c) Gratuities and tips;
 - (d) Vacation pay;
 - (e) Bonuses (i.e., Christmas, production);
 - (f) Checks received as replacements for checks returned; and
- (70) **“Work Release Net Earnings”** means the amount of funds remaining after deduction of mandatory Federal, State, and FICA taxes.

Section 3

Criminal History Verification

Section 3 - Criminal History Verification

A. Criminal History Verification Required.

- (1) Department of Public Safety and Correctional Services staff shall obtain criminal history information from sources that include, but are not limited to:
 - (a) The Federal Bureau of Investigation (FBI);
 - (b) Maryland State Police (MSP);
 - (c) Maryland Division of Parole and Probation (DPP); and
 - (d) Other state and local criminal justice agencies.
- (2) Criminal history information is confidential and may not be disclosed except as provided for under applicable federal and state laws and regulations.

B. Documentation.

- (1) Within 10 days of an inmate being received into the Division, designated staff shall print the following criminal history documents to be maintained in Section 2 of the inmate's case record. Help with how to obtain these records may be found in the *Criminal History Verification Manual*, [Appendix 1 to CMM-03](#):
 - (a) CJIS Central Repository Inquiry (Identification/Index);
 - (b) Maryland RAP Sheet;
 - (c) METERS;
 - (d) NCIC Interstate Identification Index (III)(QR) – FBI RAP Sheet, to include other states;
 - (e) NCIC Wanted Person (QW);
 - (f) OBSCIS II (OBII) Supervision and Investigation Screens (to verify records prior to 12/1/2012
 - (g) OCMS DPP;
 - (h) JIS – District Court Criminal Name search (to include committed name and all known aliases);
 - (i) JPortal Warrant Search and Secure Case Search (criminal and traffic); and
 - (j) Criminal History Verification Record (CHVR), [Appendix 2 to CMM-03](#).

B.

C. Compliance.

To comply with the MSP and NCIC standards for NCIC III Responses, case management staff shall adhere to the following procedures:

- (1) In cases where an FBI rap sheet is distributed to any individual other than the employee retrieving the information, an *NCIC III Dissemination Log*, [Appendix 3 to CMM-03](#), shall be completed. The FBI RAP Sheet shall be destroyed and the NCIC dissemination log shall be maintained on file for audit purposes for a period of three years. After three years, the log shall also be destroyed.
- (2) If the NCIC III Response is reviewed only by the case management specialist who has retrieved the record, the NCIC dissemination log is not required.

D. Reception Units - Clearing the Criminal History.

- (1) Case management specialists shall make a reasonable effort to obtain dispositions for all criminal offenses listed on the inmate's criminal history documents that have occurred in the last 10 years, with the following exception: arrests for civil contempt of court including non-support, traffic offenses, or failure to appear. This exception does not require the disposition to be verified regardless of the age of the charge. In determining final dispositions, case management specialists are to use all methods at their disposal, including access to court screens, METERS; web based criminal history information, and written or verbal communication with courts, prosecutors, and other criminal justice agencies. All attempts to obtain dispositions shall be documented on the CHVR.
- (2) In cases where active warrants or open charges have been identified, case management specialists shall ensure the appropriate court, or agency of record, is notified of the inmate's location. The court or agency may issue a writ, place a detainer, or take any other appropriate action. Any request from an agency wishing to place a detainer shall be forwarded to Commitment for processing and information regarding such actions shall be documented on the CHRV.
- (3) In cases where a probation, parole, or mandatory supervision release case is still open, case management specialists shall investigate OCMS, as appropriate, to determine if any action has been taken on the case. If further clarification is necessary, the case management specialist shall contact the agent of record or other appropriate staff at the agent's office. Case management specialists shall take care to recognize cases that are not closed, which may require follow-up action as appropriate.
- (4) Inmates born outside the United States or its territories shall be referred to the Immigration and Customs Enforcement (ICE) agency for investigation utilizing the

Request for ICE Investigation form, [Appendix 4 to CMM-03](#). Should it be determined the inmate is a U.S. citizen, designated staff shall enter the US Citizen Alert in the OCMS Alert section.

E. Maintaining Institutions.

- (1) Within 30 days of transfer to a maintaining facility, or at the time of initial classification for inmates who will remain at a reception unit, the assigned case management specialist shall review the CHVR and conduct any follow-up action necessary regarding open charges, warrants, and requests for missing dispositions.
- (2) Prior to preparing the Parole Hearing Case Management Recommendation, [Appendix 1 to CMM-22](#), for the inmate's Initial Parole Hearing or the first Security Reclassification Instrument, whichever occurs first, the assigned case management specialist shall complete a maintaining run. This shall entail the case management specialist printing the criminal history documents, clearing the inmate's criminal history, and then replacing the printed copy in Section 2 of the inmate's case record.

F. Official Versions.

- (1) If an official version of the offense has not been received within 45 days of the inmate's sentence imposition date, the assigned case management specialist shall request a copy from the appropriate State's Attorney, utilizing the *Request for State's Version form*, [Appendix 5 to CMM-03](#), except in cases that are:
 - (a) Offenses where an inmate has been sentenced to 18 months, or less; or District court cases;
 - (b) In the case of requesting Baltimore City Violations of Probation (VOP), you must send the original case number and corresponding original offense date.
- (2) The Statement of Probable Cause may also be available in CJIS; refer to the Criminal History Verification Manual (CHVM) for instructions regarding retrieval.
- (3) If OCMS DPP indicates a Pre-Sentence Investigation (PSI) had been completed prior to sentencing, and a copy has not been received within 45 days of the inmate's sentence imposition date, the assigned case management specialist shall print a copy from OCMS, if available, or request a copy from the appropriate DPP office, either via email or written correspondence. Once received, the assigned case management specialist shall review the document for pertinent information. For example, charges not found elsewhere in the criminal history, domestic violence cases, education information, etc.
- (4) Document on the CHVR the dates documents are requested and received.

G. Intrastate Detainers.

- (1) When a notice of untried indictment, information, warrant, or complaint against an inmate who is serving a sentence in the Division is received by Commitment, designated staff shall forward a copy of the document to case management staff, who shall inform the inmate of the detainer.
- (2) Take no additional action if the detainer is adjudicated, or if the detainer is for any of the offenses listed below for which the inmate has no right to a fast and speedy trial:

- (a) Parole Violation;
- (b) Violation of Probation;
- (c) Failure to Appear;
- (d) Failure to Pay;
- (e) Commitment Pending Hearing; or
- (f) Child Support Hearings.

NOTE: An inmate *may not* file a request for a fast and speedy trial for Failure to Appear. However, the inmate *may* file a request for a fast and speedy trial for the underlying offense.

- (3) If the detainer is unadjudicated, case management staff shall:
 - (a) Notify the inmate within 15 days of receipt of an unadjudicated intrastate detainer utilizing the *Notice of Intrastate Detainer*, [Appendix 6 to CMM-03](#).
 - (b) Ensure the inmate is notified of:
 - (i) The source and content of the detainer; and
 - (ii) The inmate's right to request a final disposition of the untried indictment, warrant, information, or complaint upon which the detainer is based.
- (4) If the inmate desires a fast and speedy trial, case management shall:
 - (a) Complete the Request for *Disposition of Intrastate Detainer*, [Appendix 7 to CCM-03](#), and have the inmate sign it.
 - (b) Complete the *Certificate of Inmate Status*, [Appendix 8 to CMM-03](#).
 - (c) Ensure that within 30 days of the date the inmate signs the Request for Disposition of Intrastate detainer, all paperwork is:
 - (i) Completed;
 - (ii) Signed by the managing official or designee; and

(iii) Distributed via certified mail to the State's Attorney Office, and the court of jurisdiction with a return receipt requested.

(d) Attach the *Certified Mail Receipt* (PS Form 3800) and *Domestic Return Receipt* (PS Form 3811) to the original paperwork and place them in Section 1 of the inmate's case record once received.

H. Interstate Agreement on Detainers.

When a notice of untried indictment, information, warrant, or complaint against an inmate who is serving a sentence in the Division is received, the case management specialist shall follow the procedures outlined in the Maryland Extradition Manual. The Maryland Extradition Manual can be found at:

<http://sos.maryland.gov/Pages/Services/Extraditions-Requisitions.aspx>

I. Criminal History Verification Manual.

Specific information regarding the access to criminal history sources is outlined in the *Criminal History Verification Manual*, [Appendix 1 to CMM-03](#).

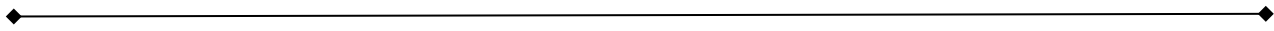
J. Requesting Criminal History Records.

Should an inmate request to review and/or challenge the information in their criminal history record, directions for them to do so are found in Appendix 9 to CMM-03.

K. Inmate Releases.

Inmate release responsibilities and requisite warrant checks are found in [OPS.230.0005](#).

Section 4



General Commitment Information for Inmates

Section 4 - General Commitment Information for Inmates

DETAINERS

How do I arrange to go to court and have my detainer lifted?

Your case management specialist can assist you with completing the paperwork to request a trial. However, you cannot request a fast and speedy trial if the detainer is for a parole violation, violation of probation, failure to appear or failure to pay a fine, commitment pending hearing, or a child support hearing. Please note that a fast and speedy trial may be requested for the underlying offense related to a failure to appear.

I went to court and was sentenced to a local detention center. Why do I still have an open detainer?

The sentence to the local detention center remains open as a detainer until the local sentence is fully satisfied. The reason for this is that if you were scheduled for release from the Division, and the local sentence was not completed, you would go to the detention center to finish serving that sentence.

SENTENCES

What is the difference between concurrent and consecutive sentences?

Concurrent means at the same time, for example, 5 years and 5 years concurrent is a total of 5 years, if both sentences begin on the same date. Consecutive means one followed by another. For example, 5 years and 5 years consecutive is a total of 10 years.

Why did my maximum expiration date change after I was returned from parole or mandatory supervision release date?

While you are under supervision, you are expected to serve your term until the maximum expiration date. When you violate the conditions of your release, a revocation hearing is held and the Maryland Parole Commission determines whether you may continue to serve the balance of the term on supervision. If your parole is revoked, your maximum expiration date may be adjusted for the time you were not in custody. The time period that you were on parole is not

considered time served unless the Maryland Parole Commission awards street credit. Street credit allowed at the revocation hearing will be deducted from the adjusted maximum expiration date. Your new maximum expiration date will reflect the number of days you were on parole and did not receive credit for time served toward your term.

DIMINUTION OF CONFINEMENT

What types of diminution credit are awarded?

The four types of diminution credits are:

- (1) Good Conduct Credit (GCC): Awarded in accordance with Correctional Services Article, §3-704, ACM.
- (2) Industrial Credit (IC): Awarded under Correctional Services Article, §3-705, ACM.
- (3) Education Credit (EC): Awarded under Correctional Services Article, §3-706, ACM.
- (4) Special Project Credit (SPC): Awarded under Correctional Services Article, §3-707, AMC, and in accordance with COMAR 12.02.06.04.
 - SPC is awarded for school programs and some job assignments.
 - SPC may also be awarded for double celling for crimes committed prior to 7/1/2007, if all eligibility criteria are met in accordance with COMAR 12.02.06.04.
 - The application of this credit may not exceed the statutory maximum allowed by law for any given month.

What is my release date? How can I get my release date?

Your mandatory supervision release date is the latest maximum expiration date of the term of confinement minus the number of diminution credits that you have earned. You may request your release date from your case management specialist once per year, or if there is a significant change in the length of your term of confinement. The current release date is recorded in OCMS.

Am I eligible to earn 5 or 10 GCC per month?

Good conduct credit is awarded at the rate of 10 credits per month for a sentence imposed on or after October 1, 1992. However, if the term includes a sentence imposed on or after October 1, 1992 for a crime of violence (as defined in Criminal Law Article, §14-101, Annotated Code of Maryland), or for a sentence imposed for a crime of manufacturing, distributing, dispensing, or possessing a controlled dangerous substance in violation of the Criminal Law Article, §§5-602 through 5-609, §5-612, or §5-613, AMC, good conduct credits are awarded at the rate of five credits per month.

Why is the date shown in the column titled “DOC GCC Begins” different from the day that my sentence began?

In accordance with Maryland Law (§3-704 of the Correctional Services Article), generally, good conduct credit is awarded from the date of sentence is imposed; in many cases this is not the same as the sentence start date. This is the date entered as DOC GCC Begins. Credits earned between the sentence start date and the sentence imposition date shall be certified by the local detention center. If you were serving a sentence in another jurisdiction, good conduct credit will be awarded toward your Maryland sentence from the date you were received into the Division of Correction.

How are diminution credits calculated and when are they awarded?

Good conduct credit is awarded in advance over the entire term of confinement when you arrive in the Division. IC, EC, and SPC for program participation and job assignments are automatically awarded on the 8th day of each month for the previous calendar month, based on the program assignment shown on OCMS, if eligible. SPC for housing is awarded after posting of credits for job and program participation.

Are all offenses eligible to receive diminution credits? NO.

- A. If the term includes a violent crime, defined in Correctional Services Article §7-101(m), committed on or after October 1, 2009, an offender cannot be conditionally released (through credits) until reaching parole eligibility. See Correctional Services Article, §7-501(b).
- B. Sentences for rape first degree, rape second degree, sex offense first degree, and sex offense second degree committed on or after 10/2/10 with a victim under the age of 16 are prohibited from receiving diminution credits. See Correctional Services Article, §3-702(b), AMC.
- C. Some third degree sex offenses may be prohibited from receiving diminution credits if all criteria are met. See Correctional Services Article, §3-702(C), AMC.

What if I think there is a problem with the number of credits I have been awarded?

Diminution credits are awarded based on the number of days you were assigned to a job or program. If you are assigned to a job or program for a partial month, credits are prorated and

awarded for the partial month. If you believe that an error exists in your job or program assignment information, you should first request that case management staff review your record. If you believe that an error exists in the number of credits that were awarded, you may write the commitment office and request that commitment staff review your diminution record. However, you must state specifically where you believe the error has been made.

What is the maximum number of credits that may be awarded each month and how is this determined?

In accordance with the Correctional Services Article, Annotated Code of Maryland, if all sentences were imposed before October 1, 1992, the maximum number of credits that may be applied toward the term is fifteen (15) credits per month (the sum total of GCC, IC, EC and SPC). For a term imposed, on or after October 1, 1992, or for a period of the term that is represented by sentences imposed on, or after October 1, 1992, the maximum number of credits that may be awarded is twenty (20) credits per month (the sum total of GCC, IC, EC, and SPC). For a term imposed on or after October 1, 2017, or for a period of the term that is represented by sentences imposed on, or after October 1, 2017, the maximum number of credits that may be awarded is thirty (30) credits per month (the sum total of GCC, IC, EC, and SPC)

If my parole or mandatory supervision release is revoked, can I keep my old diminution credits?

Parolees whose crimes were committed on or after 10/1/1996 and commit a new crime while on parole and receive a new sentence (even one day) may not keep their credits. See CSA §3-711. Parolees who do not meet the criteria listed above may keep their old credits. Credits for mandatory supervision release violators (MSRV) may be rescinded by the Maryland Parole Commission (MPC). Credits not rescinded may be kept unless the crime was committed on or after 6/1/2002 and or 10/2/2003.

Mandatory supervision release violators whose crimes were committed on or after 6/1/2002 and or after 10/1/2003 may be subject to rescission of any credits allowed by MPC. See ACM CSA §7-502.

If my parole or mandatory supervision release is revoked, can I still earn diminution credits?

If you were sentenced for offenses committed on, or after July 1, 1989, released to mandatory supervision and your supervision is later revoked by the Maryland Parole Commission, in accordance with Correctional Services Article §7-504, Annotated Code of Maryland, you may not earn new credits toward the term on which you were released. You may earn credits toward a new sentence.

If parole is revoked, you may begin to earn new credits after parole is revoked. If you are also serving a new sentence, you may earn credits toward the new sentence.

INMATE NAME CHANGES

When received into the Division of Correction, the inmate is identified through the OCMS database by the name listed on the court commitment. The inmate is issued an ID card – an identification card with the inmate’s committed name. Should an inmate be serving multiple commitments under different names, the name on the commitment with the earliest sentence imposition date shall be the name listed in the OCMS database and inmate identification card. All other names an inmate is sentenced under, or wishes to be known as shall only be listed as aliases. The inmate may apply for a new ID that includes an alias name by completing the *Request for Inmate Name Change*, [Appendix 1 to CMM - 04](#). The inmate shall be responsible for the cost of the new ID. The inmate may use alias names to conduct personal business that is sending and receiving funds, mailing, etc., and purchasing commissary items. The inmate may pursue a court order for a legal change of name. However, the new name shall be listed in the Division’s records as an alias. For an inmate’s committed name to be changed, the sentencing judge must issue an amended commitment showing the new name.

All requests for an inmate to declare an alias name are subject to the managing official’s approval. If approved, the inmate shall be issued a new identification card and shall be responsible for the expense. The alias name shall be listed on the OCMS Alerts screen by case management utilizing the drop-down menu and selecting “Name Change.”

Section 5



Inmate Assignments

Section 5 - Inmate Assignments

A. Case Management Specialist.

- (1) A Case Management Specialist shall complete an OCMS Case Management Assignment Sheet in its entirety for the following case management actions:
 - (a) Job and Program Assignments;
 - (b) Lateral transfers;
 - (c) Work release consideration;
 - (d) Restoration of revoked diminution credits;
 - (e) JRA Administrative Release compliance checks;
 - (f) Annual security reviews for an inmate classified to pre-release security;
 - (g) Home Detention transfers for an inmate classified to pre-release security;
 - (h) Outside Detail assignments; and
 - (i) Administrative segregation placement.
- (2) These actions may also be addressed separately without completing a Case Management Assignment Sheet during the completion of a security classification action, restoration excluded.

B. Administrative Assignment.

Administrative assignment shall be used for all case management actions except:

- (1) Administrative segregation reviews;
- (2) Behavior management program reviews;
- (3) Actions conducted by an automatic program change; or
- (4) Any other action by law, or Departmental procedures now, or in the future that requires case management team review.

C. Case Management Team.

- (1) A minimum of three employees comprise a case management team. Unless noted otherwise, the team shall consist of a:

- (a) Case management manager, supervisor, or specialist II, who shall chair the team;
 - (b) Case management specialist, psychological associate, or social worker; and
 - (c) Correctional officer at the rank of sergeant, or above.
- (2) Other staff members, although not required, may participate as a member of a case management team when appropriate, for example education staff.

D. Supervisory Review.

- (1) The case management supervisor, case management manager, or facility administrator shall review the case manager's recommendation and relevant case record material. The individual shall:
- (a) Make a decision regarding the case manager's recommendation; and
 - (b) Provide rationale for the decision as appropriate.
- (2) In facilities without a case management supervisor, or manager, the facility administrator may sign as both the reviewing supervisor and managing official's designee.
- (3) In all other facilities, the reviewing supervisor may not sign as the managing official's designee.

E. Managing Official's Review.

- (1) Based on a thorough review of the facts and circumstances concerning the case and any rationale expressed by case management staff, only the managing official may approve, disapprove, order further proceedings, or make an independent decision different from any recommendation made by the case management specialist with supporting rationale, for that decision in all of the following case management actions:
- (a) Work release;
 - (b) CARC/Threshold transfers;
 - (c) Outside Detail Participation;
 - (d) Initial community leave approval, suspension, removal;
 - (e) Restoration of revoked diminution credits; and
 - (f) Any other case management recommendation, which by law or procedure now, or in the future, requires the managing official's personal review.

- (2) The managing official may designate the Assistant Warden to approve, disapprove, order further proceedings, or make an independent decision different from any recommendation made by the case management specialist with supporting rationale, for that decision in all of the following case management actions:
 - (a) Administrative segregation reviews;
 - (b) Removals from disciplinary segregation; and
 - (c) Assignment to and removal from protective custody.
- (3) Although encouraged personally to review all case management recommendations, the managing official may designate other staff to review other case management actions. The designee is to approve, disapprove, order further proceedings, or make an independent decision different from any recommendation made by the case management specialist with supporting rationale for that decision.

F. Commissioner's Review.

The Commissioner, or as allowed by law the Commissioner's designee, shall serve as the final reviewing authority in all of the following case management actions:

- (1) Increases from lesser security to maximum security;
- (2) Decreases from maximum security to lesser security;
- (3) Decreases from medium security status to a lesser security status for an inmate serving a life sentence for an offense committed while the inmate was a juvenile;
- (4) Work release consideration for an inmate serving a life sentence within 18 months of a delayed parole release;
- (5) Transfer for behavior management program consideration, or assignment to MAXII SH;
- (6) Work release consideration for an inmate serving a suspended life sentence;
- (7) Work release consideration for an out-of-state employer;
- (8) Special leave, or compassionate leave;
- (9) ICC transfers;
- (10) Repatriation program consideration;
- (11) Public Safety Program consideration;

- (12) A recommendation for an inmate to remain on administrative segregation for greater than one year;
- (13) Recommendations for restoration of lost diminution credits where the credits were revoked due to a mandatory remediation program violation;
- (14) Any classification action disapproving an inmate for participation in a program, or assignment that is a contingency of a delayed parole release decision;
- (15) All recommendations regarding contractual transfers under the provisions of Intergovernmental Agreement, ODT-1-8-0007;
- (16) All recommendations regarding international prisoner transfer;
- (17) All recommendations to place an inmate in a local detention center for reentry programming;
- (18) All recommendations that contradict security profile criteria;
- (19) Any case management action previously disapproved by the Commissioner that warrants reconsideration;
- (20) A case management action identifying an inmate as non-compliant with a JRA Administrative Release Case Plan; and
- (21) Any other recommendation, which by law or Division procedures now, or in the future, requires the Commissioner's review.

G. Institutional Job and Program Assignments.

- (1) Unless unavailable for review, an inmate shall be seen by case management staff for an initial assignment within 30 calendar days of arrival. This action shall include the identification and discussion of the inmate's future programming needs, and review and adjustment of any component of the inmate's individual case plan. In addition, should the inmate not possess a:
 - (a) Report of separation from military service (DD214), if applicable; or
 - (b) Signed digital identification card.
 - (c) The case management specialist shall assist the inmate in obtaining the document, or identification by completing and submitting the appropriate application to the facility coordinator as outlined in Section 24, subsection D, of this manual. The case management specialist shall document in the inmate case record all information regarding the initial contact with the inmate.

- (2) The inmate is expected to maintain a work or program assignment. If an assignment is not available, the inmate shall be placed on a waiting list, job bank, or labor pool. An inmate may not decline institutional job, program, or housing assignments. To do so is a violation of institutional rules and shall subject the inmate to disciplinary action.
- (3) The inmate shall be notified in writing of the final decision in all case management actions by utilizing the *Waiver and Notification of Case Management Action form* in OCMS [Appendix 03 - CCM 05](#).
- (4) An inmate may perform janitorial duties, maintenance work, or deliver food in an institution's health care unit. However, under no circumstances shall an inmate have access to medical records, perform clerical duties for the medical department, or be given direct or indirect knowledge of another inmate's medical status.
- (5) Automatic Program Changes may be used to assign inmates who are on a waiting list, job bank, in a job, or program assignment. Automatic Program Changes may not be used for initial assignments; to terminate an inmate from a job or program assignment for punitive reasons; or to assign an inmate to a sensitive job that is maintenance, or outside detail, unless the inmate was assigned to the job bank for that specific position. Automatic Program Changes may be used to assign the inmate to the job bank upon successful completion of a program, or to reassign an inmate from a JRA Diminution job assignment to a non-JRA Diminution job assignment upon conviction of a disqualifying offense.
- (6) An inmate may work in traffic or case management areas. However, under no circumstances shall an inmate be placed in a position of authority over another inmate, or have access to confidential records or information.
- (7) An inmate may not be assigned to an institutional job, program, be allowed to change a job, or program assignment when the inmate is within 90 days of release, unless approved by the Director of Case Management. Valid exceptions that may be referred for consideration include:
 - (a) Assignment to home detention;
 - (b) Assignment to special education as mandated;
 - (c) To fill a critical need in the correctional facility, for example dietary assignment; or
 - (d) Transfer to local reentry.

Note: Placement in a special confinement housing unit that necessitates a change in the inmate's job or program assignment does not require headquarters approval.

- (8) An inmate may participate in both program and work activities, but may only receive diminution credits, when eligible, for a single program or assignment for which the inmate has been formally assigned by case management staff. In order to participate in a voluntary assignment, an inmate shall sign a *Volunteer/Unpaid Status Job Form*, Attachment B to [OPS.245.0005](#).
- (9) An inmate with at least one documented disability shall be afforded job and program opportunities that are appropriate, considering their limitation(s).
- (10) An inmate may not begin a job or program assignment prior to the date of the case management action recommending the assignment. The effective date of the assignment shall be the date of the approving authority's signature, unless otherwise specified. If the assignment is made by an Automatic Program Change, the effective date of the assignment shall be the date listed on the Automatic Program Change.
- (11) Before assignment to a job or job bank, an inmate who is ineligible to earn diminution credits shall sign the *Waiver Form*, [Appendix 2 to CMM-05](#), acknowledging the inmate will receive only monetary compensation, if assigned to an institutional job, or program.
- (12) An inmate may decline to be present for any required case management team action by completing the waiver of appearance section of the Waiver and Notification of Case Management Action, [Appendix 3 to CMM-05](#).
- (13) An inmate may submit informal remedy requests regarding case management recommendations and decisions by following institutional procedures. Case management recommendations, decisions, and actions may not be addressed through the Administrative Remedy Procedure (ARP).
- (14) An inmate may not request a change of job assignment more frequently than once every six months. An inmate may not request a change in program assignment until the program has been successfully completed or the program completion date has expired, or the program has been cancelled.
- (15) An inmate returned to the custody of the Division of Correction solely on the strength of a parole retake warrant, and who has not had a parole revocation hearing may volunteer for an institutional job or program. The inmate will not receive diminution credit for this job or program and shall acknowledge this by signing a *Volunteer/Unpaid Status Job Form*, Attachment B to [OPS.245.0005](#).
- (16) An inmate held in temporary custody for more than 10 calendar days shall be removed from any program to which the inmate was assigned utilizing the Automatic Program Change. Whenever possible, the inmate shall be returned to the same assignment when returned to the institution.

(17) Waiver of Extradition:

- (a) Before being considered for the privilege of pre-release security, home detention, work release, community leave, or assignment to an outside detail, an inmate shall sign a Waiver of Extradition, which shall be obtained by the staff person initiating the action being considered.
- (b) The inmate shall sign next to each privilege being considered. The failure of an inmate to sign shall be sufficient reason for not considering the action any further.

(18) An inmate is automatically removed from work release, or terminated from institutional work and program assignments:

- (a) On the date of the beginning of a disciplinary segregation sentence; or
- (b) On the date an inmate escapes from custody.

(19) An inmate may be removed from work release, or terminated from institutional work and program assignments utilizing the Automatic Program Change on the date the inmate is found guilty of a category I, II, or III rule violation, regardless of sanction.

H. Mandatory Education Assignments.

- (1) Inmates who are not high school graduates, do not possess a GED, and have at least 18 months remaining to serve upon reception into the Division of Correction shall be assigned to or placed on a waiting list for school at their initial program assignment, unless the inmate completed the mandatory education requirement during a prior incarceration.
 - (a) These inmates are required to participate in school for a minimum of 120 calendar days, and are to be encouraged to remain in school at the conclusion of the required period. An inmate's refusal to participate in mandatory education shall subject the inmate to disciplinary action.
 - (b) Once assigned to school, such inmates may not be transferred unless the managing official, or designee determines a transfer is necessary. If any inmates are transferred before completing 100 days of a required 120-day assignment, they shall be assigned to school and shall complete the balance at the receiving institution.
- (2) Case management staff shall notify the principal of any new inmates, who are under 21 years of age and, for whom there is no verification of a high school diploma or GED. On the written request of the principal, any inmate under 21 years of age with an active Individual Education Plan (IEP), or prior special education shall be assigned by Automatic Program Change to school (special education) within 10 days of the inmate's arrival at the institution. Except in extraordinary cases, the principal shall submit the

request in sufficient time to allow five working days for the Automatic Program Change to be completed. Inmates in this status may not be housed at an institution where special education services are not available.

- (3) Wherever possible inmates shall be allowed to remain at their current facility in order to complete programming.

I. Inmate Job Bank.

- (1) Each institution shall establish job banks as necessary to maintain waiting lists for assignment to general program and work assignments. The number of job banks and work details they serve will be determined at the institutional level to meet the specific needs of each facility.
- (2) Inmates shall be assigned to a job or program from a job bank in order of placement, with those inmates who have been waiting the longest being assigned first. However, if a job or program requires special skills, education, or has restrictions based on the nature or location of the position, an inmate who possesses those special skills, education, or who is not restricted may be assigned ahead of other inmates on the job bank, provided the special circumstances are documented by case management and the inmate is selected by the detail supervisor.
- (3) An inmate who completes a program such as GED, occupational shop, etc. shall be reassigned within 30 days of completion. These inmates shall be given priority in the assignment to a new job or program. An inmate who is unassigned due to a removal from a job/assignment or completion of a special confinement status, for example disciplinary segregation, shall be reassigned within 90 days of removal. This provision does not apply to an inmate who is terminated or fired.

J. Inmate Labor Pool.

- (1) Any institution that maintains a general population idleness rate of 30 percent or greater shall establish an inmate labor pool except for work release units. Institutions with a lesser idleness rate may utilize an inmate labor pool if they so choose.
- (2) Labor pool details may include, but are not limited to:
 - (a) Paint details;
 - (b) Sanitation; and
 - (c) Snow removal.
- (3) Inmates assigned to the labor pool shall work a minimum of three days per week.

- (4) Case management staff shall ensure prior to assignment to the labor pool the inmate signs the *Labor Pool Assignment Acknowledgment Form*, [Appendix 1 to CMM-05](#).
 - (5) Case management staff shall ensure the primary assignment is updated for all inmates assigned to the labor pool.
 - (6) The managing official shall designate staff to record the days inmates actually worked on the *Monthly Inmate Payroll form*, DPSCS 245-0005bR, and ensure at the end of every month the form is forwarded to the institutional case management department head. The documentation shall be forwarded by the Monday following the last day of the month. The case management department head shall:
 - (a) Review the documentation to ensure the inmates have worked the required minimum of three days per week;
 - (b) If it is determined that the inmate is not working the required number of days, ensure the inmate is reassigned by case management from the labor pool to an unassigned or job bank status; and
 - (c) If an inmate has been credited for days not worked, ensure staff makes the appropriate changes to the primary assignment history, and immediately notify the commitment office of these changes.
- Note:** On notification, commitment staff shall deduct diminution credits that were awarded for any period the inmate was unassigned.
- (7) The managing official at each facility that utilizes an inmate labor pool shall issue an institutional directive to designate the number of inmates that may be assigned to the labor pool, and implement the provisions of this manual.

K. Outside Detail Participation.

- (1) Note: Participation in an outside detail serves to provide beneficial work experience and to prepare inmates for eventual work release assignment.
- (2) Eligibility:
 - (a) An inmate may be considered for placement on an outside detail assignment provided the inmate:
 - (i) Is classified to minimum or pre-release security;
 - (ii) Is within five years of an anticipated release date;
 - (iii) Has no scoreable open charges or detainers;

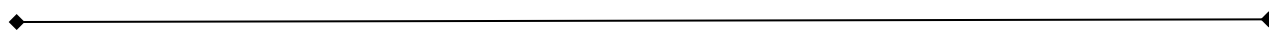
- (iv) Has not escaped within the last 10 years;
- (v) Does not have to register as a sex offender upon release; and
- (vi) If serving a life sentence for an offense committed as a juvenile, and has been approved by the Commissioner of Correction.

Note: In accordance with [OPS.110.0013](#), minimum security inmates assigned to outside details shall be directly supervised by correctional staff. Pre-release security inmates may participate in outside detail assignments without direct observation, or supervision.

L. Occupational Training:

- (1) To expand the opportunities for training, case management staff shall make every effort to ensure an inmate receives training in no more than one occupational trade during the inmate's incarceration, absent exceptional circumstances.
- (2) An inmate within three years of release shall have priority for occupational training placement unless the training is accomplished in conjunction with an apprenticeship program or other Maryland Correctional Enterprise (MCE) training. In this case, the occupational training course can be taken as long as five years from release or transfer to lesser security. Inmates with no prior skill training, limited work experience or both shall have priority in occupational training.
- (3) An inmate assigned to an occupational training program is ineligible for placement on a transfer waiting list until completion of the occupational program.
- (4) An inmate assigned to an MCE shop shall possess a high school diploma or GED, unless the managing official waives the requirement. The managing official may consider requests from a MCE regional, operational, or general manager for an inmate who possess documented specialized skills that are needed to meet MCE's production or business needs.
- (5) An inmate granted a parole rehear with or without a contingency for occupational training, who otherwise meets the criteria programming, may be screened for OSTC programming.
- (6) An inmate with a low type detainer may participate in occupational training.
- (7) Inmates being considered for the roofing program shall have outside detail clearance.

Section 6



Inmate Transfers

Section 6 ~ Inmate Transfers

A. General Transfers.

- (1) An inmate may request a lateral transfer if the inmate has:
 - (a) Been housed at the current institution for a minimum of two years;
 - (b) Not received a guilty finding for an institutional rule violation for at least two years;
and
 - (c) Been removed from disciplinary segregation for at least two years.
- (2) An eligible inmate shall be placed on a transfer waiting list and moved as bed space becomes available.

Note: An inmate who requests placement on the transfer list will be transferred to an available institution at a similar security level. No guarantee shall be made to the inmate regarding specific facilities or regions. Further, given the limited number of facilities at certain security levels, transfers might not be an option. As such, the inmate can maintain no expectation regarding transfer.

- (3) In considering an inmate for transfer, case management staff shall take into account the inmate's programming needs, existing enemy alerts, and prior traffic history.
- (4) All transfer requests shall be submitted to the Headquarters Transfer Coordinator utilizing the Transfer Data Sheet, [Appendix 4 to CMM-06](#).
- (5) An institution may not refuse to accept a properly classified inmate without sufficient justification. The Director of Case Management shall in consultation with the Commissioner, or designee, make the final determination should any dispute arise regarding an inmate transfer.
- (6) An inmate may not be transferred from one Division of Correction maintaining correctional facility to another when the inmate is within 60 days of a scheduled parole hearing or release unless:
 - (a) The transfer is the result of reclassification to increased security;
 - (b) The inmate is being placed on home detention;
 - (c) The inmate is transferred for a disciplinary hearing;
 - (d) The transfer is effected in accordance with the release directive, [OPS.230.0005](#); or

(e) A documented emergency necessitates the move.

- (7) An inmate who receives a stayed sentence and is transported to a minimum or pre-release facility shall automatically be assigned to pre-release security status until returned to the custody of the Division of Correction. At that time, the inmate's security status shall be re-assessed by case management staff.

B. Medical or Mental Health Transfers.

- (1) Temporary transfers from one facility to another for medical, or mental health reasons may be affected without case management action.
- (2) If an inmate has been transferred for medical or mental health reasons to another facility, except for the Correctional Mental Health Center - Jessup, and has not returned for 10 days, the inmate shall automatically be assigned without classification action to the facility that is holding the inmate in accordance with [DOC.230.0004](#), Inmate Transfers and Housing.
- (3) Case management action shall be necessary only if an intervening event occurs that would require a change to the inmate's security level, or the inmate is not returned to the originating institution when there is no longer a need for the medical or mental health treatment for which the inmate was originally transferred. When the inmate is not returning to the sending institution, the receiving institution shall be notified prior to the inmate's arrival of the reason for their transfer. When case management action is necessary, it shall be conducted by the receiving institution.

C. CARC (Community Adult Rehabilitation Center) Transfer Eligibility.

- (1) CARC units may include any pre-release unit or agency under contractual agreement with the Department to provide reentry and release services.
- (2) In accordance with the provisions of Correctional Services Article §11-316, Annotated Codes of Maryland, an inmate shall be eligible for consideration for placement in a CARC unit if the inmate:
- (a) Is a resident of the city or county in which the CARC is located;
 - (b) Is assigned to pre-release security;
 - (c) Is within six months of a definite release date or is serving a total sentence of three years or less, and has at least 90 days remaining to serve;
 - (d) Has been screened by CARC staff and approved by the director;
 - (e) Has not been found guilty of a rule violation in the past 6 months; and

(f) Has never been charged with murder, child abuse, or a sexual offense.

Note: CARC transfers shall be approved by the managing official, and all prospective participants shall be medically cleared for participation utilizing the *medical clearance form* (DPSCS Form OTS 130-150-1).

D. Local Reentry Transfer Eligibility.

- (1) An inmate committed to the custody of the Commissioner of Correction may be considered for placement in a Local Reentry Program (LRP) at a participating county detention facility.
- (2) Inmates shall be eligible for consideration and placement, if the inmate:
 - (a) Is within 12 months of a definite release date and is a resident of the county at the time of sentencing; or
 - (b) Is returning to the county to live or work, has no pending charges; and is classified to minimum or pre-release security at the time of transfer.

Note: A current list of participating county detention facilities can be requested from the HQ LRP Liaison.

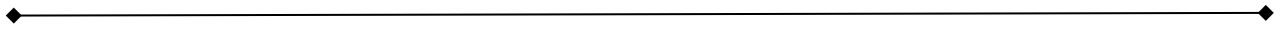
- (3) If the offender is deemed eligible, a case management specialist shall:
 - (a) Submit DPSCS Form OTS 130-150-1;
 - (b) If medically cleared, complete an OCMS Assignment Sheet;
 - (c) Complete and submit a detailed case summary and packet of information to include, but not limited to:
 - (i) *Transfer Referral Packet Checklist*, [Appendix 1 to CMM-06](#);
 - (ii) *Local Reentry Transfer Notification and Acknowledgement Form*, [Appendix 2 to CMM-06](#);
 - (iii) *LRT Classification Factors Form*, [Appendix 3 to CCM-06](#);
 - (iv) Commitment and legal data;
 - (v) Case Plan;
 - (vi) Risk Assessment score;
 - (vii) Mental Health Summary; and

- (viii) Intel information including STG affiliation(s) and other pertinent information.
- (d) Forward copies of the above documents to the DOC Facility LRP Coordinator.
- (4) The Facility LRP Coordinator shall:
 - (a) Verify eligibility prior to submission; and
 - (b) Forward all documents to the HQ LRP Liaison and to the local detention center's point of contact for review.

E. Youth Detention Center (YDC) Transfers.

An inmate sentenced to the DOC, who at the time of sentencing has not reached the age of 18, may be housed at the Youth Detention Center of the Division of Pretrial and Detention Services (DPDS). The juvenile inmate may be housed at YDC until such time that he or she reaches the age of 18.

Section 7



Security Classification

Section 7 ~ Security Classification

A. General Information.

- (1) An inmate shall be classified to the least restrictive security level consistent with the inmate's needs, public safety, and the safe and orderly operation of the facility.
- (2) An inmate who escapes shall, on return to the Division's custody, be placed on administrative segregation. An inmate who escapes from a minimum or pre-release security facility shall be automatically classified to medium security without case management action. An inmate who escapes from a medium or maximum security facility shall be automatically classified to no less than maximum security without case management action.
- (3) An inmate may be maintained at an institution of higher security than the inmate's classification as bed space needs dictate. An inmate of a greater security level temporarily housed at a lesser security institution shall be transferred as soon as possible to a correctional facility consistent with the inmate's classification status. An inmate may not be maintained at an institution of lesser security than the inmate's classification status, unless temporarily housed for:
 - (a) Medical reasons;
 - (b) Pending release; or
 - (c) Any other documented exceptional circumstance.

B. Exclusionary Offenders: Maximum-Security.

- (1) An inmate in any of the following exclusionary categories may not be classified below maximum security without the approval of the Commissioner, or designee:
 - (a) An inmate who has escaped or attempted to escape from maximum or medium security during the current incarceration; or
 - (b) An inmate who has two or more escapes or attempted escapes from secure confinement.

C. Exclusionary Offenders: Medium-Security.

- (1) An inmate in any of the following exclusionary categories may not be reduced below medium security unless the inmate is within three years of a definite release date, or has been approved for a delayed parole release contingent upon transfer to lesser security:

- (a) An inmate who has escaped within the last five years and does not meet the criteria for a maximum security exclusionary offender;
- (b) An inmate who has two or more escapes and does not meet the criteria for a maximum security exclusionary offender;
- (c) An inmate who has escaped from minimum or pre-release security during the current term of confinement. For these cases only:
 - (i) There shall be an administrative or criminal conviction for escape or attempted escape.
 - (ii) Juvenile escapes are not counted.
- (d) An inmate who has been convicted of a new criminal offense committed during the current term of confinement (This includes all offenses committed after the earliest sentence start date while the inmate was incarcerated, regardless of whether the inmate was in the custody of the DOC.):
- (e) An inmate serving a life sentence with all but a specific term of years suspended; and
- (f) An inmate serving a term of confinement that includes a conviction for:
 - (i) Rape or rape in the first or second degree;
 - (ii) Sex offense in the first or second degree;
 - (iii) Sodomy;
 - (iv) Physical child abuse or sexual child abuse; or
 - (v) Assault with intent to commit, attempt to commit, conspiracy to commit, solicitation, or being an accessory to any of the aforementioned offenses.
- (2) Once within the period specified to be considered for a reduction in security level, the inmate is no longer considered an exclusionary offender. In these cases, the assigned case manager shall remove the exclusionary offender alert.

D. Sentences of Life or Death.

- (1) An inmate serving a sentence of death or life without the possibility of parole shall remain in no less than maximum security, unless approved by the Commissioner, or designee, for reduction to medium.

- (2) An inmate serving a life sentence or who has a detainer for a life sentence in another jurisdiction shall be classified to no less than maximum security unless approved by the Commissioner, or a designee.
- (3) A medium security inmate serving a life sentence that is refused parole shall be placed on administrative segregation pending review for an increase to maximum. A medium security inmate being housed at a maximum security facility is excluded from administrative segregation placement. The Commissioner, or designee, shall review a recommendation for the inmate to remain medium security.
- (4) An inmate serving a life sentence, but with a specific term of years suspended, shall be classified by considering the length of the unsuspended portion of the sentence as the inmate's total term of confinement. However, the inmate may not be classified below medium security unless the inmate is within three years of a definite release date.
- (5) An inmate serving a life sentence for an offense that the inmate committed while the inmate was a juvenile shall be eligible for a reduction below medium security status if approved by the Commissioner, or a designee.

E. Technical Parole Violators.

- (1) An inmate returned to the custody of the Division solely on the basis of a retake warrant shall be housed at an institution designated by the Commissioner pending their parole revocation hearing and initial case management action. They shall be operationally defined as being on medium security status.
- (2) After the results of the revocation hearing are received, and the inmate's sentence is recalculated, case management staff shall within 15 business days conduct an initial classification action to:
 - (a) Classify the inmate to the appropriate security level; and
 - (b) Screen the inmate for DOC programs.

F. Initial Security Classification.

- (1) Initial security classification to include a job or program assignment shall be completed within 15 business days of an inmate's arrival at a reception unit, but with the following exceptions:
 - (a) An inmate with less than 90 days remaining to serve when reviewed by case management staff may be automatically classified to pre-release using the Automatic Security Level change if they have:
 - (i) No scoreable detainers or open charges;

- (ii) Never been convicted of child abuse or do not have a sex registration requirement upon release;
 - (iii) Never been found guilty of escape;
 - (iv) No category I guilty findings within the last 12 months; and
 - (v) Not been removed from disciplinary segregation within the last 6 months.
- (2) The initial security classification shall be conducted by the assigned case management specialist utilizing the Initial Security Classification Instrument. The instrument shall be completed in its entirety as prescribed by the Initial Security Classification Instrument Instructions, [Appendix 1 to CMM-07](#).
- (3) An inmate received at a reception unit via the Interstate Corrections Compact (ICC) shall be classified using the Initial Security Reclassification Instrument, as prescribed by the Initial Security Reclassification Instrument Instructions, [Appendix 1 to CMM-07](#).
- (4) MRDCC staff shall be responsible for the initial security classification of inmates housed in the Baltimore City regional infirmary.
- (5) An inmate housed at the Correctional Mental Health Center-Jessup (CMHC-J) or the MCIW Mental Health Unit at intake shall be classified upon discharge.
- (6) Upon return to the Division's custody for any reason, case management staff shall purge the alert screen of any entry deemed erroneous, repetitive, or no longer relevant to include the removal of migrated OBSCIS alerts and their replacement with the comparable OCMS alert.

G. Security Reclassification.

- (1) An inmate shall have a security status review at least every 12 months unless:
- (a) The inmate is housed temporarily (less than seven days) at CMHC-J, where the inmate shall be reclassified after returning to a maintaining institution (Patuxent DOC staff shall process the security reclassification of inmates housed long-term at CMHC-J); or
 - (b) Other logistical reasons exist that render reclassification impractical (e.g. an out-to-custody inmate); or
 - (c) The inmate is minimum security and within 36 months of an anticipated release date, in which case the inmate shall be reviewed at least every six months.
- (2) The Security Reclassification Instrument shall be reapplied when:

- (a) The inmate's sentence structure changes in a way that warrants review (e.g., new sentences, detainers, or open charges resolve);
 - (b) The initial classification involved the use of an override, and the reason(s) for the override no longer exist;
 - (c) The inmate is approved for a delayed parole release that will require a decrease in security level as a contingency of the decision; or
 - (d) A medium security inmate serving a life sentence is refused parole (see §D, Sentences of Life or Death, above).
- (3) A case management specialist shall review the following at each scheduled security reclassification:
- (a) NCIC Wanted Persons (QW);
 - (b) JPortal Secure Case Search – Criminal (to include committed name and known aliases);
 - (c) JPortal Secure Case Search – Traffic (to include committed name and known aliases);
 - (d) JPortal Warrant Search (to include committed name and known aliases);
 - (e) JIS – District Court Criminal Name Search (to include committed name and known aliases);
 - (f) OCMS – DPP Status; and
 - (g) Criminal History Verification Record (CHVR), [Appendix 2 to CMM-03](#).
- (4) A case management specialist shall review those items listed in subsection G.3 (a) through (g) of this section for any out-of-schedule security reclassification resulting in a recommendation to decrease security. This review need not be completed for any out-of-schedule security reclassification resulting in a recommendation to increase security, including those completed via an Automatic Security Level change.
- (5) A case management specialist shall review an inmate's primary assignment history at each security review, which shall include:
- (a) A verification of the inmate's current primary assignment; and
 - (b) The chronological order of the primary assignment history, ensuring no incorrect gaps or overlaps exist. If discrepancies are detected, appropriate staff shall:
 - (i) Take the necessary corrective action on the primary assignment history; and

- (ii) Notify commitment staff immediately to modify the inmate's diminution record as necessary.
- (6) A case management specialist shall review the inmate's emergency notification information at each security review.

H. Security Reduction Profiles.

- (1) Case management staff shall use the below listed criteria when applying the minimum and pre-release profiles:
 - (a) The Minimum Security Profile applies to inmates who:
 - (i) Are within 5 years of release by parole, expiration, mandatory, stay, or other anticipated release date; or
 - (ii) Are within 5 years of a parole rehear date and no more than 10 years from a mandatory release date; or
 - (iii) Are sex offenders required to register and within 3 years of a definite release date; and
 - (iv) Have no Category 1 guilty findings within the last 12 months; and
 - (v) Have no guilty findings or removal from disciplinary segregation within the last 6 months; and
 - (vi) Have no highest, high, or moderate type detainers; and
 - (vii) Have not been previously disapproved by the Commissioner or designee unless there is a contingency for reconsideration.
 - (b) The Pre-release Security Profile applies to inmates who:
 - (i) Are within 3 years of release by parole, expiration, mandatory, stay, or other anticipated release date; and
 - (ii) Have no Category 1 guilty findings within the last 12 months; and
 - (iii) Have no guilty findings or removal from disciplinary segregation within the last 6 months; and
 - (iv) Have no highest, high, or moderate type detainers; and
 - (v) Have no sex offender registration requirement upon release; and

- (vi) Have not been previously disapproved by the Commissioner or designee unless there is a contingency for reconsideration.
- (2) Inmates that do not satisfy the security reduction profile criteria may be classified to lesser security if deemed suitable by the managing official or designee or the Executive Director for CHDU, or designee.
- (3) Out of schedule reviews shall be completed when the inmate meets the profile requirements.

I. Mental Health Risk Assessments.

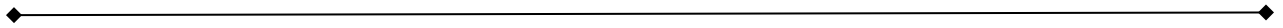
- (1) A mental health risk assessment may be requested by case management staff as a function of security status or program consideration for inmates who:
 - (a) Have a history of significant mental illness or a pattern of violent institutional behavior related to possible mental illness; or
 - (b) Are serving a sentence for a violent offense, the circumstances of which raise concerns regarding the involvement of mental health problems in the commission of the offense; or
 - (c) Both.
- (2) A referral shall be submitted to the institutional Chief of Psychology utilizing the *Mental Health Risk Assessment Referral Form*, [Appendix 3 to CMM-07](#). The Chief shall:
 - (a) Determine on a case-by-case basis what manner of testing or assessment, if any, is appropriate;
 - (b) Notify case management staff of that decision within 7 days; and
 - (c) If a risk assessment is to be completed, ensure it is completed and forwarded to case management staff within 30 days of the receipt of the referral.

J. Disciplinary Reviews.

- (1) A case management specialist and supervisor shall review and determine if an out of schedule review is appropriate for an inmate who is found guilty of any rule violations;
- (2) An inmate with minimum or pre-release security status, who is found guilty of a category I, II, or III rule violation shall have the security level automatically increased utilizing the Automatic Security Level change when deemed appropriate by a case

management supervisor or manager. For these cases, the date of the next security review shall be entered on the alert screen.

Section 8



Program Eligibility

Section 8 ~ Program Eligibility

A. General Information.

- (1) At the time of initial security classification, reception unit case management staff shall screen inmates for program eligibility utilizing the Individual Program Screener (IPS).
- (2) Case management staff at a maintaining institution shall screen an inmate for program eligibility at the time of the inmate's initial assignment, make any appropriate updates, and take appropriate action regarding programs in which the inmate has been identified as eligible for consideration or participation.
- (3) Case management staff shall be exempt from screening maximum-security inmates for all programming with the exception of the mandatory education requirement and behavior management programs.
- (4) Case management staff shall review an inmate's program eligibility:
 - (a) At each security status review;
 - (b) When an inmate's sentence status changes (e.g., detainers placed or lifted or adjudication of all open charges);
 - (c) As a function of completing a parole narrative recommendation; and
 - (d) Any other time a change in eligibility occurs.
- (5) The inmate's eligibility for each program shall be noted on the IPS with a screening comment that explains any additional information. If an inmate:
 - (a) Is eligible for home detention, a screening form specific to that program shall be completed by the assigned case management specialist and the inmate shall be referred in accordance with established procedures;
 - (b) Is never eligible for a particular program, a notation shall be made in the comments section on the IPS that permanently disqualifies the inmate from that program;

- (c) May become eligible for a particular program at a later date, the period and condition(s) for eligibility shall be noted on the screening form;
- (d) Has completed a program, the completion and date of completion shall be noted on the IPS.

B. Procedure.

- (1) The case management specialist shall obtain the inmate's signature and inform the inmate of their status for each program listed.
- (2) Upon subsequent reviews with no change noted in program eligibility, the case management specialist shall update the IPS using the "No Change" screening option and obtain the inmate's signature.

C. Individual Program Screener Options and Eligibility.

(1) Mandatory Education:

The case management specialist shall refer to Section 5, Inmate Assignments, for information regarding the mandatory education requirement eligibility.

(2) Substance Abuse Treatment:

The case management specialist shall refer to Section 15, Substance Abuse Programming, for information regarding eligibility.

(3) Central Home Detention:

The case management specialist shall refer to Section 9, Home Detention, for information regarding eligibility.

(4) Community Adult Rehabilitation Centers (CARC) and Local Reentry:

The case management specialist shall refer to Section 6, Inmate Transfers, for information regarding CARC and local reentry eligibility.

(5) Work Release:

The case management specialist shall refer to Section 13, Work Release, for information regarding eligibility.

(6) Road Crew/Outside Detail:

The case management specialist shall refer to Section 5, Inmate Assignments, for information regarding eligibility.

(7) Cognitive Groups:

Ideally, inmates should be within 6 years of an anticipated release date, and score low-moderate or moderate on the risk assessment to be referred for cognitive programming. However, eligibility for groups varies by institution and cognitive programming placement should also take into consideration parole requirements and the inmate's need for programming.

(8) Domestic Violence:

Upon review of an inmate's criminal history, a referral should be made to the Social Work department if it has been determined an inmate has a history or pattern of domestic violence. The assessment will determine eligibility for group placement. An inmate who has completed a domestic violence group on a previous incarceration and has not had any new domestic violence charges since completion need not be referred for new assessment or group placement.

(9) Occupational Skills Training Center (OSTC):

Inmates who are within 4 years of an anticipated release date and who are otherwise eligible to be housed at the sponsoring DOC facility may be referred for placement. All OSTC shops have an education requirement of a high school diploma or GED, except for Roofing, which requires an eighth grade certificate.

(10) Public Safety Program (PSP):

An inmate may be considered for the PSP provided the inmate:

- (a) Has an approved Baltimore City home plan throughout the program and will reside in Baltimore City for the duration of supervision;
- (b) Has a diagnosis of substance abuse or dependence and has completed (or is scheduled to complete) an approved SAT program while incarcerated;
- (c) Is eligible for conditional parole;
- (d) Is within 7 years of an anticipated release date or parole rehear date and is at least 24 months from MSR and will have a minimum of 12 months of community supervision remaining;
- (e) Has not been found guilty of a category I or II rule violation in the last 6 months;
- (f) Is not assigned to segregation;
- (g) Has no scoreable open charges or detainers;
- (h) Is not currently serving a sentence for:
 - (i) Murder 1st or 2nd degree;
 - (ii) Manslaughter (except involuntary and vehicular);
 - (iii) Child Abuse;
 - (iv) Assault with the intent to commit any of the above offenses; or
 - (v) Attempt to commit any of the above offenses; and
- (i) Has no convictions for a sex offense (attempt or assault with intent to commit a sex offense).

Note: For a full description of the PSP, refer to Section 15, Substance Abuse Programming.

(11) Elevation Program:

Is a Pretrial program for detainees housed with the Department of Pretrial and Detention Services. Sentenced Division of Correction inmates may not be screened for this program.

(12) Public Safety Works:

The case management specialist shall refer to Section 5, Inmate Assignments, for information regarding road crew/outside detail eligibility. Certain special projects may require consideration of additional eligibility criteria.

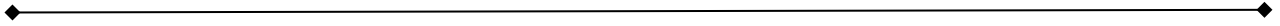
(13) JRA Administrative Release:

The case management specialist shall refer to Section 10, Justice Reinvestment Act, for information regarding JRA Administrative Release eligibility.

(14) JRA Diminution Credits:

The case management specialist shall refer to Section 10, Justice Reinvestment Act, for information regarding JRA Diminution Credit eligibility.

Section 9



Home Detention

Section 9 ~ Home Detention

A. General Information.

The Division provides the select inmate an opportunity to stabilize home, employment, and treatment programs before release into the community. Central Home Detention Unit (HDU) staff shall assign an inmate to the CHDU program which shall be supervised by electronic monitoring devices and direct contact by CHDU staff.

B. Eligibility.

Any inmate may be considered for placement on home detention, except an inmate who:

- (1) Is serving a life sentence (including life with all but a specific term of years suspended);
- (2) Has been criminally convicted of a crime of violence, unless:
 - (a) Five years have elapsed since the expiration of any prior term of confinement that included a conviction for a crime of violence; or
 - (b) The inmate is within three months of a definite release date.
- (3) Has ever been criminally convicted of child abuse under Criminal Law Article, §3-601 or §3-602;
- (4) Is currently serving a term that includes a sentence for Distribution, Possession with Intent to Distribute, or Conspiracy to Distribute a controlled dangerous substance under the Criminal Law Article, unless the inmate is within 6 months of a definite release date;
- (5) Will have to register as a sex offender upon release, unless the inmate is within 6 months of a definite release date;
- (6) Has ever been criminally convicted of Escape or Attempted Escape under Criminal Law Article §9-404 or §9-405;

- (7) Has ever been removed from the CHDU program for violation of any program rule during the current incarceration, except an inmate removed while in pretrial status;
- (8) Has a highest or high/moderate detainer, or pending charge as defined in established procedures;
- (9) Is classified to medium or maximum security;
- (10) Does not have a telephone or home plan within the defined catchment area;
- (11) Has not completed prerequisites for delayed release other than work release and or substance abuse therapy;
- (12) Fails to meet medical screening criteria for home detention placement in accordance with established procedures;
- (13) Has been found guilty if a category I, II, or III rule violation as defined in inmate disciplinary procedures within the six-month period prior to consideration;
- (14) Has not completed required mandatory programming; or
- (15) Is more than 18 months or less than 30 days from a definite release date.

B.

C. Home Detention Sponsor.

- (1) On determining that an inmate is eligible and interested in home detention placement, the designated case management specialist shall:
 - (a) Attempt to contact the proposed sponsor to confirm the proposed sponsor's willingness to give an inmate a place of residence; and
 - (b) Assist, if needed, with the inmate's tasks of daily living.
- (2) This attempt shall be documented in the inmate's case record.
- (3) **Note:** The inmate's proposed sponsor may not be the victim of any domestic violence related offense involving the applicant.

D. Victim Information Procedures.

- (1) Prior to completing a case management action to consider an inmate for CHDU placement, the designated case management specialist shall:
 - (a) Obtain the inmate's version of any crimes against persons for which there is no official version available in the file (present offense or those within the last 10 years);
 - (b) Complete victim notification protocols, if applicable; and
 - (c) Obtain a victim impact statement, if applicable.
- (2) This action shall be documented in the inmate's case record.

E. Consideration.

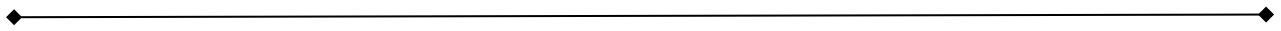
- (1) Should the inmate meet all applicable criteria, the designated case management specialist shall forward the home detention packet and inmate record to supervision for review.
- (2) The home detention packet will consist of:
 - (a) A completed case management action with a recommendation for or against approval supported by appropriate rationale (if the inmate is not assigned to pre-release security status);
 - (b) A security reclassification for an inmate not classified to pre-release security status;
 - (c) A completed and signed *Home Detention Program Screening/Interest Form*, [Appendix 1 to CMM-09](#);
 - (d) A completed and signed Waiver of Extradition;
 - (e) A recent MD and NCIC warrant check;
 - (f) Medical and mental health clearance forms (DPSCS Form OTS 130-150-1a Medical and DPSCS OTS 130-150-2 Mental Health) indicating the inmate is able to participate; and

(g) Verification that victim notification protocol has been completed.

F. Placement.

- (1) Ordinarily an inmate must be within 12 months of a definite release date to be eligible for placement on home detention. However, this time limit may extend to a maximum of 18 months with the recommendation of correctional staff and the approval of the Executive Director of HDU.
- (2) The Executive Director of HDU serves as the final reviewing authority in cases where an inmate is eligible for placement in the home detention program.
- (3) HDU staff shall ensure security reclassification to pre-release security is completed in OCMS prior to an inmate's placement.
- (4) The sending institution shall complete any sex offender registration requirements before an inmate is placed on home detention.
- (5) The sending institution shall create a temporary file when the original case record is sent to CHDU for review.

Section 10



Justice Reinvestment Act (JRA)

Section 10 ~ Justice Reinvestment Act (JRA)

A. General Information.

- (1) The Justice Reinvestment Act (JRA), a data-driven approach to improve public safety, works to hold individual inmates accountable for their actions. The provisions of the Act involve crimes, corrections, and the courts and was made effective October 1, 2017.
- (2) The Act, which focuses on the incarceration of serious repeat offenders:
 - (a) Requires that a risk and needs assessment be included in the development of the inmate's case plan;
 - (b) Requires that case plans include treatment, programming recommendations, inmate conduct in accordance with the rules and policies of the Division, and a plan for the payment of restitution, if restitution has been ordered;
 - (c) Allows for an increase in the number of diminution credits allowed reducing a term of confinement for inmates serving a sentence for a qualifying offense;
 - (d) Increases the threshold at which theft is charged as a felony from \$1000 to \$1500;
 - (e) Requires 25% of inmate earnings to be withheld for the payment of an unsatisfied judgement of restitution;
 - (f) Lowers the age for geriatric parole eligibility from 65 years old to 60 after the inmate has served 15 years, and expands the use of medical parole to include those inmates who are chronically debilitated or incapacitated by a medical or mental health condition; and
 - (g) Establishes an administrative release process for eligible inmates who serve one-fourth of the sentence and meet the requirements set forth in the case plan.

B. JRA Diminution.

- (1) An inmate serving a term of confinement for a qualifying non-violent offense may be allowed a deduction of up to 20 diminution credits from the inmate's term of

confinement for each calendar month during which the inmate maintains satisfactory progress in a qualifying job or program assignment.

- (2) An inmate serving a term of confinement for a crime of violence, sexual offense that requires registration upon release, or high volume drug dealing may be allowed a deduction of up to 10 diminution credits from the inmate's term of confinement for each calendar month during which the inmate maintains satisfactory progress in a qualifying job or program assignment.
- (3) An inmate serving a term of confinement for sentences imposed both before and after 10/01/2017, is to be considered eligible for the increased rate of 20 diminution credits per month, as long as none of those offenses has been defined as a disqualifying offense.
- (4) An inmate serving a sentence solely for a violation of probation that was imposed after 10/01/2017 is to be considered ineligible for the increased rate of 20 diminution credits per month if the original sentence imposition date was prior to 10/01/2017.

C. JRA Inmate Assignments.

- (1) The following jobs and programs have been identified as evidence based:
 - (a) Active Work Release;
 - (b) Education, Occupational, Vocational, and Academic;
 - (c) Local Reentry;
 - (d) Outside Maintenance;
 - (e) Reentry CORE Transition;
 - (f) Road Crew;
 - (g) MCE Industries;
 - (h) Utility - Minimum and Pre-Release;

- (i) Therapeutic Community; and
- (j) Cognitive Therapy:
 - (i) Communications
 - (ii) Decisions
 - (iii) Domestic Violence
 - (iv) Relationships
 - (v) Seeking Safety
 - (vi) Thinking for a Change
 - (vii) Thinking, Deciding, and Changing
 - (viii) Victim Impact: Listen and Learn

(2) An eligible inmate sentenced on or after October 1, 2017, and assigned by case management action to one of the jobs or programs listed above will be awarded 20 special project credits each month.

D. JRA Administrative Release.

- (1) Administrative Release establishes that inmates shall be released on parole, without a hearing, after serving 25% of their sentence, if:
 - (a) The inmate complies with their individual case plan;
 - (b) The inmate has not committed a category I rule violation;
 - (c) A crime victim has not requested a hearing; and
 - (d) The Maryland Parole Commission has not deemed a hearing necessary considering the inmate's history, progress, and compliance.
- (2) Case management shall:

- (a) Screen inmates utilizing the Inmate Program Screener (IPS);
- (b) For inmates deemed eligible for Administrative Release, place the inmate's name on the Administrative Release dashboard in OCMS; and
- (c) Develop an Individual Case Plan for all Administrative Release eligible inmates. Case plans shall be developed within 30 days of arrival at a maintaining institution. Case plans should include an inmate's administrative release eligibility date and any programs identified by the risk and needs assessment.

NOTE: An Administrative Release case plan is to be processed without regard to a verified home plan or the status of open charges and detainers.

(3) Eligibility Criteria.

- (a) A detailed list of JRA eligible offenses is outlined in the JRA Eligible Offenses listing, and shall be distributed by the Director of Case Management. Applicable offenses may also be found in §5-601 through §5-606 of the Criminal Law Article and COMAR 12.08.01.
- (b) An inmate shall be considered eligible for Administrative Release provided the inmate:
 - (i) Is sentenced to 6 months or more;
 - (ii) Is currently serving a sentence for a qualifying offense as described in §(3)(a) of this section;
 - (iii) If serving a mandatory minimum sentence, has served the mandatory portion of the sentence;
 - (iv) Has no prior convictions for a violent crime;
 - (v) Is not required to register as a sex offender upon release;
 - (vi) Does not have two or more convictions for certain drug offenses; and

- (vii) Is not serving a sentence for a violation of probation (VOP) that was imposed after October 1, 2017 if the original sentence imposition date was prior to October 1, 2017.

E. Monitoring the Plan.

- (1) Case management specialist and supervisors shall monitor an inmate's individualized case plan.
- (2) Monitoring shall include:
 - (a) Review the progress of an eligible inmate utilizing a *Case Management Assignment Sheet* every 8 weeks from the date the case plan was developed and document the review in Confidential Notes;
 - (b) At no greater than 4 month intervals, document on a *Case Management Assignment Sheet* the inmate's compliance or non-compliance with the case plan;
 - (c) At least 30 days prior to an inmate's tentative administrative release eligibility date, document on a *Case Management Assignment Sheet* the inmate's compliance or non-compliance with the case plan;
 - (d) When a crime victim elects to open a hearing, ensure that an otherwise eligible inmate is removed from the Administrative Release Dashboard; and
 - (e) When an otherwise eligible inmate receives a subsequent conviction for a disqualifying offense, ensure that the inmate is removed from the Administrative Release Dashboard.

F. Non-compliance.

- (1) Inmates found to be in non-compliance with the case plan shall be reviewed administratively. A case management specialist shall complete an OCMS Assignment Sheet to initiate the Administrative Review.
- (2) The Commissioner, or designee, shall be the final reviewing authority for an OCMS Assignment Sheet identifying an inmate as non-compliant.

(3) Upon receipt of the final decision, the facility case management staff shall:

(a) Document in Confidential Notes the final decision; and

(b) If deemed non-compliant, update the Administrative Release Dashboard.

Note: These inmates will automatically be removed from the dashboard, and their names will auto populate to the MPC's parole hearing validation list for scheduling of the initial parole hearing.

(4) An inmate found to be non-compliant with the case plan shall be ineligible for Administrative Release for the remainder of the current incarceration.

(5) An inmate found guilty of a Category I rule violation shall be automatically deemed non-compliant. Case management staff shall update the Administrative Release Dashboard, identifying the inmate as non-compliant without case management action.

G. Maryland Parole Commission (Commission or MPC) Responsibilities.

(1) The Commission is tasked with ensuring all eligible inmates are accurately and expeditiously identified, victim notification procedures are followed, and eligible and successful inmates are released at their projected release dates

(2) The Commission will monitor the dashboard to ensure the inmate whose crime victim has requested an open hearing is removed from the dashboard, and all inmates marked as non-compliant with the case plan auto populate to the parole hearing validation list.

(3) The MPC Release Unit shall:

(a) Begin processing an inmate's Administrative Release within 4 weeks of an eligible inmate's Administrative Release date.

(b) Prepare the Administrative Release order by verifying the legal summary in the OCMS WIP Summary;

- (c) Review commitment orders for restitution orders and victim notification and if found a condition for restitution shall be entered on the inmate's Administrative Release order.

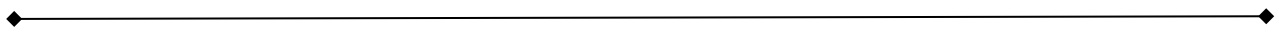
H. Audits.

The headquarters case management unit shall conduct annual audits of the Administrative Release process to monitor compliance with this manual utilizing the Audit Worksheet for Administrative Release, [Appendix 2 to CMM-10](#).

I. Administrative Release Statistics.

Designated facility staff shall submit monthly Administrative Release statistics to the headquarters case management unit utilizing the approved statistical report or drive, not later than the 15th of each month following the close of the reporting month.

Section 11



Individual Case Plans

Section 11 ~ Individual Case Plans

The individual case plan is a tool used by the Department of Public Safety and Correctional Services to identify an inmate's risk factors. The individual case plan is used to develop a strategy to address the identified needs and risks specific to an inmate. An inmate's risks may include antisocial associates, antisocial thinking and behavior, substance abuse, minimal education and few occupational skills, under employment, poor family and marital support, medical condition, mental health concerns, and sexual offending.

While developing an individual case plan, the case management specialist shall take into consideration the offender's parole status, mandatory supervision release date, the needs of the offender, and availability of programming.

A. Identification of Risk Factors.

The two main sources of information used in the identification of risk factors are the inmate case record and the motivational interview.

- (1) Antisocial Associates.
 - (a) While membership in a security threat group (STG) is the most common example of an inmate with antisocial associates, immersion in a group of criminal peers can occur without STG affiliation.
 - (b) An inmate's association with peers engaged in criminal activity increases the offender's likelihood to also engage in criminal activity.
 - (c) Identification of antisocial associates may occur by:
 - (i) Conducting the motivational interview;
 - (ii) Reviewing the official version of the offense; and
 - (iii) Validation of STG affiliation.
 - (2) Antisocial Thinking.
-

- (a) Antisocial thinking is indicated if the offender is unable to see fault with the offender's actions.
 - (b) Antisocial thinking leads to a higher propensity toward criminal activity, given the means and opportunity.
 - (c) Identification of antisocial thinking may occur by:
 - (i) Conducting the motivational interview; and
 - (ii) Reviewing the inmate's version of the offense.
- (3) Substance Abuse.
- (a) Not only is substance abuse prohibited for offenders under supervision, it can lead to other criminal acts, such as committing crimes to obtain money for drugs.
 - (b) Identification of substance abuse may occur by:
 - (i) Conducting the motivational interview:
 - (ii) Reviewing the official version of the offense;
 - (iii) Reviewing the TCU, TAP, and any other available risk instrument;
 - (iv) Related inmate rule violations; and
 - (v) Parole and Probation violation reports.
- (4) Education and Occupational Skills.
- (a) Increased levels of education and acquisition of marketable skills are important factors in a successful return to the community. They enable offenders to seek employment in a field where they can earn a living wage.
 - (b) Identification of education and occupation skills may occur when:
 - (i) Conducting the motivational interview; and

- (ii) Reviewing the pre-sentence investigation, including any self-reported education or employment history.
 - (5) Employment.
 - (a) Without employment that provides a living wage, offenders are unable to meet their basic needs (i.e. food, shelter, and clothing).
 - (b) Identification of employment needs may occur when:
 - (i) Conducting the motivational interview; and
 - (ii) Reviewing the pre-sentence investigation, including any self-reported employment history.
 - (6) Family and Marital Support.
 - (a) Lack of a functional support system means the inmate has less support in resisting the triggers of recidivism.
 - (b) Identification of family and marital support may occur when:
 - (i) Conducting the motivational interview;
 - (ii) Reviewing the pre-sentence investigation; and
 - (iii) Reviewing the visiting records.
 - (7) Medical Condition.
 - (a) The nature and circumstance of ongoing medical issues can greatly impact an inmate's ability to successfully participate in programming or job assignments.
 - (b) Identification of a medical condition may occur when:
 - (i) Conducting the motivational interview;
 - (ii) Reviewing the pre-sentence investigation; and
-

- (iii) Reviewing medical screening forms.
- (8) Mental Health.
 - (a) Approximately twenty percent of the inmate population is believed to have significant mental health issues and would benefit from mental health treatment.
 - (b) Identification of mental health needs may occur when:
 - (i) Conducting the motivational interview; and
 - (ii) Reviewing any available reports from mental health.
- (9) Sexual Offending.
 - (a) A sex offense may include anything from non-consensual sexual contact, such as rape, to non-contact behaviors, such as offenses involving pornography.
 - (b) Identification of sexual offending may occur by:
 - (i) Conducting the motivational interview; and
 - (ii) Reviewing the official version of the offense, criminal history, registration requirements, and court commitments.

B. Developing the Plan.

- (1) An individual case plan shall be developed for each inmate.
 - (a) Initial development of the plan or revision of an existing plan shall occur:
 - (i) During initial assignment at a maintaining institution;
 - (ii) At security reclassification reviews;
 - (iii) Upon notice that the inmate is eligible for JRA Administrative Release; and
 - (iv) Prior to release.

- (b) In addition, the assigned case management specialist has discretion to modify the plan when significant changes warrant a formal revision.
- (2) There are 3 types of DOC individual case plans are:
 - (a) DOC Initial: This is the first plan developed on an inmate. An initial plan shall be developed during an inmate's first initial assignment interview at a maintaining institution.
 - (b) DOC Revision.
 - (i) An inmate's case plan shall be reviewed using the schedule indicated above. All revisions of the initial plan, except for those listed below under release plan, fall into this category.
 - (ii) A scheduled JRA Case Plan compliance review does not require a formal revision, unless significant changes to the plan are required.
 - (c) DOC Release: Prior to release, a summative case plan shall be developed as a means of communicating the inmate's needs to the Division of Parole and Probation or to DOC, should the offender return to custody.
- (3) The assigned case management specialist is responsible for the development of individual case plans. The case management specialist shall:
 - (a) Complete all sections of the plan; and
 - (b) If a DOC Release Plan, forward it to a supervisor for final approval.
- (4) Initial Plans and revisions do not require submission to a supervisor for final approval. The plan may be kept in a "saved" status to allow for future edits.
- (5) No portion of the risk factor section of the plan shall be left blank. An appropriate selection from the drop down menu or entry in the free text field and corresponding note shall be entered for each risk factor.

C. Programming Recommendations.

- (1) As the authors of the individual case plan, case management staff shall identify criminogenic risk factors, and recommend programming designed to address those needs.
- (2) An inmate scoring low-moderate or moderate on the risk assessment shall be referred for programming. Should insufficient candidates in the low-moderate or moderate range be identified, inmates in the high risk range may be considered for enrollment.
- (3) Cognitive behavior groups may be facilitated by social work, mental health, addictions, case management, custody, and outside service providers.

D. Static Risk Assessment.

- (1) The static risk instrument is a tool embedded in OCMS and is designed to measure an inmate's risk of recidivism.
- (2) The instructions for completing the static risk instrument are outlined in [Appendix 1 to CMM-11](#) of the manual.
- (3) The case management specialist shall complete the assessment:
 - (a) As a function of the initial case plan development; or
 - (b) If not previously completed during the current incarceration, at the time of the inmate's next scheduled reclassification or parole hearing (whichever occurs first); or
 - (c) If not previously completed during the current incarceration, prior to release as a function of the development of the release ICP.

E. Dynamic Risk Instrument:

- (1) The dynamic risk assessment is a tool embedded in OCMS and is designed to measure whether a change in the inmate's assessed risk level is indicated.

- (2) The instructions for completing the dynamic risk instrument are outlined in [Appendix 2 to CMM-11](#) of the manual. The assigned case management specialist shall complete the assessment:
- (a) Prior to an inmate's parole hearing; and
 - (b) Prior to release as a function of the development of the release ICP.

Section 12

Mandatory Remediation Programs

Section 12 ~ Mandatory Remediation Programs

A. Eligibility.

An inmate found eligible and suitable for participation in a program designated by the Commissioner of Correction or by Maryland statute as a mandatory remediation program shall be required to complete the program.

- (1) If an inmate is eligible for more than one program, the inmate shall be assigned to the program deemed most appropriate for the inmate by case management staff.
- (2) Mandatory remediation programs may include:
 - (a) Mandatory Education;
 - (b) MCTC Therapeutic Community (TC);
 - (c) Residential Substance Abuse Treatment (RSAT);
 - (d) Regimented Offender Treatment Center (ROTC);
 - (e) Intensive Treatment Program (ITP);
 - (f) Addictions Treatment Protocol (ATP);
 - (g) Substance Abuse Intervention (SAI); and
 - (h) Any aftercare component to a DOC structured substance abuse program.
- (3) Under certain circumstances, an inmate assessed as ineligible may be mandated to participate in a DOC structured substance abuse program (see section 15. G. for additional information). In these cases, satisfactory participation on the part of the inmate is compulsory.

B. Procedures.

- (1) An inmate shall be charged with the appropriate Category II rule violation in accordance with the inmate disciplinary process if the inmate:
 - (a) Refuses to be assessed, fails to attend when scheduled, or is assigned and refuses to participate in a program; or
 - (b) Is assessed by case management staff as being unsuitable for continued participation due to behavior or performance directly related to the program.

Note: In cases involving an inmate failure to complete a mandatory remediation program facilitated by a contractual service provider, case management staff shall prepare the notice of inmate rule violation. In all other cases the program facilitator shall prepare the notice of inmate rule violation.

- (2) The inmate shall be officially removed from the program by case management action prior to receiving a Category II rule violation (this is not necessary when the inmate has been transferred, received a disciplinary segregation sentence, or other action occurs that causes the inmate's removal from the program on the OCMS Primary Assignment screen).
- (3) If convicted of a Category II rule violation, the inmate shall lose all projected good conduct credits and all special project credits recorded up to and including the date of the disciplinary conviction, in accordance with COMAR 12.02.27 Inmate Disciplinary Process.
- (4) If case management staff finds an inmate unsuitable for a mandatory remediation program through no fault of the inmate, that is, medical or developmental problems, the inmate shall not be charged with a Category II rule violation.
- (5) An inmate's participation in a mandatory remediation program may be waived without sanction if case management staff determines there is insufficient time or resources for completion.
- (6) An inmate who refuses to participate in a mandatory remediation program or who has been terminated from such a program may request reassignment by applying in writing to the assigned case management specialist.
- (7) Upon receiving a request as noted in §12.G, case management staff shall, after consultation with the service provider as appropriate, determine the inmate's suitability for reassignment.
- (8) If warranted, an inmate's diminution credits revoked for refusing to participate in a mandatory remediation program or for termination from a program may be restored through the case management review process in accordance with Section 17, Restoration of Revoked Diminution Credits.

Section 13

Work Release

Section 13 ~ Work Release

A. Policy.

- (1) The Division of Correction offers work release opportunities to an eligible inmate who can function well unescorted in the community. This will assist the inmate in preparation for release and reduce the likelihood of the inmate's return to incarceration. The main focus is to provide a work experience that may continue after release.
- (2) Participation in the work release program is a privilege. An inmate should have no expectation regarding approval, as eligibility does not imply suitability. An inmate's work release status may be revoked, suspended, or cancelled at any time for any reason consistent with the case management review process.
- (3) Designated institutional staff shall have the authority to detain an inmate from reporting to work so that the inmate can address institutional matters. The Division is not responsible for any loss of wages.
- (4) An inmate approved for work release participation may be assigned to any outside detail without further case management action. Such assignments shall be documented in case notes.
- (5) An inmate who holds an active work release assignment may be permitted to attend short-term occupational or educational programs as approved by case management staff. Such programs should be designed to help the inmate learn new skills or enhance existing skills and improve their standing in the job marketplace. No special leave authorization shall be required for the inmate to attend.

B. Exclusions.

- (1) An inmate shall be ineligible for work release participation if the inmate:
- (2) Is serving a sentence of natural life, unless the offense was committed while the inmate was a juvenile and the inmate has been recommended for work-release by the Maryland Parole Commission. (Note: Inmates serving life with all but a portion suspended shall be considered should they meet all other criteria);
- (3) Has a scoreable detainer or open charge
- (4) Has ever been criminally convicted of a crime committed while on work release, including a criminal conviction for a walk-off that occurred while assigned to Active Work Release; or

- (5) Has a documented history of:
 - (a) Two or more escapes;
 - (b) Escape within the last ten years; or
 - (c) Escape during the current term of confinement; or
 - (d) Is required to register as a sex offender upon release.

C. Eligibility Criteria.

- (1) An inmate shall have achieved pre-release security and be within 18 months of a definite release date.
- (2) An inmate incarcerated solely for civil contempt of court for failure to pay child support is eligible for consideration, regardless of the amount of time left to serve, provided the inmate is assigned to pre-release security and is housed at a work release facility.
- (3) An inmate serving a life sentence shall have achieved pre-release security and be within 18 months of a delayed parole release.

D. Prerequisites.

- (1) An inmate shall complete an employment readiness program during the current incarceration, prior to receiving work release, unless there is documentation indicating the inmate:
 - (a) Possesses marketable job skills;
 - (b) Has a work record that consists of 18 consecutive months of employment;
 - (c) Completed a skill training or education program during the current incarceration that included an employment readiness component (Life Skills, Prison to Work, etc.);
 - (d) Possesses a verified high school diploma or GED; or
 - (e) Has unusual circumstances that have been documented, a program waiver has been recommended by case management staff, and approved by the managing official.
- (2) An inmate who has been assessed and recommended for substance abuse programming shall have completed that requirement during the current incarceration. This requirement may be waived if substance abuse programming is unavailable prior to the inmate's release date. In this case the inmate shall participate in substance abuse programming, if available, while on work release.

E. Consideration.

When the inmate meets eligibility requirements, the assigned case management specialist shall:

- (a) Review the inmate's record for any victim impact and notification alerts, and take appropriate action in accordance with [DOC.095.0001](#) – Crime Victim's Services Manual;
 - (b) Complete an OCMS Assignment Sheet or OCMS Security Reclassification Instrument if the inmate is not yet classified to pre-release security;
 - (c) Complete an *OCMS Work Release Agreement*, [Appendix 1 to CMM-13](#) and upload to Documents;
 - (d) Complete an *OCMS Waiver of Extradition*;
 - (e) Obtain a signed *medical clearance form* (DPSCS Form OTS 130-150-1I indicating the inmate is medically able to participate; and
 - (f) Complete a full warrant check including but not limited to checks of NCIC, CJIS, and JPortal.
- (9) Note: Inmates who are being considered for placement with out of state employers or for positions that require them to work outside Maryland must receive the approval of the managing official or designee. If the managing official or designee approves, the case shall be forwarded by institutional case management staff to the headquarters case management unit for review by the Commissioner, or designee. When inmates are approved to work outside the state of Maryland, case management staff shall complete a *Notification to Out-of- State Law Enforcement Agency* form, [Appendix 2 to CMM-13](#), and forward it to the local law enforcement authority in the jurisdiction where the inmate will be employed.

F. Catchment.

When determining which pre-release unit an inmate is to be assigned for work release, the unit in the catchment area closest to the place where the inmate will reside upon release from incarceration shall be selected. The inmate shall have legitimate ties to the community in that area. A male inmate with no home plan or community ties shall participate in the work release program at BCCC, where he will receive assistance from case management in contacting community resource providers and developing a workable home plan. All approved female inmates shall participate in work release at MCIW.

G. Employment.

(1) Inmate's Responsibilities.

- (a) The inmate bears the responsibility of making an effort to secure work release employment utilizing all available resources and references provided by the inmate's assigned case management specialist, who shall assist the inmate in the process.
- (b) The inmate may pursue employment only in positions that can:
 - (i) Be reasonably accommodated by the Division; and
 - (ii) Best serve the interest of public safety.

(2) Case Management's Responsibilities.

- (a) The inmate and potential employer shall be provided with an orientation to the work release process by institutional staff. Employers shall review and sign the Work Release Employer Agreement form, [Appendix 3 to CMM-13](#).
- (b) The case management specialist shall assess the inmate's skills, education, work experience, and aptitude to ensure a realistic and appropriate job placement.
- (c) Case management staff shall assist the inmate to the greatest extent possible in securing suitable work release employment. It is not, however, the responsibility of case management staff to provide employment, but to assist the inmate in his or her search.

(3) Job Search and Employment Development.

- (a) The case management specialist may approve the inmate to attend a job interview after confirming the time with the potential employer. If the inmate is not escorted by institutional staff to an interview, designated institutional staff shall confirm the inmate's attendance and document the confirmation, utilizing the Work Release Itinerary form, [Appendix 4 to CMM-13](#).
- (b) When a potential employer who has completed the required orientation decides to hire an inmate, case management staff shall complete the Work Release Employment Investigation Plan, [Appendix 5 to CMM-13](#), and submit it to the managing official or designee for approval.
- (c) An approved work release plan shall be maintained on file, and updated as necessary. A copy of the plan and any changes shall be provided to the inmate prior to starting a work release job.

- (4) Unless approved by the managing official or designee, an employment opportunity is not acceptable if the:
 - (a) Employer or supervisory staff of the employer is related to the inmate;
 - (b) Employer is a Division of Correction employee or is closely related to a Division of Correction employee; or
 - (c) Inmate requests to be self-employed.

H. Monitoring the Inmate.

- (5) During the first 60 days of employment, the case management specialist shall conduct six job contacts, at least three of which shall be on-site. Thereafter, the case management specialist shall conduct at least one on-site job check and one telephone job check per month. These are minimum mandatory supervision requirements and should not limit efforts and activities by staff to fully supervise a work release participant.
- (6) The case management specialist shall maintain a work release case record for each participant assigned to the specialist's caseload. These records may be maintained separately from the inmate's case record, but shall be incorporated into the inmate record upon the inmate's transfer or release. The work release case record shall include all significant case developments or changes and all monitoring activities undertaken. Monitoring activities shall be documented on the Work Release Field Sheet, [Appendix 6 to CMM-13](#). The Work Release Field Sheet shall be reviewed monthly by the Facility Administrator, case management manager, or case management supervisor and noted in the "Remarks/Initials" column.
- (7) All requests by the employer for permission for the inmate to work overtime require prior approval from designated institutional staff. If approved, the designated staff member shall notify custody staff, specifying the number of hours approved and the revised time by which the inmate is to be picked up by staff or return to the facility.
- (8) An inmate may be removed from the work release program:
 - (a) Pending the results of a disciplinary hearing;
 - (b) As the result of a disciplinary violation;
 - (c) For failing to secure employment within a reasonable time;
 - (d) For failing to perform assigned work satisfactorily; or

(e) For health reasons, public safety concerns, or other reasons that Division of Correction staff may deem appropriate.

(9) An inmate shall be automatically removed from work release if convicted of escape or assigned to a more restrictive security level.

I. Monetary Deductions.

(10) Upon receipt of earnings, Division staff shall make all necessary and legal deductions. Worker's compensation earnings are usually two thirds of the inmate's regular earnings, and deductions shall be prorated accordingly. For example, an inmate who regularly worked 40 hours per week would be charged for working 26.8 hours (67 percent). The balance shall be placed in the inmate's spending account.

(11) Deductions from an inmate's work release earnings shall be transacted in the following order of priority:

(a) The amount determined to be the cost to the state of providing food, lodging, and clothing;

(b) The actual and necessary costs of food, travel, and other expenses incurred by the inmate while working in the community;

(c) The amount which the inmate may be legally obligated to pay for the support of dependents;

(d) The amount ordered by a court while in DOC to be paid as restitution or as court costs or fines; and

(e) An amount necessary to maintain a minimum balance of \$250.00 in the inmate's active account.

(12) Withholding of inmate's earnings for the payment of restitution is required for work release approval and participation when the sentencing court has:

(a) Ordered restitution;

(b) Designated who shall receive payment; and

(c) Specified the amount of money to be paid.

(13) The inmate shall be issued a receipt from the person making any deductions as soon as administratively possible.

(14) The managing official or designee shall ensure:

- (a) The inmate's pay statement is compared to the facility's arrival and departure log by designated staff at the end of the inmate's pay period. Any discrepancy shall be addressed through a review of the employer's time records. On a quarterly basis, for those work release participants who do not utilize state transportation, staff shall compare against the employer's time records a random sample of inmate pay statements versus the institutional arrival and departure log;
 - (b) Initiation of disciplinary action in cases where inmates willfully fail to surrender their earnings;
 - (c) Collection of final earnings due the inmate when the inmate has been removed from the work release program through case management action, escape from custody, or lawful release from confinement;
 - (d) The computation and collection of final room and board and transportation expenses, to include all earnings up to the day of release; and
 - (e) Work release case records are audited on a monthly basis to ensure they are consistent, accurate, and complete. The auditor shall document the review by signing and dating the work release case record.
- (15) All court ordered payments shall be coordinated by the inmate's assigned case management specialist, the institution's accounting office, the commitment office, or some combination of these.

J. Cost of Food, Lodging, and Transportation.

- (16) The Division establishes a formula to determine the actual cost for food, clothing, and transportation to be reimbursed to the state utilizing the Work Release Reimbursement Formula Worksheet, [Appendix 8 to CMM-13](#).
- (17) The managing official of the Maryland Correctional Pre-Release System (MCPRS) shall submit an updated work release reimbursement formula annually to the Commissioner's office for review and approval by September 15th. Once approved, the new cost structure shall take effect on October 1st.

K. Audits.

The headquarters case management unit shall conduct annual audits of work release facilities to monitor compliance with this manual utilizing the Audit Worksheet for Work Release, [Appendix 9 to CMM-13](#). The Director of Case Management or designee shall issue an audit schedule in the first quarter of each year.

L. Work Release Statistics.

Monthly work release statistics shall be submitted by designated institutional staff to the headquarters case management unit utilizing the Headquarters Work Release Statistics form, [Appendix 10 to CMM-13](#), not later than the 15th of each month following the close of the reporting month.

Section 14

Community Leave

Section 14 - Community Leave

A. Policy.

Designated facility staff may authorize community leave for eligible inmates who can function unescorted in the community within the state of Maryland if such leave does not adversely affect the orderly, efficient, and effective operation of the facility.

B. Eligibility/Application.

- (1) An eligible inmate is defined as an inmate who:
 - (a) Holds a pre-release security level, except as provided in **Section K.03**;
 - (b) Has no scoreable open charges or detainers;
 - (c) Has not escaped within the last 10 years; and
 - (d) Does not have to register as a sex offender upon release.
- (2) Upon receipt of an eligible inmate's request for community leave, the assigned case management specialist shall complete and forward for review the following OCMS documents:
 - (a) Community Leave Application; and
 - (b) Waiver of Extradition.
- (3) A separate leave application shall be completed by designated staff for each inmate and each separate event (excluding family leave and batch special leaves as described above). However, when a particular event is expected to occur over a period of time, such as athletic competitions or skill training, leave authorization may be requested for each inmate for up to 90 days as approved by the managing official.

C. Approval.

- (4) The managing official shall be the final reviewing authority for family leave requests.
- (5) The Commissioner or designee shall be the final reviewing authority for all compassionate and special leave requests approved by the managing official.
- (6) If an inmate approved for community leave is found to be in noncompliance with Division of Correction rules or experiences a significant change to the inmate's current status (i.e., release date, outside clearance, etc.), the leave approval may be suspended

by the managing official or designee. Continuation or reinstatement of the inmate's leave status shall then be subject to the case management review process.

D. Community Leave Sponsors.

- (3) Case management staff shall verify all relevant information pertaining to a community leave request. This shall include dates and times, and documented proof of identity and relationship to the inmate of the proposed sponsors or persons providing transportation.
- (4) Verification documents may include, but are not limited to a:
 - (a) Valid driver's license or state-issued identification card;
 - (b) Birth Certificate;
 - (c) Marriage Certificate
 - (d) Certificate of Adoption or Legal Guardianship;
 - (e) Telephone or other utility bill; or
 - (f) Voter registration card.
- (5) Community leave sponsors and persons providing transportation shall be given an orientation by designated institutional staff regarding the community leave program. This shall include receipt and acknowledgement of the community leave rules.

E. Victim Notification.

Case management staff shall review the inmate's record for victim impact and notification alerts, and take appropriate action as prescribed by [DOC.095.0001](#) – Crime Victim Services Manual.

F. Types of Community Leave.

- (7) Family Leave (§3-811 of the Correctional Services Article):
 - (a) An inmate may be considered for up to four separate occurrences of family leave when within six months of a definite release date, provided the inmate is currently employed and has completed a minimum of 30 consecutive days of work release, unless the inmate is medically unable to participate. Any change to an inmate's employment status that is, termination, layoff, etc. shall be cause for case management staff to review any previously approved family leave requests;

- (b) The family leave sponsor shall be an immediate family member as defined in Section 2 (Definitions) of this manual;
- (c) Inmates shall remain at the approved leave location from 11:00 pm to 6:00 am unless otherwise authorized by the managing official. Custody staff may contact inmates by telephone to ensure their compliance as specified by institutional policy and procedure;
- (d) An inmate may be approved for a maximum of four occurrences of family leave requests, the first of which may not exceed 12 hours in duration including travel time. Each subsequent leave time may be increased by up to 12 hours as approved. That is, 2nd = 24 hrs, 3rd = 36 hrs, and 4th = 48 hrs;
- (e) Absent exceptional circumstances, family leave which is documented and approved by the facility administrator shall be scheduled between Friday and Sunday;
- (f) The managing official shall be the final reviewing authority for initial family leave requests. All subsequent leave requests may be reviewed and approved by the facility administrator; and
- (g) The inmate shall carry a copy of the approved leave application and Community Leave Rules, [Appendix 1 to CMM-14](#), at all times while in the community.

Note: Careful consideration should be given to the potential for the inmate's contact with the victim of the offense (if applicable) while on community leave.

- (8) Compassionate Leave (§ 3-808 of the Correctional Services Article):
 - (a) An inmate may be considered for no more than one compassionate leave occurrence to visit an immediate family member who is critically or terminally ill, or attend the funeral (excluding burial) or memorial service of the same family member (i.e., the inmate may not visit a terminally ill family member and later attend that same person's funeral services).
 - (b) The duration of a compassionate leave may not exceed six hours for travel and service attendance or visitation as approved by the managing official.
 - (c) The Commissioner or designee shall be the final reviewing authority for all compassionate leave requests approved by the managing official.
 - (d) The inmate shall carry a copy of the Community Leave Rules, [Appendix 1 to CMM-14](#), and a copy of the approved leave request with approved time frames noted while unescorted in the community.

- (9) Special Leave (§ 3-810 of the Correctional Services Article):
- (a) Special leave may be authorized for a period not to exceed 12 hours for the following purpose(s):
 - (i) To attend a civil service or trade licensing examination;
 - (ii) To attend an occupational, educational, or employment interview provided the inmate is within 90 days of release; or
 - (iii) To participate in civic activities beneficial to the inmate or community (i.e., Jaycees, speaking engagements).
 - (b) Special leave may be considered for both minimum and pre-release security inmates. All approved inmates shall be escorted by custody staff at all times while outside the institution.
 - (c) The Commissioner or designee shall be the final reviewing authority for all special leave requests approved by the managing official.

Section 15

Substance Abuse Programming

Section 15 ~ Substance Abuse Programming

A. Policy.

Substance abuse treatment remains the cornerstone of the Division's effort to assist an inmate with rehabilitative efforts, providing treatment opportunities that will continue upon release while under the supervision of the Division of Parole and Probation (DPP). Providing a continuity of care and sharing information with other agencies within the Department of Public Safety and Correctional Services will serve to maximize the effectiveness of available treatment programs.

B. All Available Programs.

(1) Substance Abuse Programs for Men.

(a) Therapeutic Community Program (TC):

- (i)** Is a six month modified therapeutic community program that addresses changing negative patterns of thinking and behavior through individual and group counseling;
- (ii)** Includes daily community meetings where goals and objectives are reviewed, conflicts are resolved, and positive reinforcement is conveyed; and
- (iii)** Occupational and educational activities aimed at changing cognition and behavior.
- (iv)** The TC program utilizes two treatment phases, each designed to function as a reward for inmate progress. Each successive phase provides the inmate with additional rewards and privileges. Treatment focuses on initiating changes in behavior and the inmate's thought process. The curriculum for treatment is constructed to include two primary cognitive approaches: cognitive skills training and cognitive restructuring. Cognitive skills training addresses the premise that those chemically involved inmates have not adequately learned the

thinking skills required to function as responsible, productive members of society. Cognitive restructuring addresses the premise that chemically involved inmates have learned maladaptive and destructive thinking patterns that promote criminal and drug abusing behavior. The program's emphasis is the development of pro-social attitudes and thinking patterns that promote a drug-free lifestyle. Participants receive 15+ hours of treatment and staff contact per week while in the treatment phases. Treatment groups utilize a cognitive-behavioral format that includes role-playing and homework exercises.

(b) Residential Substance Abuse Treatment (RSAT) Program.

- (i) RSAT A six-month residential treatment program with a treatment protocol that consists of a series of groups that instill pro-social values, attitudes, and behavior, while addressing abusive habits and temptations.
- (ii) Participants are expected to develop an increased respect for themselves and each other as they prepare to return to community living.
- (iii) The program is divided into two phases, the first of which deals exclusively with substance abuse treatment and is 120 days in length. The second involves the inmate being assigned to an institutional job when available during the day, followed by treatment group attendance in the evening. The second phase is 60 days in duration.

(c) Regimented Offender Treatment Center (ROTC).

- (i) ROTC is a four-month educational program which includes counseling and intensive planning focused on relapse prevention and subsequent return to incarceration.
- (ii) The program is offered to any inmate housed at the Patuxent Institution who meets the eligibility criteria.

(d) Addictions Treatment Protocol (ATP).

- (i) ATP is a six-month cognitive behavioral program that utilizes skill building techniques with an emphasis on pro-social behaviors.
 - (ii) This integrative model of treatment places responsibility at the core of its philosophy, emphasizing two major principles: that an individual is responsible for his behavior and that he is able to change it.
 - (iii) With an emphasis on skill building techniques, this treatment focuses on providing the participant with the skills to change his behavior and cope with high risk situations for drug abuse and criminal behaviors. This will enable the participant to:
 - Identify and correct criminal thinking patterns;
 - Develop appropriate responses to reactive behaviors;
 - Develop appropriate pro-social communication methods;
 - Identify and build skills to cope with high risk situations; and
 - Develop personal wellness plans to improve on one's physical and mental well-being.
 - (iv) A participant who completes ATP will also participate in an aftercare treatment module until the participant is either transferred to another facility or released from incarceration.
- (2) Substance Abuse Programs for Women.
- (a) MCIW Therapeutic Community Program (MCIW TC):
 - (i) Is a Six-month modified therapeutic community program that addresses changing negative patterns of thinking and behavior through individual and group counseling;

- (ii) Includes daily community meetings, where goals and objectives are reviewed, conflicts are resolved, and positive reinforcement are conveyed; and
 - (iii) Occupational and educational activities through a curriculum aimed at changing cognition and behavior.
 - (iv) The MCIW TC program utilizes two treatment phases, each designed to function as a reward for inmate progress. Each successive phase provides the inmate with additional rewards and privileges. Treatment focuses on initiating changes in behavior and the inmate's thought process. The curriculum for treatment includes two primary cognitive approaches: cognitive skills training and cognitive restructuring. Cognitive skills training addresses the premise that those chemically involved inmates have not adequately learned the thinking skills required to function as responsible, productive members of society. Cognitive restructuring addresses the premise that chemically involved inmates have learned maladaptive and destructive thinking patterns that promote criminal and drug abusing behavior. The program's emphasis is the development of pro-social attitudes and thinking patterns that promote a drug-free lifestyle. Participants receive 15+ hours of treatment and staff contact per week while in the treatment phases. Treatment groups utilize a cognitive-behavioral format that includes role-playing and homework exercises.
- (b) Substance Abuse Intervention (SAI): This is a 90 day open enrollment program that offers group and individual counseling at MCIW. The counseling curriculum is a cognitive-behavioral based approach that targets addiction and criminogenic thinking and behavior. Group counseling is provided two times per week and individual counseling is provided a minimum of two times per month.
- (i) The protocol used is derived from the Addiction Treatment Protocol and is open enrollment. The program's emphasis is the development of pro-social attitudes and thinking. Particular focus will be placed on helping an inmate prepare an addiction recovery and reentry plan as to assist her in preparation for release.

- (ii) An inmate may be referred to the program if she is serving a short sentence at MCIW and who, in the judgment of case management staff, will not be incarcerated long enough to complete the six-month program.

C. Eligibility Criteria.

- (1) Wherever possible, participation in substance abuse programming is scheduled as the last therapeutic intervention prior to release.
- (2) Only an inmate assigned to general population may participate in a substance abuse program, with the exception of the Segregation Addictions Program (SAP).
- (3) An Addictions Treatment Protocol (ATP) participant:
 - (a) Shall be within 36 months of an anticipated release, delayed release, or parole rehear date;
 - (b) May not have a highest, high, or moderate type detainer or open charge;
 - (c) Shall be free of any rule violations for at least 90 days, excluding rule violations for drug or alcohol use;
 - (d) Shall be assessed with a risk assessment level of High, Moderate, or Low-Moderate; and
 - (e) Shall be assessed with a score of 1-3 on the Treatment Assessment Protocol (TAP).
- (4) A Therapeutic Community Program participant:
 - (a) Shall be within 36 months of an anticipated release, delayed release, or parole rehear date;
 - (b) May not have a highest, high, or moderate type detainer or open charge;
 - (c) Shall be free of any rule violations for at least 90 days, excluding rule violations for drug or alcohol use;

- (d) Shall be assessed with a risk assessment level of High, Moderate, or Low-Moderate; and
- (e) Shall be assessed with a score of 3-4 on the TAP.

D. Mandatory Remediation.

All Division of Correction substance abuse programs, with the exception of SAP, have been designated as mandatory remediation programs. An eligible inmate shall successfully complete all required components. Any failure on the part of an inmate to participate in the assessment process and successfully complete substance abuse programming shall subject the inmate to the disciplinary process in accordance with COMAR 12.03.01 (see also Section 12, Mandatory Remediation Programs for additional information).

Aftercare: A participant who successfully completes a Division substance abuse program shall attend aftercare services as available. Attendance is mandatory, regardless of whether the participant is assigned to other institutional employment. Failure to attend as directed shall subject the participant to the disciplinary process in accordance with the COMAR 12.03.01 (see also Section 12, Mandatory Remediation Programs for additional information).

E. Service Providers.

Facilitation of substance abuse programs and aftercare shall be the responsibility of DOC addictions staff and contractual service providers.

F. Assessment Referrals - Front End.

- (1) Inmates seen as a function of the front-end assessment process are referred by case management, and are assessed utilizing the Texas Christian University (TCU) assessment tool.
- (2) TCU scores mean:
 - (a) 0-2 = no or low treatment need; or
 - (b) 3 or greater = positive result and further assessment required (TAP).

- (3) TCU assessment sheets are to be placed in the inmate's case record by designated case management staff.
- (4) A positive TCU score requires additional screening by designated staff to determine program eligibility.

G. Assessment Referrals – Back End.

- (1) An inmate seen as a function of the back-end assessment process shall be identified and referred by case management through:
 - (a) General screening of their caseloads by institutional case managers;
 - (b) A data run of inmates that may meet the eligibility requirements; or
 - (c) Individual requests from case management staff based on:
 - (i) An inmate's pending parole review; or
 - (ii) An inmate's eligibility for programming based on his/her mandatory supervision release date.
- (2) Back-end assessments are conducted utilizing the Treatment Assignment Protocol (TAP) assessment.
 - (a) TAP scores mean (males):
 - (i) < 1 = no/low treatment need;
 - (ii) 1 or 2 = ATP eligible;
 - (iii) 3 = ATP or TC; and
 - (iv) 4 = Therapeutic Community (TC) eligible.
 - (b) TAP scores mean (females):

- (i) < 1 = no/low treatment need;
 - (ii) 1 or 2 = MCIW ATP or SAI eligible;
 - (iii) 3 = MCIW ATP or TC; and
 - (iv) 4 = MCIW TC.
- (c) TAP scores are placed in OCMS via the Assessment Dashboard by addictions staff. Case managers may access the scores by selecting the link on the left-hand navigation menu.

H. MPC Recommendations.

- (1) If an inmate with no TCU on file receives a delayed release decision requiring SAT programming as a contingency, case management shall complete a TCU and then make a referral for a TAP assessment. If the results of the TCU indicate that the inmate does not require treatment, case management staff shall notify the hearing officer. The hearing officer shall review the decision for amendment.
- (2) If an inmate with no TCU or TAP on file receives a recommendation for SAT as part of a rehear decision, case management shall recommend that the inmate participate in alternatives to structured programming, such as NA or AA or cognitive behavior groups.
- (3) NOTE: Absent a valid TAP and risk assessment score, MPC hearing officers and Commissioners have been informed to not include recommendations for structured SAT programming.
- (4) Case management specialists attending parole hearings are reminded to be attentive. If the hearing officer or Commissioner renders a recommendation or decision contrary to current policy, e.g., programming for a low risk offender, the specialist shall advise the hearing officer or Commissioner of the contradiction.

I. Validity of Results.

In cases where case management staff has reason to believe the result of an SAT assessment is invalid due to disingenuous responses or indifference to the assessment on the behalf of the inmate, they shall contact the Regional Addictions Supervisor and request approval to mandate placement, outlining the reason(s) for the request. If approved by the addictions supervisor, the assigned case management specialist shall schedule the inmate for participation as appropriate.

J. Pay and Credits.

- (1) Inmates assigned by case management to a substance abuse program shall be:
 - (a) Awarded the maximum number of credits permitted by law in accordance with the Commitment Procedures Manual (provided they are eligible to earn diminution credits); and
 - (b) Paid at the rate of \$.95 per day (five days per week for ATP/SAI/aftercare, and seven days per week for the Therapeutic Communities).
- (2) Inmates participating in aftercare receive credits and pay, provided they are formally assigned to aftercare by case management action.
- (3) The receipt of credits and pay indicates inmates are formally assigned by case management staff and are not parolees under the supervision of the DPP.

K. Parole Violators.

An inmate's assessment score may be used to determine eligibility during the current incarceration. When an inmate returns to the Division and has parole revoked, the inmate shall be referred at the appropriate time for a new substance abuse assessment.

L. The Public Safety Program (PSP).

- (1) A Maryland Opportunity Compact initiative, the Public Safety Program seeks to safely restore ex-prisoners from Baltimore City to their families and communities via effective in prison substance abuse treatment followed by community-based re-entry supports and services and proactive community supervision. It is designed to reduce incarceration rates and save public dollars for re-investment in expanding opportunity for more Marylanders. The intervention to be supported by the Public Safety Program has two phases:
 - (a) Pre-release substance abuse treatment in the form of successful completion of any one of the Division's structured substance abuse programs; and
 - (b) Post Release community-based drug treatment, case management and supportive services, along with proactive community supervision.
- (2) Eligibility for the Public Safety Program.

An inmate shall be deemed eligible for participation in the Public Safety Program if:

- (a) Approved for conditional release by the Maryland Parole Commission to a Baltimore City home plan;
 - (b) He or she has successfully completed a DOC substance abuse program during the current incarceration;
 - (c) He or she has successfully participated in one full year of prison programming which may include cognitive or behavioral programs, education, vocational, institutional employment, or prison-based drug treatment; and
 - (d) He or she has no current or prior convictions for Murder, Child Abuse, or Rape.
 - (e) **Note:** Case Management staff shall ignore the results of any risk assessment when referring an otherwise PSP eligible inmate for structured SAT programming.
- (3) Identification of Participants and the Work Flow Process:

- (a) Institutional staff shall provide eligible inmates with information detailing the program, and ascertain whether the inmate is interested in participation (utilizing [Appendix 1 to CMM-15](#), PSP Interest and Certification form). Completed forms shall be forwarded to the Director of Case Management or designee for processing.

- (b) HQ case management staff shall forward the interest/certification forms to the MPC for review. Should that review result in an approval for parole, the special condition of PSP participation will be included in the decision. The MPC will notify the Director of Case Management of the results of the review, who shall notify the institution and compact community services facilitator.

Section 16

Restoration of Revoked Diminution Credits

Section 16 ~ Restoration of Revoked Diminution Credits

- A. Case management staff shall retrieve the automated restoration list weekly which is available on OCMS Reports, Restoration Report.
- (1) The case management specialist shall verify the eligibility of the inmate whose name appears on the report to ensure that no status change has taken place.
 - (2) If the case management specialist determines the inmate to be ineligible, the specialist shall document the reasons in Confidential Notes. If the inmate will become eligible later, the case management specialist shall record that date and review the inmate's case record when the inmate becomes eligible.
 - (3) If the case management specialist determines the inmate is eligible, the specialist shall consider the case utilizing the Case Management Assignment Sheet in OCMS.
Note: On rare occasions eligible inmates fail to appear on the printed eligibility report. When staff become aware of such cases, the inmate shall be seen for consideration.
 - (4) The case management manager or a designee shall monitor the process to ensure that all eligible inmates are considered for the restoration of revoked diminution of confinement credits.
- B. An inmate who has had parole or mandatory supervision revoked is not eligible for restoration of diminution credits lost as the result of a rule violation prior to the inmate's release.
- C. An inmate who has had credits revoked for failure to participate in an authorized medical test impacting public health or institutional security, or for refusal to provide a DNA sample, shall be eligible for restoration of those credits once the medical test has been completed or a DNA sample has been collected.
- D. To be considered for restoration of revoked good conduct credits, an inmate:
- (1) Shall have no guilty finding(s) for a rule violation in the preceding six months;
 - (2) Shall have been removed from disciplinary segregation for six months;
 - (3) Shall be within 12 months of release with the application of the maximum amount of restored credit; and
 - (4) May not have received prior consideration for restoration during the current term of confinement, unless said prior consideration resulted in the imposition of a condition that has been met by the inmate.

- E. In reviewing a case for restoration of lost good conduct credits, the inmate's overall record shall be considered, including the nature and date of any violations, and the need for institutional programming prior to release. If the inmate has the OCMS alert "SOC WK REQ" on the alert screen, case management staff shall contact social work staff prior to the case management action to discuss what impact, if any, the restoration of days will have on release planning. The recommendation may be made for full, partial, or denial of restoration of revoked credits.
- F. The managing official shall be the final reviewing authority for cases involving the restoration of revoked diminution credits, except for category II rule violations, where the Commissioner shall serve as the final reviewing authority.
- G. After considering an inmate for restoration of revoked diminution credits, case management staff shall enter the "Restoration Reviewed" alert in OCMS. The placement of the alert will ensure the inmate is excluded from future data runs designed to identify potential eligible inmates.

Note: Should an inmate have a contingency for reconsideration, the inmate's name will no longer appear on the automated report once this code is entered.

Section 17

Special Confinement Housing

Section 17 ~ Special Confinement Housing

A. Generally.

The Division utilizes special confinement housing when an inmate requires close supervision, segregation from the general population, or both. It may be used to ensure the safety and security of the institution, staff, individual inmate, the general inmate population, or some combination of these factors.

- (1) Inmates confined in a special confinement housing area may be assigned to administrative segregation, disciplinary segregation, protective custody, a behavior management program (BMP), and/or Maximum II Security – Structured Housing (MIISH).
- (2) An inmate assigned to administrative segregation or protective custody who receives a disciplinary segregation sentence for violating institutional rules may remain in the inmate's current status, but shall be subject to the conditions of confinement as prescribed by [DOC.110.0006 Disciplinary Segregation](#). At the completion of the disciplinary segregation sentence, the inmate shall remain assigned to administrative segregation or protective custody, unless removal is warranted.
- (3) An inmate assigned to a behavior management program who receives a disciplinary segregation sentence shall be reviewed by the BMP Review Team within 30 days. At that review, the BMP Review Team shall determine if the segregation time is to be suspended or if the participant is to be removed from the program. In addition, the BMP Review Team will decide if a level reduction is appropriate.

B. Administrative Segregation.

- (1) An inmate may be placed on administrative segregation in response to a potential threat to the safety, security, and good order of the institution, and there if there is reason to believe such placement will reduce that threat.

- (2) The following are examples of situations that warrant the placement of an inmate on administrative segregation:
 - (a) To prevent the escape of the inmate when there is reason to believe that the inmate is an escape risk;
 - (b) Pending an investigation, disciplinary proceedings, or both where there is reason to believe the inmate might otherwise intimidate potential witnesses or pose a threat to the security of the institution;
 - (c) Pending consideration for assignment to protective custody;
 - (d) Pending consideration for assignment to a behavioral management program;
 - (e) For medical or mental health reasons;
 - (f) Pending investigation into possible threat to the safety and wellbeing of the individual inmate; or
 - (g) When the inmate's continued misbehavior demonstrates an inability to conform to the rules and regulations of the institution, the Division, or both.
- (3) Placement.
 - (a) Designated staff shall provide the inmate with a copy of the Notice of Assignment to Administrative Segregation, [Appendix 1 to CMM-17](#), within 24 hours after the inmate's placement on administrative segregation, unless the inmate is placed pending a disciplinary hearing.
 - (b) The inmate shall sign the acknowledgement at the bottom of the original notice and the original shall be forwarded to case management for further action accompanied by the Administrative Segregation Investigative Report, [Appendix 2 to CMM-17](#).
 - (i) The inmate's voluntary signature shall be witnessed by one staff member.

- (ii) If the inmate refuses to sign, the refusal shall be witnessed by two staff members.
 - (c) An initial investigation shall be conducted by assigned staff within three days of placement on administrative segregation.
 - (d) An Administrative Segregation Investigative Report, [Appendix 2 to CMM-17](#), shall be prepared by designated staff with all available information regarding the placement of the inmate on administrative segregation, including a recommendation for or against continued assignment.
 - (e) The report shall be forwarded to case management for review and consideration by the case management team.
- (4) Initial Review.
- (a) A case management team shall review the inmate's administrative segregation status within five working days of the inmate's placement on segregation;
 - (b) The inmate shall have the opportunity to respond to the reasons stated for being placed on administrative segregation;
 - (c) The members of the case management team shall consider available alternatives to continued administrative segregation;
 - (d) Upon completion of the team's review, the chairperson of the team shall advise the inmate of the recommendation being made to the managing official or designee, and document the review on an OCMS Assignment Sheet; and
 - (e) For inmates placed on administrative segregation except those placed pending a disciplinary hearing, the managing official or designee shall review the case management team's recommendation within five working days.
 - (f) The inmate shall be advised, in writing, by designated staff, of the decision within three days of the managing official's or designee's review in OCMS.

- (5) Subsequent Reviews.
- (a) An inmate assigned to administrative segregation shall be reviewed by the case management team at least once every 30 days (every 7 days for the first 60 days, then every 30 days thereafter for ACA accredited facilities).
 - (b) An inmate may refuse to appear before the case management team, and when doing so shall sign a Waiver and Notification of Case Management Action to indicate such action.
 - (i) One staff member shall witness the voluntary signing of the waiver.
 - (ii) If the inmate refuses to appear and refuses to sign the waiver, the refusal to sign shall be witnessed by two staff members.
 - (c) In the course of the review, the case management team shall consider available alternatives to continued administrative segregation.
 - (d) The case management team may refer the inmate to a psychologist, chaplain, social worker, addictions counselor, or other staff as appropriate; and
 - (e) When an inmate has remained on administrative segregation for 12 calendar months, the scheduled monthly segregation review shall be forwarded to the Director of Case Management for review by the Commissioner, or designee, who may then direct continued administrative segregation, or any other action as deemed appropriate.
 - (f) Administrative Segregation Pending Adjustment:
 - (i) Proper service of Notification of Inmate Rule Violation and Disciplinary Hearing shall satisfy the placement requirement listed in section B(1); and
 - (ii) At any time prior to the disciplinary hearing, the inmate may be removed from administrative segregation and returned to the general population by order of the managing official, Assistant Warden, chief of security, or shift commander with documentation provided to case management.

(g) Medical Placement on Administrative Segregation:

- (i) An inmate may be placed on administrative segregation for medical or psychological reasons upon the recommendation of a health care provider. The health care provider shall complete a Notice of Assignment to Administration Segregation. A case management team review is not necessary for the duration of the assignment to administrative segregation;
- (ii) The health care provider recommending placement on administrative segregation shall submit the notice to the managing official within four working days of the initial placement on administrative segregation; and
- (iii) The inmate shall only be removed from Medical or Psychological administrative segregation by written request to the managing official from the health care provider, at which time the inmate shall be returned to the general population. Documentation of the request for removal shall be forwarded to Case Management.
- (iv) If an inmate remains on administrative segregation for medical or psychological reasons for more than 60 days, a report shall be forwarded by the managing official to the Executive Director of Field Support Services, detailing the date of, and reason(s) for, placement and the estimated date of release from administrative segregation.

C. Disciplinary Segregation.

- (1) When an inmate receives a disciplinary segregation sentence as the result of a guilty finding for a rule violation, the assigned case management specialist shall meet with the inmate within 30 days to review the hearing officer's finding and sanction(s). The case management specialist shall document the review on a Disciplinary Segregation Review form, [Appendix 3 to CMM-17](#) with the exception of those inmates assigned to BMP.
- (2) Subsequent reviews shall be conducted and documented on the *Disciplinary Segregation Review* form at least every 30 days. All segregation reviews shall be

forwarded to a supervisor for review and consideration prior to submission to the managing official, or designee, for review. When the inmate has completed his/her segregation sentence, or the document has been completed in its entirety, the document shall be uploaded as an Assignment Sheet under Case Forms in OCMS.

- (3) The assigned case management specialist shall request and review behavioral updates from custody staff monitoring the inmate. During the inmate's segregation sentence a reduction can be recommended to the managing official. If an early removal is being recommended, it shall be submitted on a Case Management Assignment Sheet in OCMS.

D. Behavior Management Program (BMP).

- (1) Prior to implementation, the managing official shall forward a summary of the program and related institutional directives to the Executive Director of Field Support Services for review and approval.
- (2) An inmate identified by staff that has acted in a way seen as a threat to the security of the institution, has a pattern of acts of violence, especially if there are connections to Security Threat Groups (STG), drugs or other contraband distribution, or the use of physical threats or coercion is sufficient rationale to be considered for assignment to a behavior management program. Identification of such threats may occur as a result of, but not limited to:
 - (a) Intelligence information;
 - (b) Staff reports;
 - (c) Disciplinary reports;
 - (d) Reduction in Violence Committee information; or
 - (e) Case record information.

- (3) Inmates being referred for placement in a BMP shall be placed on administrative segregation if not currently serving a disciplinary segregation sentence pending the review process. Inmates referred to the BMP shall be classified to maximum security prior to transfer to NBCI.
- (a) When referring an inmate for BMP placement, a case management team at the sending institution shall be convened to consider a BMP referral and, if appropriate, an increase in security. The team's recommendation shall include detailed and specific rationale in support of the recommendation. The review shall be completed utilizing the Case Management Assignment Sheet or the Security Reclassification Instrument in OCMS as applicable. The team's recommendation shall be approved by the managing official. This process and accompanying paperwork shall be completed prior to an inmate being transferred to the institution facilitating the program, unless unique circumstances prohibit following the defined process.
- (b) Upon transfer to an institution facilitating a BMP, the inmate shall be placed on administrative segregation pending the Admission, Review and Discharge (ARD) committee review, at which time suitability for program participation shall be considered and, if recommended for placement, specifics of the program shall be discussed with the inmate. The BMP Review Team shall then make a recommendation to the managing official for, or against, placement using the BMP Screening Sheet, Appendix 1 to the [BMP Manual](#). The managing official of the institution facilitating a BMP shall serve as the final appointing authority for an inmate's placement in the program. Upon signature, the form shall be uploaded in OCMS as an Assignment Sheet and, if approved, an Automatic Program Change shall be completed to show the BMP as the inmate's assignment.
- (c) Participation in the program is voluntary. If the inmate is accepted and refuses to participate, the inmate shall be maintained on administrative or disciplinary segregation as appropriate until suitable housing can be arranged.
- (4) The Program.
-

- (a) The inmate shall have the opportunity to study behavior control methodology and put learned techniques into practice.
 - (b) The inmate shall earn an increased number of privileges as the inmate demonstrates progress with each higher level achieved.
 - (c) The specific components of the BMP may vary by institution.
- (5) Reviews.

The BMP Review Team shall conduct an initial review of the inmate's case within 30 days of the inmate's assignment to the BMP, and at least every 30 days thereafter. Results of the review shall be entered on an OCMS Assignment Sheet. The BMP Review Team shall be comprised of the program facilitator, case management staff, and a custody supervisor. Other members may include, but are not limited to, the following staff:

- (a) Social work;
 - (b) Intelligence unit or investigative lieutenant or captain;
 - (c) Mental health;
- (6) Additional Information.
- (a) Inmates serving a disciplinary segregation sentence shall have their sentences stayed by the managing official upon entry into the program. Upon successful completion, the stayed segregation time shall be probated.
 - (b) If appropriate, inmates may be removed having not successfully completed the program. In that instance, any disciplinary segregation sentence may be re-imposed in its entirety.

E. Maximum II Structured Housing (MIISH).

Designated inmates shall be classified to this status in order to address the most serious behavior concerns. Maximum II Structured Housing is a four (4) phase approach designed to address security threats to life (of self or other inmates), property, staff, and the facility. Inmates participating in structured housing shall have goals set and scheduled. Multi-disciplinary team reviews shall be held to assess the issues of suitability placement, discharge, and individual assignments. Policy related to MIISH may be found in [DOC.100.004 Maximum Security II – Structured Housing \(MAX II SH\)](#).

F. Protective Custody.

- (1) Protective custody housing is appropriate only when required for the protection of the inmate. Every effort shall be made by case management staff and the managing official to find suitable alternatives to protective custody housing. These may include, but are not limited to:
 - (a) Transfer of the inmate to a different housing unit within the institution;
 - (b) Lateral transfer of the inmate to another institution of the same security level;
 - (c) Transfer of the inmate’s documented enemy or enemies to another institution;
 - (d) Transfer of the inmate to another state under the provisions of the Interstate Corrections Compact (ICC); or
 - (e) Assignment to home detention (if eligible).
- (2) A case management team may consider an inmate for transfer to a designated protective custody institution to ensure the consistent and safe management of inmates who are deemed to be at risk if housed in general population in any Division of Correction institution.
- (3) Staff shall utilize the Notice of Assignment to Administrative Segregation, [Appendix 1 to CMM-17](#), when considering an inmate for placement on protective custody.
- (4) Inmates may not be placed on protective custody for punitive reasons.

- (5) If the inmate is recommended by the case management team for transfer to a protective custody facility, the supporting rationale shall be documented on an OCMS Assignment Sheet and forwarded to the managing official for consideration.
- (6) If placement on protective custody is approved, the transfer shall be coordinated through designated transportation staff.
- (7) If the managing official or designee disapproves placement on protective custody, the managing official or designee shall provide direction for housing the inmate.
- (8) Reviews.
 - (a) An inmate's protective custody status shall be initially reviewed upon arrival at the institution designated to house protective custody inmates and at least annually thereafter (every 30 days thereafter for ACA accredited facilities).
 - (b) Upon receipt of information that may warrant reconsideration of an inmate's continued assignment to protective custody, the status shall be reviewed by a case management team.
 - (c) When the case management team does not recommend removal of an inmate placed on protective custody who has requested removal, or when the managing official or designee disapproves a case management recommendation for such an inmate's removal, the inmate shall remain on protective custody.
 - (d) When the case management team recommends continuing an inmate on protective custody and the managing official or designee disapproves that recommendation, the inmate shall be removed from protective custody unless the managing official specifies otherwise. If the managing official or designee directs further case management action or review, the managing official or designee shall provide written rationale for such action.

G. Record of Segregation Confinement.

The conditions of confinement for inmates serving a disciplinary segregation sentence are governed by [DOC.110.0006](#). Inmates assigned to a BMP or MIISH shall be subject to the conditions of confinement as specified at each level or phase of the program, as dictated by institutional policy and procedures.

- (1) Correctional officers assigned to a special confinement housing unit shall establish and maintain a Record of Segregation Confinement, DOC Form 110-5aR, for each inmate assigned to the housing unit.
- (2) The Record of Segregation Confinement sheet shall contain detailed information regarding the inmate's behavior, movement, appointments, group participation, or other significant factors relative to the inmate's case.
- (3) At the end of each month, or when the inmate is removed from special confinement housing, the housing unit officer shall send this form to the case management office for placement in the inmate case record.

Section 18

Enemy Alerts

Section 18 ~ Enemy Alerts

- A. If an inmate claims to have an enemy within the Division of Correction, the staff member receiving the claim shall notify case management staff, or a custody supervisor. If the alleged enemy is housed at the same facility, a custody supervisor shall interview all inmates involved and determine whether the claimant shall be placed on administrative segregation pending further investigation.
- B. If the alleged enemy is housed at another correctional facility, the inmate's assigned case management specialist shall attempt to verify the inmate's claim(s) with that correctional facility. Potential resources include, but are not limited to the following:
- (1) Disciplinary reports;
 - (2) Incident reports;
 - (3) Reports from other correctional facilities or departments;
 - (4) Previous case records;
 - (5) Arrest records;
 - (6) An official version of the offense;
 - (7) A pre-sentence investigation; or
 - (8) Correspondence from attorneys, police agencies, and judges.
- C. On completion of the investigation, the case management specialist shall indicate on the Enemy Status form, [Appendix 1 to CMM-18](#), whether the inmate's claim has been verified. If the claim is verified, the information shall be entered on the OCMS Enemy Alert and Retraction screen. The forms shall be uploaded into the OCMS Documents screen of each inmate, and the original (claimant) and a copy placed in Section I of each inmate's case record.

D. If two or more inmates had serious physical altercations, they shall be considered enemies until interviewed by custody, or case management staff for potential enemy listing.

- (1) If determined not to be enemies, designated staff shall complete and have the inmates sign the Enemy Retraction form, [Appendix 2 to CMM-18](#).
- (2) If determined to be enemies, designated staff shall complete an *Enemy Status* form referencing the date and the nature of the incident, and then forward the form to case management for entry on the OCMS Enemy Alert and Retraction Screen.
- (3) The forms shall be filed in Section I of each inmate's case record and uploaded into the OCMS Documents screen for each inmate.

E. During all security status reviews, case management staff shall verify that all enemies listed on the OCMS Enemy Alert and Retraction Screen are documented in accordance with the procedures in this manual. Case management staff shall remove names of undocumented enemies from the OCMS Enemy Alert and Retraction Screen.

F. During consideration for transfer, case management staff shall:

- (1) Ensure the inmate is recommended for movement to a correctional facility or unit other than where the inmate's enemy, or enemies, are located; or
- (2) Recommend the inmate for placement on protective custody, if the inmate cannot be safely housed at any Division correctional facility consistent with the inmate's current security level.

G. If an inmate desires to withdraw an enemy claim, the inmate shall notify the assigned case management specialist, who shall consider the request and determine whether to honor the enemy retraction.

- (1) If a determination is made to remove an enemy, the case management specialist shall allow the inmate to complete the Enemy Retraction Form. The case management specialist shall check the retracted box on the OCMS Enemy Alert and Retraction

Screen only if both inmates have signed an Enemy Retraction Form. The forms shall be uploaded into the OCMS Documents screen for each inmate involved.

Note: Before the removal of the name of any undocumented enemy, staff is to make every attempt to verify the claim, which includes a thorough review of the other inmate's case record. In addition, before the removal of any inmate from another inmate's enemy list per an inmate's request, staff shall verify from the other inmate named that they also wish to remove the named inmate from the requestor's enemy list.

- (2) If the request is denied, the inmate shall be notified and a copy of the decision shall be filed in Section I of the inmate case record of each inmate involved.

H. Under no circumstances shall an undocumented enemy be placed on the OCMS Enemy Alert and Retraction Screen.

Section 19

Interstate Corrections Compact (ICC)

Section 19 ~ Interstate Corrections Compact (ICC)

A. General Information.

- (1) Eligible inmates may be considered by case management for voluntary or involuntary participation in the ICC process. An eligible inmate is one who:
 - (a) Is unable to be housed safely in any Maryland prison;
 - (b) Has been determined by the Commissioner or designee to be a special management case; or
 - (c) Was residing in a requested state prior to the current incarceration and does not have an unadjudicated Maryland or Immigration and Customs Enforcement (ICE) detainer, unless the inmate's transfer is being considered for reasons of protection.
- (2) Case management staff shall administratively review an eligible inmate for consideration of a voluntary transfer to a signatory state within 15 days of request for consideration.
- (3) Approved requests for transfer to, or from Maryland under the ICC shall be coordinated through the office of the Headquarters Compact Administrator (Director of Case Management).
- (4) Inmates confined under the provisions of the ICC shall be released within the territory of the sending state, unless both the inmate and the sending and receiving states mutually agree on an alternate location. The sending state shall bear the cost of the return of the inmate to the release destination.

B. Application for Transfer.

- (1) For voluntary transfers, the inmate shall complete Section I of the Application for Interstate Corrections Compact Transfer, [Appendix 1 to CMM-19](#), and clearly state the reason(s) for requesting the transfer. The inmate should review the inmate's rights as stated in Section III, and sign the appropriate spaces provided in Sections I and III.
- (2) For involuntary transfers, the case management specialist shall complete Section II of the application. Designated staff shall give the inmate an opportunity to sign the

application acknowledging the inmate has been advised of all rights and obligations under provisions of the ICC.

NOTE: For security reasons, the inmate shall be given this opportunity not earlier than the date of transfer.

- (3) Designated staff shall give the inmate a copy of the application for the inmate's records and future reference.

C. Managing Official's Review.

- (1) If the managing official disapproves the transfer application, the process shall end, and the application shall be placed in the inmate's case record.
- (2) If the managing official approves the application, the managing official shall return it to the institutional compact coordinator for further processing.

D. Referral Packet.

- (1) The institutional compact coordinator shall:
 - (a) Inform the inmate of the managing official's decision (voluntary request only);
 - (b) If the application is approved, prepare a referral packet within 10 days, that includes:
 - (i) The Application for Interstate Corrections Compact Transfer; and
 - (ii) All information listed on the ICC Referral Packet Letter of Transmittal and Checklist, [Appendix 2 to CMM-19](#).
 - (c) Forward the referral packet to the Headquarters Compact Administrator (Director of Case Management) for the Commissioner's review.
- (2) The assigned DOC Headquarters case management specialist shall:
 - (a) Prepare the packet for review by the Commissioner/designee.
 - (b) If disapproved, make an appropriate case note entry, notify the institution of the final decision, return the original packet to the sending institution, and maintain a copy of the application and cover sheet in the HQ disapproval folder.
 - (c) If approved, make an appropriate case note entry, notify the institution of the final decision, and send a copy of the packet back to the sending institution's compact coordinator.

E. Transfer to Receiving State.

- (1) Prior to transfer, the inmate shall be photographed and informed of the arrangements for transportation to the receiving state. For involuntary transfers, the inmate shall be notified no earlier than the day before the scheduled transfer for security reasons.
- (2) The managing official of the correctional facility where the inmate is currently housed shall ensure proper handling of the inmate's personal property, finances, and medication directed by HQ staff. The following items shall accompany the inmate:
 - (a) If requested by the receiving state, copies of all commitments, detainers, diminution of confinement records, and related correspondence;
 - (b) All allowable personal property as determined by the receiving state;
 - (c) All funds in the inmate's institutional spending account (the reserve account shall be held in Maryland; and
 - (d) Copies of the following items:
 - (i) Application for ICC transfer;
 - (ii) The entire medical record, stamped CONFIDENTIAL MEDICAL RECORD – FORWARD TO MEDICAL; and
 - (iii) Any other significant case record material.
- (3) On the date of the inmate's transfer, the managing official shall ensure:
 - (a) An OCMS traffic data entry "ICC TO" with a narrative comment, "ICC out to [name of state]" is entered;
 - (b) A letter with the inmate's FBI, SID and DOC number indicating when the ICC transfer occurred, and name of state the inmate was transferred to is forwarded by the institutional compact coordinator to the Maryland Criminal Records Central Repository, Attention: Records Supervisor, 6776 Reisterstown Road, Suite 205, Baltimore, Maryland 21215;
 - (c) The inmate record and medical file are forwarded to the Compact Administrator (Director of Case Management);
 - (d) If applicable, all agencies with active detainers are notified of the inmate's transfer;
 - (e) Designated case management staff notify the Victim Services Unit, if applicable of the inmate's transfer; and

- (f) The DOC commitment office and Data Management are notified of the transfer.

F. Receipt of an ICC Inmate.

- (1) Upon receipt of an ICC inmate from a signatory state, the case management manager or supervisor shall ensure:
 - (a) An “ICC Xfer” alert is entered in OCMS with a narrative, “ICC transfer from [state]”;
 - (b) An alert is entered in Section I of the inmate case record indicating the inmate is being housed under the ICC;
 - (c) An OCMS traffic data entry “ICC FROM” with a narrative comment, “ICC transfer” from [state]” is made;
 - (d) The Compact Administrator (Director of Case Management) is notified of the inmate’s arrival; and
 - (e) The inmate is classified in accordance with Section 7 of this manual.
- (2) An ICC inmate housed at a maintaining correctional facility shall receive subsequent security reviews in accordance with Section 7 of this manual. All scheduled security reviews shall be completed with input from the sending state, received via the Compact Administrator (Director of Case Management).
- (3) The inmate’s assigned case management specialist shall ensure the institutional compact coordinator and Compact Administrator (Director of Case Management) are kept apprised of significant events pertaining to an ICC inmate such as:
 - (a) Serious incidents;
 - (b) Infractions;
 - (c) Special Confinement Housing;
 - (d) Parole hearings and results;
 - (e) Judicial matters;
 - (f) Pending release on parole, mandatory supervision, or at expiration of sentence; and
 - (g) Request by the inmate to return to the sending state.

G. Progress Reports:

- (1) Facility staff shall complete a progress report in January and July for each inmate housed within the DOC under the provisions of the ICC.
- (2) Facility staff shall forward the Institutional Progress Report, [Appendix 4 to CMM-19](#) and the *Progress Report Transmittal to Signatory State* form letter, [Appendix 3 to CMM-19](#), which is utilized as a cover sheet to the Compact Administrator (Director of Case Management). If the inmate has incurred inmate rule violations within the reporting period, a copy of the rule violation report shall be included with the progress report.
- (3) Headquarters case management staff shall review the progress report for sufficiency, document receipt of report in confidential notes, place a copy in the ICC file, and forward the report to the sending state.

H. Return of an ICC Inmate to the State of Origin.

Transfers under the provisions of the ICC are intended to be permanent. However, if an inmate received in Maryland requests to terminate the ICC process, the inmate shall notify the assigned case management specialist of this request in writing. The case management specialist shall forward the request to the Compact Administrator (Director of Case Management) for review and consideration.

I. Release.

When an inmate housed at a Maryland facility under provisions of the ICC reaches the scheduled release date, the inmate shall be processed in accordance with instructions provided by the sending state.

J. The Compact Administrator Responsibilities.

The Director of Case Management shall be the Compact Administrator and shall:

- (a) Monitor all inmates maintained under the provisions of the ICC;
- (b) Ensure no information or requests for information regarding inmates of a sending state are disclosed without prior consent of the sending state. ICC inmates from another state are identified in OCMS as “Do Not Disclose” and their status is “ICC”.

All requests for information regarding these inmates shall be directed to the headquarters case management unit.

- (c) Provide information and guidance to field staff including clarification regarding any aspect of the ICC process.

K. Return of a Maryland Inmate from a Signatory State.

- (1) The managing official who receives an inmate who has a balance of disciplinary segregation to serve may terminate, suspend, or probate a disciplinary sentence of a returning inmate.
- (2) The inmate shall be housed in a facility at the security level in which he was assigned prior to the transfer, unless approved by the Commissioner or designee for a security level consistent with the inmate's needs.
- (3) The inmate shall be seen for a security status review within 30 days of the inmate's arrival to a maintaining facility.

L. ICC Signatory States.

Maryland maintains an active ICC contract agreement with the following states:

Alabama	Alaska	Arizona
Colorado	Connecticut	Delaware
Florida	Illinois	Kansas
Kentucky	Maine	Minnesota
Montana	Nebraska	New Hampshire
New Jersey	New Mexico	North Carolina
Ohio	Oklahoma	Oregon
Pennsylvania	South Carolina	Tennessee
Texas	Utah	Vermont
Virginia	Washington	Wyoming

M. International Prisoner Transfer Program (IPTP).

The IPTP permits the transfer of prisoners from countries in which they had been convicted of crimes to their home countries. The program is designed to relieve some of the hardships that fall upon offenders incarcerated far from home, and to facilitate the rehabilitation of these offenders. Prisoners may be transferred to and from those countries with which the United

States has a treaty. While all prisoner transfer treaties are negotiated principally by the United States Department of State, the program itself is administered by the United States Department of Justice.

- (1) Eligible inmates may be considered for participation in the international prisoner transfer process. An eligible inmate is one who:
 - (a) Is a foreign national with ties to the foreign signatory country;
 - (b) Has at least one year remaining to serve;
 - (c) Has no detainers or pending charges;
 - (d) Has not previously been transferred via international prisoner transfer;
 - (e) Has not been disapproved for international prisoner transfer within the previous two years, unless the decision to disapprove states the inmate may reapply in less than two years; and
 - (f) Is not serving a sentence of death or life, except for a sentence of life with all but a specific term of years suspended.
- (2) Application for Transfer.
 - (a) The inmate shall complete the *International Prisoner Transfer Notification and Acknowledgement* Form, [Appendix 5 to CMM-19](#) to request consideration for international prisoner transfer.
 - (b) The inmate shall complete and sign the Application for International Prisoner Transfer, [Appendix 6 to CMM-19](#), and the Prisoner Transfer Application Questionnaire, [Appendix 7 to CMM-19](#), to include resident family in the signatory country.
 - (c) The case management specialist shall complete the Certified Case Summary, [Appendix 8 to CMM-19](#), using the Instructions for the Completing Certified State Case Summary, [Appendix 9 to CMM-19](#), to assist with correctly completing the summary, and use the International Prisoner Transfer Referral Packet Checklist, [Appendix 10 to CMM-19](#), as a guide to ensure all items are included in the packet.
 - (d) The case management specialist shall forward to medical the *Out-of-State/Out of Country Transfer Medical Summary* form 130-237aR for completion and ensure the medical evaluation includes all chronic conditions, last PPD, hepatitis evaluation,

and a listing of all medications prescribed to the inmate. The case management specialist shall also request a complete psychological evaluation.

- (e) If applicable, the case management specialist shall ensure a copy of the victim impact statement, and a response to any victim notification is included in the packet.
- (f) The case management specialist shall ensure the packet includes the letters and responses from the sentencing judge and prosecuting attorney of the Department's intent to pursue international prisoner transfer.
- (g) The inmate shall be provided with a copy of the application for the inmate's records and the case management action shall be forwarded to a supervisor for review and further processing.

(3) Managing Official's Review.

Upon receipt of the managing official's decision, the action shall be returned to the institutional compact coordinator for further processing.

(4) Referral Packet.

The institutional compact coordinator shall inform the inmate of the managing official's decision. A referral packet shall be prepared within 10 days of receipt of all information listed on the referral packet checklist. The referral packet shall be forwarded to the Compact Administrator (Director of Case Management) for the Commissioner or designee's review.

(5) Transfer.

- (a) Prior to transfer, the inmate shall be photographed and informed of the arrangement for transportation to the Federal Bureau of Prisons (FBOP).
- (b) The managing official of the facility where the inmate is currently housed shall ensure the following items accompany the inmate:
 - (i) Copies of all commitments, diminution of confinement records, and related correspondence;
 - (ii) All personal property allowed by the FBOP;
 - (iii) All funds in the inmate's institutional spending account to include reserve funds;and

- (iv) Copies of the application for international prisoner transfer, entire medical record which shall be stamped “CONFIDENTIAL MEDICAL RECORD – FORWARD TO MEDICAL”, confidential notes and progress sheets (if available) and any other significant case record material.
- (c) Upon the inmate’s transfer, the managing official shall ensure:
- (i) An OCMS traffic data entry “IPTP TO” with a narrative comment “IPTP OUT TO [country]” is entered;
 - (ii) If available, the base file and medical file are forwarded to the Compact Administrator (Director of Case Management); and
 - (iii) All victims requesting notification are notified of the inmate’s transfer.
- (d) Signatory Countries.

The United States maintains an active agreement with the following countries:

Albania	Andorra	Armenia	Australia
Austria	Azerbaijan	Bahamas	Belgium
Belize	Bermuda	Bolivia	Bosnia and
Brazil	Bulgaria	Canada	Chile
Costa Rica	Croatia	Cyprus	Czech Republic
Denmark	Ecuador	El Salvador	Estonia
Finland	France	Georgia	Germany
Greece	Guatemala	Herzegovina	Honduras
Hong Kong	Hungary	Iceland	India
Ireland	Israel	Italy	Japan
Korea	Latvia	Liechtenstein	Lithuania
Luxembourg	Macedonia,	Malta	Marshall Islands
Mauritius	Mexico	Micronesia	Moldova
Montenegro	Netherlands	Nicaragua	Norway
Palau	Panama	Paraguay	Peru
Poland	Portugal	Republic of Thailand	Republic of Slovakia
Romania	Russia	San Marino	Saudi Arabia
Serbia	Slovenia	Spain	Sweden
Switzerland	Tonga	Trinidad/Tobago	Turkey
Ukraine	United Kingdom*	Uruguay	Venezuela

* United Kingdom Territories: Anguilla, Cayman Islands, Gibraltar, Montserrat, Sovereign Base areas of Akrotiri and Dhekelia in the Island of Cyprus, St. Helena and St. Helena Dependencies, British Indian Ocean Territory, Ducie and Oeno Islands, Henderson Island, Pitcairn, British Virgin Islands, Falkland Islands, and the Isle of Man.

N. Maryland DPSCS authorities enter into out-of-state agreements with other jurisdictions to include the Federal Bureau of Prisons (FBOP), Intergovernmental Authorities (IGA), and other local jurisdictions. Case management staff shall adhere to the guidelines outlined in the contract agreement. The Director of Case Management is the liaison for these agreements.

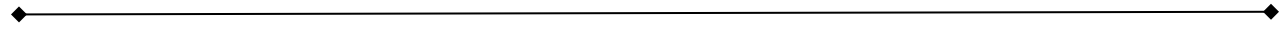
Section 20

Inmate Progress Reports

Section 20 ~ Inmate Progress Reports

- A. The institutional progress report is an objective statement designed to inform the requestor of any significant events regarding an inmate's program participation and accomplishments during the inmate's incarceration. The subject inmate, a representative of the judicial system, or another public safety agency may request the report for legitimate business purposes.
- B. Progress reports shall be compiled only by authorized case management staff by utilizing the Institutional Progress Report, [Appendix 4 to CMM-19](#). Case management staff shall prepare the report using MS Word. Subjective comments may not be included in the preparation of an institutional progress report.
- C. No sections of the progress report shall be left blank.
- D. After review and signature by the managing official or designee, designated staff shall distribute the report as appropriate.
- E. An inmate may request one institutional progress report every 12 months, and shall demonstrate a legitimate need for the report. This includes, but is not limited to:
- (1) A pending court date;
 - (2) Application for post-release education, training, or housing; or
 - (3) Any other suitable purpose as deemed appropriate by case management staff.
- F. Other individuals with a legitimate interest, for example the inmate's attorney, may submit a request as necessary during the execution of official business.
- G. An Institutional Progress Report for an inmate housed in Maryland under the authority of the Interstate Corrections Compact (ICC) shall be completed in accordance with Section 19 of this manual.

Section 21



Case Record

Section 21 ~ Case Record

A. Definition.

- (1) The inmate case record is the paper and automated records assembled, maintained, and used in accordance with the provisions of the Correctional Services Article, Title 3, Subtitle 6, Annotated Code of Maryland.
- (2) Correctional Services Article, § 3-601(b) has the following meaning:

Case record. -- Promptly after an inmate is sentenced to the jurisdiction of the Division, the Division shall assemble an adequate case record for the inmate that includes:

- (1) a description of the inmate;*
- (2) a photograph of the inmate;*
- (3) the family history of the inmate;*
- (4) the educational, vocational, and job history of the inmate;*
- (5) any previous record of the inmate;*
- (6) a summary of the facts of each case for which the inmate is serving a sentence; and*
- (7) as required under subsection (c) of this section, the results of:*
 - (i) a risk and needs assessment of the inmate;*
 - (ii) the physical and mental examination of the inmate; and*
 - (iii) the educational, vocational, and job history interview of the inmate.*

B. Structure and Organization.

- (1) All printed inmate case record material shall be maintained by designated case management staff in six-part brown or red folders, except the files of inmates who meet the criteria for short-term processing (a sentence of 18 months or less), which shall be maintained in manila folders. The OCMS record is considered to be part of the case record and shall be maintained as such.

- (2) When any section in the existing record has reached capacity, additional case record volumes shall be developed by designated staff, consistent with the instructions outlined in Making a Second Case Record, [Appendix 2 to CMM-21](#).
- (3) Reception unit case management clerical staff shall establish the inmate case record no later than the second day after the inmate is received. The inmate case record shall be stamped 'Confidential' and the case record shall include:
 - (a) A description of the inmate;
 - (b) A photograph of the inmate;
 - (c) Division of Correction fingerprint card;
 - (d) A copy of the court commitment(s);
 - (e) The inmate's criminal history, to include summary of the facts of each case for which the inmate is serving a sentence;
 - (f) An inmate handbook or orientation materials receipt; and
 - (g) An Emergency Case Summary Coversheet (OCMS BCF Manual)

C. Case Record Contents.

- (1) The paper case record shall be organized following the guidelines listed in the Case Record Filing Order, [Appendix 1 to CMM 21](#). Each managing official shall ensure the filing of material within ten days of receipt, and when appropriate, ensure case note entries are made in OCMS. Items in Sections I and II shall be filed in order as listed in Appendix 1. Items in Sections III, V, and VI shall be filed in reverse chronological order. Items in Section IV shall be consolidated by incident, with each incident being filed in reverse chronological order.
- (2) Designated staff shall file requests for dispositions of unresolved charges in Section II below the Criminal History Verification Record.

- (3) The case record shall not contain duplicate copies. Whenever available, the original document shall be placed in the inmate case record and copies destroyed. If the case record distribution is a copy of an original document, only one copy shall be filed.
- (4) All alert forms and corresponding documentation shall be filed directly under the fingerprint card in Section I. Case management staff shall ensure appropriate alert codes are entered in the OCMS database in accordance with the procedures established in the OCMS manual.

D. Managing Official's Responsibilities.

Each managing official shall ensure that:

- (1) Case management staff is aware of the case record filing order.
- (2) The case management department develops and implements a sign-out system to promote accountability and track the location of files.
- (3) All files are maintained in a secure storage area.
- (4) All case records are returned to the designated storage area daily or are placed in other secure locations.

E. Temporary Record.

When an inmate returns to the Division of Correction as a technical parole violator (TPV), designated staff at the receiving institution shall establish a temporary record in a manila folder and request the inmate's original case record by completing the Request for Transfer of Records, [Appendix 3 to CMM-21](#), and forwarding it to the facility where the inmate was previously released. Once received, the temporary case record shall be consolidated into the inmate's original case record.

F. Confidential Notes.

- (1) Designated staff shall document relevant entries regarding an inmate's case in the OCMS Confidential Notes section.

- (2) Documentation shall include, but is not limited to:
 - (a) Commitment related information to include fast and speedy trial requests and sentence status changes;
 - (b) Community leave consideration (family and compassionate);
 - (c) Interstate Corrections Compact (ICC) consideration;
 - (d) Parole information;
 - (e) Psychological and social work referrals/information; and
 - (f) Relevant contact with case management staff.
- (3) In order to ensure the most efficient case notes system, no entries shall be made regarding information that can be found elsewhere in the OCMS database; for example, adjustment information, institutional movement, or formal assignment to a job or program.

G. Inmate Transfers.

- (1) The office supervisor or designee of the sending correctional facility shall ensure the file is complete, current, and in proper order before an inmate is transferred to another facility.
- (2) A case record shall be forwarded to the Director of Case Management when:
 - (a) An inmate is transferred to another state under the provisions of the Interstate Corrections Compact (ICC);
 - (b) An inmate is released by stay of sentence or Health General Article 8-507; or
 - (c) An inmate is out-to-custody for six months or more.
- (3) If an inmate escapes from any facility, designated case management staff shall forward corresponding reports and correctional facility disciplinary reports to the case

management unit at either MRDCC or MCIW. After 6 months, the file shall be forwarded to the HQ Case Management Unit.

H. Inactive Records

An inactive record consists of the printed case management record and inmate health records for any inmate released from the Division of Correction.

- (1) Inactive records shall be stored by year of release and arranged alphabetically or numerically by DOC number as deemed appropriate by the case management manager, or supervisor.
- (2) All inactive records shall be maintained for a minimum of two years at the institution where the inmate was released, after which they shall be appropriately packaged, inventoried, and transferred to the State Records Center.
- (3) Requesting Inactive Records.
 - (a) Designated staff shall complete a Request for Transfer of Records form, [Appendix 3 to CMM-21](#) and forward it to the case management supervisor responsible for the maintenance of the inactive record.
 - (b) Designated staff at the receiving correctional facility shall process the request within 10 days and forward the record requested. In cases where the requested record is unavailable, the request form shall be returned to the requesting correctional facility with an appropriate response listed.
 - (c) If the record requested is maintained at the State Records Center, the case management supervisor or designee shall complete and submit a request for archived records on the *Records Request* form (DGS 550-8). Once received, the record will be forwarded to the correctional facility currently housing the inmate, as appropriate.

I. Inmate and Outside Review.

- (1) The inmate case record may only be disclosed in accordance with the provisions established in Correctional Services Article, § 3-602, Annotated Code of Maryland and COMAR 12.02.24.07.
- (2) Inmates may have access to their case record a minimum of every 12 months in accordance with [DOC.020.0012, Access to Inmate Case](#) Records. Others may also have access to the record to include the inmate's attorney and other authorized persons. If approved, access to the case record includes information found on the OCMS database.
- (3) Inmates may not have access to another inmate's records, victim information, enemy information, alerts, confidential notes, medical and mental health information maintained in the case record, the presentence investigation, or other information contained in Section II of the case record.
- (4) Inmate medical records are the property of the Division and maintained by a contracted medical provider.
- (5) Access to psychological information shall be determined according to the provisions under Health General Article, §4-307, Annotated Code of Maryland and COMAR 12.02.24.07 § F.
- (6) Disclosure of information which is not collected or generated by the Division, but may be maintained in the case record, is to be controlled by procedures established by the agency collecting the information including agencies within DPSCS.

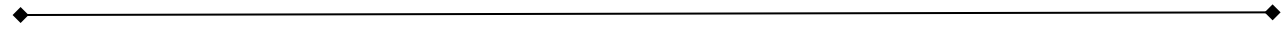
J. OCMS Documents.

- (1) In the OCMS database, relevant documents shall be uploaded and scanned to the appropriate section of documents. These documents include, but are not limited to:
 - (a) Administrative segregation reports, to include Protective Custody Waivers;
 - (b) State's Versions and other presentence investigation reports, if not found in the DPP module of OCMS;

- (c) Matters of Record, Investigative Reports, and Information reports, to include job removal requests;
 - (d) Central Home Detention and Work Release Applications; and
 - (e) Release Process Checklists.
- (2) The following information shall not be placed in documents:
- (a) PREA screening and information;
 - (b) Victim impact statements;
 - (c) Sensitive medical information; and

Any criminal history information retrieved from JPortal, JIS, METERS, or other criminal history source.

Section 22



Parole

Section 22 ~ Parole

A. Responsibilities.

- (1) The managing official or designee of the correctional facility shall provide suitable space for parole hearings by the Maryland Parole Commission (MPC).
- (2) Case management staff is to promote an ongoing cooperative relationship with the MPC, and shall respond as soon as administratively possible to requests for information. This may include, but not be limited to:
 - (a) Copies of updated case plans with a narrative recommendation;
 - (b) Official versions of offense(s);
 - (c) Disciplinary reports;
 - (d) Program completion certificates;
 - (e) Education information;
 - (f) Criminal history documentation; and
 - (g) Other information that relates to the determination of suitability for release under parole supervision.

B. Institutional Parole Associate.

Case management staff may contact the Institutional Parole Associate (IPA) for clarification regarding issues that relate to an inmate's parole status. Failing resolution at that level, a case management supervisor may approve correspondence to the MPC.

C. Case Management Pre-Parole Recommendations.

The MPC provides a master list of inmates scheduled for parole hearings to staff in each DOC correctional facility 90 days before the week of hearings, makes additions and deletions up to

30 days before the week of hearings, and then issues a final list. Case management shall provide:

- (1) An updated copy of the inmate's individual case plan;
- (2) The Departmental risk assessment; and
- (3) A narrative recommendation utilizing the Parole Hearing Case Management Recommendation form, [Appendix 1 to CMM-22](#), which addresses the inmate's suitability for release on parole supervision. The recommendation shall include a summary of the inmate's institutional adjustment record, as well as relevant information regarding the inmate's participation in jobs and programs.

D. Medical Parole (CSA § 7-309, ACM).

- (1) An inmate otherwise eligible for parole may submit a request for medical parole directly to the MPC.
- (2) An inmate who is chronically debilitated or incapacitated by a medical or mental health condition, disease, or syndrome as to be physically incapable of presenting a danger to society may be released on medical parole at any time during the term of the inmate's sentence, without regard to the eligibility standards.
- (3) A request for medical parole may also be filed with the MPC by:
 - (a) An attorney;
 - (b) A medical professional; or
 - (c) A family member.
- (4) A rejection of an inmate's request for medical parole by the MPC ends the inmate's quest for Medical parole.

Note: Although not involved directly in the process of consideration, the MPC may ask case management to assist in the adjudication of open charges that may impede the consideration process.

E. Open Parole Hearings (COMAR 12.08.02).

- (1) Division of Correction staff shall assist the MPC in scheduling open parole hearings at designated regional correctional facilities.
- (2) The managing official or designee shall identify a regional hearing coordinator as the institutional representative who will represent the Division in the setup and conduct of the hearing.
- (3) A victim or a victim's representative may submit a request to the MPC to attend an open parole hearing.
- (4) The managing official, or designee, shall provide adequate space with reasonable accommodations to separate the victim and public during the conduct of the open hearing.
- (5) Case management staff shall refer to the Open Parole Hearing Fact Sheet, [Appendix 2 to CMM-22](#), for additional information regarding the open parole hearing process.

F. Monitoring Release Decisions.

In monitoring the release contingencies of inmates approved for parole, case management staff shall notify the MPC as soon as administratively possible of any non-compliance.

Regarding inmate adjustment, staff shall notify the MPC of a rule violation that results in:

- (1) Disciplinary segregation; or
- (2) Cell restriction in excess of 10 days (including informal dispositions).

G. Submission of Home Plans.

- (1) In cases where an inmate receives an approved parole decision, the assigned case management specialist shall submit the home plan to Division of Parole and Probation (DPP) for investigation:
 - (a) When an inmate is being released to DPP supervision; or
 - (b) When the inmate is being released to a detainer where the inmate is expected to serve 90 days or less.
- (2) Home plan approvals expire after a period of 90 days. A request for home plan investigation shall be submitted no earlier than the 1st of the month before a delayed release decision date.
- (3) For Maryland residents, the assigned case management specialist shall send an email to the DPP intake mailbox in the jurisdiction where the inmate will reside, requesting investigation of the home plan. The request shall include a screenshot of the OCMS home plan, and the subject line shall include the DOC/CL number, current institution, and the subject “Home Plan Approval”.
- (4) For out of state residents, the assigned case management specialist shall submit an interstate parole packet to the Interstate Compact Unit of the DPP (see CMM-24, B.3.)
- (5) The DPP intake e-mailboxes are checked daily and home plan investigations are to be completed within 10 days in accordance with DPP policy. Per our interagency agreement, the investigative agent will respond to our email request as a notification the investigation is completed and the OCMS Release Home Plan screen is updated.

H. Patuxent Parole Violator Program (PPVP):

- (1) The PPVP is a 6-month cognitive based treatment program designed to address criminogenic risk factors in a therapeutic group setting, and prepare participants for transition into the community. Participants attend up to 9 separate therapeutic modules during the course of treatment, addressing decision making, substance abuse, employment readiness, and re-entry.

- (2) An eligible inmate is one that volunteers for participation and:
 - (a) Has been revoked on parole during the current term of confinement;
 - (b) Has 6-18 months remaining to serve;
 - (c) Has unadjudicated but scoreable charges or detainers; and
 - (d) Has no category I rule violations in the preceding 6 months.
- (3) In addition, the Maryland Parole Commission (MPC) maintains the authority to mandate a parolee's participation. Under that circumstance, the parolee need not meet the eligibility criteria listed above. Most commonly, this will include a decision to continue the parolee on parole or mandatory supervision on satisfactory completion of the program. The MPC maintains the scheduling process for all PPVP inmates.

I. Repatriation Program.

The Repatriation Program is a collaborative effort among the Division of Correction, the Maryland Parole Commission, and the Immigration and Customs Enforcement (ICE) Office of Enforcement and Removal Operations (ERO). The focus of the program is to identify inmates who are not naturalized citizens of the United States, have an existing order for deportation, and wish to be considered for release to an ICE detainer. Participation in the program and approval by the DOC, ICE, and MPC shall result in removal from the United States.

- (1) An inmate may be considered provided the inmate:
 - (a) Has no unadjudicated offenses or unserved commitments in other jurisdictions;
 - (b) Has been issued a current order for deportation;
 - (c) Is serving a term of confinement that includes no convictions for a crime of violence;
 - (d) Is serving a sentence for which the Maryland Parole Commission maintains parole authority; and
 - (e) Volunteers for deportation.

- (2) For those inmates who are not naturalized citizens, the assigned case management specialist shall take any required action to assist the inmate in obtaining a deportation hearing, and resolving any unadjudicated charges.
- (3) Identification of participants.
 - (a) Case management specialists shall routinely screen inmates on their caseloads to identify potential participants.
 - (b) Inmates born outside the United States or its territories shall be referred to ICE for investigation utilizing the Request for ICE Investigation form, [Appendix 3 to CMM-03](#).
 - (c) Should it be determined the inmate is a U.S. citizen, designated staff shall enter an alert in OCMS that citizenship has been verified.
- (4) To support the tracking and status of potential participants, the case management specialist shall document in confidential notes all actions taken to address a request for participation in the program.
- (5) The case management specialist shall:
 - (a) Meet with the inmate to discuss the inmate's eligibility and review the information listed on the *Repatriation Program Referral* form, [Appendix 3 to CMM-22](#);
 - (b) Have the inmate sign the referral form and prepare an administrative case management action; and
 - (c) Upon the managing official's review, forward to the Director of Case Management the case management action, program referral form, case plan, signed waiver of extradition, deportation order, and NCIC warrant check for processing.
- (6) Actions approved by the Commissioner, or designee, shall be forwarded by the Director of Case Management to the ICE ERO for review.

- (7) Upon receipt of a favorable decision from ICE ERO, a copy of the approval, case management action, and referral form shall be forwarded to the MPC as a formal request for parole consideration.
- (8) Maryland Parole Commission Review.
 - (a) The MPC shall review the case and determine:
 - (i) If the inmate will be considered for participation in the program;
 - (ii) If a formal parole hearing will be conducted; and
 - (iii) If an approval decision will be granted.
 - (b) For approved cases, the MPC shall notify the HQ case management unit and the ICE ERO.
- (9) Release to Repatriation.
 - (a) The ICE ERO shall initiate all protocols involved in the deportation process with the country of origin;
 - (b) The ICE ERO shall notify the DOC and the MPC at least 14 days in advance of any scheduled removal;
 - (c) The MPC shall, upon notification from the ICE ERO, issue a release order; and
 - (d) On the date of release, the Headquarters case management unit shall coordinate with the FBI and NCIC in order to enter an NCIC alert so that:
 - (i) Any future NCIC checks will result in a HIT confirmation;
 - (ii) The inquiring agency will be made aware that the inmate's return to the United States constitutes a parole violation; and
 - (iii) A warrant from the MPC will be forthcoming.

Section 23

Inmate Releases

Section 23 ~ Inmate Releases

A. General Information

Division of Correction staff shall ensure the release of an inmate is conducted timely and efficiently and in a manner that is consistent with current policy and procedures that relates to the transfer of custody to other agencies, and to community supervision. The inmate release process is outlined in [OPS.230.0005](#).

B. Home Plans.

- (1) Case management staff and transition coordinators shall assist an inmate in the development of a release home plan to effect a smooth transition into the community. If case management staff is unable to develop a definitive release home plan, staff shall instruct the inmate to report to the Division of Parole and Probation (DPP) intake office that serves the jurisdiction where the inmate was sentenced.
- (2) Case management staff shall refer an inmate with a special or mental health need to the Regional Social Work Supervisor for housing placement assistance through referral to community-based resources.
- (3) Out-of-State home plans:
 - (a) An offender shall be eligible for transfer of supervision to a receiving state under the Interstate Commission for Adult Supervision (ICAOS) and the receiving state shall accept transfer, if the offender:
 - (i) Has three months or more remaining on supervision;
 - (ii) Is in substantial compliance in the sending state;
 - (iii) Has a valid plan of supervision in the receiving state with a viable means of support (employment, family support, etc.); and

- (iv) Is required to report or be monitored by the supervising authorities or has any condition (other than monetary), qualification, special condition or requirement imposed.
 - (v) NOTE: Offenders sentenced to non-reporting/unsupervised terms of probation with special or standard conditions will still need to apply for transfer through the Compact.
- (b) When processing the ICAOS, or Out-of-State transfer request, the assigned case management specialist shall forward the following documents to the Interstate Compact Unit of DPP 120 days prior to the inmate's release:
- (i) A copy of the OCMS Release Home Plan screen;
 - (ii) A copy of the inmate's court commitment(s);
 - (iii) An official version of the offense, to include the PSI, statement of probable cause, or police report;
 - (iv) A completed transfer medical summary;
 - (v) A copy of the inmate's adjustment history;
 - (vi) A digital photo of the inmate;
 - (vii) A completed Transfer Request form;
 - (viii) A completed Offender's Application for Interstate Compact Transfer; and
 - (ix) If approved, upon an inmate's release, a Notice of Departure.
- (c) Forms are available through the Interstate Commission for Adult Offender Supervision (ICAOS) website: <http://interstatecompact.org>.
- (d) A released inmate may not leave Maryland unless approved through the Interstate Compact Unit of DPP.

C. Special Conditions for Mandatory Release.

Case management staff may request the MPC to place a special condition for mandatory supervision prior to an inmate's release in accordance with applicable laws and regulations. The most common request is a "no contact" order with the victim of the offense, but can include other conditions such as participation in post-release transition programs. Case management staff shall utilize the Request for Special Condition of Mandatory Supervision Release, [Appendix 1 to CMM-23](#), to submit the request. The approval process is outlined on the form.

D. Personal ID Documents:

Absent exceptional circumstances, inmates shall have the opportunity to apply for duplicate birth certificates and social security cards when within 180 days of release.

(1) Birth Certificates.

- (a) Forms may be accessed at <https://health.maryland.gov/vsa/Pages/birth.aspx> for Maryland born inmates. Forms may be accessed at <http://www.vitalchek.com> for inmates born outside the state of Maryland. Completed applications shall be forwarded to the facility coordinator for submission as prescribed by Departmental policy. On receipt, the facility coordinator shall maintain the birth certificate in Section I of the inmate's record until the time of the inmate's release.
- (b) When appropriate, requests for duplicate birth certificates may be processed outside the established time frames. For example, it may be necessary to obtain a birth certificate for an inmate to take the GED examination. All efforts relating to the processing of a request for a duplicate birth certificate shall be documented in the Identification Documentation section of OCMS under the Release Planning heading on the WIP screen.

(2) Social Security Cards.

- (a) Forms may be found at www.ssa.gov/online/ss-5.pdf. Completed application packets shall be forwarded to the facility coordinator for submission as prescribed by Departmental policy. Duplicate social security cards shall be maintained in Section I of the inmate's record until the time of the inmate's release.

- (b) When appropriate, requests for duplicate social security cards may be processed outside the established time frames. For example, it will be necessary for inmates to obtain a card prior to participation in a work release assignment.
 - (c) A completed request packet contains:
 - (i) An Application for Social Security Card;
 - (ii) A copy of the inmate's ID; and
 - (iii) A Consent for Release of Information form, <http://www.ssa.gov/online/ssa-3288>
 - (d) All efforts relating to the processing of a request for a duplicate social security card shall be documented in case notes.
- (3) Military Discharge Certification.
- (a) For an inmate who is a veteran of the U.S. military, a Certificate of Release or Discharge from Active Duty (DD Form 214) can help:
 - (i) Secure other forms of identification; and
 - (ii) Obtain veteran's services and benefits.
 - (b) Case management staff shall encourage and assist the inmate to obtain a copy of the DD Form 214, by:
 - (i) Obtaining a copy of the *Request Pertaining to Military Records* (Standard Form 180) at <http://www.dd214.us/reference/standard-form-180.pdf>;
 - (ii) Providing the form to the inmate for completion; and
 - (iii) Submitting the completed Form 180 to the appropriate records center as indicated at the bottom of the form accompanied by a request for records on institutional letterhead and a photocopy of the inmate's institutional ID card
 - (c) The inmate shall be responsible for postage through an inmate money voucher when making a request for the DD Form 214.

- (d) If the inmate is indigent as prescribed by [OPS.175.0002](#), the case management specialist shall ensure funds for postage are taken from the inmate welfare fund.
- (e) The case management specialist shall ensure that:
 - (i) All efforts regarding the processing of requesting a DD Form 214 are documented in confidential notes and in the Identification Documents section of OCMS; and
 - (ii) When the inmate's prior military record is confirmed, the OCMS alert "VETERAN" is entered.
- (f) The DD Form 214 shall be maintained in Section I of the inmate's case record until the time of the inmate's release.

(4) Release Identification Cards.

The inmate ID process is outlined in the Transition Services and Community Initiatives Program manual.

E. Release Process Checklist.

When an inmate is to be released, the duties and responsibilities of case management are defined in [OPS.230.0005](#). A case management specialist shall ensure the Release Process Checklist, Appendix 2 to [OPS.230.0005](#), is uploaded to Documents in OCMS.

F. Re-Entry Services.

- (1) Social work staff shall provide services to the special needs population throughout the Division, and ensure continuity of care as the inmate re-enters the community. Staff shall also maintain an updated listing of resources the inmate may utilize to make a successful reintegration into the community upon release. These resources include transitional housing, substance abuse programs, and occupational and educational services. In addition, each inmate library shall maintain copies of the ex-offender

resource manual, the most comprehensive listing of transition resources in the Baltimore metropolitan area.

- (2) Transition coordinators and case management specialists assigned as release coordinators shall be responsible for working with community resource providers and ensuring needs in the discharge plan have been addressed.

Section 24

Audit Compliance

Section 24 ~ Audit Compliance

A. General Information.

It is important to recognize that continuous program evaluation is necessary to ensure compliance with all applicable laws, regulations, directives, and policies. Program evaluations serve as a management tool that provides performance measurements and other key indicators that determine if the case management process, and its programs and services are meeting their targeted goals and to establish preventive and corrective actions. In addition, the case management auditing process also considers Best Correctional Practices offered by accredited national organizations such as the American Correctional Association (ACA) and the National Institution of Corrections (NIC). ACA standards cited in the audit will be typed in bold print.

B. The Director of Case Management shall convene a team of case management specialists, supervisors, and managers to conduct audits of the correctional case management process to monitor compliance with this manual.

C. During the administration of the audit, the team will utilize the following case management audit forms:

- (1) *Case Management Audit Checklist*, [Appendix 1a to CMM-24](#)
- (2) *Case Management Audit Checklist - Inmate Complaint*, [Appendix 1b to CMM-24](#)
- (3) *Case Record Audit Form*, [Appendix 2 to CMM-24](#)
- (4) *Disciplinary Segregation Audit Form*, [Appendix 3 to CMM-24](#)
- (5) *Administrative Segregation Audit Form*, [Appendix 4 to CMM-24](#)
- (6) *Protective Custody Audit Form*, [Appendix 5 to CMM-24](#)
- (7) *Inmate Release Audit Form*, [Appendix 6 to CMM-24](#)
- (8) *JRA Administrative Release Audit Form*, [Appendix 7 to CMM-24](#)

(9) *Audit Worksheet for Work Release, [Appendix 9 to CMM-13](#)*

D. Inmate Case Records.

The following chart indicates the minimum percentage of records to be reviewed according to facility size. Auditors are permitted to examine additional files, if time permits, and/or circumstances warrant further review.

<u>Facility Size (number of inmates)</u>	<u>Percentage of Files to Review</u>
1-50	100%
51-100	75%
101-200	50%
201-500	25%
501-1000	15%
1001-2000	10%
Over 2000	5%

E. Although the audit forms detail specific areas of compliance to be addressed by the team, the scope of the review is not limited to information contained on the sheets. The audit is an overall review of the correctional case management operation. As a result, all aspects of the case management process will be reviewed and observed as a function of the audit process.

Appendices

CMM - Section 03

[Appendix 1 – Criminal History Verification Manual](#)

[Appendix 2 – Criminal History Verification Record](#)

[Appendix 3 – NCIC III Dissemination Log](#)

[Appendix 4 – Request for Immigrations & Customs Enforcement \(ICE\) Investigation](#)

[Appendix 5 – Request for Official Version of Offense](#)

[Appendix 6 – Notice of Intrastate Detainer](#)

[Appendix 7 – Request for Disposition of Intrastate Detainer\(s\)](#)

[Appendix 8 – Certificate of Inmate Status](#)

[Appendix 9 - Procedures for Processing an Inmate's Request to Review and/or Challenge Criminal History Records](#)

CMM - Section 04

[Appendix 1 – Inmate Request for a Name Change](#)

CMM - Section 05

[Appendix 1 - Labor Pool Assignment Acknowledgment Form](#)

[Appendix 2 – Waiver of Diminution Credits](#)

[Appendix 3 – Waiver and Notification of Case Management Action](#)

CMM - Section 06

[Appendix 1 – Transfer Referral Packet](#)

[Appendix 2 - Local Reentry Transfer Notification and Acknowledgment Form](#)

[Appendix 3 – Local Reentry Program \(LRP\)](#)

[Appendix 4 – Transfer Data Sheet](#)

CMM - Section 07

[Appendix 1 – Initial Security Classification Instrument Instructions](#)

[Appendix 2 – Security Reclassification Instrument Instructions](#)

[Appendix 3 – Mental Health Risk Assessment Referral Form](#)

CMM - Section 09

[Appendix 1 – Home Detention Screening/Interest Form](#)

CMM - Section 11

[Appendix 1 – Instructions and Guidelines for Static Prison Risk Assessment Instrument](#)

[Appendix 2 – Instructions and Guidelines for Dynamic Prison Risk Assessment Instrument](#)

CMM - Section 13

[Appendix 1 – Work Release Agreement](#)

[Appendix 2 – Notification to Out-Of-State Law Enforcement Agency of Work Release Inmate](#)

[Appendix 3 – Employer Agreement](#)

[Appendix 4 – Work Release Itinerary](#)

[Appendix 5 – Employment Investigation Plan](#)

[Appendix 6 – Work Release Field Sheet](#)

[Appendix 7 – Work Release Disposition of Earnings](#)

[Appendix 8 – Work Release Reimbursement Formula Worksheet](#)

[Appendix 9 – Audit Worksheet](#)

[Appendix 10 – HQ Work Release Statistics](#)

CMM - Section 14

[Appendix 1 – Community Leave Rules](#)

CMM - Section 15

[Appendix 1 – Public Safety Program Eligibility/Interest Certification](#)

[Appendix 2 – Public Safety Program Orientation Information](#)

CMM - Section 17

[Appendix 1 – Notice of Assignment to Administrative Segregation](#)

[Appendix 2 – Administrative Segregation Investigative Report](#)

[Appendix 3 – Disciplinary Segregation Review](#)

CMM - Section 18

[Appendix 1 – Enemy Status Form](#)

[Appendix 2 – Enemy Retraction Form](#)

CMM - Section 19

[Appendix 1 – Application for Interstate Corrections Compact Transfer](#)

[Appendix 2 – ICC Referral Packet Letter of Transmittal and Checklist](#)

[Appendix 3 – Progress Report Transmittal to Signatory State](#)

[Appendix 4 – Institutional Progress Report](#)

[Appendix 5 – International Prisoner Transfer Notification
and Acknowledgment Form](#)

[Appendix 6 – Application for International Prisoner Transfer](#)

[Appendix 7 – Prisoner Transfer Application Questionnaire](#)

[Appendix 8 – Certified Case Summary](#)

[Appendix 9 – Instructions for Completing the Certified State Case Summary](#)

[Appendix 10 – International Prisoner Transfer Referral Packet Checklist](#)

CMM - Section 21

[Appendix 1 – Case Record – Filing Order](#)

[Appendix 2 – Making a Second Case Record](#)

[Appendix 3 – Request for Transfer of Records](#)

CMM - Section 22

[Appendix 1 – Parole Hearing Case Management Recommendation](#)

[Appendix 2 – Open Parole Hearing Fact Sheet](#)

[Appendix 3 – Repatriation Program Referral](#)

[Appendix 4 – Repatriation Program Referral Packet Letter of Transmittal and Checklist](#)

CMM Section 23

[Appendix 1 – Request for Special Condition of Mandatory Supervision Release](#)

[Appendix 2 – DPP Investigation Units](#)

[Appendix 3 – DPP Intake Offices](#)

CMM Section 24

[Appendix 1a – Case Management Audit Checklist Sections A - G](#)

[Appendix 1b – Case Management Audit Checklist Section H: Inmate Complaint System](#)

[Appendix 2 – Case Record Audit Form](#)

[Appendix 3 – Disciplinary Segregation Audit Form](#)

[Appendix 4 – Administrative Segregation Audit Form](#)

[Appendix 5 – Protective Custody Audit Form](#)

[Appendix 6 – Inmate Release Audit Form](#)

[Appendix 7 – JRA Administrative Release Audit Worksheet](#)

Criminal History Verification Manual

FORWARD

This is the fourth edition of the Criminal History Verification Manual. It contains comprehensive instructions for the Case Manager to request, obtain, interpret, and document the information needed to verify an inmate's criminal history.

Case Managers are encouraged to utilize this manual with Internet Websites that can be used to obtain additional information needed in fulfilling their responsibility to obtain dispositions and contact other criminal justice agencies when information is needed.

Information contained herein changes frequently, and there may be areas that require further clarification and/or instruction. Please notify the Case Management staff at the Department of Public Safety & Correctional Services – Division of Correction Headquarters regarding any change you encounter to ensure that appropriate updates are forwarded to all Case Management staff.

TABLE OF CONTENTS

<u>I MARYLAND IDENTIFICATION/INDEX SYSTEM (IDENT/INDEX)</u>	1
A. Accessing Ident/Index.....	1
B. Inquiry by Numbers.....	2
C. Soundex Inquiry.....	3
D. Match Counts.....	3
E. Detail Display.....	4
F. Explanation of Information in Detail Display.....	4
1. Identification Data.....	4
2. Reference Data.....	5
G. Requesting Further Information.....	5
H. Reference Codes.....	6
<u>II ACCESS TO MARYLAND RECORD OF ARREST AND PROSECUTION SHEET (RAPS)</u>	7
A. The Maryland RAP Sheet.....	7
➤ RAP Sheet Use and Interpretation.....	8
B. The Narrative Maryland RAP Sheet.....	9
C. Criminal History Printed Narratives.....	10
<u>III MARYLAND PAROLE COMMISSION (MPC)</u>	11
A. MPC History in Offender Case Management System (OCMS).....	11
B. MPC History in OFFENDER BASED STATE CORRECTIONAL INFORMATION SYSTEM (OBSCIS) II – PARIS.....	12
<u>IV DIVISION OF PAROLE AND PROBATION - OCMS AND OBSCIS II (OBII)</u>	13
A. Division of Parole and Probation (DPP) in OCMS.....	13
1. Accessing DPP Screens.....	13
2. DPP Investigation.....	15
B. OBII Main Menu.....	16
1. Accessing Supervision Information in DPP Supervision Data.....	16
2. Accessing Investigation Information in DPP Investigation Data.....	19
<u>V MARYLAND ELECTRONIC TELECOMMUNICATIONS ENFORCEMENT RESOURCE SYSTEM (METERS)</u>	20
A. Interstate Identification Index (III).....	21
B. Criminal Histories.....	21
1. III Record Existence (QH).....	21
2. Criminal History Record (QR).....	22
3. NCIC Response.....	23
4. Wanted Person File.....	24
5. Hit Confirmations.....	25
6. Locating the ORI of Another Agency.....	26
<u>VI JUDICIAL INFORMATION SYSTEM (JIS)</u>	28
A. Searching by Case Number, Central Complaint Number, or Tracking Number.....	29
B. Searching by Name.....	30
<u>VII ONLINE MARYLAND JUDICIARY SYSTEMS</u>	32
A. Portal to Court Records - JPORTAL.....	32
1. Secure Case Search.....	33
2. Warrant Search.....	35
B. Maryland Judiciary Case Search.....	36

APPENDICES

- A. Statement of Probable Cause (Profiles)
- B. MD RAP Sheet Terms and Abbreviations
- C. Legal Terms and Definitions
- D. Zip Print Instructions
- E. OBII Investigation T/I Codes for DPP Supervision Reports
- F. Court Location and Criminal Edit Tables

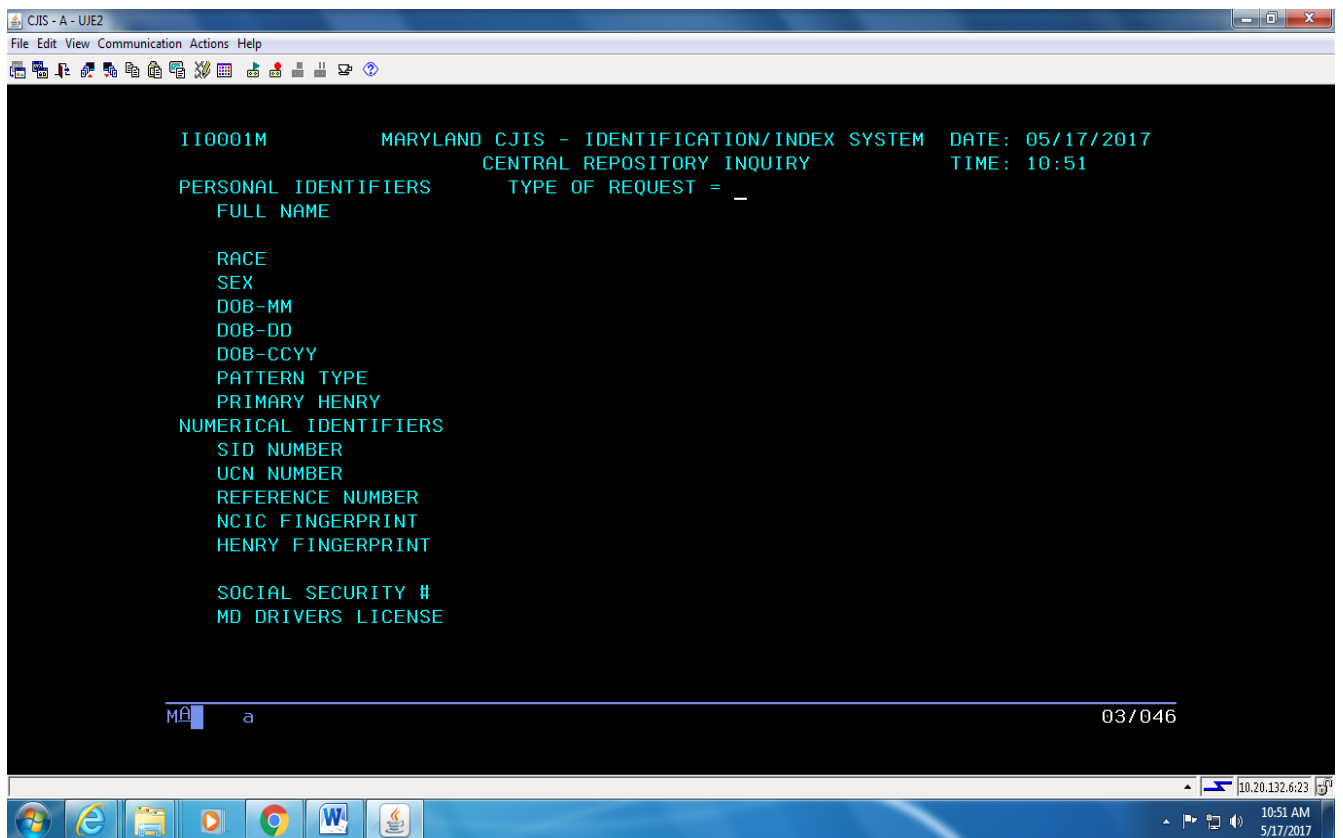
I. MARYLAND IDENTIFICATION/INDEX SYSTEM

Identification Index (Ident/Index) is an on-line system for storing fingerprint supported identification and reference data. It is the Maryland Criminal Justice Information System (CJIS) Central Repository's master file, and it serves as an index to the Maryland Criminal History, Department of Public Safety & Correctional Services (Division of Correction (DOC) and Department of Parole & Probation (DPP)) files.

The criminal history information on Ident/Index is not the individual's entire criminal history record. The Maryland Record of Arrest & Prosecution (RAP) Sheet and National Crime Information Center (NCIC) shall also be checked.

A. ACCESSING IDENTIFICATION/INDEX

After entering the CJIS system (sign on is complete), you may access the Ident/Index inquiry map (Central Repository Inquiry) by pressing Page Down. The following screen will appear:



TYPE OF REQUEST

Leave this field blank, except in the instance explained in C.

FULL NAME

Names may be entered using one of the following formats:

Last Name, (DOE,)

Nickname, (SNAKEBITE,)

Last Name, First Initial (DOE, J)

Last Name, First Name (DOE, JOHN)

Last Name, First Name Middle Initial (DOE, JOHN R)

*It is recommended to omit the middle name when completing a name search.

RACE

Race may be entered using the following codes:

	<u>Code</u>
Asian or Pacific Islander	A
Black-African-American racial group	B
Native American/Alaskan Native	I
Unknown	U
Hispanic Origin	H
White Caucasian – including European, North African or Middle East	W

SEX

Enter M for male or F for female

DOB—MM

Enter two numeric characters for the month of birth (e.g., 01 – January)

DOB –DD

Enter two numeric characters for the day of the month (e.g., 01 through 31)

DOB-CCYY

Enter four numeric characters for the year of birth (e.g., 1968)

SID (State Identification) Number

Enter the Maryland SID Number

UCN/FBI (Universal Control Number/Federal Bureau of Investigation Number)

Enter the UCN/FBI number

Reference Number

Enter the agency case identifier as explained in B.

NCIC FINGERPRINT

Enter the fingerprint classification assigned by the FBI

HENRY FINGERPRINT

Enter the fingerprint classification assigned to fingerprint cards submitted to the Maryland Criminal Justice Information System Central Repository.

SOCIAL SECURITY NUMBER:

Enter the social security number. A complete social security number may result in multiple responses.

B. INQUIRY BY NUMBERS – Used most often by Case Management

There are two primary numeric identifiers available for agencies to use in searching; they are the SID Number and the UCN/FBI number. When known, the SID or UCN/FBI number should be used instead of entering the name or any other characters. These numbers are more exact and response time is virtually immediate.

There are five alternative numeric identifiers that can be used for searching and are entered on the Reference Number line. However, these numbers may not have been previously entered into Ident/Index. These numbers are Maryland State Police (MSP), Criminal Number Arrest Reports (CAR); Division of Correction (DOC) offender number, Police Arrest Agency (PAA), and Barrack Identification Number (BIN). For inquiry by Reference Number, first type the three-character code indicating the type of number. The cursor automatically moves to where the number should be typed. After typing the number, press the Enter key. Follow the directions at the bottom of subsequent screens to check for additional information.

C. SOUNDINDEX INQUIRY – Rarely used by Case Management

Soundindex should only be used when the exact spelling of a name is unknown or when an exact name search has brought no results.

To access a Soundindex inquiry, obtain the Ident/Index inquiry screen by pressing the Page Down key. In the TYPE OF REQUEST field type the code SDX. In the FULL NAME field type the last name or an alias followed by a comma. This is the minimum amount of information that is acceptable. First and middle names or initials may be added but will narrow the search. Including middle names is not recommended. Once the request is entered, the process is the same as for a number or name search.

D MATCH COUNTS

When a name is entered with descriptive data, for example date of birth, the computer will respond with a match on the exact name and descriptors. If there is not an exact match, a count indicating the possible matches in the file will appear. Should this occur, as in the following example, delete the information which is the least certain (usually DOB information). If the month and date are deleted, by using the backspace key and then enter, the computer will respond with those individuals with a DOB that is plus or minus five (5) years of the inquiry year of birth.

```

I10001M          MARYLAND CJIS - IDENTIFICATION/INDEX SYSTEM  DATE: 05/17/2017
                  CENTRAL REPOSITORY INQUIRY                  TIME: 11:34
PERSONAL IDENTIFIERS  TYPE OF REQUEST = _
  FULL NAME          DOE, JOHN                                MATCH COUNTS
  RACE                W                                    02762 NAME
  SEX                 M                                    00548 RACE
  DOB-MM              02                                    02751 SEX
  DOB-DD              19                                    00203 DOB MONTH
  DOB-CCYY            1951                                00082 DOB DAY
  PATTERN TYPE       00645 DOB YEAR
  PRIMARY HENRY      00000 PRIMARY
NUMERICAL IDENTIFIERS
  SID NUMBER
  UCN NUMBER
  REFERENCE NUMBER
  NCIC FINGERPRINT
  HENRY FINGERPRINT
SOCIAL SECURITY #
MD DRIVERS LICENSE
* NO EXACT MATCHED RECORD ON FILE. YOU MAY MODIFY IDENTIFIERS AND RE-ENTER.
MD a                                                    03/046

```

In the event a match count table appears for a full name search, the same delete operation should be performed to limit the search to the most likely subjects. By deleting the DOB (month, date and year) in the above example, 62 records would be returned to the screen for a white male with the name JOHN DOE. By deleting all except the name and DOB year, 40 records would be returned for JOHN DOE between 1946 and 1956 (+ or – 5 years from 1951).

E. DETAIL DISPLAY

Examine the screen for a match by checking the primary fingerprint class, date of birth, social security number, or any other matching identifiers. If there is not a match, check the variations of the name being used (e.g. last name, first initial). If the first record displayed is not correct, type "EOF" or "MORE" and hit Enter to retrieve more results. If there is still no match, return to the inquiry menu, press Page Down, and use a Soundex inquiry (see Letter C). An example is shown below:

```

CJIS - A - UX90
File Edit View Communication Actions Help

II0001M          MARYLAND CJIS - IDENTIFICATION/INDEX SYSTEM  DATE: 07/26/2017
      PAGE: 01          CENTRAL REPOSITORY INQUIRY          TIME: 13:22
SID 238031      CRIMINAL          UCN 573691T2          UPDATED 050304
NAME                                RAC SEX  DOB      POB  HGT  WGT  EYES  HAIR  SKIN
DOE, JOHN                                B  M  022655  VA  602  150  BRO  BLK
FINGERPRINT CLASSIFICATIONS:  PATTERN TYPE RIGHT WW?\\  HENRY 02 0 21 W  III 07
NCIC: DOPI021007PMTT110907          LEFT W?///          M 17 T  OI  07
      COMMENT
STREET-ADDRESS:  NUMBER DIR  STREET-NAME  SUF  CITY          STATE  ZIP
                  4465          23RD          PW  TEMPLEHILL  MD
COUNTRY OF CITIZENSHIP: NOT REPORTED
ALIAS-NAME:      HENDERSON, W EUGENE WALKER
                  HENDERSON, WILLIAM E WALKER
                  HENDERSON, WILLIAM EUGENE
                  HENDERSON, WM
                  WALKER, WILLIAM EUGENE
APPENDED-ID:    CAUTION          DOB          SCARS/MARKS  SOC-SEC  MISC-NUMBER
                  TAT R ARM
REFERENCE:DATE TYPE NUMBER          DESCRIPTION
                  10131987 PDL 87-219          APPL: ADMIRAL SECURITY

END-OF-DISPLAY P/1
NEXT NAME (HIT EOF,ENTER)          MORE LIST (MORE,ENTER)
MA a                                23/017
  
```

F. EXPLANATION OF INFORMATION IN DETAIL DISPLAY

1. Identification Data

In the upper left hand corner is the SID number, which is automatically assigned by the computer when an original entry is made.

To the right of the SID number may be the word CRIMINAL. This means that the individual has criminal charges. The word NON-CRIMINAL could also appear, meaning the individual has been fingerprinted for non-criminal reasons. The other word that could appear is PENDING, which means that the Central Repository has received a fingerprint card or Livescan but identification is pending until a final fingerprint classification is completed.

The next field contains the UCN/FBI number.

The Updated date refers to the last time reference data was updated on the Ident/Index file.

The "TRUE NAME" in the next line refers to the name used by the individual on the first fingerprint card received by the Central Repository. All names that are different from the TRUE NAME can be found under ALIAS-NAME. Alias names are entered from information on the FBI RAP sheet and names from fingerprint cards when different from the TRUE NAME. When a name is searched by

the Inquiry transaction, all TRUE NAMES and ALIAS-NAMES are searched. The remainder of the line contains identification data.

The next line contains the Henry FINGERPRINT CLASSIFICATION and NCIC FINGERPRINT CLASSIFICATION.

The next line is for COMMENT which is found on the fingerprint card. An example would be "ASSAULTIVE".

The next line is the STREET-ADDRESS of the individual from the most recent fingerprint card.

The next line is the reported COUNTRY OF CITIZENSHIP.

The next line lists all of the ALIAS-NAMES (see TRUE NAME mentioned previously).

The next line lists any CAUTION that has been noted on the fingerprint card. Examples would be "ARMED, RESISTS ARRESTS," etc. Next will be any additional DOBs used by the individual. Scars/Marks, Social Security numbers and Miscellaneous numbers (e.g. Driver's License #) complete the Identification Data.

2. Reference Data

This segment will show the Date Type, Identification Number, and Description of the entry showing the agency submitting the fingerprints.

The DATE is from the fingerprint card showing when the action was initiated.

The TYPE code indicates the type of Reference data. Example: PAA (Police Agency Arrest) indicates an arrest; PAB (also Police Agency Arrest) indicates a second arrest by the same agency with the same number.

The NUMBER represents the agency's identifying number for that individual.

The DESCRIPTION section will list the arresting agency, correctional facility, or any other reason for the entry.

G. REQUESTING FURTHER INFORMATION

Any inquiry may result in one possible match or multiple matches, by typing "EOF" or "MORE" and pressing the Enter key, subsequent records will be indexed in groups of 19.

As shown below, type an "X" in place of "?", for as many detailed records as you desire to view from that page. See the desired detailed records for page one and then proceed to the next page of names. You may only proceed forward.

```

I10001M          MARYLAND CJIS - IDENTIFICATION/INDEX SYSTEM  DATE: 05/17/2017
PAGE: 02          CENTRAL REPOSITORY  INQUIRY  TIME: 12:29
NAME              S/R  DOB   PRINT TYPE  PRIMARY  --SID--
01 DOE, JOHN      M  W  091566  W\WW  ///W/  09U  22U  1039569
02 DOE, JOHN      M  B  091570  W\WW  WW/WW  30W  24W  1125266
03 DOE, JOHN      M  B  091568  AA\W\  A////  01AA01AU 1013588

LAST PAGE(S)          PLACE (X)S OVER (?)S TO SELECT NAME(S) YOU WISH TO EXAMINE
ME  a                  04/002
  
```

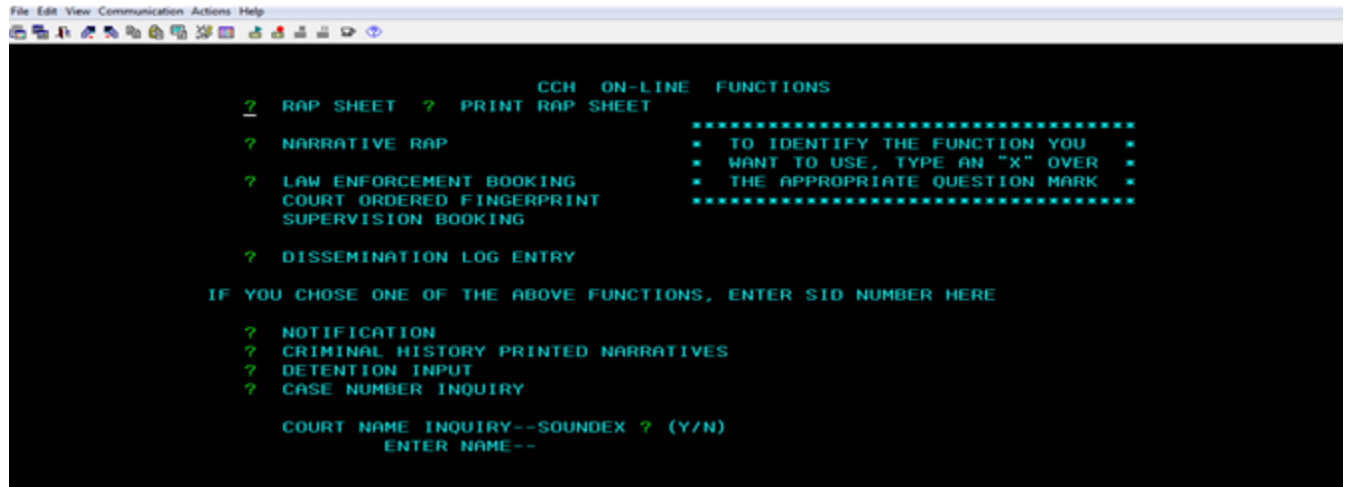
H. REFERENCE CODES

The following codes may be encountered or used in Ident/Index screens:

APP	Applicant
BIN	Barrack Identification Number
CAR	MSP Criminal Number Arrest Reports
CCA	MSP Criminal Complaint Report
COF	Court Ordered Fingerprint
CSO	Child Sex Offender
DCW	Day Care Worker
DID	Deceased Identified
DPSCS	Department Public Safety Correctional Services
DIS	Dissemination
DOC	Division of Correction (Pretrial Number)
EXP	Expungement
GPT	Gun Permit
GPU	Gun Purchase
INI	Inquires from individual
INP	Inquires from Police
JUV	Juvenile
MIS	Miscellaneous
MPL	Missing Person Located
MPR	Missing Person Report
OFF	Offender
PAA	Police Agency Arrest
PAB	Police Agency Arrest (second arrest by same agency with same number)
PAL	Parole Violator Located (P&P case numbers)
PAR	Parole (Parole & Probation case number)
PAV	Parole Violator (Parole & probation case number)
PDL	Private Detective License
PGE	Polygraph Exam
PRR	Property Record Report
ROP	Repeat Offender Program
SOR	Sex Offender Registrant
SPA	State Police Applicant
SPC	Special Police Commission
SRC	Stored Car
STC	Stolen Car
SVO	Sexually Violent Offender
SVP	Sexually Violent Predator
WAA	Warrant & Apprehended
WAR	Warrant
WPL	Wanted Person & Located
WPR	Wanted Person Report

II. ACCESS TO MARYLAND RAPS

From a clear screen type “RAPS” and press the Enter key. As shown below, type an “X” in place of the “?” for the desired function, which will be explained in the following pages.

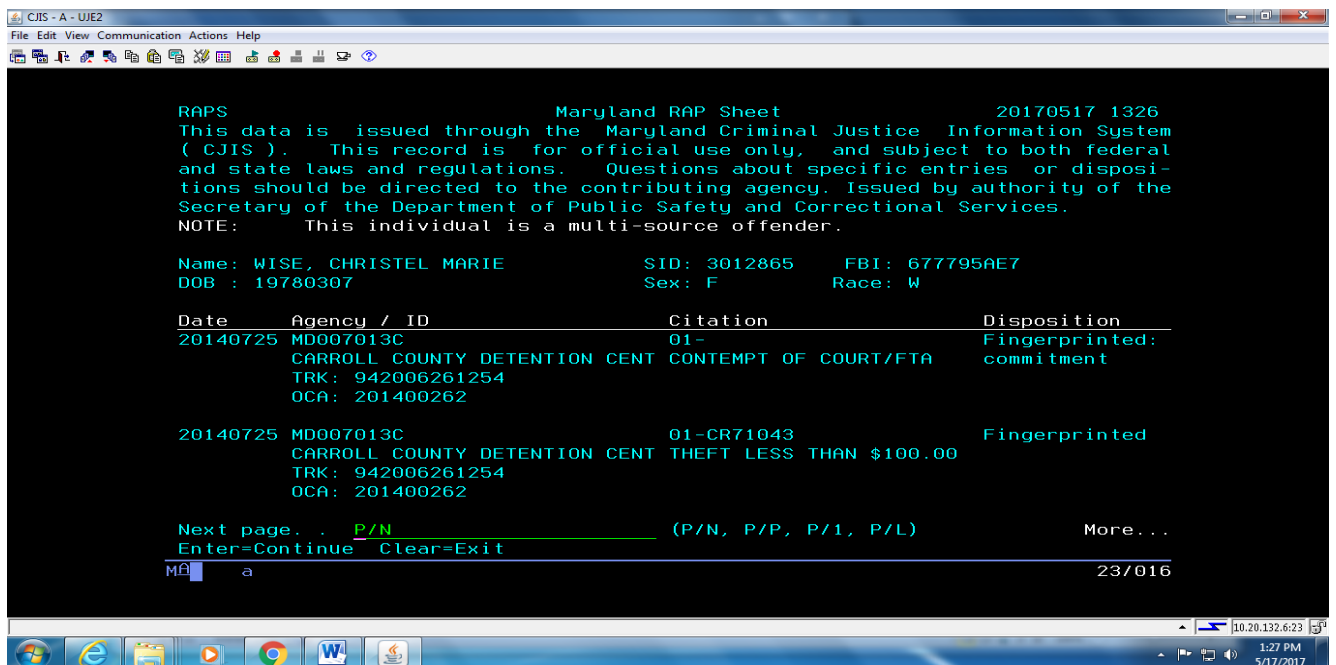


A. THE MARYLAND RAP SHEET

Otherwise known as the “working” RAP Sheet may be accessed one of two ways:

1. After placing an “X” in front of RAP SHEET, in the space provided, type the SID Number of the offender whose RAP sheet is being requested and press the Enter key; or
2. On a clear screen, type “RAPS” followed by the SID number on the upper left corner of the screen (e.g., RAPS123456) and press the Enter key.

A screen similar to the following will appear:



RAP Sheet Use and Interpretation

The identification section of the RAP Sheet contains the SID and UCN/FBI numbers of the person whose RAP Sheet was requested. The name is the “True Name” from Ident/Index and represents the first name associated with a given set of fingerprints by the Central Repository. Many offenders use aliases; the name on the RAP Sheet may differ from the name of the offender in custody for whom information was requested. For assistance with Maryland RAP Sheet Terms and Abbreviations refer to Appendix B. For Assistance with Legal Terms and Definitions refer to Appendix C.

The RAP Sheet is organized in columns:

The first column (DATE) always contains the date associated with a reported event. For example, the first date will be the date the offender was arrested. The next date will be the date the offender had an initial appearance in court. If the date column is blank, the agency reporting the event did not include it.

The second column (AGENCY/ID) may contain several pieces of information, such as the ORI (Originating Agency Identifier) of the reporting agency, the name of the reporting agency, and any numbers the agency associates with the offender (e.g., the arrest or tracking number (TRK) and the ID number (OCA) assigned by the arresting agency for the offender). The District Court entry will contain the District Court Number and the Case Number assigned to the case. A supervision entry contains the agency ORI, the agency name, and the number assigned to the offender by the agency. If additional information regarding the offender is needed, the ID number assigned by the agency for the offender should be used.

The third column (CITATION) contains the offense(s) with which the offender is charged. Offenses are only printed once unless they change. If the first charge is Larceny, it would be printed as, 01-27341 LARCENY. This indicates that the first charge “01” was a violation of “Article 27, Section 341” (27341) of the Annotated Code of Maryland, Larceny. After the first printing, charges are referenced by number only; i.e. “01” charge would be printed again only if the case goes to the Circuit Court and the charges remain the same.

The fourth column (DISPOSITIONS) indicates what occurred. An arrest entry will always read, “TURNED OVER TO COMMISSIONER” or “RELEASED TO ANOTHER AGENCY”. The initial District Court entry should give the result of the first court appearance (e.g. BAIL or ROR). Subsequent court entries note the disposition at trial (e.g. GUILTY, NOT GUILTY, BOUND OVER, PRAY JURY TRIAL, etc.) and sentence information. If found in association with a trial this information should be associated with each charge. For example, if there were four charges then there should be four dispositions, one for each charge. Other entries in this column concern supervision agencies receiving or releasing the offender, to include subsequent violations. More information concerning this can be found in sections III and IV. Please note that if this column includes any entry from the DOC, this does not mean that the offender is at the institution listed, it is referencing the institution in which the offender was fingerprinted at. The DOC does not report transfers between institutions.

Important considerations to remember when using the RAP Sheet:

- If data was not found, it has not been reported by the contributing agency. Questions should be referred to the arresting agency and should include the number which that agency used to identify the offender.
- Each page is not a different arrest (unless the arrest data is found at the top of the page). Any given arrest could result in several pages of information.
- The RAP Sheet will not contain certain violations (e.g. natural resource violations, traffic, local police law, etc.) **UNLESS** a conviction resulted in a commitment, which happens in very few instances.

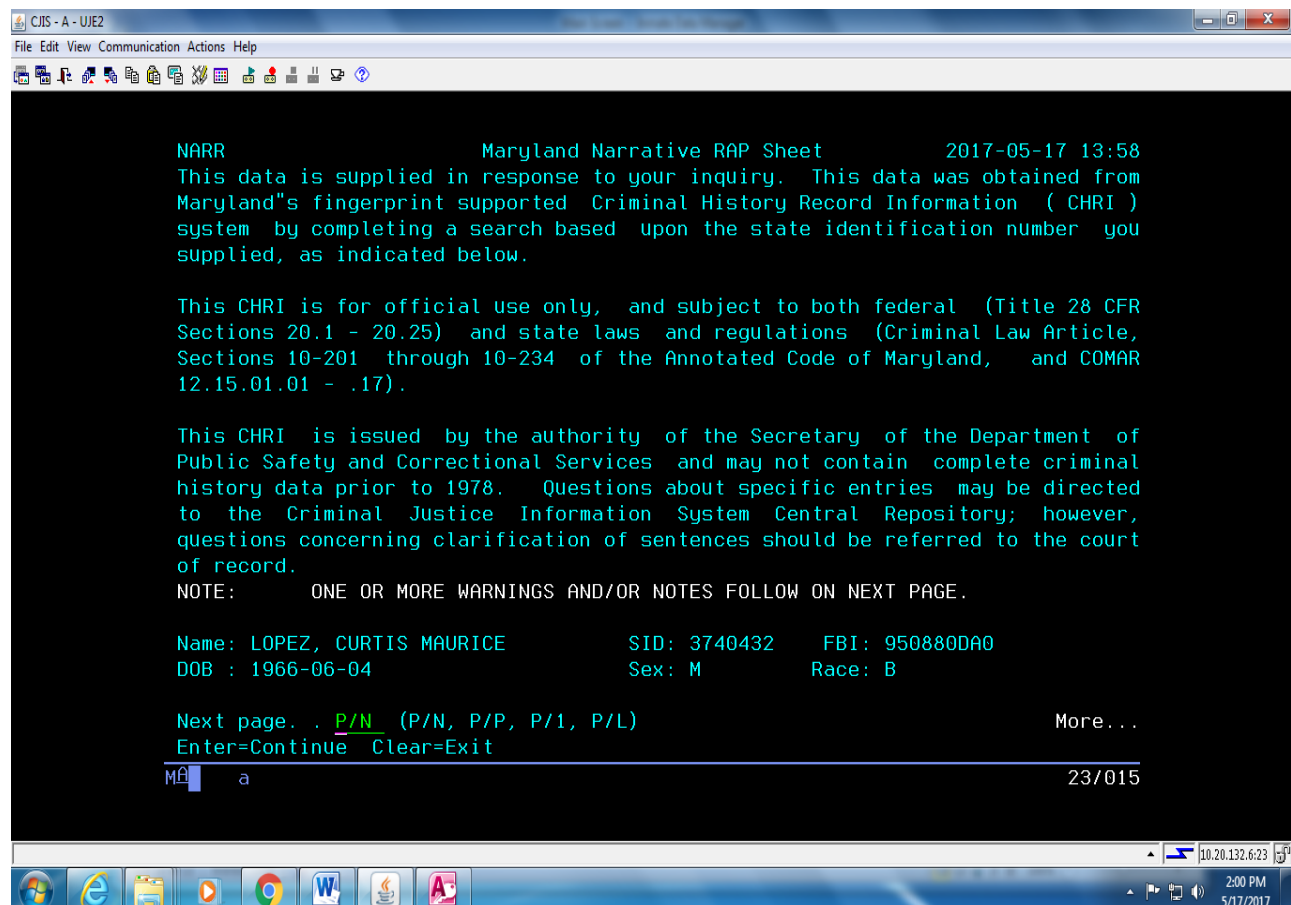
- The RAP sheet may include parole and probation information (e.g. parole violations and subsequent probation violations). OBSCIS/PARIS will be helpful in determining a parole violation which will be counted as major adult incarcerations (MAI).
- The RAP sheet may also include information regarding escape history (e.g. an arrest for escape or escape information in the fourth column). The adjustment history found in OBSCIS (OBSEG) and/or OCMS will assist in confirming escape history.
- Do **NOT** use a record beyond the date of validity. There will be time delays in reporting; other data might have been added or expunged between the time a report is obtained and used.
- Due to the lengthiness of some RAP sheets it is recommended to use the ZIP Print function. Directions can be located in Appendix D.
- *****END***** means that this is the end of the RAP Sheet.

B. THE MARYLAND NARRATIVE RAP SHEET

The Narrative RAP Does Not provide all of the information that can be found in the “working” RAP Sheet. However, it does provide a general overview in an informal layout. The Narrative RAP is used to provide information to non-criminal justice agencies; such as, employers and adoption agencies.

After placing an “X” in front of NARRATIVE RAP, in the space provided, type the SID Number of the person whose NARRATIVE RAP is being requested and press the Enter key. Below is an example NARRATIVE RAP response:

Page 1 of the NARRATIVE RAP



Page 2 of the NARRATIVE RAP

```

CJIS - A - UJE2
File Edit View Communication Actions Help
Maryland Narrative RAP Sheet      2017-05-17 13:58
Name: LOPEZ, CURTIS MAURICE      SID: 3740432      FBI: 950880DA0      Page: 2
DOB : 1966-06-04                 Sex: M           Race: B

NOTE:      This individual is a multi-source offender.

SUBJECT WAS ARRESTED 2011-11-02 BY MONTGOMERY CNTY PD TRK # 111001727524
-SUBJECT WAS FOUND GUILTY BUT NO SENTENCE INFORMATION WAS RECEIVED
  ON 2 CHARGES OF MURDER/FIRST DEGREE
-THE CHARGE OF KIDNAPPING
 WAS MERGED WITH ANOTHER CHARGE OR CHARGES
-AND FOUND GUILTY AND WAS GIVEN A SENTENCE OF 30 YRS
  ON THE CHARGE OF KIDNAPPING/MINOR VICTIMS
-AND FOUND GUILTY AND WAS GIVEN A SENTENCE OF 12 YRS
  ON THE CHARGE OF ROBBERY

*****      END      *****

Next page. . P/1 (P/N, P/P, P/1, P/L)      Bottom
Enter=Continue Clear=Exit
Má a      23/015
10.20.132.623 2:02 PM 5/17/2017

```

C. CRIMINAL HISTORY PRINTED NARRATIVES

The Criminal History Printed Narrative Screen allows an operator to request several criminal histories to be printed at one time. All narratives can be sent to an addressable printer. The Narrative RAP Sheet may be accessed one of two ways:

1. After placing “X” in front of CRIMINAL HISTORY PRINTED NARRATIVES, press the Enter key; or
2. Type “WRAP” or “WRAPS” and press the Enter key.

The Criminal History Printed Narratives request screen will appear as follows:

```

CJIS - A - UJE2
File Edit View Communication Actions Help
ON-LINE REQUEST FOR CRIMINAL HISTORY NARRATIVES

ENTER PRINTER ID WHERE YOU WANT NARRATIVES PRINTED ==> _____
ENTER SID NUMBERS FOR WHICH YOU WANT NARRATIVES   ==> _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____
                                                    _____

NOTE : IF NO PRINTER ID IS ENTERED NARRATIVE WILL COME TO YOUR SCREEN;
THE NARRATIVE FOR ONLY ONE SID NUMBER WILL COME TO YOUR SCREEN.
IF A PRINTER ID IS ENTERED UP TO 10 CRIMINAL HISTORY NARRATIVES
CAN BE PRINTED

TYPE IN PRINTER AND SID NUMBER(S), THEN PRESS ENTER KEY
Má a      03/058
10.20.132.623 2:06 PM 5/17/2017

```

To have the narrative(s) sent to an addressable printer, type the 4 character code for the printer on the top line.

Type the SID Number for each of the desired narrative(s). If you want 2 or more copies of the same narrative repeat the SID number on another line.

When a 4 Character printer ID is not entered on the top line, only one Criminal History Narrative will appear on the screen. If more than one SID is listed, the narrative for only the first SID number will appear.

III. MARYLAND PAROLE COMMISSION (MPC)

A. MPC HISTORY IN OCMS

From the DOC Intake Interview List select the pen and pad icon under View MPC History.

DOC Intake Interview List												
CL #	Episode Name	Status	Tracking#	Case#	Admission Date	Return Date	Last Reason for Release	View	View MPC History	Associated CS#	Associated BIN#	
<u>00457668</u>		Open	166105136691	0B02339204	7/5/2017 10:02:00 AM		N/A					
		Close	166105136691	0B2339204	11/17/2016 10:36:00 AM		Court Order on 7/5/2017					
		Close	126105670880	4b02190521	9/6/2012 8:37:03 PM		Court Order on 8/12/2013					
<u>327677</u>		Close			5/9/2005 12:00:00 AM		Mandatory Supervision on 7/11/2014			<u>4136555</u>		

The following screen appears which shows revocation and warrant information. Select the pen and pad icon under Decision for the corresponding Hearing Date to view the results.

Offender Case Management System
OCMS

Version: 5.5.3.8

SID: 2406276 DOC/P.I.A./Local Jail #: 327677 Current Release Date: 07/11/2014

Arrest Name: WAYNE COLEMAN CS CL#: No Info Maximum Exp. Date: 11/22/2014

Location: North Branch Correctional Facility Term: 010 Y. 00 M. 000 D. Parole Eligibility Date: No Info

Status: Sentenced VPI Identifier: N

schmitjl

Home Intake Housing Transfer Inmate Interaction Parole Commission Help Logout

Home > Search > Intake Interview List > WIP Summary > MPC Offense Summary > History

MPC

- [WIP Summary](#)
- [Offense Summary](#)
- [History](#)
- [Docket Search](#)

Dashboard

- [Administration](#)
- [Parole Release Dashboard](#)
- [Action Queue/Assignment Dashboard](#)
- [DOC Hearing Planning Queue](#)

Reports

- [Delayed Release List](#)
- [Parole Hearings Validation List](#)

Notes And Alerts

- [View](#)
- [Add Case Note](#)
- [Add Alert](#)

Documents

- [Document Upload](#)

Victim Services

- [Victim Services Search](#)

Scheduled Hearing list

Victim Notification Required Sex Offender

Notes **Alerts**

[Click Here to Add a Note](#) [Click Here to Add an Alert](#)

Hearing History

Hearing Date	Commissioner/ Hearing Officer	Hearing Category	Hearing Type	Hearing Subtype	Inmate Appeal	Hearing Details	Decision
09/26/2013	David Blumberg	Revocation	Revocation				
10/01/2010		Parole	Initial				
05/01/2010		Parole	Initial				
11/01/2009		Admin Review	Admin Review				
02/25/2011	Perry Sfikas	Parole	Initial				
02/01/2011		Parole	Initial				

[Add Schedule Hearing](#)

Warrant/Subpoena History

Warrant No.	Date Warrant Issued	Date Warrant Served	Date Subpoena Issued	Date Subpoena Served	Closed	Detainer	Extradition	Recalled	Details
WARR 96045 EDO	09/10/2012				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	

An example of a decision is shown below:

Hearing Category: Revocation
Hearing Type: Revocation
Hearing SubType:

Revocation Decision Details History				
Decision	Date	By	Section	View
Rev/Tv-Alw Cr/Revoke/Tech Viol Allow Credit	9/26/2013 3:24:19 PM	David Blumberg	Revocation	

LAW Interview Preliminary Details LAW 1 LAW 2 **Revocation**

Review Date: 9/26/2013 Decision Code: Rev/Tv-Alw Cr/Revoke/Tech Viol Allow Credit

Inmate Request Postponement:
 Request Postponement for Reason: _____
 Pending Rule 4 Violation:
 Other: _____

Heard By: David Blumberg

Notes: _____

Assignment Needed: _____

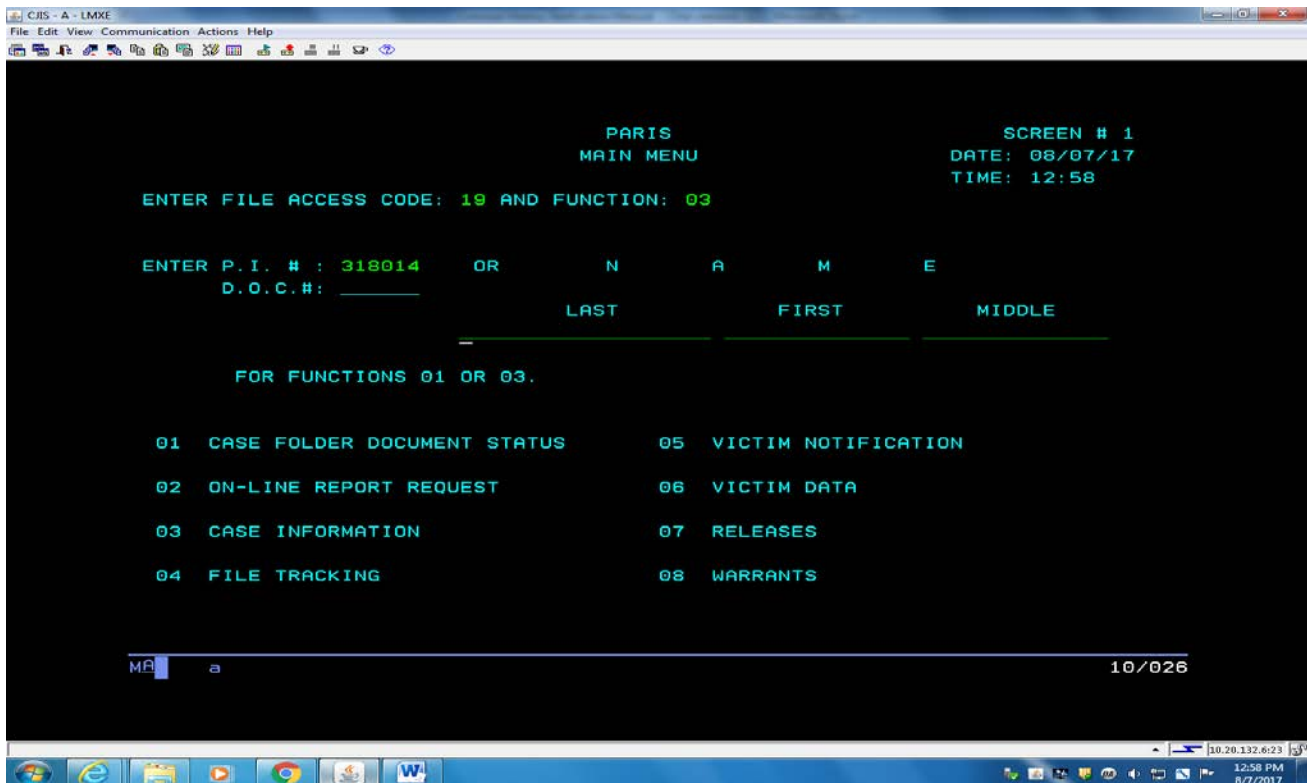
Submit to:
 Victim Services: IPAs:
 Administrators: Release:
 Case Mgmt: Commitment:

Assigned To: User Last Save : David Blumberg

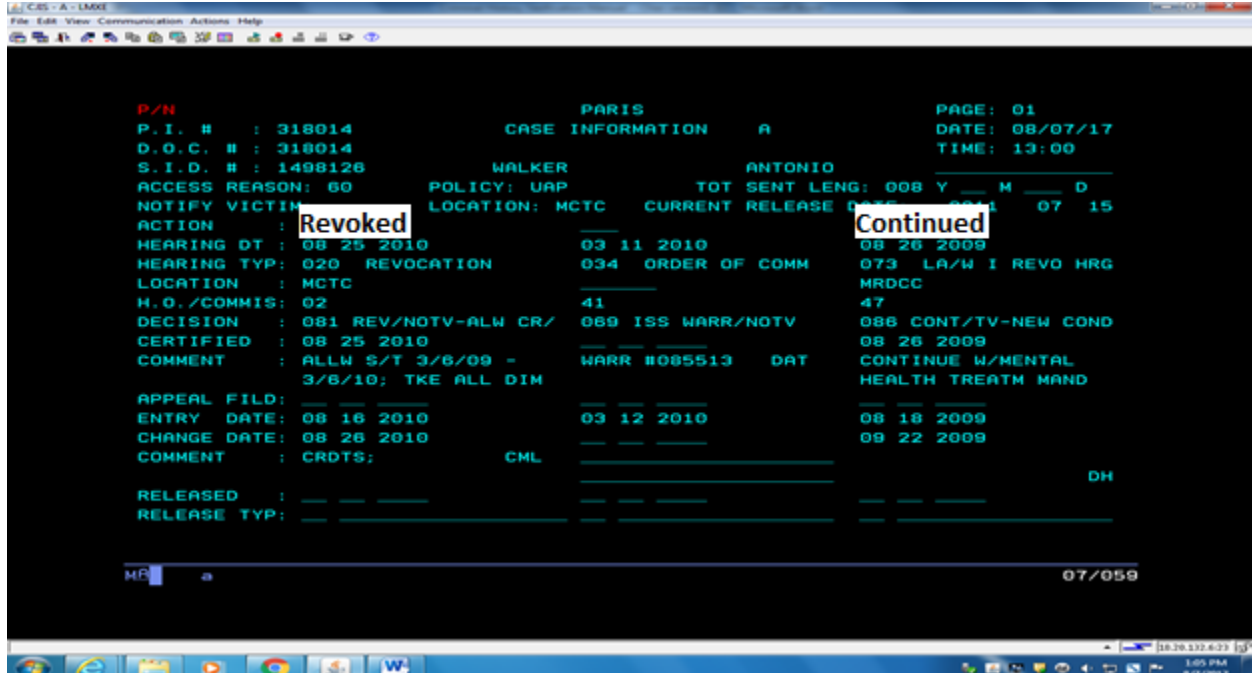
Save

B. MPC HISTORY IN OBSCIS – PARIS

From a clear screen in OBSCIS type PARI. Enter the File Access Code (19) and Function (03) along with the offender’s DOC #and press the Enter key, as shown below:



Provided is an example of revocation decisions, one being Continued and the other being Revoked resulting in a MAI. Revocation information may also be found in DPP of OCMS which will be explained in Section IV.

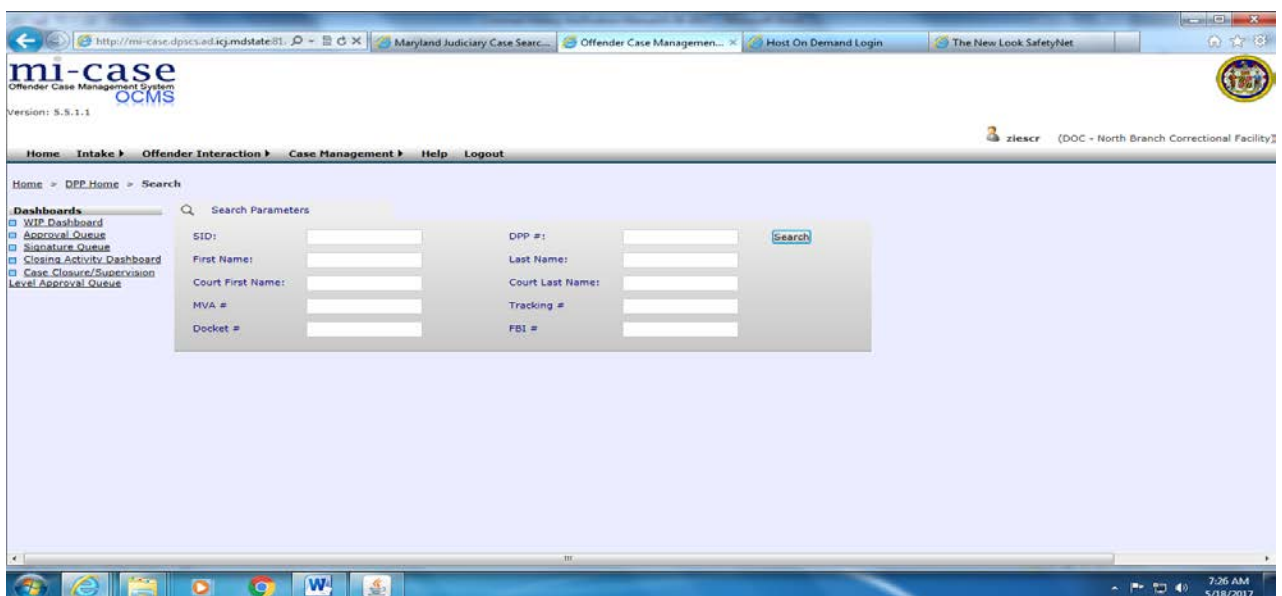


IV. DIVISION OF PAROLE AND PROBATION – OFFENDER CASE MANAGEMENT SYSTEM (OCMS) AND OFFENDER BASED STATE CORRECTIONAL INFORMATION SYSTEM II (OBII)

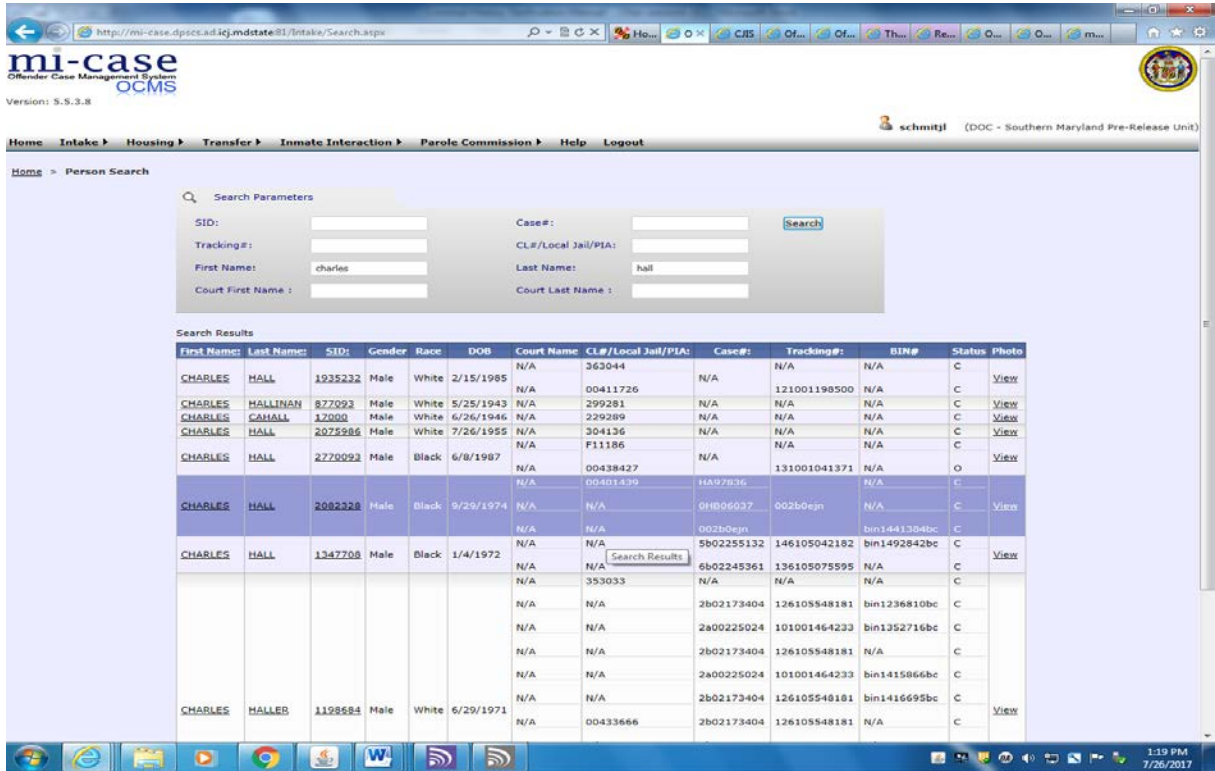
A. DIVISION OF PAROLE AND PROBATION (DPP) IN OCMS

1. Accessing DPP Screens:

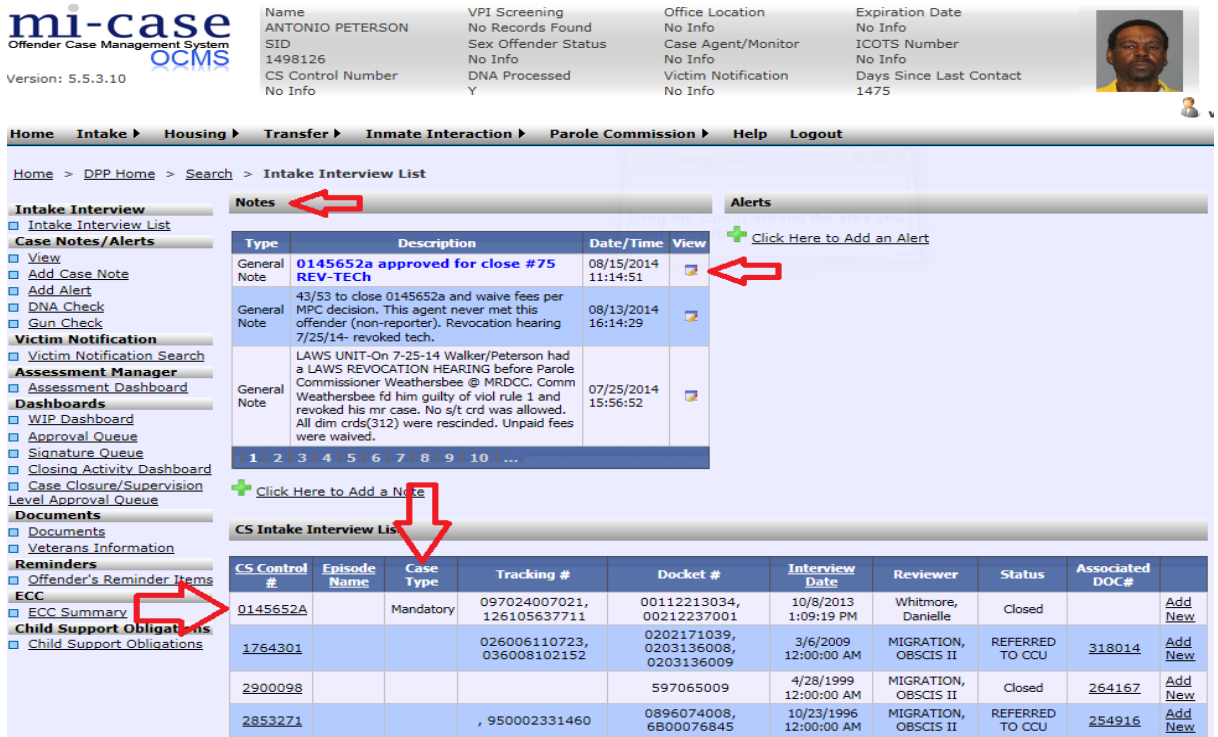
In OCMS, on the Homepage, select the DPP Icon, from there select the People Icon, and begin searching using a Parameter shown below:



Once a parameter is entered and searched the following screen will appear:



From the search results, select the correct offender to access the Intake Interview List. The status of the DPP cases can be found in the CS Intake Interview List as shown below. Notice the screen may contain pertinent Parole information found under Case Type and Revocation information can be found in the Notes. Selecting the pen and pad icon under the View heading allows for reading the entire note.



To find additional information pertaining to a particular case, select the Community Supervision (CS) Control Number (DPP#), which will take you to the WIP Summary. The WIP Summary Screen is where relevant information can be viewed in the banner or by accessing links on the left hand navigation; i.e. Legal Information, DPP Agent, Expiration Date, etc.

mi-case
Offender Case Management System
OCMS
Version: 5.5.3.10

Name	ANTONIO PETERSON	VPI Screening	No Records Found	Office Location	Violence Prevention Unit	Expiration Date	8/8/2014
SID	1498126	Sex Offender Status	No Info	Case Agent/Monitor	Burton Kellie	ICOTS Number	No Info
CS Control Number	0145652A	DNA Processed	Y	Victim Notification	No Info	Days Since Last Contact	1475

Home Intake Housing Transfer Inmate Interaction Parole Commission Help Logout

Home > DPP Home > Search > Intake Interview List > WIP Summary

Case Management

- WIP Summary
- Case Forms

Intake Interview

- Intake Interview List
- Offender/Case
- Initial Questions
- Personal Information
- Contact Information
- Emergency Contacts
- Employment Information
- Attorney Information
- Intake Legal Data
- Intake Classification
- Supervision Level History
- Agent Assignment
- Drug Testing Schedule
- Notes
- WIP Summary
- Classification/Closing
- Data History
- Supervision Reports

Assessment Manager

- Assessment Dashboard

Case Notes/Alerts

- View
- Add Case Note
- Add Alert
- DNA Check
- Gun Check
- DNA Qualified Codes

Victim Notification

- Victim Notification Search
- VPI Screener

Probation

- Warrant/Summons Data

Delete Episode

Status:

Intake Status * Approved

Case Status * Closed

Date Received * 7/25/2014

Date Completed * 7/25/2014

Save

Notes:

Type	Description	Date/Time	View
General Note	0145652a approved for close #75 REV -TECH	08/15/2014 11:14:51	
General Note	43/53 to close 0145652a and waive fees per MPC decision. This agent never met this offender (non-reporter). Revocation hearing 7/25/14-revoked tech.	08/13/2014 16:14:29	
General Note	LAW'S UNIT-On 7-25-14		

Alerts:

Click Here to Add an Alert

2. DPP Investigation:

In 2012 DPP began entering Pre-Sentence Investigation reports into OCMS. If an inmate was under supervision and an investigation report was completed, it will be shown under Investigation Report List or may be found in the Documents in the Left Navigation menu.

mi-case
Offender Case Management System
OCMS
Version: 5.5.1.1

Name	CHARLES HALL	VPI Screening	No Records Found	Office Location	No Info	Expiration Date	No Info
SID	2770093	Sex Offender Status	No Info	Case Agent/Monitor	No Info	ICOTS Number	No Info
CS Control Number	No Info	DNA Processed	Y	Victim Notification	No Info	Days Since Last Contact	No Info

Home Intake Offender Interaction Case Management Help Logout

Documents

- Documents
- Veterans Information

Reminders

- Offender's Reminder Items

ECC

- ECC Summary

Child Support Obligations

- Child Support Obligations

CS Intake Interview List

CS Control #	Episode Name	Case Type	Tracking #	Docket #	Interview Date	Reviewer	Status	Associated DOC#
2438255		Probation		CT140780X, C1140780X	5/21/2015 9:08:33 AM	DESPER, BRENDA	Pending Split Sentence	Add Item
2433648				K061658, K051057, K052009	12/26/2007 12:00:00 AM, 8/20/2005 12:00:00 AM	MSGRATSON, DBSCIS II, MSGRATSON, DBSCIS II	REFERRED TO CCU, Closed	Add Item

Case Plan List

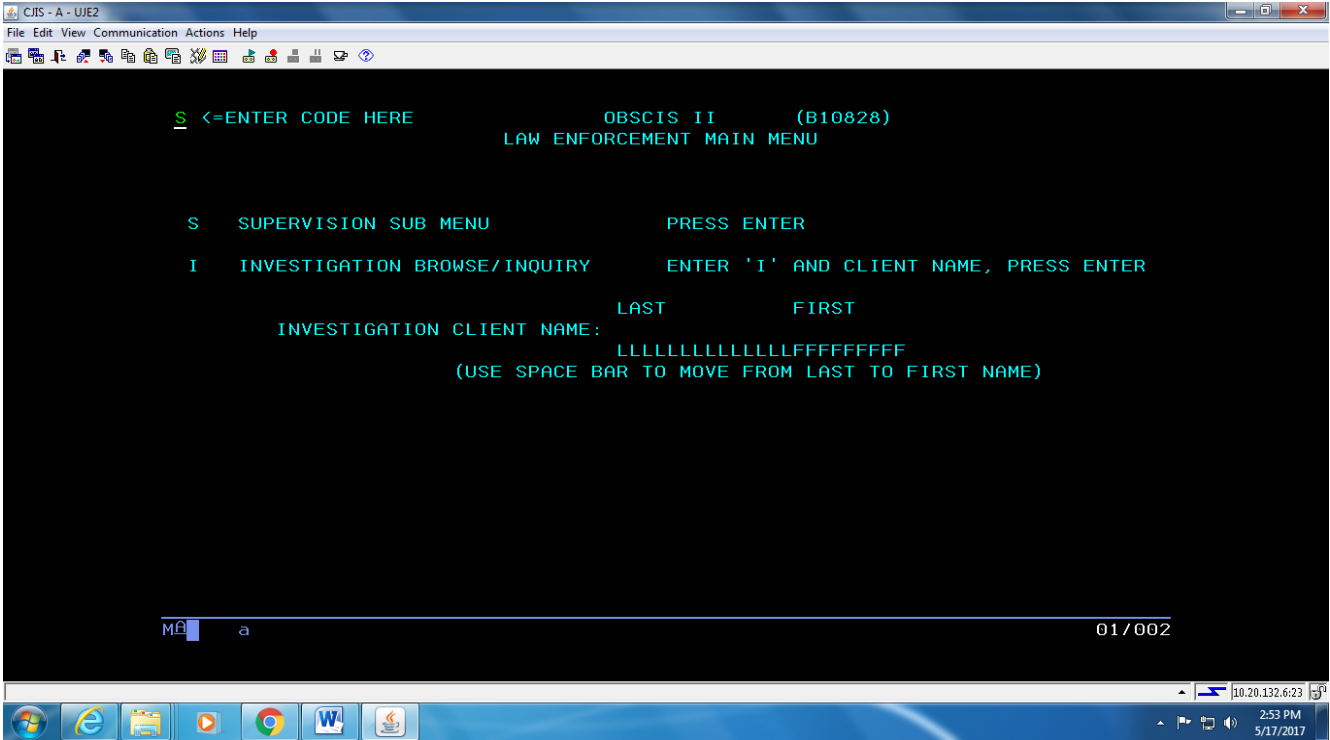
Case Plan Version	Rev #	Author	Submission Date	Case Mgt Supervisor	Status	Approval Date	Last Update Date	View	Delete
DOC Inital	0	Brown, India	06/08/2015		Approved	06/09/2015	06/09/2015		

Investigation Report List

CS Control#	Investigation Type	Date Assigned	Date Disc	Date Completed	Tracking #	Docket #	Investigator Name	Status
00010210	Pre-Sentence	12/16/2014	1/27/2015	1/27/2015			Dywan Ononyi	Approved Open

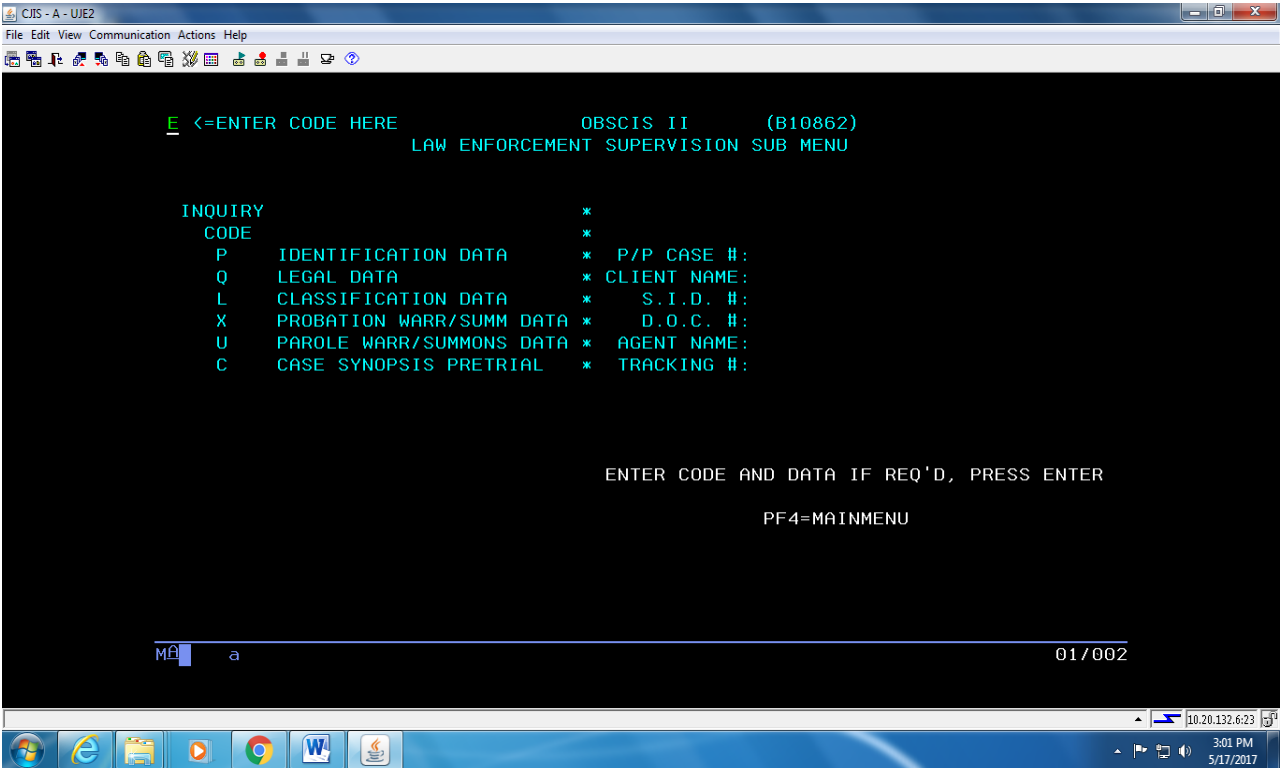
B. OBII MAIN MENU –For offender records prior to December 1, 2012

From a clear screen type OBII. Press the Enter key. The following screen will appear:



1. Accessing Supervision Information in Parole and Probation Supervision Data

The “S” in the Main Menu is auto-populated and will retrieve the Supervision Sub-Menu. Walk through directions are found at the bottom of each screen. The following screen will appear:



Place the Inquiry Code of the information desired (Identification, Legal, Classification, Parole or Probation Warrant/Summons Data) over the E in the upper left corner of the screen. Then fill in one of the index options on the right side of the screen. The Agent Name function is not available outside of the Division of Parole & Probation. Only one index may be used at a time to access information. If more than one is entered, the first one is read and the others are ignored. Typing the P/P Case#, which is the primary index, will retrieve the desired case record. Client name inquiry should contain last name, first name. Once an index option is filled in, press the Enter key. See an example of the results below:

```

(B10871)                                OBSCIS II                                DATE: 05/17/17
                                P&P CLIENT NAME INQUIRY                TIME: 1506020
SID #  SEARCH KEY: 246023
P&P#   CLIENT NAME   NOTE   TYP  CAS  OFF
2771648 RICKS, JOSEPH    FLAG   DOB   CAS  STA  LOC-AGENT  NAME-   COL
                                072657 PRO  CLS  23  MOORE, M   Y

SUBMENU=PF3  MAINMENU=PF4  FORWARD=PF9
INQUIRY OR UPDATE = SELECT ONE OF THE ABOVE P&P#, ENTER BELOW, HIT ENTER
                                ENTER P&P# HERE:  -
END OF DATA
ME a                                                                    23/048

```

As shown above the types of cases (TYP CAS) are listed as follows:

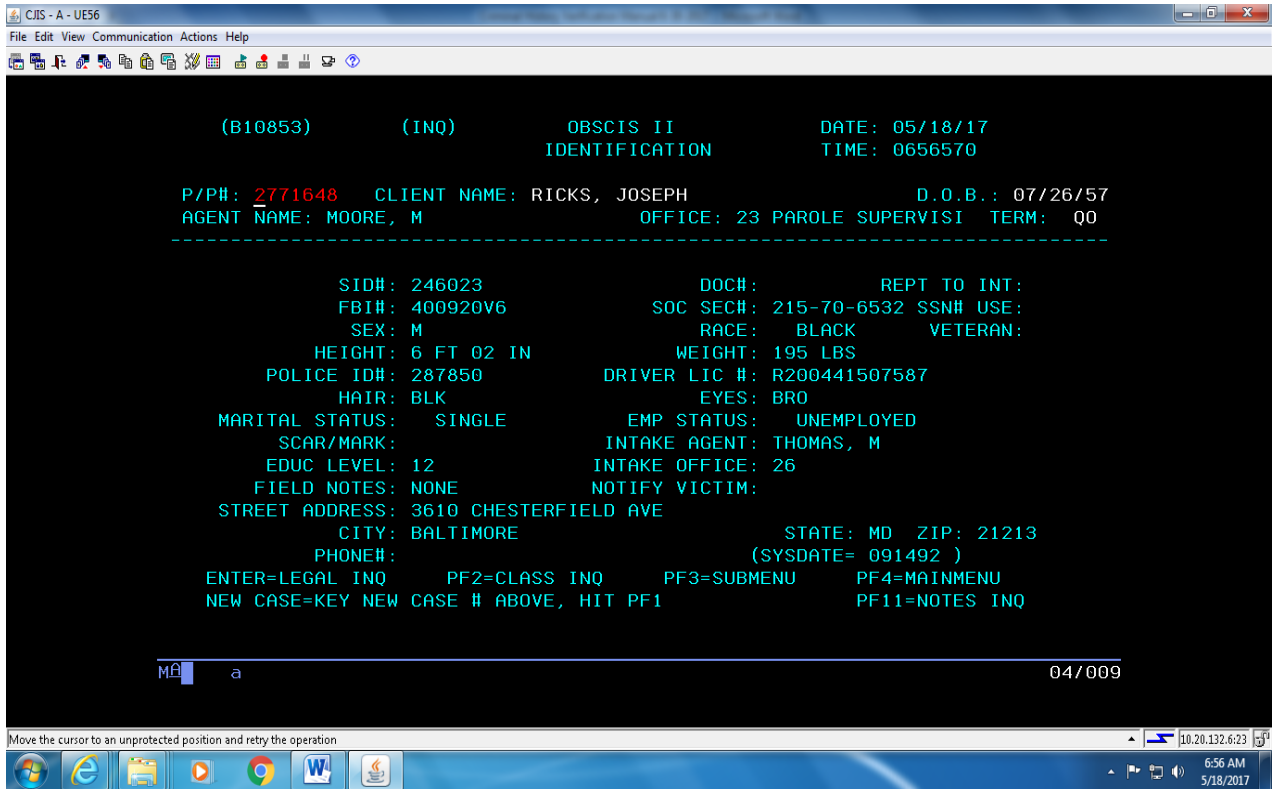
PRO	Probation
PAR	Parole
PBJ	Probation Before Judgement
MAN	Mandatory Supervision Parole Release
LIW	Live in, Work out
COM	Commutation
PRE	Pretrial Release

The case statuses (CAS STA) are indicated as follows:

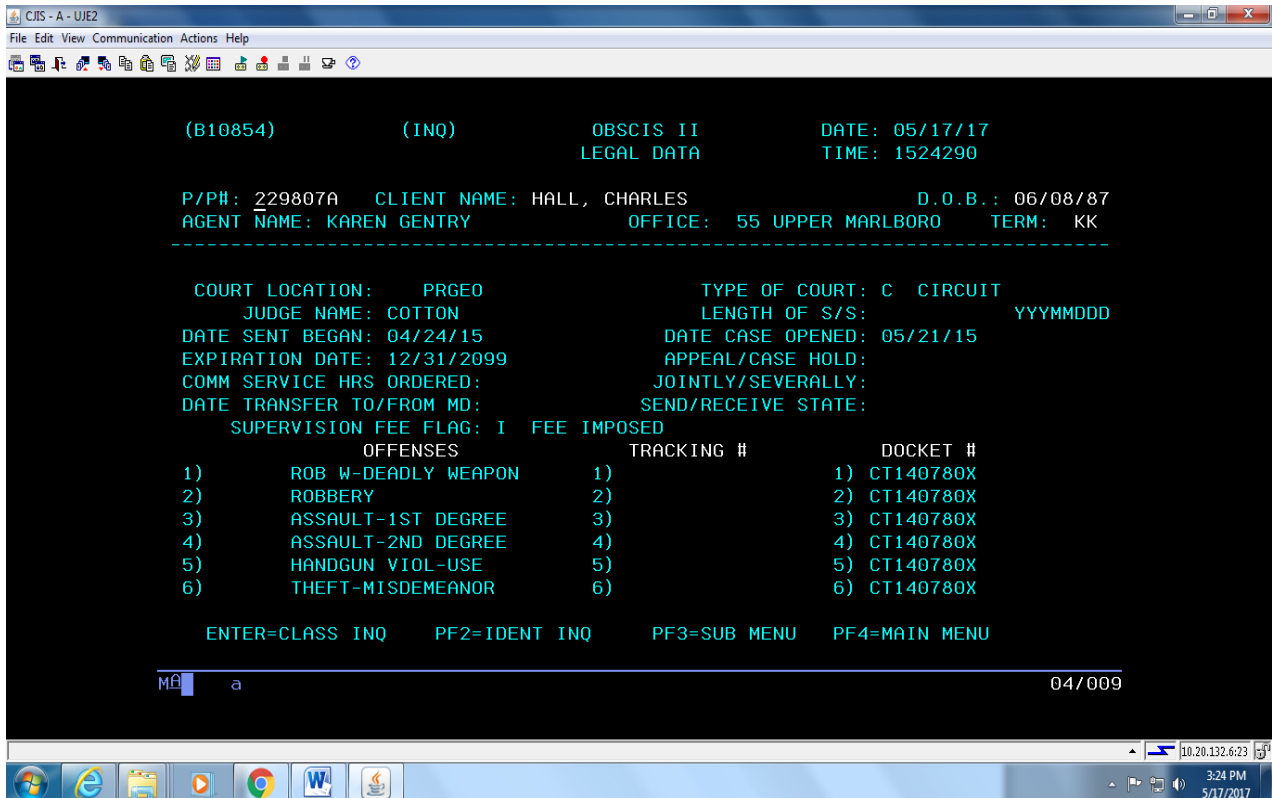
ACT	Active
CLS	Closed
ABT	Abated
DEL	Delinquent
PSS	Pending Split Sentence
NAU	Non Active Unavailable
NAD	Non Active Duplicate
NAM	Non Active Monitor
PWS	Pending Warrant Service
CCU	Referred to Central Collection Unit

The collection (COL) of fines, restitution, etc. by P&P is indicated by "Y". If blank, there are no collections. If fines, restitution, etc. are deemed uncollectable, the case has been referred to the Central Collection Unit (CCU).

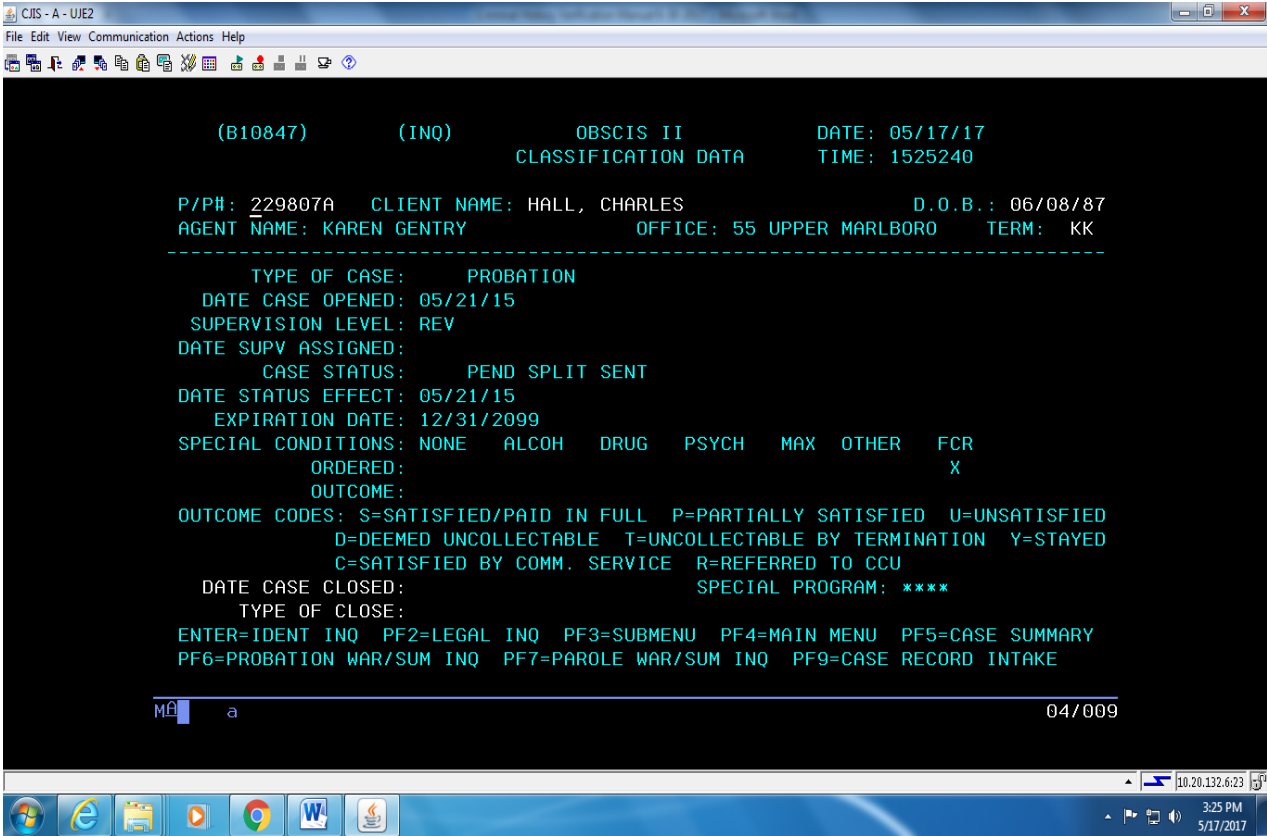
Any inquiry initiated from the sub-menu with the choice other than CLIENT NAME will transfer to the other screens by using the PF keys noted on the screen. The Identification, Legal and Classification screens are linked and may all be seen by entering the desired P/P# then pressing the Enter key. The following screen will appear for a request using P/P#, SID# or DOC#:



To obtain the LEGAL DATA screen, after reviewing the IDENTIFICATION DATA, press Enter:

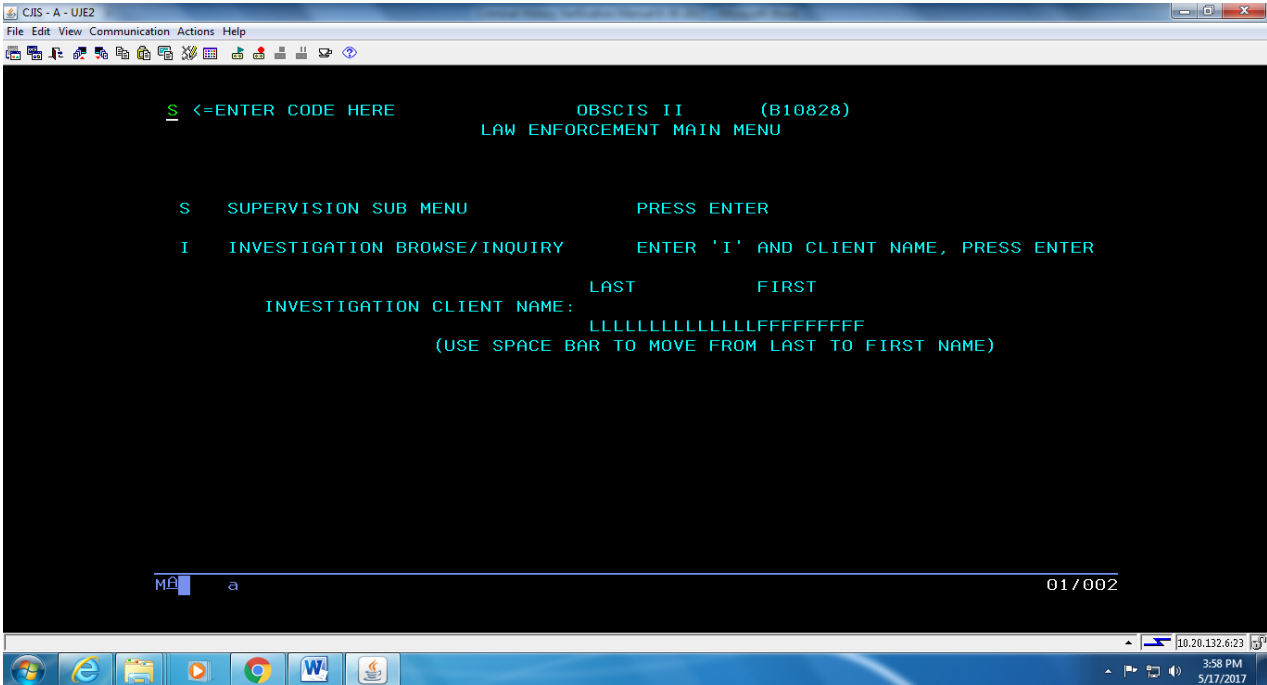


To obtain the CLASSIFICATION DATA screen, after reviewing the LEGAL DATA, press Enter:

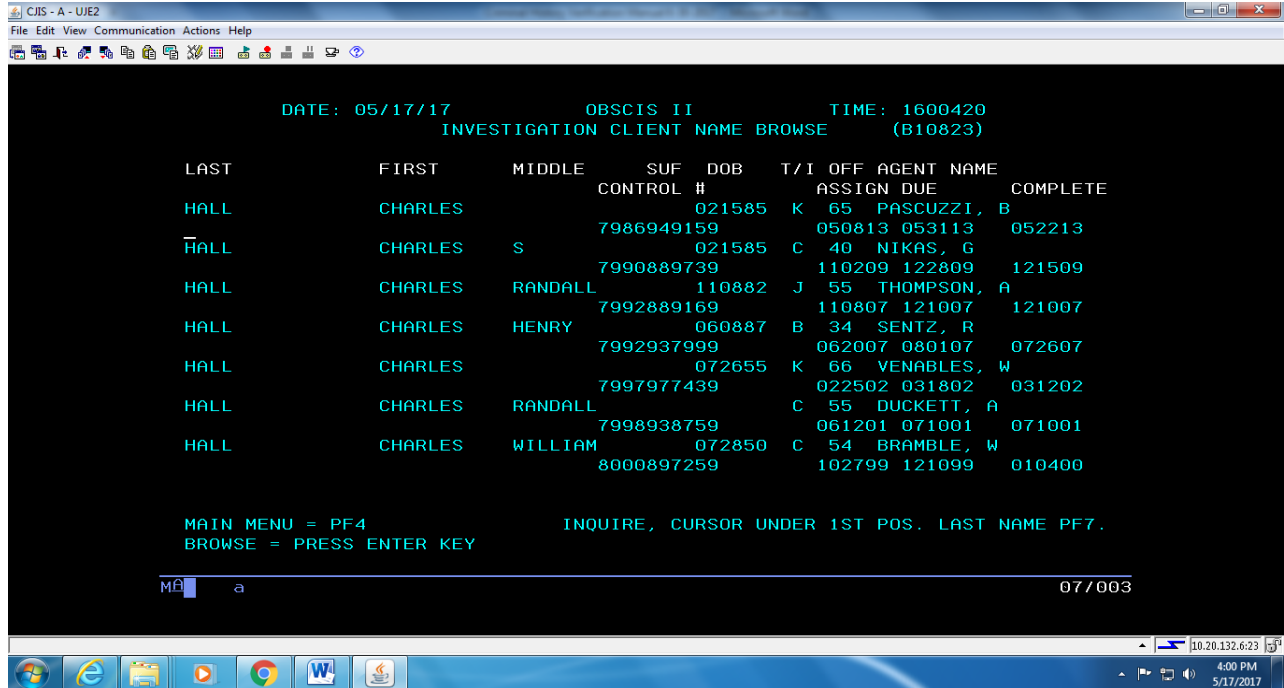


2. Accessing Investigation Information in Parole and Probation Investigation Data

Investigation data is accessed through a Browse/Inquiry function. Instructions are provided at the bottom of each screen to assist with a systematic inquiry.



On the Main Menu enter the name of the offender with the last name over the L's and the first name over the F's. Use the space bar to go from the last name to the beginning of the first name. Press Enter and the following screen will appear:



Refer to Appendix E for a list of T/I codes.

V. MARYLAND ELECTRONIC TELECOMMUNICATIONS ENFORCEMENT RESOURCE System (METERS)

METERS is a program that gives law enforcement personnel access to on-line databases that will assist them in their duties; including the FBI's NCIC database, Maryland's Hot Files, the Motor Vehicle Administration (MVA) database, and the National Law Enforcement Telecommunications Services (NLETS).

To access METERS select the Log In ICON. The logon credentials for METERS are the same as OBSCIS. When the OBSCIS logon is updated it rolls over to METERS.



To begin your search, select the Force icon:



A. INTERSTATE IDENTIFICATION INDEX (III)

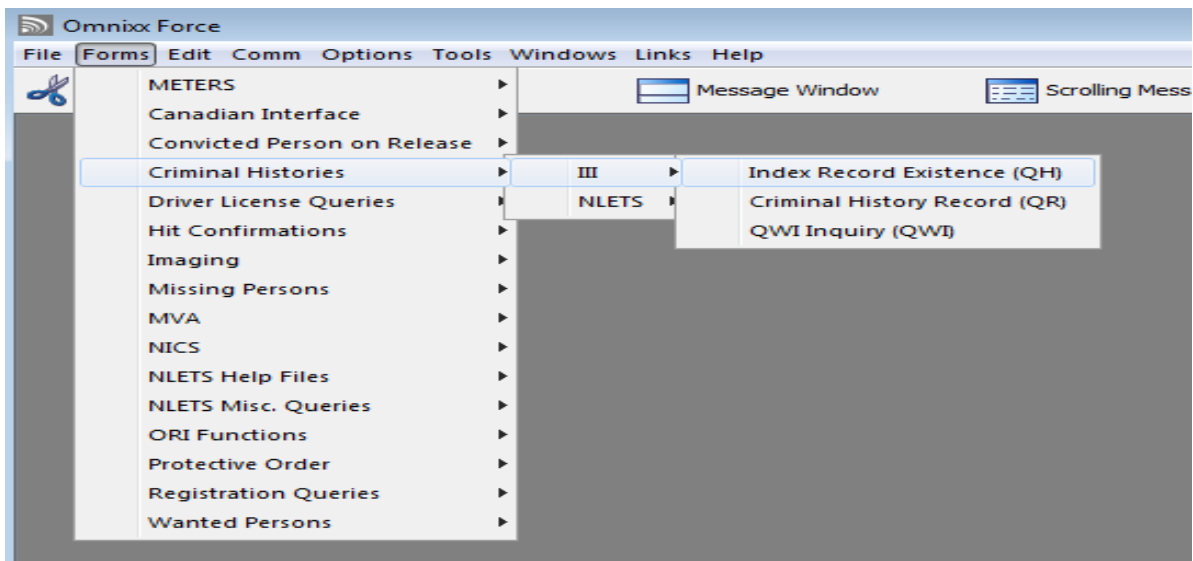
The III consists of an index containing individual's names, aliases, physical descriptors, identifying numbers, fingerprint classifications, and the names of the agencies maintaining the criminal history information.

Any inquiry message searches the index by name and numeric identifiers to determine if a person has a criminal history record on file. A positive response contains additional identifying data to associate the record with the subject of the inquiry and may return records for multiple subjects. An NCIC III request can then be made by FBI number to generate criminal history reports from all locations maintaining files on the subject. The FBI provides records by NCIC III for persons arrested by federal agencies and states not currently participating in NCIC III. Participating states furnish records from their files using the National Law Enforcement Telecommunication Systems, Inc. (NLETS).

B. CRIMINAL HISTORIES

1. III Index Record Existence (QH) – identifies if a Federal RAP sheet exists

To begin a search in the QH: select Forms, Criminal Histories, III, Index Record Existence (QH):



See below screen; all blue highlighted areas require information prior to transmitting. Case managers use only Purpose Code (PUR) "C". The Attention Field (ATN) shall contain the name of the person receiving the information. In the ATN field always enter first then last name with the DOC# of the offender for audit purposes. For Person Data enter the last name, first name. If entering the offender's Date of Birth, it must be entered as MMDDYYYY. Enter the offender's UCN/FBI number. For assistance entering the required information select the "..." box beside the desired field.

The screenshot shows the Omnix Force software interface. The menu bar includes File, Forms, Edit, Comm, Options, Tools, Windows, Links, and Help. The 'Transmit' button, represented by a red lightning bolt icon, is circled in red. The main window displays the 'INQUIRY TRANSACTION (QR)' form with the following data:

AGENCY/CASE DATA	
Originating Agency Code (ORI)	MD022S65C
Purpose Code (PUR)	C
Attention (ATN)	JOHN DOE 123456

PERSON DATA	
Name (NAM)	TEST, JOSEPH
Race (RAC)	[...]
Sex (SEX)	[...]
Date of Birth (DOB)	[...]
Social Security Number (SOC)	[...]
FBI Number/UCN(FBI)	9001100
State Identification Number (SID)	[...]
Miscellaneous Number (MNU)	[...]

TEST INDICATOR	
Test Indicator	N

To Transmit: use the + button on the number pad, Ctrl T, or press the Transmit icon. When entering names with suffixes in METERS do not use a suffix with a number, (2nd, 3rd, etc.) use only roman numerals (such as II or III). Do not place a period after Jr or Sr. Names are entered in the system exactly as they appear on the source document (except for numerical suffixes).

2. Criminal History Record (QR) – the Federal RAP Sheet

To begin a search in the QR: select Forms, Criminal Histories, III, Criminal History Record (QR). Enter the AGENCY DATA, PERSON DATA, and then Transmit.

The screenshot shows the Omnix Force software interface. The menu bar includes File, Forms, Edit, Comm, Options, Tools, Windows, Links, and Help. The 'Transmit' button, represented by a red lightning bolt icon, is circled in red. The main window displays the 'INQUIRY TRANSACTION (QR)' form with the following data:

AGENCY/CASE DATA	
Originating Agency Code (ORI)	MD022S65C
Purpose Code (PUR)	C
Attention of Recipient (ATN)	JOHN DOE 123456

PERSON DATA	
Name (NAM)	TEST, JOSEPH
FBI Number (FBI)	90011000
State Identification Number (SID)	[...]

MAILING ADDRESS DATA	
Postal Address (DPT)	[...]
Street Address (ADR)	[...]
Building (BLD)	[...]
City and State (CIS)	[...]
Zip Code (ZIP)	[...]

TEST INDICATOR	
Test Indicator	N

3. NCIC Response:

To acknowledge and review the records in your messages, select the blue highlighted file.

The screenshot shows the Omnix Force software interface. The main window displays an INQUIRY TRANSACTION (QR) form with fields for Agency/Case Data, Person Data, and Mailing Address Data. A Message Window is open, showing a list of messages. The selected message is from NCIC, dated 07-26-2017 12:04:15 PM, with subject 'QR FROM NCIC - NCIC'. The message content is displayed below the list.

Date/Time	Subject	Ty...	Im...	Ref ID
07-26-2017 12:04:21 PM	CR FROM NLI1 - NLI1	Recv	N	04Y8000003
07-26-2017 12:04:18 PM	CR FROM NLI1 - NLI1	Recv	N	04Y8000003
07-26-2017 12:04:17 PM	CR FROM NLI1 - NLI1	Recv	N	04Y8000003
07-26-2017 12:04:17 PM	CR FROM NLI1 - NLI1	Recv	N	04Y8000003
07-26-2017 12:04:17 PM	CR FROM NLI1 - NLI1	Recv	N	04Y8000003
07-26-2017 12:04:15 PM	QR FROM NCIC - NCIC	Recv	N	04Y8000003
07-26-2017 12:04:14 PM	ACK FROM ADMIN - ADMIN	Recv	N	04Y8000003
07-26-2017 12:04:14 PM	QR: C, SCHMITT, JENNIFER, TEST	Sent	N	04Y8000003
07-26-2017 11:43:28 AM	From	Recv	N	

Received: 12:04:15 On Wednesday 07-26-2017 Operator: E51618 ORI: MD004M85C Mnemonic: LNGK

```

04Y8000003.NCIC.QR.20170726120029181.
QR.MDNCIC000.LNGK.*MRID5Q0B0I.
Response To: 2
TXT
FL016925PMRID5Q0B0I
MD004M85C
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR FBI/9001100. INDIVIDUAL'S RECORD WILL BE
COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES:
FBI - FBI/9001100
CONNECTICUT - STATE ID/CT00387796

```

You have 6 minutes to acknowledge a routine message, 3 minutes to acknowledge a “HOT” message (e.g. Hits, Hit confirmations, etc.), and all messages shall be opened to acknowledge them. If not acknowledged, an alert is received. A sample of a response has been provided below:

```

04Y8000003.NCIC.QR.20170726120029181.
QR.MDNCIC000.LNGK.*MRID5Q0B0I.
Response To: 2
TXT
FL016925PMRID5Q0B0I
MD004M85C
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR FBI/9001100. INDIVIDUAL'S RECORD WILL BE
COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES:
FBI - FBI/9001100
CONNECTICUT - STATE ID/CT00387796
CALIFORNIA - STATE ID/CA99000020
PENNSYLVANIA - STATE ID/PA80004036
OREGON - STATE ID/OR09999975
END
MRI 014283 IN: NCIC 41321 AT 26JUL17 12:00:29

```


4. Wanted Person File

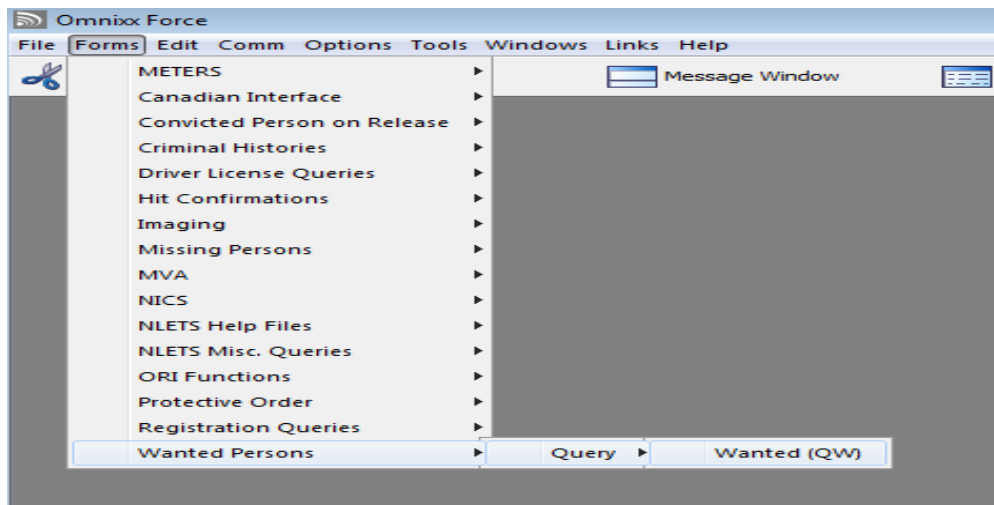
The wanted person file contains records on individuals for whom a felony, serious misdemeanor, or federal warrant is outstanding, as well as parole and probation violators.

When entering a record for a wanted person, the originating agency must attempt to determine if extradition will be authorized if the individual is located in another state.

A Wanted Person file inquiry will also search the Foreign Fugitive, Gang, Identity Theft, Immigration Violation, KST, Missing Person, National Sexual Offender Registry, Protection Order, Supervised Release, Protective Interest, and the Violent Person Files. Inquiries that contain a Miscellaneous Number, Social Security number or Operator's License Number will also search the Article File. A Wanted Person file inquiry must include:

- a. Name (NAM) and one or more of the following identifiers: Date of Birth (DOB), Operator's License Number (OLN), Social Security Number (SOC), FBI Number (FBI), Miscellaneous Number (MNU), Vehicle Identification Number (VIN), and License Plate Number (LIC).
- b. LIC, VIN or both; or
- c. Name (NAM) and Originating Agency Case Number (OCA) only

To begin a search for a wanted person, select Forms, and select Wanted Persons, Query, Wanted (QW) as shown below:



Type information under Person Data: Name (Last name, First name); Gender, Race, Date of Birth (MMDDYYYY), and UCN/ FBI number and transmit.

 A screenshot of the Omnix Force software interface showing the 'PERSON INQUIRY TRANSACTION (QW)' form. The form is divided into two main sections: 'AGENCY/CASE DATA' and 'PERSON DATA'.

 In the 'AGENCY/CASE DATA' section, the following fields are visible:

- Originating Agency Code (ORI): MD022S65C
- Agency Case Number (OCA): [Empty]
- Related Search Hit (RSH): [Empty]
- NCIC Number (NIC): [Empty]
- Civil/Criminal Warrant (CW): [Empty]
- System Number (SYS): [Empty]

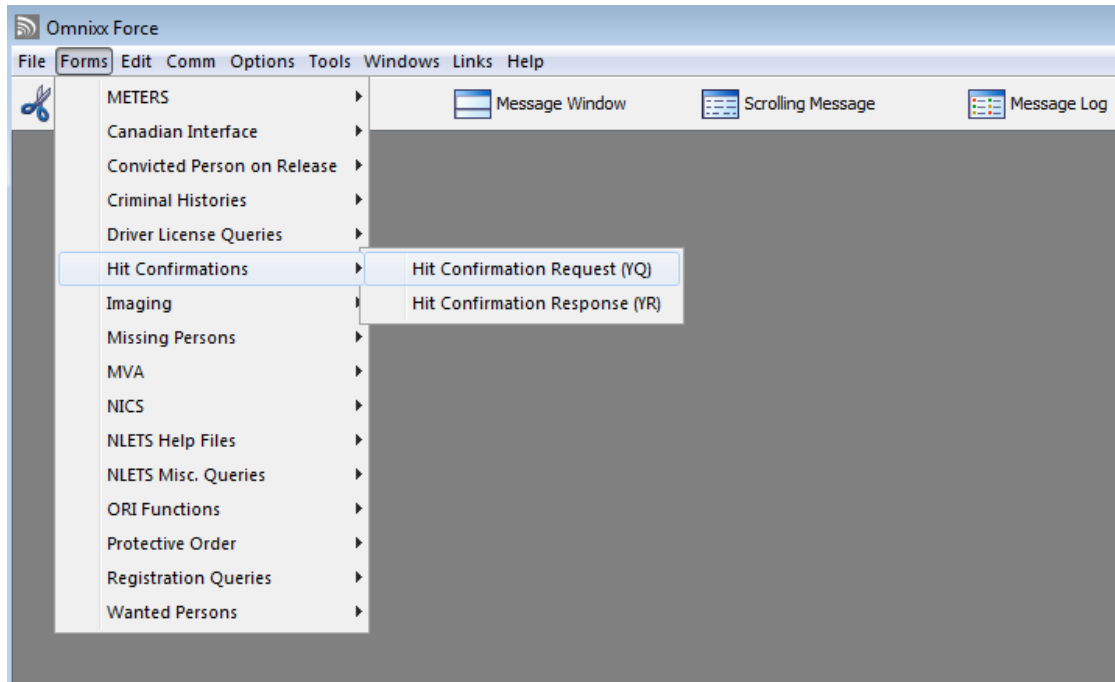
 In the 'PERSON DATA' section, the following fields are visible:

- Name (NAM): TEST, JOSEPH
- Expanded Name Search (ENS): [Empty]
- Sex (SEX): [Empty]
- Race (RAC): [Empty]
- Date of Birth (DOB): [Empty]
- Social Security Number (SOC): [Empty]
- Miscellaneous Number (MNU): [Empty]
- FBI Number/UCN(FBI): 9001100
- License Number (OLN): [Empty]
- Alias Name (AKA): [Empty]

5. HIT Confirmations

Any agency that receives a record in response to an NCIC inquiry must confirm the “hit” on the record. Hit confirmation is the way to ensure that the person inquired upon is identical to the person or property identified in the record, ensure that the warrant or missing person report is still outstanding, and obtain information regarding the extradition of a wanted person when applicable. Hit confirmation must be made prior to taking any action based on the hit.

NLETS is the recommended network for HIT confirmation. Even if the initial confirmation is handled via telephone, NLETS should be used for documentation. Complete a HIT confirmation by selecting Forms, Hit Confirmation, Hit Confirmation Request (YQ).



All highlighted blue areas are mandatory. The (YQ) will have one of two priorities: Priority 1 (Urgent) to be confirmed within 10 minutes, Priority 2 (Routine) to be confirmed within the hour. For all DOC inquiries only Priority 2 shall be used. Once you have entered all information select Transmit.

 A screenshot of the Omnixx Force software interface showing the 'HIT CONFIRMATION REQUEST (YQ)' form. The form is divided into two main sections: 'AGENCY/CASE DATA' and 'PERSON DATA'. The 'AGENCY/CASE DATA' section includes fields for 'Originating Agency Code (ORI)' (MD022565C), 'Destination ORI (ORI)', 'Agency Case Number (OCA)', 'Optional Control Field', 'Hit Confirmation Request Number (RNO)', 'Requestor Name (RNA)', 'Requestor Agency (RAG)', 'Phone Number (PHO)', 'Extension (EXT)', and 'Fax Number (FAX)'. There are also dropdown menus for 'Type (RTY)' and 'Priority (PRI)'. The 'PERSON DATA' section includes fields for 'Name (NAM)' and 'Date of Birth (DOB)', with a dropdown menu for 'Sex (SEX)'. A large text area for 'Remarks (REM)' is also present. The interface includes a menu bar with 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. There are also icons for 'Transmit', 'Message Window', 'Scrolling Message', and 'Message Log'.

Once the hit is confirmed the entering agency must place a "locate" on the corresponding NCIC record. Case Management staff is not able to place a "locate". A sample of a HIT is shown below:

Reference: 04UH0000GS
 Msg Key: YR
 Date/Time: 20170313112050715
 Source: 00P1

04UH0000GS.00P1.YR.20170313112050715.
YR.MDSPD0000.MD001605C.*MRID1ZHLAE.
 TXT

FROM: (MDBPD0000)
 TO: (MD001605C)

****HIT CONFIRMATION RESPONSE****

THE RECORD BELOW: IS CONFIRMED

OCA/UNKNOWN.NIC/M230561203.

WANTED/MISSING PERSON

NAM/CAMPBELL, MICHAEL.DOB/19951022.SEX/M.

NAME OF CONFIRMER: PIT Q LAND.

CONFIRMING AGENCY: BALTIMORE CITY POLICE.

PHONE: (410)396-2359.

CONFIRMATION/EXTRADITION REMARKS OR TIME NEEDED TO CONFIRM HIT:

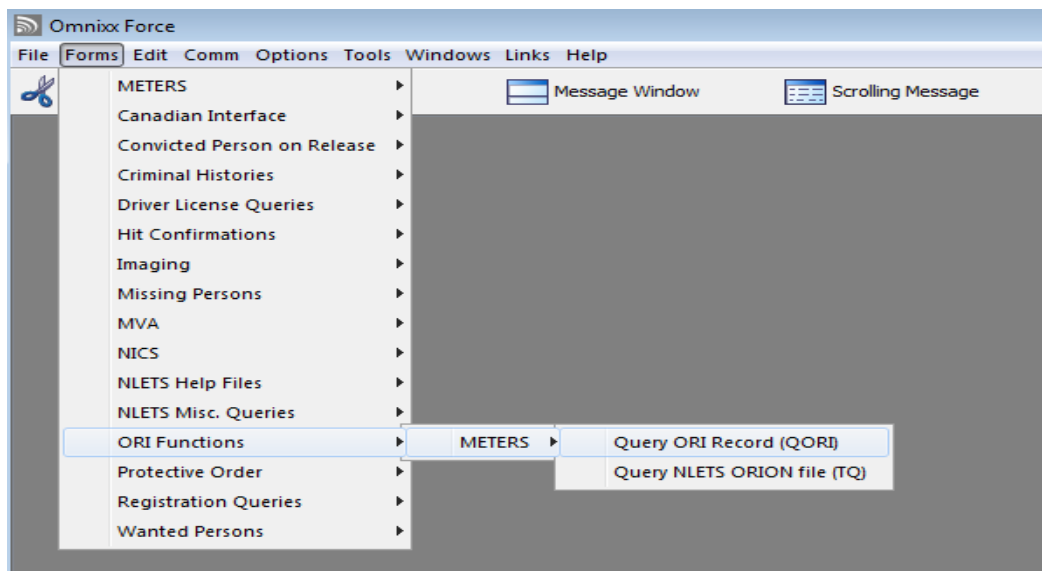
OUR RECORDS INDICATE THAT IN 2012 THE FOLLOWING INDIVIDUAL WAS REPORTED MISSING THROUGH OUR AGENCY. AT THE TIME THE INDIVIDUAL WAS A JUVENILE AND WAS REPORTED "LOCATE" AND HE WILL BE REMOVED FROM NCIC. THANKS.

MRI 820742 IN: 00p1 00099 AT 13MAR17 11:20:50

OUT AT 13MAR17 11:20:50 LS62_7

6. Locating the ORI of Another Agency

Select Forms, ORI Functions, METERS, Query ORI Record (QORI)



Below is an example of the (QORI) form.

Omnix Force

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Scrolling Message Message Log

QUERY METERS ORI FILE (QORI)

AGENCY/CASE DATA

Originating Agency Code (ORI) MD022S65C Optional Control Field

SEARCH DATA

Inquiry ORI Code (ORI) MD004945G

Location (LOC)

Agency Name (AGY)

After entering the ORI in question, the result will provide information about the agency including the phone number.

Received: TR FROM NLI1 - NLI1

File Edit

Message 1 of 5 Received: 14:28:45 On Wednesday 09-13-2017 Operator: E51345

Formatted Input Received Input

042L000003.NLI1.TR.20170913142449284.
 TR.MDORION00.LMXD.
 Response To: 2
 TR.MDORION00
 11:28 09/13/2017 23147
 11:28 09/13/2017 34114 MD022S65C
 *MRID738E0A
 TXT
 ORI/MD004945G LOC/BALTIMORE

MARYLAND PAROLE COMMISSION
 6776 REISTERSTOWN RD SUITE 307
 BALTIMORE, 21215

TYPE - JG
 PHN # (410)585-3200
 NOT 24 HR SERVICE W/TERMINAL

USER IS AUTHORIZED TO SEND/RECEIVE ADMINISTRATIVE MESSAGES.
 USER IS AUTHORIZED TO SEND/RECEIVE CHRI.
 USER IS AUTHORIZED TO RECEIVE DMV DATA.
 USER IS AUTHORIZED TO OTHER NLETS MESSAGES.
 ORI IS ACTIVE
 BASELINE PRIORITY IS - 0
 NOT AUTHORIZED TO ADD/CANCEL ORIS
 NOT AUTHORIZED TO PERFORM CONTROL TERMINAL FUNCTIONS
 OWNER: MD CREATED: 1996-11-20 UPDATED: 2015-06-16 CERTIFIED: 2016-09-21
 REMARKS:
 MRI 391455 IN: NLI1 38036 AT 13SEP17 14:24:49
 OUT at 13SEP17 14:24:49 LMXD 2

VI. JUDICIAL INFORMATION SYSTEM (JIS)

To access court data from the Judicial Information System (JIS), the procedure listed below shall be followed.

From the sign-on menu in CJIS, key in JIS and press Enter. You will see the JIS “Welcome Screen” as shown below:

```

CJIS - A - UM32
File Edit View Communication Actions Help
-----
NM ----- MAI : Primary Menu -----
Command ==>                                     THU 14-SEP-2017 12.08
                                                NM
                                                S or /=Select H=Hide I=Info ?=Action List

---ID--- Status      Application
TSO      <->          TSO (PROD LPAR)
CJIS     RUNNING     Criminal Justice Info. System (TOR/AOR)
JIS      RUNNING     Judicial Information Systems
DOP (ADC) <->          Dept of Personnel (ADC)
**END**

F1=Help      F2=Split      F3=Exit      F6=Refresh
F7=Backward  F8=Forward    F9=Swap      F10=Right    F11=Hide
MA  a                                             13/056
  
```

Enter your logon information on the JIS sign-on screen and press Enter. The system will respond as follows: “DFHCE3549 SIGN-ON IS COMPLETE (Language ENU)”. Press Page Down to enter JIS. The following screen will appear:

```

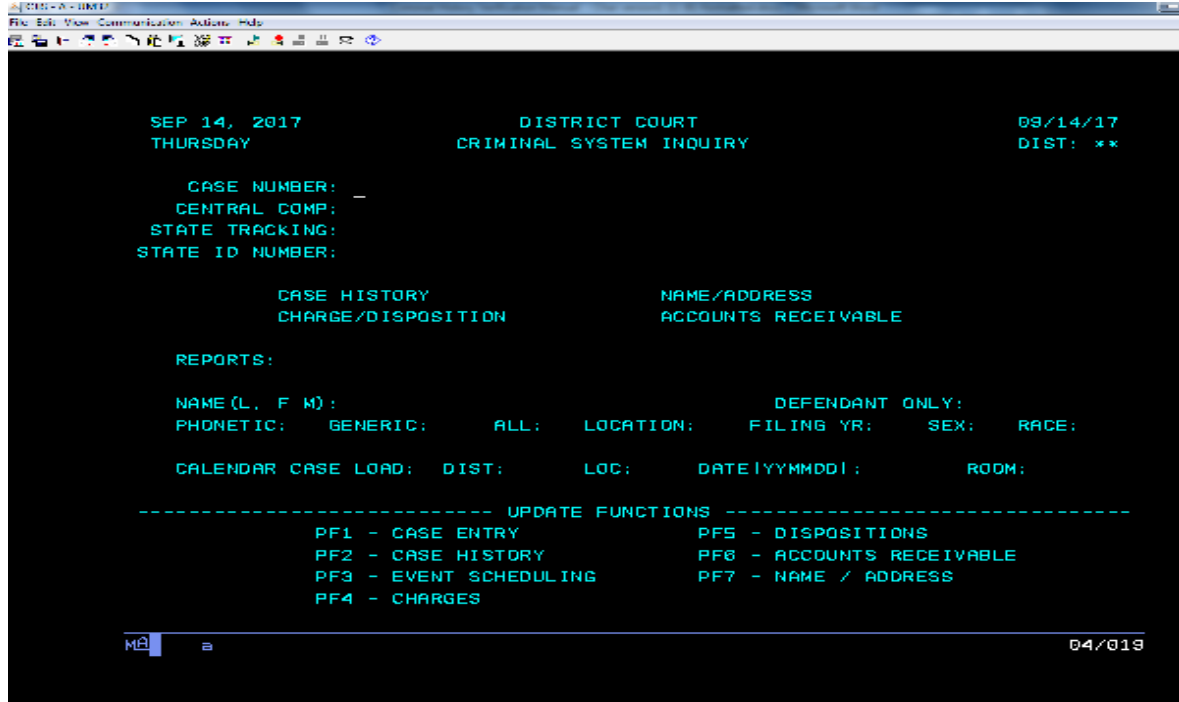
CJIS - A - UM32
File Edit View Communication Actions Help
-----
09/14/17                                JUDICIAL INFORMATION SYSTEMS
                                           SYSTEM SELECTION MENU
                                           12:11 PM
                                           UM32

PLEASE SELECT THE SYSTEM DESIRED:

DISTRICT COURT SYSTEMS                8TH CIRCUIT COURT SYSTEMS
-----                                -----
TRAFFIC                                CRIMINAL
CRIMINAL
CIVIL CITATION
WARRANT
CIVIL
BONDSMEN
KODAK

COURT OF SPECIAL APPEALS              CIRCUIT COURT SYSTEMS
-----                                -----
CASE MANAGEMENT SYSTEM                AUTOMATED INDEX
  
```

Select the Criminal court system by placing an “X” next to CRIMINAL and press Enter. Criminal will be the only system used in JIS. All other court systems will be found in the Portal to Court Records (JPortal). The following screen will appear:



The system may be searched by using the following:

- A. District Court Case Number, Central Complaint Number, or 12 Digit State Tracking Number; or
- B. Name

A. SEARCHING BY CASE NUMBER, CENTRAL COMPLAINT NUMBER OR TRACKING NUMBER:

After entering the case, complaint, or tracking number, select the reports you wish to view by placing an X beside “CASE HISTORY, NAME/ADDRESS, CHARGE/DISPOSITION, and/or ACCOUNTS RECEIVABLE.” If a specific report is not selected, the computer will default to CASE HISTORY when Enter is pressed.



Results after pressing Enter:

```

SEP 14, 2017          DISTRICT COURT OF MARYLAND          09/14/17
THURSDAY            CRIMINAL SYSTEM INQUIRY CASE HISTORY DISPLAY      DIST: **

CASE: 2E0040517B CR  STATUS: C  CHG DATE: 10/03/31  CD:              DIST: 05 01
TRACKING NO: 04-2005-08388-4  LOCAL ID: X0589503  DOC: CIT  ISSUED: 10/02/04
NAME: PEREZ-ESCDBAR, ROBERTO  DOB: 78/10/10  HT/WT: 505 150  SEX/RACE: M2
ADDR:                DISP: TRL 10/03/31  CNSL:      DEF:
          14780 BOWIE RD H201          EVENT DATE:          TIME:
          LAUREL                MD 207080000  ROOM:      TYPE:      DATE SET:
DPAY:                DUE:                FINAL:      SID:                LIFESUPV:

TYPE  DATE  BATCH  PREP DATE/ID  C  COMMENT
-----
DOCI 100305          100204 5ZB  1  CIT  ISSUED 100204
ADDR 100309          100309 5DP  14780 BOWIE RD APT#201
ADDR 100309          100309 5DP  LAUREL                MD207080000
ESCH 100309          100309 5DP  20100331;0845A;3 ;
KEYP 100331          100331 5BG  TRIAL KEYPOINT 09:35:33  REEL 999999
D001 100331          100331 5BG  1 001;STET; ; ; ; ;
TCOM 100331          100331 5BG  GENERAL CONDITIONS
DTRL 100331          100331 5BG  TRIAL, ALL CHARGES DISPOSED , JUDGE 9M8
SCHG 100331          100331 5BG  A TD C

NEXT PAGE          P/N          PAGE 001
MA a          24/037

```

To assist you in understanding codes in the JIS Criminal System, you may use the Criminal Edit Table, found in the Appendix F of this manual.

B. SEARCHING BY NAME:

Type Last name, First name. Place an X beside DEFENDANT ONLY, GENERIC, and ALL and complete the appropriate information for SEX: M/F (male/female). Be sure not to select PHONETIC because the results will only be a “sounds like” option, not the specific spelling of the name. The number of cases listed can be narrowed down by choosing a FILING YR and RACE (1: black, 2: white or leave blank) and/or LOCATION which is the code for a particular district court location and is optional.

```

SEP 14, 2017          DISTRICT COURT          09/14/17
THURSDAY            CRIMINAL SYSTEM INQUIRY      DIST: **

CASE NUMBER:
CENTRAL COMP:
STATE TRACKING:
STATE ID NUMBER:

CASE HISTORY          NAME/ADDRESS
CHARGE/DISPOSITION    ACCOUNTS RECEIVABLE

REPORTS:

NAME (L, F M): doe, john          DEFENDANT ONLY: x
PHONETIC:          GENERIC: x  ALL: x  LOCATION: _  FILING YR:  SEX:  RACE:

CALENDAR CASE LOAD:  DIST:  LOC:  DATE (YYMMDD) :  ROOM:

----- UPDATE FUNCTIONS -----
PF1 - CASE ENTRY          PF5 - DISPOSITIONS
PF2 - CASE HISTORY        PF6 - ACCOUNTS RECEIVABLE
PF3 - EVENT SCHEDULING    PF7 - NAME / ADDRESS
PF4 - CHARGES

```

Results after pressing the Enter key:

SEP 14, 2017 THURSDAY DISTRICT COURT OF MARYLAND CRIMINAL SYSTEM DEFENDANT NAME SEARCH DISPLAY 09/14/17 DIST: **

NAME	DOB	ID	DIST S	CASE NO	DIST CT	CIRCUIT CT CASE NO
? DOE, JOHN	71/12/30	359-457	01	C 0800090622		
? DOE, JOHN	55/02/15		01	C 0800139342		
? DOE, JOHN	60/01/01	353-988	01	C 0800214221		
? DOE, JOHN	70/01/01	1849044	01	W 0800226541		
? DOE, JOHN	78/09/28	1880096	01	C 0800237069		
? DOE, JOHN	77/01/05		01	C 0800239388		
? DOE, JOHN	68/06/04		01	C 0800278327		
? DOE, JOHN	70/01/01		01	W 0800280028		
? DOE, JOHN	52/09/11	161-703	01	C 0800298627		
? DOE, JOHN	58/12/25		01	C 0800311108		
? DOE, JOHN	70/01/01		01	C 0800331198		
? DOE, JOHN	46/01/23		01	C 0800348649		
? DOE, JOHN	63/01/01		01	C 0800349265		
? DOE, JOHN	55/01/01		01	C 0800407792		
? DOE, JOHN	79/09/28		01	C 0801282274		

NEXT PAGE P/ N PAGE 001

Note: After pressing the Enter key, if there are no records, the results will automatically default stating "NO RECORD FOUND". Print the screen and place in the offender's case record. See the example below:

SEP 14, 2017 THURSDAY DISTRICT COURT CRIMINAL SYSTEM INQUIRY 09/14/17 DIST: **

CASE NUMBER: _
CENTRAL COMP:
STATE TRACKING:
STATE ID NUMBER:

CASE HISTORY	NAME/ADDRESS
CHARGE/DISPOSITION	ACCOUNTS RECEIVABLE
REPORTS:	
NAME (L, F, M): TEST, JOSEPH	DEFENDANT ONLY: X
PHONETIC: GENERIC: X ALL: X LOCATION:	FILING YR: SEX: RACE:
CALENDAR CASE LOAD:	DIST: LOC: DATE (YYMMDD): ROOM:

----- UPDATE FUNCTIONS -----
PF1 - CASE ENTRY PF5 - DISPOSITIONS
PF2 - CASE HISTORY PF6 - ACCOUNTS RECEIVABLE
PF3 - EVENT SCHEDULING PF7 - NAME / ADDRESS
PF4 - CHARGES

NO RECORD FOUND

MP a 04/019

VII. ONLINE MARYLAND JUDICIARY SYSTEMS

Web based sites that provide access to the case records of the Maryland Judiciary System. District and Circuit Courts criminal, traffic, warrant, and civil case records can be accessed.

A. PORTAL TO COURT RECORDS – JPORTAL

To access JPortal, in the browser enter: <https://jportal.mdcourts.gov>

The following screen will appear:

The screenshot shows the JPortal website interface. At the top, there is a navigation menu with links: Portal Home, Case Search, Estate Search, Judgments/Liens, Login, FAQ, and Help. Below the menu, a system status message reads: "System Status: ALL SYSTEMS AVAILABLE - IF YOU ARE EXPERIENCING A PROBLEM, PLEASE CONTACT JIS SERVICE DESK AT 410-260-1114;". The main content area features a heading: "The Portal is the gateway to applications providing online access to Maryland court records." followed by a paragraph explaining public access to court records. Below this, there are three sections: "Case Search (Public Access)", "Judgments and Liens (Public Access)", and "Login (Secured Access)". A red arrow points to the "Login (Secured Access)" link, which is followed by the text "For authorized users only." At the bottom of the page, there are three resource links: "MdLandRec.net", "Plats.net", and "SDAT Real Property Search".

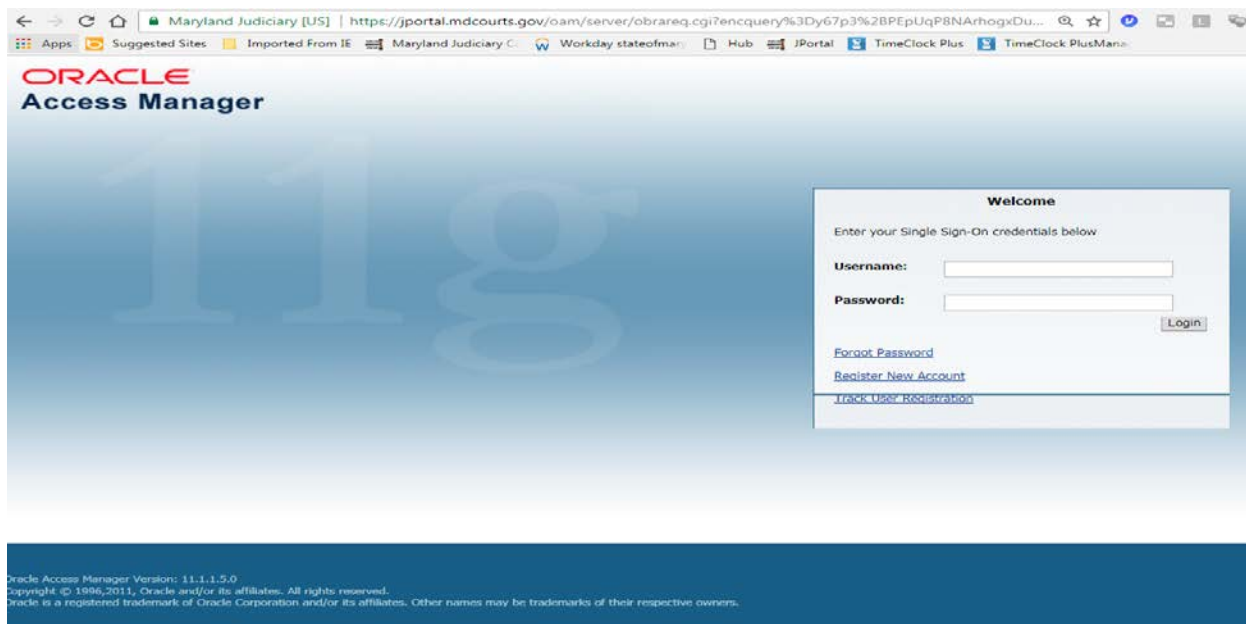
Select Login at the bottom left of the page where it indicates (Secured Access). The following Sign In screen will appear:

The screenshot shows the Oracle Identity Management Sign In screen. At the top, there is a navigation bar with the Oracle logo and the text "ORACLE Identity Management". Below this, there is a "Sign In" header with a question mark icon. The main content area features a "Sign In" heading and a sub-heading: "Enter your Single Sign-On user name and password to sign in." Below this, there are two input fields: "User Name" and "Password". At the top right and bottom right of the form, there are "OK" and "Cancel" buttons. At the bottom of the page, there is a footer with the text: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Copyright © 1999, 2008 Oracle. All rights reserved."

Enter Username and Password. The following screen will appear:



From here two secure systems are available, Secure Case Search and Warrant Search. Once a secure system is selected, another login screen will appear as shown below:



Enter your Sign-on credentials and press Logon.

1. Secure Case Search

As seen in the screen shot shown below, check the box, and select Continue.

This website provides public access to the case records of the Maryland Judiciary. Access to these records is governed by the Maryland Rules on Access to Court Records. Acceptance of the following agreement is required to continue.

In Maryland, laws exist to ensure that state government is open and that the public has access to appropriate records and information in its possession. At the same time, both state and federal laws provide exceptions that serve various needs, including the privacy of individuals.

While much information is made available to the public through this site, some information may be restricted or require registration to obtain. All of the information collected at this site becomes a public record that may be subject to inspection and copying by members of the public, unless an exemption in law exists.

Note:

Information originating within the District Court system and the Circuit Court of Baltimore City is entered after the close of each court day, and is available online the following day (the date displayed on the "Case Display" screen indicates the date information was last updated).

If you believe information provided is inaccurate, please send written notice to the court where the original record was created or filed. For courthouse locations and contact information, please visit:
 Circuit Court Locations: <http://mdcourts.gov/circuit/directory.html>
 District Court Locations: <http://mdcourts.gov/district/directories/courtmap.html>

I have read, understand and agree to the terms, conditions, and limitations noted above

Additional Information:

Maryland Access Rule: <http://mdcourts.gov/access/ro-accesstocrecords.pdf>
 CaseSearch Frequently Asked Questions (FAQ's): <http://mdcourts.gov/casesearchhtml/faq.html>
 CaseSearch News: <http://mdcourts.gov/casesearchhtml/news.html>
 Maryland Judiciary Homepage: <http://mdcourts.gov>
 Maryland Judiciary Frequently Asked Questions (FAQ's): <http://mdcourts.gov/faq.html>

While using Secure Case Search the following criteria shall be entered: Person, Name, Exact Match on Last Name, Party Type (select Defendant), and Court System (select Both District and Circuit). Unless using a common name which in some cases may cause a separate for District and Circuit Courts. True Names and all Aliases listed on the Ident/Index shall be searched.

Both Criminal and Traffic searches shall be completed and conducted separately.

To narrow a search the following options may also be used County, Filing Date, or Case Number.

Secure Case Search

Search Criteria

Select the appropriate radio button to search cases by Person or Company. (Default is person)

Person Company

Name Last: First: Middle:

Exact Match on Last Name

Party Type:

Case Type: All Case Types Civil Criminal Traffic Civil Citation

Court System: Both Circuit and District Courts Circuit Court Only District Court Only

(Data is not available for Montgomery and Prince George's County Circuit Courts)

County:

Filing Date (format: MM/DD/YYYY)

Range (from/to): to

Exact Date:

Search By Case Number

Case Number: (You may omit dashes "-" during input.)

Results shown below:

Portal to Court Records

Secure Case Search

(Search Again)

Last Name: **hall (Exact Match)** | First Name: **nathaniel** | County Name: | Party Type: **DEFENDANT** | Case Type: **CRIMINAL**

87 items found, displaying 1 to 25
 [First /Prev] 1 2 3 4 [Next /Last]

Click on the column heading to sort by that column

Case Number	Name	Date Of Birth	Party Type	Court	Case Type	Case Status	Case Caption	Filing Date
2B00182639	HALL,NATHANIEL B	Jul 1, 1978	DEFENDANT	Baltimore City District Court 5800 Wabash Ave	CR	Closed		02/14/1997
5B00161628	HALL,NATHANIEL B	Oct 1, 1978	DEFENDANT	Baltimore City District Court 5800 Wabash Ave	CR	Closed		11/27/1996
4B01788497	HALL,NATHANIEL B	Oct 1, 1978	DEFENDANT	Baltimore City District Court 1400 North Ave.	CR	Closed		06/02/2006
3B02188175	HALL,NATHANIEL B	Oct 1, 1978	DEFENDANT	Baltimore City District Court 1400 North Ave.	CR	Closed		10/31/2012
597115009	HALL,NATHANIEL BERRY			Baltimore City Circuit Court	Criminal	Closed		04/25/1997
5A00254210	HALL,NATHANIEL DONALD	Jan 18, 1978	DEFENDANT	Annapolis District Court	CRSCA	Closed		08/26/2012
6A00033858	HALL,NATHANIEL DONALD	Jan 18, 1978	DEFENDANT	Annapolis District Court	CRSCA	Closed		04/13/1997
4A00200939	HALL,NATHANIEL DONALD JR	Jan 18, 1978	DEFENDANT	Annapolis District Court	CRSCA	Closed		12/15/2008
1C00196015	HALL,NATHANIEL K	Dec 18, 1960	DEFENDANT	Catonsville District Court	CR	Closed		10/03/2003
3C00043053	HALL,NATHANIEL K	Dec 18, 1961	DEFENDANT	Catonsville District Court	CRSCA	Closed		05/05/1996
898322002	HALL,NATHANIEL K	Dec 18, 1961	DEFENDANT	Baltimore City Circuit Court	Criminal	Closed		11/18/1998

Note in the screen shot above the following information: “Case detail for Montgomery and Prince George’s County Circuit Courts. Please contact the court for additional case information.”

2. Warrant Search

From the Portal home screen, select Warrant Search. The following will appear:

Portal to Court Records

Maryland Judiciary Warrant Search

Select the appropriate radio button to search cases by Name or Number.
 Search By Name Search By Number

Name : Last First Middle
 Exact Match on Last Name

Court System
 All Courts Circuit Court Only District Court Only

County: Default All

Enter the offenders name as indicated, select exact match, and select search. True Names and all Aliases listed on the Ident/Index shall be searched.

B. MARYLAND JUDICIARY CASE SEARCH

This is a public information website that may be helpful with Montgomery and Prince George's County Circuit Courts. To access Maryland Judiciary Case Search, in the browser enter www.casesearch.courts.state.md.us and the following will appear:

The screenshot shows a web browser window with the URL casesearch.courts.state.md.us/casesearch/inquiry-index.jsp. The page features a blue header with the Maryland Judiciary logo and the title 'Maryland Judiciary Case Search Disclaimer'. Below the header, there is a paragraph of text explaining that the website provides public access to case records and that acceptance of the following agreement is required to continue. A scrollable text box contains the following disclaimer:

In Maryland, laws exist to ensure that state government is open and that the public has access to appropriate records and information in its possession. At the same time, both state and federal laws provide exceptions that serve various needs, including the privacy of individuals.

While much information is made available to the public through this site, some information may be restricted or require registration to obtain. All of the information collected at this site becomes a public record that may be subject to inspection and copying by members of the public, unless an exemption in law exists.

Note:

If you believe information provided is inaccurate, please send written notice to the court where the original record was created or filed. For courthouse locations and contact information, see: <http://mdcourts.gov/courtsdirectory/index.html>

I have read, understand and agree to the terms, conditions, and limitations noted above

EFFECTIVE JULY 9, 2013 CASE SEARCH TO DISPLAY DATE OF BIRTH
<http://www.courts.state.md.us/reference/noticerule13221eff070913.html>

Additional Information:

Maryland Access Rule: <http://mdcourts.gov/access/ro-accesstocrecords.pdf>
Case Search Frequently Asked Questions (FAQ's): <http://mdcourts.gov/casesearch2/faq.html>
Case Search Notices: <http://mdcourts.gov/casesearch2/notice.html>
Maryland Judiciary Homepage: <http://mdcourts.gov>

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After checking the disclaimer and selecting Continue, the following screen will appear:

The screenshot shows a web browser window with the URL <http://casesearch.courts.state.md.us/c...>. The page features a blue header with the Maryland Judiciary logo and the title 'Maryland Judiciary Case Search Criteria'. Below the header, there is a search form with the following fields and options:

Search for [Circuit Court Judgments and Liens](#)

Search Criteria

Select the appropriate radio button to search cases by Person or Company. (Default is person)

Company Person

Name Last First Middle
 Exact Match on Last Name

Party Type Default All

Case Type All Case Types Civil Criminal Traffic Civil Citation

Court System Both Circuit and District Courts Circuit Court Only District Court Only

County Default All

Filing Date
Format: Range (from/to) to Exact Date:
MM/DD/YYYY

Search By Case Number

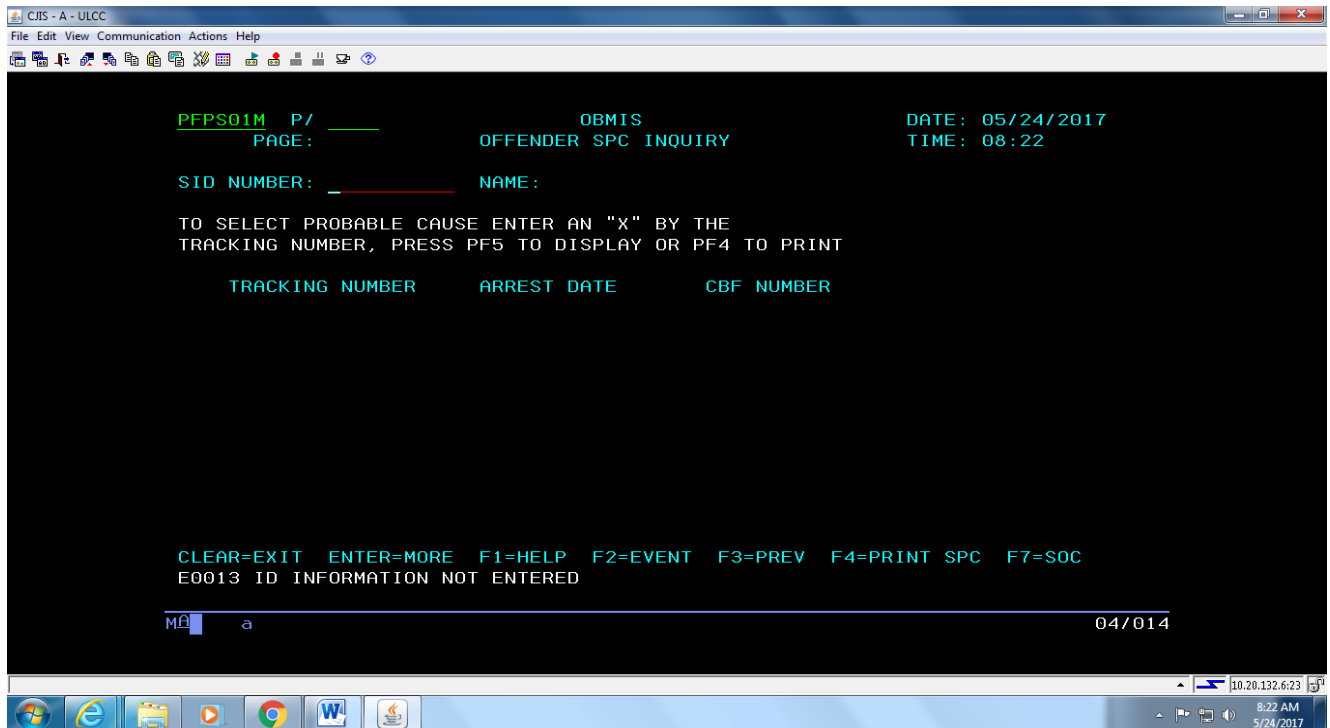
Proceed with search as explained in JPortal.

STATEMENT OF PROBABLE CASE (PROFILES)

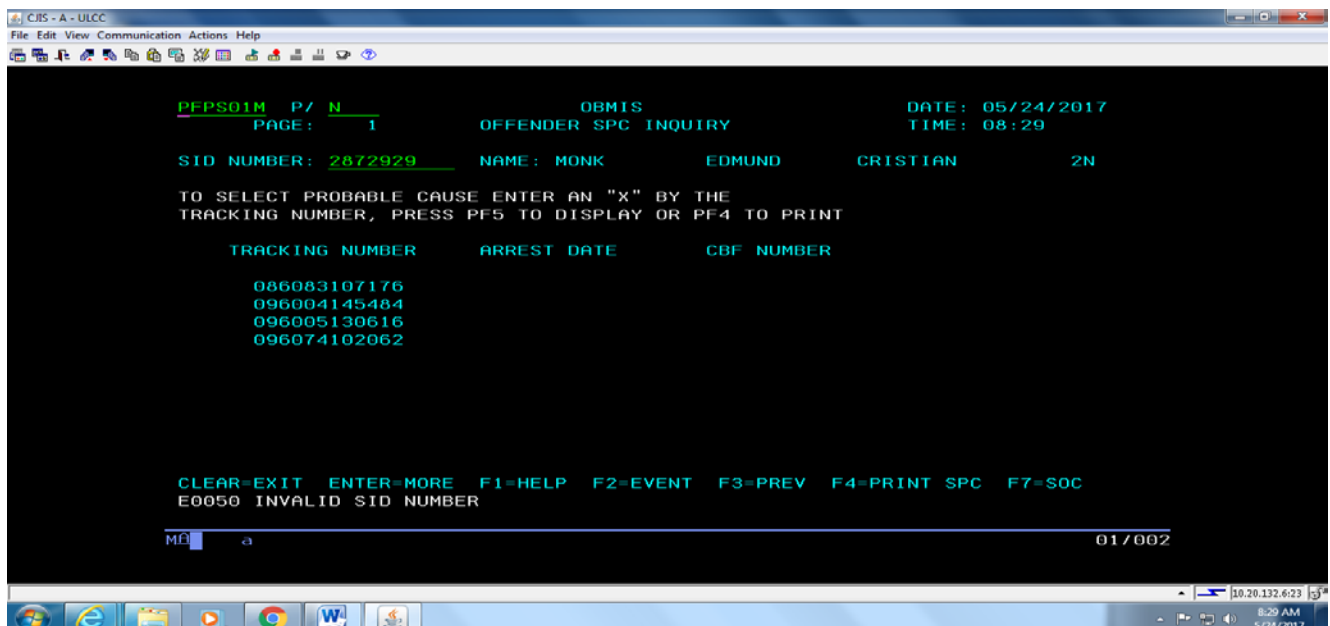
The Profile System has information about inmates during the pretrial phase of incarceration. At this time the system includes Baltimore City cases.

To obtain a statement of probable cause, complete the following steps:

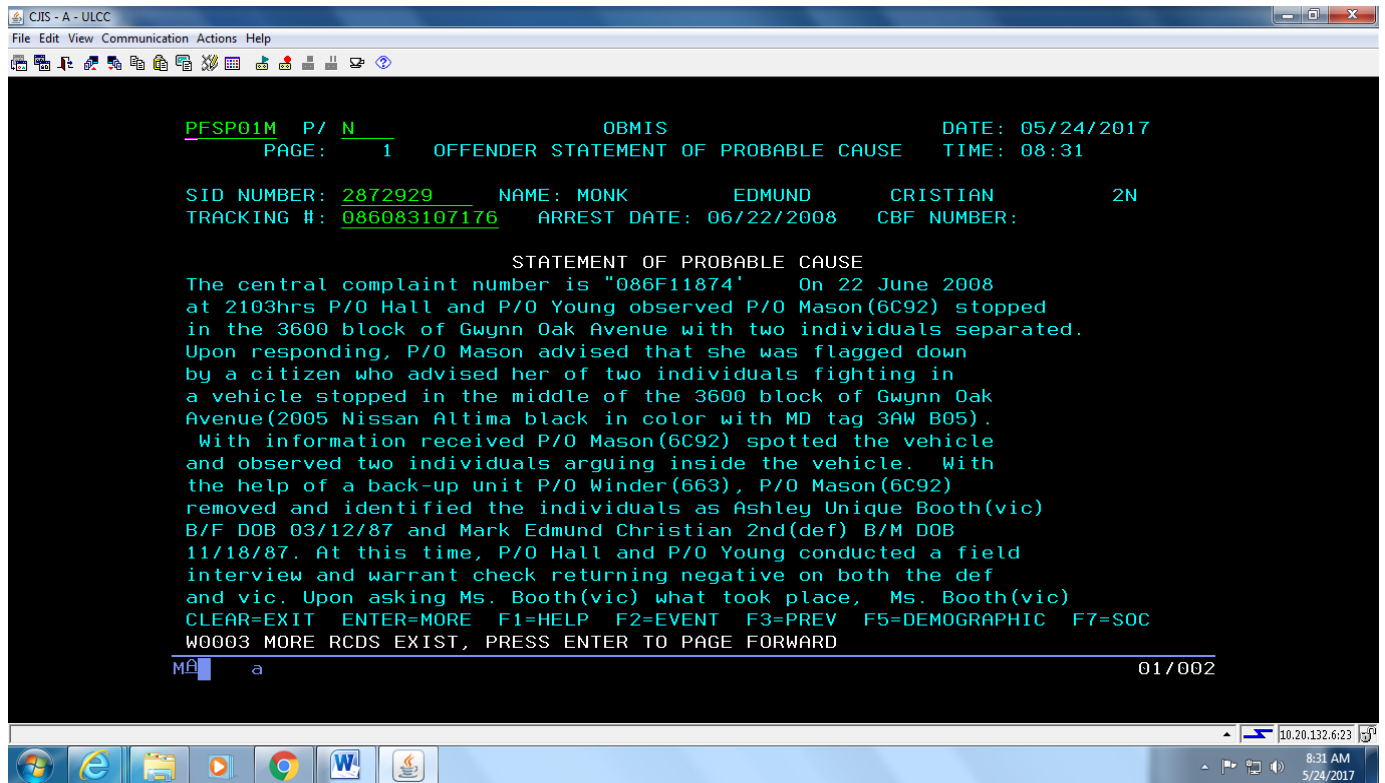
Sign into CJIS, clear your screen, type PFPS and press ENTER. The following screen will appear:



Type in the SID Number and press ENTER. The following screen will appear:



A list of all tracking numbers available for that SID Number will be listed. Type an "X" next to the tracking number you wish to see and press the PF5 key. The Statement of Probable Cause (SPC) will then appear on your screen.



If wish to view another SPC, press the PF3 Key to return to the list of tracking numbers.

MARYLAND RAP SHEET TERMS AND ABBREVIATIONS

ARN	Arrest Number
BOUND OVER	Case goes to higher court level (Circuit Court)
CRIMINAL INFORMATION ONLY	Charges, no further prosecution
DKN	Nine-character circuit court Docket Number
FTA	Failed to Appear
GUILTY	A confession/finding of guilt in open court
OCA	The Identification number used by the agency for the offense
NOLLE PROSEQUI	The state declines to prosecute
PAA	Police Agency Arrest Number
PBJ	Probation Before Judgement
PROBATION	A form of criminal sanction imposed by the court in lieu of incarceration
ROR	Released on Recognizance
SID	State Identification Number
STET	Further proceedings conditionally stayed/postponed indefinitely
TRK	Tracking Number

LEGAL TERMS AND DEFINITIONS

ABSCOND: To hide from the jurisdiction of the court to avoid legal process.

ACCESSORY BEFOR THE FACT: One who helps another to commit a crime, even though he is not present when the crime is committed.

ACCESSORY AFTER THE FACT: One who harbors, assists, or protects another person who had committed a crime.

ACCUSATION: The formal charge against the accused which is laid before a court, or magistrate having jurisdiction over the offense.

ACQUITTAL: The finding of not guilty of a person who has been charged with a crime and put on trial.

ACT: Something done voluntarily by a person and of such nature that certain legal consequences are attached to it.

ACTION: A legal proceeding brought by one party against another. In criminal practice, the accusation is charged against the defendant by the state. The term is synonymous with “suit” or “law suit”.

ADMISSION: A statement by a defendant tending to incriminate, while denying actual guilt.

ADJOURNMENT: The postponing of a session or hearing to another time or place.

ADMITTED TO BAIL: Allowed to go free by putting up cash or other type of bond.

AFFIDAVIT: A statement or declaration in writing and sworn to or affirmed before an officer who has authority to administer an oath.

ALIAS: A false name.

APPEAL: The process of obtaining review of the proceedings in a lower court by a superior or higher court.

APPEARANCE: The appearance of a defendant in any proceeding by which he places himself before the court in order to participate in the action.

APPELLANT: The party who asks a higher court to review the handling of his case in a lower one.

APPELLEE: The winning party in the lower court against whom an appeal is taken.

ARRAIGNMENT: To bring the accused before the court so that he can hear the formal accusation against him – the indictment, information, or complaint – and then enter his plea. It is at the arraignment that the state first learns what the accused proposes to do so about the charge. He may plead guilty, not guilty, nolo contendere (no contest), or he may stand mute.

ARREST: The act of depriving a person of his liberty under legal license. Before it can take place, three elements must exist in combination: (1) intent to arrest on the part of the officer or citizen attempting it;

(2) communication of this intent which includes the identity of the arrester and his exact authority for making the arrest; (3) the subject must be placed under the physical control of the arrester. If any of one of these elements is missing no arrest takes place.

ATTACHMENT: To take into possession under a court order. The purpose is to obtain possession of property until the recovery of judgement and thereby prevent the defendant from disposing of it to defeat the object of the action for which the judgement was issued.

BAIL: The temporary release of an accused person waiting trial, sometimes on the condition that a sum of money be lodged to guarantee their appearance in court.

BAIL BOND: A written promise signed by a defendant and surety to ensure that a criminal defendant will appear in court at the scheduled date and time, as ordered by the

BENCH WARRANT: A warrant issued by a judge for the apprehension of a person either on a charge of contempt or for a criminal offense.

BRIEF: The written or printed argument of an attorney on points of fact and law. It is usually submitted to an appellate court, although it may be used during the trial of a case on the argument of a motion.

CAPIAS: A court order (writ) directed to the sheriff, coroner, or any constable of the country where the person name therein is, or is supposed to be, to take the defendant into custody.

CERTIORARI: The name of the writ used by a higher court which directs the lower court to "send us the records" of a case or proceeding so that it can be reviewed by the higher court.

CITATION: A court order is issued to a person ordering him to appear before the court at a given time and place.

COMPLAINT: The formal accusation of crime under oath to some competent officer to initiate criminal prosecution.

COMPLAINANT: One who commences a legal process by complaint. Also used to designate the person who is the victim of the crime.

COMPOUNDING A CRIME: The offense committed by a person who, having been directly injured by a crime, agrees with the criminal that he will not prosecute him, on condition of the latter making reparation, or on receipt of a reward or bribe not to prosecute.

CONTEMPT OF COURT: An intentional disobedience of an order of the court, or any act or attitude of disrespect toward the court.

COUNT: The separate paragraph of an indictment or complaint which should be completed or itself, which charge the commission of a specific criminal offense.

CRIMINAL ACTION: Legal suit brought by the name of the state.

DEFENDANT: The party put upon his defense, or summoned to answer a charge or complaint, in any species of action, civil or criminal, at law or equity.

DEFENSE: A forcible resistance of an attempt to injure oneself, one's family or property or to commit a felony. A reason in law or fact why the plaintiff should not recover or establish what he seeks.

DEPOSITION: The testimony of a witness taken under oath out of court and required to bring with him some piece of evidence (records).

EVIDENCE: All legal means by which a matter of facts is proven or disproved.

EXCULPATORY: Tending to clear or exonerate.

EXPERTS: Witnesses who testify in regard to a professional or technical matter arising in the case, and who are permitted to give their opinions as to such matters on account of their special training, skill, or knowledge regarding it.

EX POST FACTO: After the fact. The United States Constitution prohibits ex post facto laws, or laws against acts that have already been committed.

EXTRADITION: The surrender by one legal body to another, on its demand, of persons charged with a crime within its jurisdiction, in pursuance of a statutory law or treaty. It is executive in nature rather than judicial, and the executive of the state has a wide range of discretion as to whether he will honor the request of the "Wanting State".

FELONY: A crime punishable by death or imprisonment.

FUGITIVE FROM JUSTICE: a person who flees the jurisdiction of the state in which he committed a crime in an effort to escape prosecution and punishment.

GRAND JURY: Twenty-three citizens who are selected periodically according to law to act impartially in considering evidence in criminal cases, and if they decide that there is enough substantiating evidence, an indictment is returned against the person so accused. (Sixteen must be present to constitute a quorum and twelve must concur in an indictment). If less than twelve vote for an indictment, the defendant is freed as to that charge.

GUILTY: A plea made by the accused indicating that the state's charges against him are true. Also, it is the finding of the judge that the state's charges against the accused are true.

HABEAS CORPUS: The writ whereby any person confining another is ordered to bring the person confined before the court so that the judge can inquire into the legal grounds for the confinement. If the confinement is found to be illegal, the judge orders the prisoner to be released. The writ may be directed to police officers, a jailer, a Warden of a prison, or to a private person. It orders him to have the body of the prisoner before the court at a given time and place. The term means, "You have the body."

HELD IN DEFAULT OF BAIL/BOND: the vast majority of these are 'Commitment Pending Hearing' documents. An offender is to be committed (to a detention center) pending further court hearing(s) which includes the trial. The document displays the charges and can provide additional instructions (bail/bond amount to pay for release pending trial and/or future court dates). In all cases, these documents are issued by a court and require confinement at a local detention center. The arrest has already happened, so no arrest authority (police, sheriff) will take custody (it is possible the arresting authority may say the detainer is lifted, because from their perspective a detainer is a warrant).

HOLD OVER TO THE GRAND JURY: Referring felony charges against the accused to the grand jury for possible indictment.

HUNG JURY: A jury which is unable to arrive at a verdict because its members cannot reach agreement.

INDICTMENT: The formal written accusation of a criminal offense voted by the grand jury and presented under oath by them to the chief justice of the criminal court.

INFORMATION: a formal written accusation of a crime, differing from an indictment in that it is prepared by a prosecuting officer instead of by a grand jury.

INJUNCTION: A writ or order requiring a person to refrain from a particular act.

INNOCENT: Without guilt, a verdict of not guilty follows the trial of the accused.

ISSUE: The point or matter on which the parties disagree and which must be settled by trial or judicial decision; e.g. the factual issue of the defendant's participation in a crime.

JEOPARDY: The danger of conviction and punishment which a defendant in a criminal action incurs when a valid indictment has been found. Double jeopardy is prohibited under the United States Constitution; that is, an individual may not be tried twice for the same crime.

JUDGEMENT: The decision of a court upon the respective rights and claims of the parties to an action litigated by it.

JUDICIAL NOTICE: Recognizance by the court of certain facts as being true without providing proof.

JURY: The body of twelve competent persons, disinterested and impartial, not of kin nor personal dependents of either of the parties, having their homes within the jurisdictional limits of the court, drawn and selected by officers, free from bias, duly impaneled and sworn to render a true verdict according to the law and the evidence.

JURISDICTION: The power of a judge or court to deal with proceedings brought before him/it.

JURY WAIVER: A written statement/agreement signed by the defendant in the court waiving his right to trial by jury.

LAW: A system of principles and rules of human conduct to which individuals are obligated to conform.

MANDAMUS: A writ issued by a court directing an official to perform the specific act described in the writ.

MISDEMEANOR: Any offense punishable by fine or incarceration in the county jail or prison, or both; a violation of the law which is not a felony or treason.

MISTRIAL: A trial terminated without conclusion on the merit because of an error, or an inconclusive trial, e.g., if the jury cannot agree.

NOLLE PROSEQUI (NOL PROS): The action of the prosecuting attorney in dismissing a case by stating, in effect, that the state no longer wishes to prosecute it. The charge may be reinstated at a later date.

NON COMPOS MENTIS: Not of sound mind.

NON-SUIT: A judgement given against a plaintiff for his failure to establish his case.

NOT GUILTY: A plea made by the accused at arraignment in which he demands trial by denying the state's accusations against him. Also, the verdict of a judge or jury after listening to the evidence against the accused during the trial. It is the same as an acquittal and results in the accused's release.

NO BILL: The endorsement of a grand jury indictment to indicate that less than twelve voted to hold the accused to trial, and as a result no indictments is returned.

OBJECTION: An attempt in the form of a motion to exclude certain evidence on the grounds of inadmissibility. If the judge thinks the objection is valid, he sustains it, which bars the proffered evidence. If not, he overrules the objection and the evidence is admitted.

OFFENSE: A specific felony or misdemeanor.

OPINION: The statement of a judge or court of the decision reached in regard to the case tried or argued before them, expounding the law as it applies to the case and detailing the reasons upon which the judgement is based.

ORDINANCE: Law passed by municipal corporations.

OVERRULE: A refusal to sustain or support. An objection to the introduction of evidence in a trial may be overruled by a subsequent decision of a high court.

PANEL: The list of prospective jurors who are called into court at the beginning of a term of court or of a specific case. The number called varies, but from this panel the twelve principal jurors and alternates are selected to try a specific case.

PEREMPTORY CHALLENGE: A challenge of a prospective juror allowed to either counsel in a criminal case without showing any cause.

PENAL CODE: A collection of criminal laws defining crimes and specifying punishment.

STET: An indefinite postponement. No guilty verdict is entered, but the defendant may be asked to accept condition set down by the **court**. The defendant must waive his/her right to a speedy trial. A case on the **stet** docket may be re-opened at any time within one year if the conditions of the **stet** are violated.

SUBORNATION OF PERJURY: The procurement of perjured testimony.

SUBPOENA: A writ issued to compel attendance of a witness.

TRUE BILL: An indictment handed down or returned by a grand jury.

ZIP PRINT INSTRUCTIONS

1. In OBSCIS, go under File and choose ZipPrint.
2. Got to Customize Profiles—if this is the first time you have chosen this you will get a prompt asking if you want to install it. Install it and then completely close out of the OBSCIS window, then go back in.
3. Once everything is installed, choose Customize Profiles and a window will show up like the one shown below:

Customize Application Profile

Application: ISPF

Identification

	Row	Col	String
Key Word	3	2	EDIT
Top String	5	2	*****
Bottom String	-1	2	*****

Printing Ranges

	From		To	
	Row	Col	Row	Col
First Screen	6	2	24	-1
Remaining Screens	5	2	24	-1

Scrolling Settings

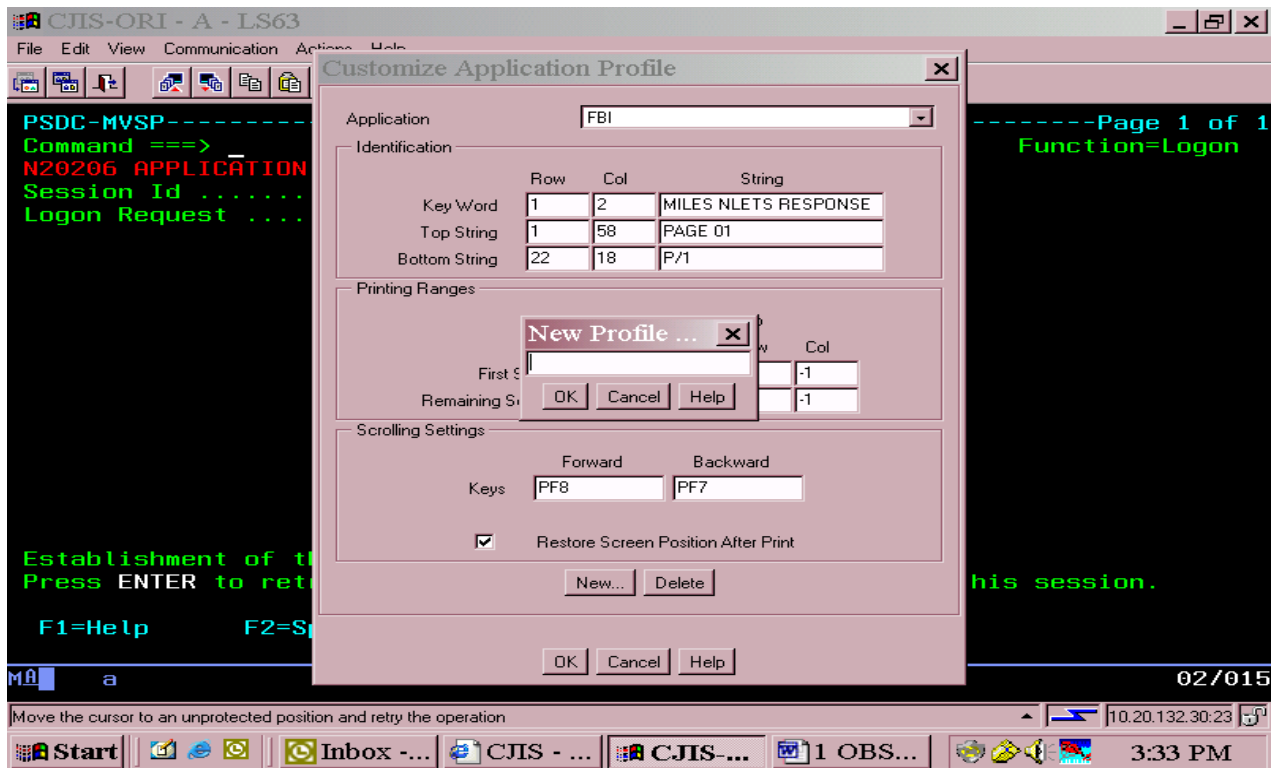
Keys: Forward: PF8, Backward: PF7

Restore Screen Position After Print

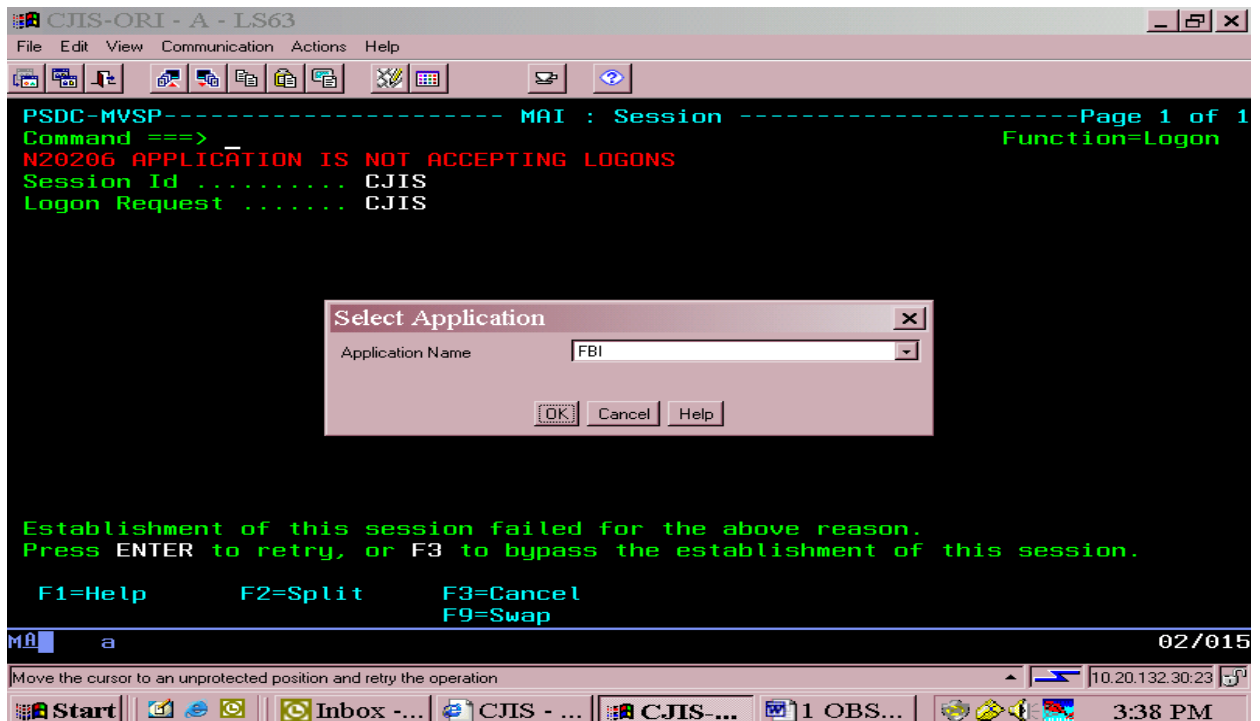
New... Delete

OK Cancel Help

4. In each of the fields, specific information must be entered. The screen shots shown at the end of the appendix contain the exact numbers and words to be entered for the different reports. **NOTE:** This is character sensitive so you have to type everything exactly as shown in the example; i.e. anything that is capitalized has to be capitalized.
5. After listing all the codes in the proper boxes, click on the New button. This will bring up another dialog box titled New Profile. In this box, type the name of the report; i.e. RAPS, III, etc. then click the OK button. Once you click the OK button it will save the profile you just entered.

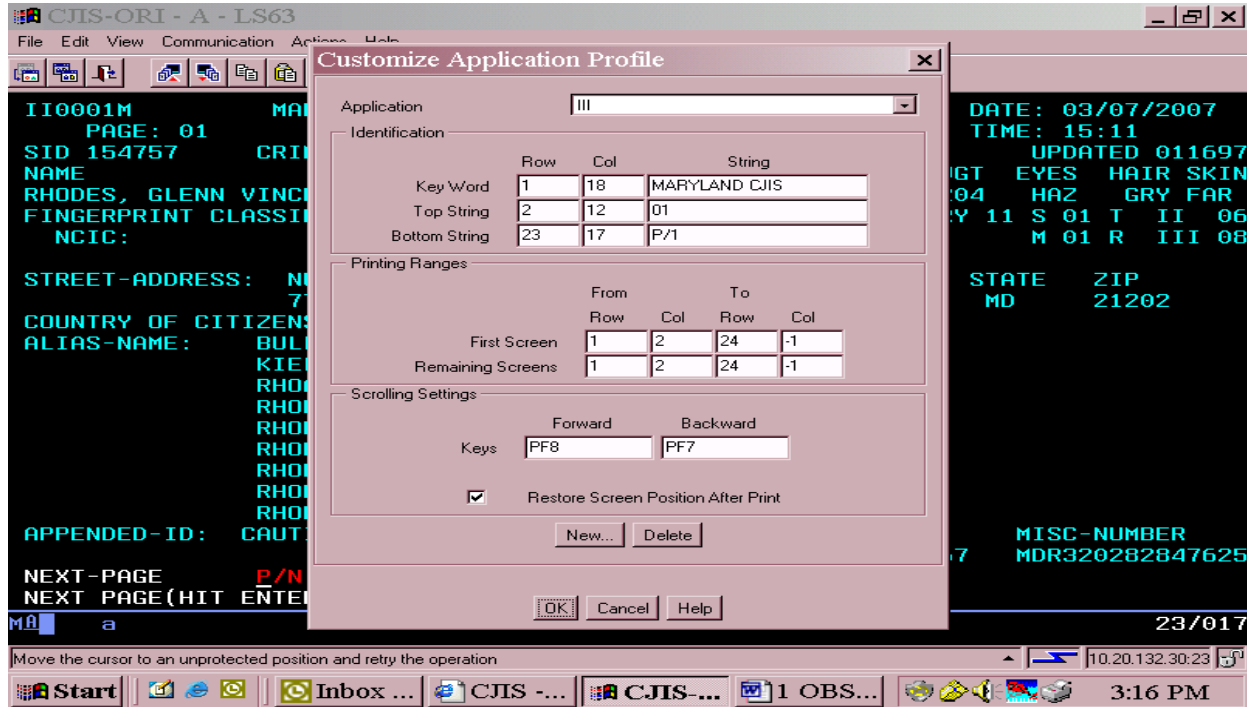


- Make sure you are on the very first page of the item that you want to print. Then go under File and choose ZipPrint. Next choose Print From Application – Select Profile. A Select Application dialog box will come up. Choose what you want to print from the drop down list (which in most cases will be the profile that you just created). Once you choose what you want to print and click OK, the computer will start cycling through all the pages of the report. It may go through them more than once before it prints the whole report.

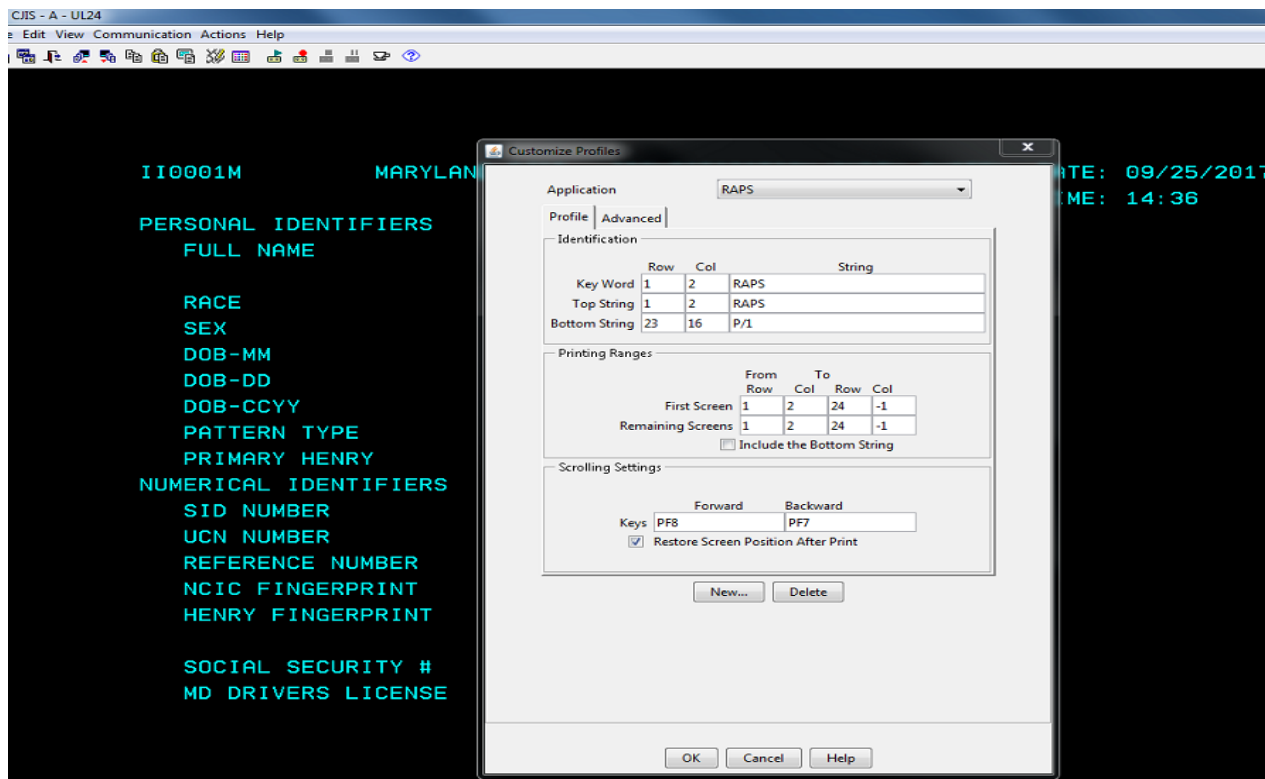


- The one downfall to ZipPrint is that the profiles that you created will only be saved in the computer until you log off. So each time you log on, you will have to go through the process of entering these codes and saving them.

Identification Index:



RAPS Sheet:



JIS—Criminal Check:

The screenshot shows a Windows XP desktop environment. The background is a terminal window with a black background and green text. At the top of the terminal, it displays 'MAR 7, 2007 WEDNESDAY' and 'CR'. Below this, there is a list of names: '? RHODES, GLENN VI'. The terminal also shows 'NEXT PAGE' at the bottom left and 'PAGE 001' at the bottom right. A status bar at the bottom of the terminal shows '22/037'.

Overlaid on the terminal is a dialog box titled 'Customize Application Profile'. The dialog box has a title bar with a close button. Below the title bar, there is a menu bar with 'File', 'Edit', 'View', 'Communication', 'Actions', and 'Help'. The main content of the dialog box is as follows:

- Application:** A dropdown menu set to 'COURTS'.
- Identification:** A table with columns 'Row', 'Col', and 'String'.

	Row	Col	String
Key Word	1	27	DISTRICT COURT
Top String	5	6	NAME
Bottom String	22	2	END OF DISPLAY
- Printing Ranges:** A table with columns 'From' (Row, Col) and 'To' (Row, Col).

	From		To	
	Row	Col	Row	Col
First Screen	1	2	22	-1
Remaining Screens	1	2	22	-1
- Scrolling Settings:**
 - Forward:** A text box containing 'PF8'.
 - Backward:** A text box containing 'PF7'.
 - Keys:** A label next to the text boxes.
 - Restore Screen Position After Print

At the bottom of the dialog box, there are buttons for 'New...', 'Delete', 'OK', 'Cancel', and 'Help'.

The Windows taskbar at the bottom of the screen shows the Start button, several application icons (Inbox, CJIS, 1 OBS...), and the system tray with the time '4:11 PM' and date '10.20.132.30:23'.

OBII Investigation T/I Codes for DPP Supervision Reports

- A = Home Employment Investigation – Intrastate
- B = Pre Parole Investigation
- C = Pre Sentence Investigation
- D = Post Sentence Investigation
- F = Home Employment Investigation – Interstate
- G = Interstate Background Investigation
- K = Special Divisional Report – An interagency report – i.e. state’s versions, police reports, requests made by the MPC
- L = Pre Trial Investigation – May be requested prior to charge entering and the court accepting a plea

COURT LOCATION TABLE

Court Location	Code
Baltimore City	00
Allegany	01
Anne Arundel	02
Baltimore	03
Calvert	04
Caroline	05
Carroll	06
Cecil	07
Charles	08
Dorchester	09
Frederick	10
Garrett	11
Harford	12
Howard	13
Kent	14
Montgomery	15
Prince George's	16
Queen Ann's	17
St Mary's	18
Somerset	19
Talbot	20
Washington	21
Wicomico	22
Worcester	23
Out of State	24
Other	25
Parole Commission	26

CRIMINAL EDIT TABLE

A	Active
C	Closed
D	Delinquent
E	Expunged
F	Deferred payment
L	Inactive due to incompetency
P	Appeal
S	Sub-curia
T	Probation
V	Voided
W	Warrant

**MARYLAND DIVISION OF CORRECTION
CRIMINAL HISTORY VERIFICATION RECORD**

Inmate: _____

DOC/CL# _____

Section I: Requests for Records

Report	Reception Run	Maintaining Run	Release Run	Report	Date Requested	Date Received	Comments
IDENT/INDEX				PSI			
MD RAP				OFFICIAL VERSION			
MD/NCIC WARRANT							
OBSCIS II/DPP OCMS							
NCIC III							
JIS/JPORTAL							

Section II: Requests for Final Dispositions and Requests for Parole and/or Probation Status

(Attempt to reconcile at Maintaining Facility within 30 days)

Jurisdiction/Agency	Case #/Charge	Date Requested	Date Received	Comments	Initials/Date

Section III: Detainers/Pending Charges

(Attempt to reconcile at Maintaining Facility within 30 days)

Offense(s)	Case Number	Court Data/Comments, etc.	Date Resolved/Lifted	Initials/Date

Criminal history reconciled on: _____ By _____
DATE NAME/TITLE

Supervisor/Designee Review: _____ Date: _____
Required for Case Management Specialist Trainees

Release Supervisor/Designee Review: _____ Date: _____
Required for ALL Case Management Specialists



MARYLAND DIVISION OF CORRECTION

**NCIC III
DISSEMINATION LOG**

In order to comply with NCIC standards, this form (written log) shall be attached to the National Crime Information Center (NCIC) Interstate Identification Index (III) Response (automated FBI report) when the NCIC III Response is to be reviewed by other staff (secondary dissemination). The NCIC III Response is only valid for 10 days.

This NCIC III Response shall be destroyed by designated staff at the completion of the official action.

Inmate: _____ **CL#:** _____

UCN#: _____ **DOB:** _____ **RACE:** _____ **SEX:** _____

Date Reviewed	Printed Name	Signature	Reason for Review/Dissemination

The above-listed criminal history record has been reviewed by/disseminated to the following:

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



SAMPLE LETTER TO BE PLACED ON INSTITUTIONAL LETTERHEAD

REQUEST FOR ICE INVESTIGATION

TO: **Deportation Officer**

FROM:

DATE:

SUBJECT: **Immigration Status**

The below listed inmate is serving a sentence in the Maryland Division of Correction. A review of the record indicates the inmate may not be a natural or naturalized citizen. As a result, we are referring the case to your office for investigation. Should you require any additional information, please feel free to contact my office at _____.

INMATE'S NAME:

COUNTRY:

APPROXIMATE RELEASE DATE:

PAROLE HEARING DATE:

DOB:

CL#:

SID#:

FBI#:

OFFENSE(S):

SENTENCE LENGTH:

TRACKING#:

CASE#:

JURISDICTION:

COURT: **DISTRICT** **CIRCUIT**

GANG AFFILIATION:

TATTOO, IDENTIFYING MARKS:

COMMENTS:

ICE FAX (410) 637-4012

Return to [Appendices](#) / [TOC](#)

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



SAMPLE LETTER TO BE PLACED ON INSTITUTIONAL
LETTERHEAD

REQUEST FOR OFFICIAL VERSION OF OFFENSE

Date: _____

TO: State's Attorney for _____

FROM: _____

In accordance with the provisions of Correctional Services Article, § 6-113, ACM, please furnish an official version, to include the description of the offense for the case referenced below:

Name: _____
Division of Correction Number: _____
Race: _____ Date of Birth: _____
Docket/Indictment Number: _____
Date Sentenced: _____
Offense(s): _____
Sentence: _____
Judge: _____

The following information was furnished by _____ on _____
Details of the Offense (Official Version of the Case):

MARYLAND DIVISION OF CORRECTION
NOTICE OF INTRASTATE DETAINER

INSTITUTION: _____

INMATE: _____ DOC/CL/SID _____

You are hereby informed that the following are the untried indictments, warrants, information, or complaints against you which the undersigned has knowledge, and the source and content of each.

If you wish a speedy trial and final disposition of these indictments, information, etc., on which these detainers are based, you should promptly notify the Warden to file your request for final disposition with the appropriate State's Attorney and Court. The law requires that you should be brought to trial within 120 days after the proper documents are filed with those persons. However, the Court having jurisdiction of the matter may grant any necessary or reasonable continuance.

I desire to file a request for final disposition of any untried indictments, warrants, information, or complaints.

Date

Inmate's Signature DOC/CL/SID

Date

Warden's/Designee's Signature

I do not desire to file a request for final disposition of any untried indictments, warrants, information, or complaints.

Date

Inmate's Signature DOC/CL/SID

Distribution: Original: Inmate Case Record
Copy: Inmate

MARYLAND DIVISION OF CORRECTION
REQUEST FOR DISPOSITION OF INTRASTATE DETAINERS

To: _____, State's Attorney: _____
(Jurisdiction)

_____, Court _____
(Jurisdiction)

and to all other prosecuting officers and courts of jurisdiction listed below from which indictments, warrants, information, or complaints are pending.

You are hereby notified that the undersigned is now imprisoned at:

_____ at _____
(Institution) (Address)

and hereby requests that a final disposition be made of the following indictments, warrants, information, or complaints now pending against me:

Failure to take action will result in the invalidation of the indictments, information, warrants or complaints.

I hereby agree that this request will operate as a request for final disposition of all untried indictments, warrants, information, or complaints on the basis of which detainees have been lodged against me. I also agree that this request shall constitute consent by me to the production of my body in any court where my presence may be required and a further consent to be returned to the institution in which I am now confined.

Please return this form to the sender if jurisdiction over this matter is held by another agency, court, or officer.

The Certificate of Inmate Status is attached.

The inmate must indicate below whether he/she has counsel or wishes the court to appoint counsel for purposes of any proceeding preliminary to trial. Failure to list the name and address of counsel will be construed to indicate that inmate's consent to the appointment of counsel by the appropriate court.

Inmate initial A or B:

_____ A. My counsel is _____
(Name)

Address: _____

_____ B. I request the court to appoint counsel.

Inmate's Signature

Inmate's Name and DOC/CL/SID

- Distribution: Original: Inmate Case Record
- Copy: Inmate
- Copy: Office of the State's Attorney
- Copy: Court of Jurisdiction

MARYLAND DIVISION OF CORRECTION
CERTIFICATE OF INMATE STATUS

Inmate Name: _____ DOC/CL/SID _____

Serving Sentence of: _____ From: _____

Sentencing Judge: _____ Court: _____

Offense(s) _____ Indictment No.: _____

Date Detainer(s) Placed: _____ Jurisdiction: _____

Offense(s) charged in detainer: _____

In accordance with the provisions of Title 8, Subtitles 4 and 5 of the Correctional Services Article, Annotated Code of Maryland, the following is submitted:

THE WARDEN/SUPERINTENDENT OF _____ hereby certifies:
(Institution)

1. Term of confinement of above named inmate: _____
2. Time already served on sentence: _____
3. Time remaining to be served on sentence: _____
4. Projected good conduct credit: _____
5. Parole eligibility date: _____
6. Parole board hearings & results: _____

Other: _____

Date: _____ Signature: _____
(Warden/Designee)

Date: _____ Signature: _____
(Name & Title of Informant)

Distribution: Original: Inmate Case Record
Copy: Inmate
Copy: Office of the State's Attorney
Copy: Court of Jurisdiction

Procedures for Processing an Inmate's Request to Review and/or Challenge Criminal History Records

- An inmate's request shall be reviewed by case management/designee for a possible resolution.
- If a resolution is not possible at the institutional level, the inmate may submit a request to CJIS Central Repository for Maryland convictions, or to the Federal Bureau of Investigation (FBI) for convictions received in another state. The inmate may obtain the necessary documents from the case management department/designee.
- An inmate is required to pay a one-time fee to CJIS Central Repository or to the FBI to review and/or challenge his/her criminal history record.
- If an inmate is indigent, he/she must file a verified certificate of indigence as defined in DOC.175.0002.
 - a. Requests to CJIS Central Repository shall have a Petition for a Waiver of Fee and Application for Criminal History Record Check; both documents may be obtained from the case management department/designee.
 - b. Requests to FBI shall have an attached statement, on Division of Correction letterhead, from the case management department confirming the inmate's indigence per DOC.175.0002. The inmate shall also complete and attach an Application for Criminal History Record Check.
 - c. Indigent inmates may only use the institution's address for receiving a response. Any other address used will negate indigent status.
- An inmate is required to provide verification of his/her identity through a **clear** fingerprint comparison with CJIS Central Repository and/or FBI records.
- Once the inmate has received a response from CJIS and/or the FBI, the inmate shall return the fingerprint card to the case management department/designee to be placed in his/her base file. If the inmate desires to challenge his/her criminal history record, the inmate may use the same fingerprint card that was used to review his/her criminal history record. Once the inmate receives a final decision from CJIS and/or the FBI, the fingerprint card shall be filed in the inmate's base file.

NOTE: The inmate may not have his/her fingerprints taken more than once during the current incarceration to review and/or challenge his/her criminal history record.

Addresses: **CJIS Central Repository**
 6776 Reisterstown Road
 Baltimore, MD 21215

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

MARYLAND DIVISION OF CORRECTION

Inmate Request for a Name Change

Committed Name: _____

Alias Name: _____

DOC/CL/SID: _____

Part A:

I am requesting to change my name voluntarily. I understand that my official name will remain my committed name in all institutional and criminal history records, and that my new name shall be listed as an alias.

Reason for Request: _____

Inmate signature (committed name): _____

Inmate signature (alias name): _____

Witness: _____ Date: _____
Name/Title

Part B:

Warden's Review:

Approved Disapproved

Comments: _____

Signature: _____ Date: _____

Original: Inmate Record

cc: Commitment, Medical, ID Officer, Mailroom, Psychology, Education,
Inmate Accounts, Chief of Security, Chaplain

MARYLAND DIVISION OF CORRECTION

Labor Pool Assignment Acknowledgment Form

Correctional Facility

Name: _____ CL #: _____ Date: _____

I understand I am being considered for assignment to the institutional labor pool. I further acknowledge that I will earn diminution credits, **if eligible**, while assigned to this detail at the rate of five (5) days per month. However, as this assignment is **not** a paid detail, I understand that I will not receive monetary compensation for my participation.

I also accept that as a general assignment, my job duties will consist of various activities and assignments throughout the institution. I will perform this assignment as directed by institutional staff. Any refusal on my part to carry out any of my duties in a satisfactory manner will result in disciplinary action.

Inmate's Signature: _____ CL #: _____ Date: _____

Staff Witness: _____ Date: _____

MARYLAND DIVISION OF CORRECTION
WAIVER FORM

Institution

Inmate's Last Name

First Name

DOC/CL/SID Number

WAIVER OF DIMINUTION CREDITS

I am ineligible to receive diminution credits and I understand and acknowledge that I will not receive diminution credits for my satisfactory participation in this assignment in accordance with the Commitment Procedures Manual. I also understand and acknowledge that I will receive pay.

Inmate's Signature

DOC #

Date

Case Management Specialist's Signature

Date

MARYLAND DIVISION OF CORRECTION

Waiver and Notification of Case Management Action

Name: _____ DOC #: _____ Inst.: _____ Housing: _____

Section I: Waiver of Appearance

I, _____, do not wish to appear before
(print name and number)
case management on _____ for consideration of the following action:

Signature

DOC Number

Date

Witness: _____

.....
Section II: Inmate Notification of Case Management Action

Name: _____ DOC #: _____ Inst.: _____ Housing: _____

Team Review Administrative Assignment

On _____, case management recommended the following:

Comments: _____

On review, the Warden/designee approved disapproved ordered further proceedings

Rationale: _____

Copy sent to inmate by: _____ Date: _____
Name Title

Distribution:
Original: Inmate record
Copy: Inmate



Department of Public Safety and Correctional Services

Transfer Referral Packet Checklist

TO: _____, RPOC Corrections Liaison

FROM: _____, Corrections Liaison Designee

CORRECTIONAL FACILITY: _____ Date: _____

Inmate: _____ Number: _____

The above inmate has been processed by case management staff for transfer to the local reentry program in the county of _____.

In accordance with the provisions of this manual, a referral packet including the information listed below is attached. All items checked are attached.

- Approved home plan verification for the county, if applicable
- Application for Transfer and Local Reentry Transfer Notification and Acknowledgement Form (Appendices 2 and 3 to CMM-6)
- Case notes and case plan including release/transition plan
- Updated inmate identification photograph
- Photocopy of inmate's fingerprints
- Copy of outstanding warrants or pending charges, if applicable
- Copies of the inmate's court commitment(s) and any other judicial or administrative rulings which resulted in confinement or community supervision
- Copy of the State's version, PSI, or account of offense(s)
- Written summary of the inmate's disciplinary record for the past 5 years
- Current risk assessment score, VPI, and DNA status
- Victim services processing, if applicable
- Updated summary of inmate's medical, mental health, and dental records.
- Updated Transfer/Receiving Form and Continuity of Care Form
- Medications envelope
- Durable medical equipment receipt for hearing aid, prosthetic, wheel chair, cane, and other equipment



Department of Public Safety and Correctional Services

Local Reentry Transfer Notification and Acknowledgment Form

The Department of Public Safety and Correctional Services (DPSCS) – Corrections has entered into an agreement with [Click here to enter text.](#) which may permit an inmate to transfer to the inmate’s home county to serve the remainder of their sentence. DPSCS has enacted policy which allows it to participate in the local detention center transfer program. The transfer program is discretionary and not everyone who applies will be qualified or approved for transfer. To transfer, your application must first be approved by DPSCS and the local county reentry coordinator. You must also contact your case manager to assist you and to determine if your home county has any additional requirements.

Name: [Click here to enter text.](#)

Institution: [Click here to enter text](#)

Number: [Click here to enter text](#)

Offense: [Click here to enter text](#)

DOC#: [Click here to enter text.](#)

Sentence: [Click here to enter text](#)

Date of Birth: [Click here to enter text.](#)

Projected Release Date: [Click here to enter text](#)

I am interested in being transferred to continue serving the sentence imposed by the State of Maryland to the county of residency indicated above. I understand that this is only an inquiry to obtain data before the actual request for transfer and is not binding upon either the Department or me. I understand that upon approval for transfer, I will be required to abide by all rules and regulations to the local detention center program.

Signature

Date

I hereby indicate that I am **not** interested in being transferred to continue serving the sentence imposed by the State of Maryland to the county of residency indicated above.

Signature

Date



**Department of Public Safety and Correctional Services
Office of the Director of Programs and Services**

**Local Reentry Program (LRP)
Classification Factors Form for inmates transferring to Local Detention Centers**

Date Packet Sent: _____

Name of Receiving Detention Center: _____
(Howard, Montgomery or Talbot County)

Sending Facility from DOC: _____

SECTION A: Offender Information

Offender Name: _____

Offender CL/DOC N^o: _____ Age: _____ DOB: _____

Current Offense: _____

Total term of Confinement/Sentence: _____

Mandatory Release Date: _____

Projected Release Date: _____
(Parole/ Delayed Release)

Security Level: _____
(Pre-release or Minimum)

Escape history: _____

Parole status: _____

Pending charges/detainers: _____

SECTION B: Disciplinary and Intel Information

Housing status (administrative/disciplinary) and (why): _____

Gang affiliation: _____

(Name of Group)

Enemies: _____

Separation issues: _____

(Any separation issues with other inmates housed in at the Local Detention Center)

SECTION C: Medical Information

Medical status: _____

(Chronic condition/meds/PPD results)

Psychological assessment: _____

SECTION D: Brief summary of offender's current offense *(Pre -Sentence Investigation-PSI)*

Statement of charges: _____

All facility Liaisons: please complete form in its entirety to avoid delays in processing. If you have any questions, please feel free to contact David Greene, Chief of Case Management at 410-585-3435; email david.greene@maryland.gov or contact Leroy Mills, Local Reentry Coordinator at 410.585.3814; email leroy.mills@maryland.gov.

TRANSFER DATA SHEET

Facility	Name	DOC#	Security Level	Destination	Restrictive Status	Enemies	Additional Comments

INITIAL SECURITY CLASSIFICATION INSTRUMENT INSTRUCTIONS

Identifying Information

This information self-populates or should be entered as directed in the OCMS Manual.

Section A: Security Assessment

1. Most Severe Offense

Through reference to the Legal Summary, find the inmate's most severe current offense, and select the appropriate choice in the dropdown box. Find the severity category for that offense, which is listed under the Maryland Sentencing Guidelines Offense Table, Appendix A of the Maryland Sentencing Guidelines Manual (<http://www.msccsp.org/guidelines/>). Enter this information as directed by the OCMS Manual.

Consider all offenses, including those for which the inmate has already served, is currently serving, or is obligated to serve during the current term of confinement. If the inmate is returned to the custody of the Division of Correction solely on the strength of a technical parole violation, consider the original offense(s). For the purpose of the application of this instrument, a merged offense is considered as a separate offense.

Consider conspiracy, attempt, or solicitation in the same category as the substantive offense unless specified otherwise in the Maryland Sentencing Guidelines manual.

Determine the severity of offenses for inmates transferred to Maryland under the Interstate Corrections Compact through comparison with equivalent Maryland offenses.

2. Time to Serve

This information auto-populated when the “Calculate” button is selected as directed by the OCMS Manual.

3. Type of Pending Charge/Detainer/Warrant

The following sources of criminal history information shall be reviewed to determine whether the inmate has any unadjudicated criminal charges pending, any outstanding warrants, any detainers, or any other sentences to be served in other jurisdictions:

- (a) The inmate's commitment records;
- (b) Sentence and Detainer Status Change Reports;
- (c) OCMS Detainer Data;
- (d) Pre-Sentence Investigation Reports; and

- (e) All criminal history documents requested in accordance with Section #3 of this manual.

All of these sources of information must be reviewed before this item can be scored. If necessary, automated court records shall also be requested and reviewed.

If one or more detainers have been lodged against an inmate, or outstanding warrants are identified on the MILES or NCIC Warrant Screens, use the same instructions provided above to determine the most severe current offense and to determine the most severe pending charge/detainer/warrant. Enter the offense, case number(s), jurisdiction, and pending court date if applicable in the “Comments” box. Enter the information for the pending charge, detainer, or open warrant as directed by the OCMS Manual.

If no detainer has been placed, and there is no outstanding warrant and information has been received from a criminal justice agency by formal or informal means that the inmate is wanted for unadjudicated criminal charges or to serve a sentence in another jurisdiction, follow the directions for detainers and warrants in the above paragraph. This information may be based on an arrest warrant, indictment, commitment order, judgment, or even a letter, note or telephonic information from a prosecutor, court, police chief, sheriff, or parole board. Inmate self-reports of pending charges shall also be scored as pending charges until an investigation of the charges by case management staff can provide information to the contrary.

Provided that all of the sources of criminal history information have been reviewed in accordance with the instructions above, the mere existence of arrests for which dispositions are unknown shall not be used as a basis for scoring Section 3.

In all cases where a detainer, warrant, or pending charge is scored in Section 3, case management staff shall make a decision evaluating the impact of the detainer, warrant or pending charge on the inmate's classification, and the risk to public safety the inmate represents because of this information.

- (a) Informally calculate what the Total Security Score would be if the inmate were convicted of the charge in question and received the maximum possible sentence if that sentence were to be applied consecutively to the inmate's current term. The new sentence(s) could possibly affect the inmate's scores for Most Severe Current Offense and Time Remaining to Serve and could eliminate any points for Type of Pending Charge, Detainer, or Warrant and History of Violence.
- (b) Then, compare the Total Security Score as calculated in (a) above with the Total Security Score that was calculated on the instrument by applying the points for the pending charge, detainer, or warrant.
- (c) Based on the above comparison, determine whether the inmate's final security designation is inappropriate since more points were scored for a detainer/pending charge than would be scored if the inmate were convicted of that charge or, had

parole revoked and he/she were given the maximum possible sentence or least possible parole allowance. In such cases, an override of the instrument's security recommendation based on the "worst case scenario" shall be appropriate.

Using the definitions provided below, determine the type of the inmate's most severe detainer, warrant, or pending charge and select the appropriate type from the dropdown box provided. For Failure to Appear and Violation of Probation offenses, staff shall score the original offense.

Type (HIGHEST) detainers, warrants, or pending charges are based on:

- unadjudicated and adjudicated charges for a Category I offense;

Note: Adjudicated charges are only Type **Highest** detainers if they do not qualify as Type **Low** detainers.

- A U.S. Immigration Customs Enforcement (ICE) deportation proceeding;
- An unadjudicated charge(s) in a jurisdiction other than the State of Maryland, regardless of the category of the offense, unless the jurisdiction confirms that the inmate will not be extradited;
- A parole violation regardless of the severity category of the original offense; or
- Any detainer not otherwise listed below.

Type HIGH/MODERATE - detainers, warrants, or pending charges are based on unadjudicated and adjudicated charges for a Category II-V offense or criminal non-support.

Note: Adjudicated charges are only Type **High/Moderate** detainers if they do not qualify as Type Low detainers.

Type LOW - detainers, warrants or pending charges based on adjudicated or unadjudicated charges for a Category VI-VII offense; or a local jail commitment for a consecutive sentence of 12 months or less or for an overlapping concurrent commitment which will expire 12 months or less after the expiration date, mandatory release date, or predetermined parole release date of the inmate's total sentence.

A score of zero is given for detainers, warrants, or pending charges based on:

- a payable fine;
- non-incarcerable offenses;
- civil contempt;
- traffic offenses, except for:

- ❖ manslaughter by automobile;
 - ❖ homicide by motor vehicle while intoxicated; or
 - ❖ unauthorized use;
- a commitment for a concurrent sentence that will expire or that has a presumptive parole date on or before the expiration date, mandatory release date, or predetermined parole release date of the inmate's total Maryland sentence; or
 - a documented, non-extraditable charge (staff must confirm that the charge is non-extraditable through review of the NCIC warrant screen or have written documentation from the agency placing the detainer or warrant).

4. Prior Incarcerations

Through reference to an inmate's criminal history documents and other verified sources, determine the number of prior incarcerations (excluding juvenile commitments). A prior incarceration is any incarceration served prior to the earliest sentence start date of the current term of confinement. Prior incarcerations include any conviction resulting in a term of confinement to an adult federal, state, or local facility of six months or more.

Count one point for each prior incarceration and one point for each parole revocation that resulted in the inmate's return to incarceration, up to a maximum of four points and enter that score using the dropdown box.

If the inmate had no prior incarcerations, enter 0. If an inmate was returned as a mandatory supervision/parole violator and was revoked, count as a prior incarceration. However, if an inmate is returned with a new sentence and a parole violation, the score is only 1 for this incident. To assist subsequent reviewers, the reviewer shall enter a brief description of each incarceration (control number, offense, date, jurisdiction, etc.) in the "Comments" box.

For example, if an inmate's only prior incarceration was a six-month local jail sentence, the inmate has one prior incarceration and the inmate's score is 1. If the inmate served three years of a 10 year sentence, was paroled, had his/her parole revoked and served another two years, and was re-paroled and then convicted of a new offense and had his/her parole revoked, and was subsequently released on mandatory supervision, the inmate has three prior incarcerations and the score is 3.

5. History of Escapes/Attempts

Through reference to verified sources, particularly criminal history documents, determine whether the inmate has a history of escape or attempted escape from an adult facility. Escapes and attempted escapes are scored the same. History includes pre and post sentence, mental health facilities after commitment as incompetent to stand trial or not criminally responsible, federal,

state, or local, and present or prior incarcerations to include when the escape is the offense scored in Section A. 1. Most Severe Offense.

Absent other verifying documentation, an escape charge with a not guilty, dismissed, or *nolle prosequi* disposition is not sufficient for scoring this item. Escapes that show any other disposition or no disposition shall be counted as an escape.

Determine if the escape or attempted escape was a “Secure Confinement” or “Breach of Trust” escape and enter the information as directed in the OCMs Manual.

If the inmate has more than one escape/attempted escape/breach of trust, consider the most recent escape or attempted escape from secure confinement when scoring this factor. However, a multiple escape history and/or the length of time on escape may form the basis for an override of the instrument's recommendation.

To assist subsequent reviewers, enter first in the "Comments" box the date and location of the escape or attempted escape that was scored and thereafter enter in reverse chronological order the same information for all other escapes.

For example, if an inmate escaped from secure confinement in April 1990 and had a breach of trust in November 1999, the escape from secure confinement is scored. Both incidents are to be documented in the “Comments” box.

6. History of Violence

Through reference to verified sources, particularly criminal history documents, determine whether the inmate has a prior adult conviction for a crime of violence as defined in Section 3 of this manual (§ 14-101 of the Criminal Law Article). History of violence includes all criminal convictions involving violence toward persons whether or not these convictions resulted in incarceration. Although not scored, staff shall record offenses occurring more than 10 years prior by documenting the date and description in the “Comments” box.

Note: A probation before judgement or probation without verdict is not a conviction but is a finding of guilt and shall be scored.

Exclude any offense for which the inmate is currently serving, is obligated to serve, or any offense for which the inmate has completed serving a sentence during the current total term of confinement.

Enter the year and month that the most recent offense occurred. Select the appropriate crime of violence from the dropdown menu provided. The select the appropriate category level from the dropdown menu provided.

To assist subsequent reviewers, enter information in the “Comments” box about the offense that was scored.

7. Age

Using the dropdown box select the current age of the inmate. Points are automatically subtracted for inmates who are 39 years of age or older.

8. Total Security Score

Auto-populates when the “Calculate” button is selected as directed in the OCMS Manual.

Section B: Administrative Review

9. Instrument's Recommendation

The system calculated score and security level auto-populates. If eligible, make the appropriate selection for movement below medium and maximum security based on the exclusionary offender policy listed in Section 7 of this manual and enter the reason in the “Comments” box.

If a change is needed to the inmate’s job/program assignment, use the dropdown box provided in “Recommended Action” to facilitate this change.

10. Case Management Specialists Recommendation

If the case management specialist agrees with the recommendation of the instrument, he/she shall make the appropriate selection in the space provided. If the recommendation is to override the instrument, the case management specialist shall check the appropriate override and select the appropriate override reason using the dropdown box provided.

The case management specialist shall then make the appropriate selection from the dropdown menu for the recommended security level.

Consistent with the recommendation, the case management specialist shall enter the date by which the inmate shall be scheduled for his/her next security status review. This date can be up to one year from the review date recorded at the top of the form, and shall be entered in the space provided.

Note: For team actions, the chairperson shall enter the information in section 10 based on the majority recommendation.

11. Recommended Institution

If the inmate is male and the recommendation is for:

- (a) maximum security and:
 - (1) the inmate is a dialysis patient, enter “NBCI, “WCI”;

- (2) the inmate is identified as special education, enter “NBCI, “WCI”;
 - (3) the inmate is wheelchair bound, enter “WCI”;
 - (4) there are no compelling reasons for or against assignment to any particular maximum security institution, enter “ANYMAX”;
- (b) medium security and:
- (1) the inmate has a medical problem which requires that he be housed in an infirmary, enter on the basis of bed-space availability “ECI”, “MCIH”, “JCI”, or “WCI”;
 - (2) the inmate is wheelchair bound; enter “WCI” or “JCI”;
 - (3) the inmate is blind, enter “RCI”;
 - (4) the inmate is hearing impaired, enter “MCIJ”;
 - (5) the inmate has an ICE detainer on file or is suspected to be an illegal alien, enter “MCIH”;
 - (6) the inmate requires dialysis treatment; enter “MCIH”, “JCI” or “WCI”;
 - (7) the inmate has a mental health problem which may require that he be housed in a mental health unit, ensure that the mental health problem is documented in the base file, and enter any appropriate medium security institution;
 - (8) the inmate has enemies or victims in all medium security institutions, enter a designated protective custody facility as determined by the Commissioner/designee;
 - (9) none of the above conditions exists but there are other compelling reasons for assignment to a specific medium security institution, enter the name of that institution;
 - (10) none of the above conditions exists and there are no compelling reasons for or against assignment to a specific medium security institution, enter “ANYMED”;
- (c) minimum security and:
- (1) the inmate is wheelchair bound, enter “DRCF”;
 - (2) the inmate requires dialysis treatment; enter “MCI-H”;

- (3) none of the above conditions exists and there are other compelling reasons for assignment to a specific minimum security institution, enter the name of that institution;
 - (4) none of the above conditions exists and there are no compelling reasons for or against assignment to any specific minimum security facility, enter "ANYMIN";
- (d) pre-release security and:
- (1) the inmate requires dialysis treatment, enter "MCI-H";
 - (2) the inmate is wheelchair bound, enter "DRCF";
 - (3) none of the above conditions exists but there are other compelling reasons for assignment to a specific pre-release security unit, enter the name of that unit;
 - (4) none of the above conditions exists and there are no compelling reasons for or against assignment to any particular pre-release unit, enter "ANYPRE".

Enemy Alerts: The inmate shall be given the opportunity to claim any enemies, which shall be investigated and if appropriate documented as prescribed in Section 18 of this manual.

When considering the recommended institution, the location of documented enemies shall be considered. Should an enemy/enemies exist, select an institution from the dropdown menu, other than the institution where the inmate's enemy/enemies are located (wherever possible).

The case management specialist shall designate the inmate's housing identifier by selecting the appropriate dropdown from the menu.

12. Final Security Review

Administrative Reviews:

The case management specialist shall select the final recommended security level from the dropdown menu, and click on "Submit" when ready for supervisory review. The supervisor shall review the case to reflect whether he/she concurs or non-concurs with the recommendation; and, if non-concurring, record in the space provided a brief supporting narrative rationale.

Team Actions:

Each member of the team shall enter their name in the boxes provided to reflect whether he/she concurs or non-concurs with the majority recommendation; and, if non-concurring, record in the space provided a brief supporting narrative rationale. Space is provided under the signatures for comments by any of the team members.

13. Additional Reviews

An Assistant Warden, facility administrator, or case management manager or supervisor designated by the Warden may review the recommendation.

14. Warden/Designee Review

The Warden or designee shall review the recommendation in accordance with the procedures in Section #6 of this manual.

16. Commissioner/Designee Review

The Commissioner or designee, when applicable, shall review the recommendation in accordance with the procedures in Section 5 of this manual.

17. Final Approval

The appropriate box shall be checked to indicate the final approval of the action.

SECURITY RECLASSIFICATION INSTRUMENT INSTRUCTIONS

IDENTIFYING INFORMATION

This information self-populates or should be entered as directed in the OCMS Manual.

Section A. Security Assessment

1 – 8.

Use the instructions for Section A. of Appendix 1 to CMM-07 to score items 1 through 8 of this section, since they are identical to the Initial Security Classification Instrument. However, it is particularly important to identify and consider any new information.

Section B. Institutional Assessment

Inmates serving a sentence of life without the possibility of parole are not scored in sections 10 through 16. Inmates serving a natural life sentence and exclusionary offenders who are not within the time frame to be considered for a reduction in security are not scored in Section B.

9. Time Remaining to Serve

Section 10.a. shall be used for all inmates not serving natural life sentences.

This information self-populates or should be entered as directed in the OCMS Manual.

Section 10.b. shall be used for all inmates serving a life sentence in any combination, including life with all but a portion suspended.

This information self-populates or should be entered as directed in the OCMS Manual.

10. Time Since Last Rule Violation

Through reference to the “Rule Violation Summary”, determine whether the inmate has ever been convicted of any Category I, II, III, or IV rule violation during the present incarceration. If so, enter the date of the last rule violation in the box provided. Enter the appropriate description in the “Comments” box. Note Category V rule violations **are not** considered in this section.

Note: In all cases, an inmate who has been convicted of a Category II rule violation, has had all good conduct credit revoked as a result, and still has not complied with mandatory remediation requirements, shall receive no more than a score of 0 in this section.

11. Seriousness of Rule Violations

Through reference to the “Rule Violation Summary”, determine whether the inmate has been convicted of any infraction within the past 12 months. If so, use the listing in COMAR 12.02.27.04 to establish the category of the most serious rule for which the inmate was convicted. Enter the category in the dropdown box. Note Category V rule violations **are not** considered in this section.

Note: In all cases, an inmate who has been convicted of a Category II rule violation, has had all GCC revoked as a result and still has not complied with mandatory remediation requirements, shall receive no more than a score of 0 in this section.

12. Frequency of Rule Violations

Through reference to the “Rule Violation Summary”, determine the total number of rule violations the inmate has been convicted of within the past 12 months. Make the appropriate selection from the dropdown menu in the box provided. Note Category V rule violations **are** considered in this element. For example, if an inmate had 4 infractions within the past 12 months, the inmate's score is 0.

Note: In all cases, an inmate who has been convicted of a Category II rule violation, has had all GCC revoked as a result and still has not complied with mandatory remediation requirements, shall receive no more than a score of 0 in this section.

13. No History of Substance Abuse in the Past 3 Years

Through reference to the “Rule Violation Summary”, determine if the inmate has been convicted of any rule violations of rules 111, 112, 113, 114, 115, 301, 302, 303, or 304 as defined in COMAR 12.02.27.04 during the past three years. If the inmate has not been convicted of violating any of those rules during the past three years, click on the box “None in the last 3 years”.

14. Job and Program Participation

From available information and the personal knowledge of case management staff, use the descriptions provided below to rate the inmate's job and program participation since the last case management review. Make the appropriate selection from the dropdown menu in the box provided. For team reviews, the rating shall reflect the majority judgment of the members of the team.

- a. **Unsatisfactory:** The inmate declines to participate in recommended programs, was removed from assignment because of unsatisfactory performance or performs assigned job and program tasks unsatisfactorily (0 points).
- b. **Average:** The inmate performs assigned job and/or program tasks in a satisfactory manner, meeting the basic requirements of the assignment or program (4 points).
- c. **Above Average:** The inmate performs assigned job tasks in a satisfactory manner with minimal guidance and direction and/or participates actively in or has already completed recommended programming (6 points).

- d. **Outstanding:** The inmate performs assigned job tasks in an exemplary manner with minimal guidance and direction and/or participates actively in or has already completed recommended programming. To achieve this highest score, there shall be a positive written recommendation from the inmate's detail officer, supervisor, or instructor (7 points).

An inmate who is unassigned shall be scored average absent adjustment problems or other documented factors.

For example, an inmate who is on a waiting list for school or an occupational shop but who works on a sanitation detail could receive 4 points. Another inmate who has completed a shop, received his GED, attends AA meetings regularly, and works on a sanitation detail could receive 7 points with a positive written recommendation from his detail officer.

15. Total Institutional Score

Make the appropriate selection in the dropdown menu for exclusionary offenders. Also, boxes for DNA requirements, mandatory remediation violators, and sex offender registrants should be checked here if appropriate.

Section C. Administrative Review

16. Instrument's Recommendation

Make the appropriate dropdown menu selection if the instrument recommends a decrease, no change or increase in security. If the inmate was not scored in Section B, no entry is made.

For example, if the inmate's total institutional score is 17, the instrument's recommendation is no change.

17. Case Management Recommendation

The case management specialist may choose to agree with the instrument's recommendation or to override it, by making the appropriate dropdown selection in the box provided.

If the recommendation is to override, it should only be done for reasons which justify a departure from the instrument's recommendation. The case management specialist shall indicate the specific reason(s) for the override by making the appropriate selection from the dropdown menu in the "Override Reasons/Discretionary" box.

The case management specialist shall separately record in the space provided a narrative that expresses the rationale in support of the override recommendation.

18. Recommended Security Level

The case management specialist shall make the appropriate selection from the dropdown menu which reflects the recommended security level.

19. Recommended Institution

Unless reasons exist that warrant identification of a specific facility, inmates shall be classified to an overall security designation that will allow their transfer if necessary to any other facility of appropriate security level (any max, any med, any min, or any pre). This will negate the need for further classification action should it become necessary to transfer the inmate prior to his/her next scheduled security review.

If a transfer is required at the time of review, case management shall:

- a. Recommend an institution within the recommended security level in accordance with the instructions in Section 11 of Appendix 1 to CMM-07, considering programming availability, bed space availability, and other relevant factors;
- b. Designate a housing identifier for the inmate; and
- c. When considering an inmate for transfer to another institution or facility, verify the alert information in Section I of the base file and OCMS Alerts and Enemy Alert and Retraction. If an enemy exists, case management shall, if possible:
 - (1) Enter an institution on the designated line other than the institution where the inmate's enemy or enemies are located; and
 - (2) Ensure that the enemy information is entered on OCMS Enemy Alert and Retraction, in accordance with the provisions of Section 19 of this manual.

Case management shall review the Emergency Contact in OCMS to determine if there is a need to update this information and shall also determine if the inmate is to continue in his/her current program or job assignment. These boxes shall be checked indicating that these issues have been addressed, along with checking the inmate's ID card.

20. Scheduled Date for Reclassification

Consistent with the recommendation, the case management specialist shall enter the date by which the inmate shall be reclassified. This date is up to one year from the review date recorded at the top of the form except for inmates classified to or continued in minimum security who are within 36 months of an anticipated release date, in which case the date is six months from the review date.

21. Final Security Level

The chairperson of the team or, for administrative assignment, the case management specialist, shall check the appropriate box to indicate whether the action is a team or administrative review.

The final recommended security level should also be selected from the dropdown menu in the box provided.

The case manager shall click on "Submit" when ready for supervisor review.

The case management supervisor/manager/facility administrator shall review the action, make a decision, and, if applicable, forward to the next reviewer.

22. Additional Reviews

An Assistant Warden, facility administrator or case management manager or supervisor designated by the Warden may review the recommendation and complete a review box.

23. Warden/Designee Review

The Warden/designee shall review the recommendation in accordance with the procedures in Section 6 of this manual, in the box provided.

24. Commissioner/Designee Review

If required, the Commissioner/designee shall review in the box provided.

25. Final Security Approval

The appropriate box shall be checked for final approval of the action.

Note: The optional review, Warden/designee review, and Commissioner/designee reviews are based on the case management specialist's recommendation.

MENTAL HEALTH RISK ASSESSMENT REFERRAL FORM

Inmate's Name: _____ CL #: _____ DOB: _____ Institution: _____

Current Offenses: _____

Total Sentence Length: _____ From: _____ # of Prior Incarcerations: _____

Current Release Date: _____ as of _____ Parole Status: _____

THIS PSYCHOLOGICAL ASSESSMENT REFERRAL IS BEING MADE TO OBTAIN CONSULTATION REGARDING THE INMATE'S RISK FACTORS IN A SETTING WITH REDUCED INSTITUTIONAL CONTROLS.

REASON(S) FOR THIS REFERRAL:

- Nature and Circumstances of Offense(s)
- Pattern of violent institutional behavior which may be related to mental illness.
- History of Serious Mental Illness

Description: _____

List prior parole/probation violations in the past 10 years: _____

If the current offense(s) is/are not the sole reason for this referral, what prior significant convictions (violent, sexual, pattern violence etc.) justify this referral? Please explain: _____

Has the inmate been assessed for and participated in programming to address the causal factors related to his criminal behavior? (i.e. substance abuse therapy, vocational training, cognitive programming etc.) No Yes
If yes, please explain and include program successes and failures: _____

Return to [Appendices / TOC](#)

Number of Adjustments in the Past 2 years:

Category I, II and III: _____ Category IV and V: _____ Informals/Incident Reports: _____

Number of adjustments involving violence: (explain) _____

Comments/Additional Information: _____

Date: _____

Requested by: _____

Name/Title

Return to [Appendices](#) / [TOC](#)

Home Detention Program Screening/Interest Form

Inmate: _____ CL #: _____ Institution: _____

Part A: Sentence Information

Offense(s): _____

Sentence(s): _____ Start Date(s): _____

Earliest Release Date: _____ Type of Release: _____

Last Parole Hearing Date: _____ Results: _____

Part B: Eligibility Criteria Answer yes or no to the following questions:

- _____ 1. Is the inmate serving a sentence of life or life with all but a specific term of years suspended?
- _____ 2. Has the inmate ever been found guilty of Child Abuse under Criminal Law Article § 3-602, § 3-603, ACM?
- _____ 3. Has the inmate ever been found guilty of Escape under Criminal Law Article §9-404, ACM?
- _____ 4. Is the inmate more than 18 months or less than 30 days from release?
- _____ 5. Is the inmate more than six months from release and is he/she currently serving a sentence for Distribution, Possession with the Intent to Distribute, or Conspiracy to Distribute CDS?
- _____ 6. Is the inmate serving a sentence for a crime of violence as defined in Criminal Law Article § 11-101 ACM, and is more than 90 days away from release?
- _____ 7. If five years have not elapsed since the expiration of a sentence for a crime of violence as defined in Criminal Law Article § 14-101, ACM, is the inmate more than 90 days away from release?
- _____ 8. Does the inmate have any detainers other than those that are non-scoreable?
- _____ 9. Does the inmate have any known medical problems that would preclude the inmate's placement, e.g., a condition that would prevent employment?
- _____ 10. Has the inmate been found guilty of any category I or III rule violations in accordance with COMAR § 12.02.27.04 within the last six-month period?
- _____ 11. Has the inmate been found guilty of a category II rule violation as defined in COMAR § 12.02.27.04 And has not successfully completed the designated mandatory remediation program?
- _____ 12. Has the inmate been removed from home detention during the present incarceration as the result of rule violation(s) or through administrative reclassification for negative reasons?
- _____ 13. Is the proposed sponsor's address and phone number outside the defined catchment area?

Part C: Interest

I have screened the above inmate for the Central Home Detention Unit program eligibility/suitability and have determined that he/she:

- fails to meet the requirements for home detention placement under the current criteria
- is not currently eligible, but will be eligible on and/or when
- is eligible but is not interested for the following reason(s):
- is eligible and wishes to be further screened.

The inmate has provided the following home and employment plan. As a condition of placement, the inmate understands that he/she may be assigned to public service, must pursue employment, and must adhere to any special conditions set by the Central Home Detention Unit Executive Director or the Commissioner of Correction.

Home/Sponsor Information:

	First Priority	Second Priority
Name	_____	_____
Address	_____	_____
City	_____	_____
State/Zip	_____	_____
Home Phone	_____	_____
Work Phone	_____	_____

Employment Information: (active work release inmates only)

Company _____

Address _____

City _____

State/Zip _____

Phone _____

Contact _____

Recommendation and Comments:

Inmate's Signature

CL/SID Number

Date

Case Management Specialist's Signature

Date

Signature of Evaluator (HDU staff)

Title

Date

(Revised 2-18)

Instructions and Guidelines for Static Prison Risk Assessment Instrument

Scoring Static Risk Factors

1. Current Most Serious Offense:

- 0 Violent or Sex Offense: *Through reference to the OCMS Legal Summary, to determine whether the subject is serving a sentence for a crime of violence or a sexual offense.*
- 2 Robbery or Assault: *Through reference to the OCMS Legal Summary, to determine whether the subject is serving a sentence for robbery or assault.*
- 2 Burglary, Weapons or Fraud: *Through reference to the OCMS Legal Summary, to determine whether the subject is serving a sentence for burglary, weapons or fraud.*
- 2 Drug (Distribution): *Through reference to the OCMS Legal Summary, to determine whether the subject is serving a sentence for distribution of a controlled dangerous substance (CDS).*
- 3 Drug (Other): *Through reference to the OCMS Legal Summary, to determine whether the subject is serving a sentence related to a controlled dangerous substance (CDS), other than distribution.*
- 0 All Other offenses: *Through reference to the OCMS Legal Summary, to determine whether the subject is serving a sentence for an offense that does not fall into one of the above categories.*

2. Current Age:

Note: Current Age is automatically calculated using data from Ident/Index.

- 3 25 or younger: *At the time of the assessment, the subject is 25 years old or younger.*
- 2 Greater than 25 but less than or equal to 35: *At the time of the assessment, the subject is older than 25 years old, but less than or equal to 35 years old.*
- 1 Greater than 35 but less than or equal to 45: *At the time of the assessment, the subject is older than 35 years old, but less than or equal to 45 years old.*
- 0 Greater than 45: *At the time of the assessment, the subject is older than 45 years old.*

3. Age at First Arrest (juvenile or adult):

- 14 18 or younger: *Through reference to criminal history documents and databases, to determine whether the subject was 18 years of age or younger at the time of first arrest.*
- 12 Greater than 18 but less than or equal 20: *Through reference to criminal history documents and databases, to determine whether the subject was older than 18 years of age, but younger than 20 at the time of first arrest.*
- 9 Greater than 20 but less than or equal to 25: *Through reference to criminal history documents and databases, to determine whether the subject was older than 20 years of age, but younger than 25 at the time of first arrest.*
- 4 Greater than 25 but less than or equal to 30: *Through reference to criminal history documents and databases, to determine whether the subject was older than 25 years of age, but younger than 30 at the time of first arrest.*
- 4 Greater than 30 but less than or equal to 35: *Through reference to criminal history documents and databases, to determine whether the subject was older than 30 years of age, but younger than 35 at the time of first arrest.*
- 0 Greater than 35: *Through reference to criminal history documents and databases, to determine whether the subject was older than 35 years of age at the time of first arrest.*

4. Number or Prior Juvenile and Adult Arrests:

- 0 One or fewer: *Through reference to criminal history documents and databases, to determine whether the subject has been arrested once or not at all prior to the instant offense.*
- 13 Two to Three: *Through reference to criminal history documents and databases, to determine whether the subject has been arrested two to three times prior to the instant offense.*
- 27 Four to Nine: *Through reference to criminal history documents and databases, to determine whether the subject has been arrested four to nine times prior to the instant offense*
- 35 Ten to Nineteen: *Through reference to criminal history documents and databases, to determine whether the subject has been arrested ten to nineteen times prior to the instant offense*

40 Twenty or More: *Through reference to criminal history documents and databases, to determine whether the subject has been arrested twenty or more times prior to the instant offense*

5. Number of Prior Adult Commitments:

0 None: *Through reference to criminal history documents and databases, to determine whether the subject has no major adult incarcerations, prior to the current incarceration.*

0 One: *Through reference to criminal history documents and databases, to determine whether the subject has one prior major adult incarceration.*

1 Two: *Through reference to criminal history documents and databases, to determine whether the subject has two prior major adult incarcerations.*

1 Three or More: *Through reference to criminal history documents and databases, to determine whether the subject has three or more prior major adult incarcerations.*

6. Ratio of Prior Arrests/Current Age:

Note: Ratio of prior arrests/current age is automatically calculated using the information from numbers 6 and 2.

0 0.1 or lower: *The ratio of prior arrests to current age is 0.1 or less.*

17 Greater than 0.1 but less than or equal to 0.2: *The ratio of prior arrests to current age is greater than 0.1, less than or equal to 0.2.*

27 Greater than 0.2 but less than or equal to 0.3: *The ratio of prior arrests to current age is greater than 0.2, less than or equal to 0.3.*

32 Greater than 0.3 but less than or equal to 0.4: *The ratio of prior arrests to current age is greater than 0.3, less than or equal to 0.4.*

40 Greater than 0.4: *The ratio of prior arrests to current age is greater than 0.4.*

7. Total Static Score:

The total of all points scored for static factors 1 through 6 above.

8. Static Risk Level:

0-30 Low:

31-45 Low-Moderate:

46-71 Moderate:

72-101 High:

Applying Overrides

1. Mitigating Overrides:

If the assessor believes, after determining the Static Risk Level (Item 7) for an offender that the risk level is higher than is justified by facts or circumstances currently applicable to the offender, one or more of the following overrides can be cited to reduce the risk level by one level only. A statement regarding the nature of and support for this override should be entered in the inmate case record.

- a. **Stable Employment:** *The subject has maintained a stable record of full-time employment during the period covered by the assessment.*
- b. **Satisfactory Family Controls and Support:** *The degree of family support and control available to the subject is considered above average and sufficient to mitigate the level of risk.*
- c. **Previous Success on Parole or Probation:** *The subject has successfully completed – without violation – a prior period of parole or probation. This override should not be applied; however, if there have been a significant number of prior supervision periods, even if they were satisfactorily completed.*
- d. **Current Age:** *The subject is over the age of 40 and has, during the period covered by the assessment, demonstrated a level of maturity which justifies the application of this override.*
- e. **Medical Impairment or Disability:** *The subject's current medical condition is sufficiently poor so as to reduce the risk he presents to the community.*
- f. **Age of Prior Arrests and Convictions:** *If the subject's last prior conviction occurred over ten years before the date of the assessment, it can be discounted, and this override can be applied.*

2. Aggravating Overrides:

If the assessor believes, after determining the Static Risk Level (Item 8) for an offender that the risk level is lower than is justified by facts or circumstances currently applicable to the offender, one or more of the following overrides can be cited to increase the risk

level by one level only. A statement regarding the nature of and support for this override should be entered in the inmate case record.

- a. **Gang Member:** *There is evidence that the subject is actively involved in gang activity which, in the opinion of the assessor, substantially increases the risk he or she presents to the community.*
- b. **Criminal Record More Serious than Risk Score Reflects:** *The subject's criminal record includes a substantial number of arrests which did not lead to conviction but which, in the opinion of the assessor, reflect a level of risk which justifies the application of this override.*
- c. **Significant Untreated Mental Health Problem(s):** *There is clear evidence of the existence of a mental health problem for which the subject is not being treated and which, in the opinion of the assessor, increases the level of risk the subject presents to the community.*
- d. **Recent Untreated Drug and/or Alcohol Abuse:** *The subject has a history of drug and/or alcohol abuse during the two years prior to the date of the assessment for which he or she has not received treatment and which, in the opinion of the assessor, increases the level of risk the subject presents to the community.*
- e. **Recent Parole and/or Probation Revocations:** *Within the two years prior to the date of the assessment, the subject has had a supervision case – mandatory release, parole, or probation – closed in unsatisfactory status or by revocation.*
- f. **Unverifiable Residence or Employment Information:** *As of the date of the assessment, the home and/or employment plan proposed by the subject has not been or cannot be adequately verified.*

Instructions and Guidelines for Dynamic Prison Risk Assessment Instrument

Scoring Dynamic Risk Factors

1. Completed Education/Treatment/Vocational Program:

- 0 Yes or Has GED/High School Degree: *At the time of the assessment, to determine whether the subject has completed an educational, treatment or vocational program, or has a verified high school diploma or GED.*
- 2 No or Not Required: *At the time of the assessment, to determine whether the subject has not completed an educational, treatment or vocational program, or was not required to do so.*

2. Current Security Level:

- 0 Pre-Release Security: *At the time of the assessment, to determine whether the subject is designated as pre-release security in the inmate case record.*
- 0 Minimum Security: *At the time of the assessment, to determine whether the subject is designated as minimum security in the inmate case record.*
- 1 Medium Security: *At the time of the assessment, to determine whether the subject is designated as medium security in the inmate case record.*
- 2 Maximum Security: *At the time of the assessment, to determine whether the subject is designated as maximum security in the inmate case record.*

3. Compliance with Case Management Plan:

- 0 Full Compliance: *The subject is in complete compliance with the current case plan and received no rule violations within the last 12 months, excluding not guilty findings.*
- 1 Partial Compliance: *The subject is in partial compliance with the current case plan. Any rule violations received did not interfere with program participation or subject has not participated in all program components outlined in the individual case plan. This does not include removal through no fault of the subject (e.g. medical condition or detainer placed).*
- 2 Non-Compliance: *The subject is non-compliant with most or the entire current case plan. The subject has failed to participate in programming.*

4. Total Dynamic Score:

The total of all points scored for dynamic factors 1 through 3 above.

5. Static Risk Level Adjustment:

- 0-1 Reduce One Level: *For the offender with a Total Dynamic Score (Item 4) in this range, the initial Static Risk Level should be reduced by one level.*
- 2-3 Retain at Current Risk Level: *For an offender with a Total Dynamic Score (Item 4) in this range, the initial Static Risk Level should remain unchanged.*
- 4-7 Increase One Level: *For an offender with a Total Dynamic Score (Item 4) in this range, the initial Static Risk Level should be increased by one level.*

Applying Overrides

1. Mitigating Overrides:

If the assessor believes, after determining the Static Risk Level Adjustment (Item 5) for an offender that the risk level is higher than is justified by facts or circumstances currently applicable to the offender, one or more of the following overrides can be cited to reduce the risk level by one level only. A statement regarding the nature of and support for this override should be entered in the inmate case record.

- a. Stable Employment: *The subject has maintained a stable record of full-time employment during the period covered by the assessment.*
- b. Satisfactory Family Controls and Support: *The degree of family support and control available to the subject is considered above average and sufficient to mitigate the level of risk.*
- c. Previous Success on Parole or Probation: *The subject has successfully completed – without violation – a prior period of parole or probation. This override should not be applied; however, if there have been a significant number of prior supervision periods, even if they were satisfactorily completed,*
- d. Current Age: *The subject is over the age of 40 and has, during the period covered by the assessment, demonstrated a level of maturity which justifies the application of this override.*
- e. Medical Impairment or Disability: *The subject's current medical condition is sufficiently poor so as to reduce the risk he presents to the community.*

- f. *Age of Prior Arrests and Convictions: If the subject's last prior conviction occurred over ten years before the date of the assessment, it can be discounted, and this override can be applied.*

2. Aggravating Overrides:

If the assessor believes, after determining the Static Risk Level Adjustment (Item5) for an offender that the risk level is lower than is justified by facts or circumstances currently applicable to the offender, one or more of the following overrides can be cited to increase the risk level by one level only. A statement regarding the nature of and support for this override should be entered in the inmate case record.

- a. *Gang Member: There is evidence that the subject is actively involved in gang activity which, in the opinion of the assessor, substantially increases the risk he or she presents to the community.*
- b. *Criminal Record More Serious than Risk Score Reflects: The subject's criminal record includes a substantial number of arrests which did not lead to conviction but which, in the opinion of the assessor, reflect a level of risk which justifies the application of this override.*
- c. *Significant Untreated Mental Health Problem(s): There is clear evidence of the existence of a mental health problem for which the subject is not being treated and which, in the opinion of the assessor, increases the level of risk the subject presents to the community.*
- d. *Recent Untreated Drug and/or Alcohol Abuse: The subject has a history of drug and/or alcohol abuse during the two years prior to the date of the assessment for which he or she has not received treatment and which, in the opinion of the assessor, increases the level of risk the subject presents to the community.*
- e. *Recent Parole and/or Probation Revocations: Within the two years prior to the date of the assessment, the subject has had a supervision case – mandatory release, parole, or probation – closed in unsatisfactory status or by revocation.*
- f. *Unverifiable Residence or Employment Information: As of the date of the assessment, the home and/or employment plan proposed by the subject has not been or cannot be adequately verified.*

MARYLAND DIVISION OF CORRECTION
Work Release Agreement

Inmate's Name: _____ DOC # _____

A. I agree that I will:

1. Turn over to the Division of Correction (DOC) my "net" work release earnings (wages, worker's compensation, bonuses, tips, vacation pay, gratuities, and training stipends) after mandatory deductions for taxes and the pay stub showing the hours worked. I understand the DOC will deduct from my net earnings the actual costs of my room, board, clothing, and transportation as well as court-ordered support, restitution, fines, and/or court costs; the balance of my earnings will be credited to my reserve or spending account and the unspent balance turned over to me upon my release from DOC or within 60 days after release;
2. Make payments from my account for court-ordered obligations for which the DOC is not authorized to withhold from my earnings;
3. Not open any banking or credit union accounts without permission of the Warden/facility administrator/designee;
4. Not represent myself as an agent, employee, or involuntary servant of the DOC while out of the institution;
5. Not receive visits, make or receive personal telephone calls (except to call the institution), conduct personal business, enter into civil contracts, or incur any indebtedness while in the community;
6. Carry my identification card at all times and present my identification card if questioned and/or arrested by any law enforcement official;
7. Not occupy a private vehicle at any time unless I have the permission of designated DOC staff. Under no circumstances will I operate a licensed vehicle on a public road. I will not operate any non-licensed vehicle or equipment without prior authorization by my case management specialist;
8. Not use or possess alcoholic beverages, illegal substances, or contraband of any kind, and I will submit on demand to any test prescribed by the DOC or any law enforcement agency;
9. Immediately report to my supervisor, case management specialist, and the medical department any injury that occurs at my place of work;
10. Adhere to all laws;
11. Not hitchhike or use any unauthorized public transportation;
12. Report to work appropriately dressed and ready to work each scheduled workday unless I am excused from work by a DOC employee or unless I am sick and have reported to sick call;
13. Notify my employer, case management specialist, and the custody control office of the reason before my scheduled departure time from the unit if I am not reporting to work;
14. Not be absent from work due to family leave or for an institutional visit;
15. Travel to and from my worksite by the method and routes authorized by the case management department;

- 16. Ask my employer to contact the institution if I am requested to work overtime and to arrange transportation back to the institution (if applicable);
- 17. Inform my supervisor where I am at all times;
- 18. Conduct myself in a courteous, business-like manner at all times;
- 19. Not take part in strikes, strike-breaking, or demonstrations;
- 20. Not leave my place of employment without permission from designated DOC staff;
- 21. Call the institution immediately if I am fired, quit, or excused from work; or in the case of any emergency;
- 22. Not change or resign from my employment unless I receive permission from my assigned case management specialist; upon receipt of that permission, I will give my employer proper resignation notice of two weeks;
- 23. Strictly follow the reasonable instructions of my supervisor except when those instructions violate work release rules;
- 24. Abide by all terms and conditions of my work release plan;
- 25. Waive the right to contest extradition proceedings in the event I willfully fail to return to the place designated in my work release plan for my confinement and go instead into another state and am apprehended there as a Division of Correction escapee;
- 26. Authorize DOC staff to provide case record information to any work release employer who is considering hiring me or by whom I am currently employed; I also authorize employers to provide case record information to others when necessary for business or professional reasons;
- 27. Abide at all times by all rules specified in DOC policies and procedures;
- 28. Stipulate my participation in the work release program is a privilege, and is subject to case management review at any time;
- 29. Accrue a minimum balance of \$250.00 in my active account unless otherwise authorized by the Warden; and
- 30. Obey all other rules as stipulated: _____

B. I have physical disabilities/limitations: Yes No (If yes, provide details):

Inmate's Signature

Date

Case Management Specialist

Date

MARYLAND DIVISION OF CORRECTION

NOTIFICATION TO OUT-OF-STATE LAW ENFORCEMENT AGENCY

TO: _____
(Law Enforcement Agency)

FROM: _____
(Case Management Specialist)

DATE: _____

Periodically, inmates on work release from the _____ will be working in your jurisdiction with authorized and approved work release employers. These employers are based in Maryland but may perform work in your jurisdiction.

An inmate who participates in the Maryland Division of Correction's work release program has been fully screened, assessed, and approved for participation in the program. All inmates in the program are classified to pre-release security. All authorized and approved work release employers are fully aware of their supervision requirements for work release inmates.

Please be aware that institutional staff make unannounced job site checks to ensure proper supervision is being maintained and to provide further accountability of work release inmates. All work release inmates have signed a waiver of extradition.

If you should have any concerns or questions regarding this matter, please contact me for further clarification or information. If your agency determines that having work release inmates in your jurisdiction occasionally will not create any problems, please contact me at the telephone number provided below. Also, should you ever have a question or concern, or if there should ever be an investigation regarding any work release inmate from this facility, please contact me as soon as possible.

Thank you for your consideration in this matter.

 Warden/Facility Administrator

 Telephone Number

Distribution:

Original – File

Copy – Each Supervisor

MARYLAND DIVISION OF CORRECTION
WORK RELEASE EMPLOYER AGREEMENT

Employer

Date

These guidelines are provided to you so that you and the work release participant's direct supervisor will thoroughly understand the rules governing the participant company, the participant, and the Division of Correction. If you have any questions or concerns, you should contact the participant's case management specialist, _____ at _____.

General

Work release participants should receive the same opportunities for work and advancement as your other employees. You must possess a business license if required by law, and necessary and appropriate insurance coverage.

Notification

You should notify the designated Division of Correction staff at the institution if the participant is late, absent, resigns, or leaves your place of business without authorization. The police are to be contacted immediately in the event of any violations of the law, then designated Division of Correction staff notified.

Termination

If termination becomes necessary, notify the case management specialist or supervisor prior to notifying the participant. The case management specialist shall contact you to secure the participant's final earnings or other payments. The participant signed an agreement authorizing the case management specialist to collect any funds due after termination from a job.

Wages

You shall pay the participant directly by check or money order. A statement shall be provided that indicates hours worked, gross pay, and all required deductions. You are required to pay time and one-half for overtime unless exempt in accordance with applicable law. You shall not give advances or lend money to participants. Time records must be available for review by the case management specialist in order to maintain the participant's accountability.

Transportation/Vehicle Use

Participants are not allowed to drive. With the approval of the Division of Correction, an employee of your organization with a valid driver's license is permitted to transport participants to and from work. Under no circumstances will the inmate be permitted to operate a licensed vehicle on a public road. Any travel you provide shall be the shortest route possible and shall not include any non-business related stops.

Worker's Compensation/Job Injuries

You are required to have Worker's Compensation Insurance. Your signature below certifies the company is covered by Worker's Compensation Insurance as required by law and this coverage will remain in effect while the participant is employed with your company.

Should the participant be injured on the job, you should transport him/her to the nearest medical facility for treatment and notify staff at the participant's institution. Your insurance carrier is liable for medical expenses in such cases. However, the Division of Correction shall provide transportation as necessary for any follow-up treatment required. The inmate shall also be seen by Division of Correction medical staff to ensure the inmate is receiving the proper care.

On-the-Job Rules

Work release participants ***may not***:

- be left unsupervised or make/receive personal telephone calls;
- receive on-the-job visits from friends or relatives;
- make unauthorized purchases or conduct personal business;
- leave the job site (including for lunch) without Division of Correction staff approval; or
- consume alcohol or any controlled dangerous substances.

Any violations of the work release rules shall be reported to the case management specialist or designated Division of Correction staff at the institution.

Overtime and Non-Scheduled Time

Overtime and non-scheduled hours or days shall be requested by calling designated Division of Correction staff at the institution. At this time any transportation arrangements should be determined and the institution notified of the manner in which the participant will return to the unit and, if applicable, the name of the company employee who will be providing transportation. A request for non-scheduled Saturday and/or Sunday work hours shall be submitted by _____ P.M. on Friday.

Disclosure of Criminal History

As a work release employer, you are entitled to know the inmate's current offense(s) and term of confinement. The following is information regarding the inmate's current term of confinement:

Inmate's Name: _____ DOC #: _____

Sentence: _____ from _____ Current Release Date: _____

Offense(s): _____

Additional Information: _____

By my signature below I acknowledge that I have read and understand the Employer Agreement.

Supervisor *Date*

Supervisor *Date*

Supervisor *Date*

Witness *Date*

Distribution:
Original – File
Copy – Each Supervisor

MARYLAND DIVISION OF CORRECTION
Work Release Itinerary Form

Institution/Facility: _____ Date: _____

Address: _____

Phone: _____

SECTION I. Interview Information

Inmate: _____ DOC# : _____

Date of Interview: _____ Time of Interview: _____

Departure Time: _____ Travel Time: _____ Return Time: _____

Interview with: _____

Address: _____

Contact: _____ Phone: _____

Travel Arrangements (indicate specific mode of transportation): _____

Interview information verified by: _____

Leave authorized by: _____

SECTION II. Verification of Interview (To be completed by interviewer)

Arrival Time: _____ Length of Interview _____ Time of Departure: _____

Interviewer (Please Print): _____

Interviewer's Signature: _____ Phone: _____

SECTION III. Institutional Verification

Time Returned: _____ Verified by: _____

Case Management Specialist/Designee: _____

Distribution: Base File

MARYLAND DIVISION OF CORRECTION

WORK RELEASE EMPLOYMENT INVESTIGATION PLAN

Name: _____ DOC #: _____ Facility: _____

The plan shall permit the inmate to depart the institution during necessary and reasonable hours to engage in private or public employment. If, while released, the inmate willfully fails to return to the institution immediately after working hours, he or she may be charged with the crime of escape. In addition, the inmate is required to abide by all rules as stipulated on the Work Release Agreement form.

Section I:

Employer/Address: _____ Phone: _____

Contact Person: _____ Phone: _____

Type of Business: _____

Location, if other than above: _____ Phone: _____

Job Title: _____ Duties: _____

Rate of Pay: _____ Payday: _____

Schedule (Days and Hours): _____

Travel Time Allowance: _____

Worker's Comp: _____

Transportation (means, costs): _____

Section II:Placement Recommendation: Approval Yes No

Comments: _____

Case Management Specialist _____ Date _____
Section III:Approval: Yes No Beginning date of employment: _____

Comments: _____

INMATE'S SIGNATURE _____ DATE _____ WARDEN/DESIGNEE _____
(Revised 02/18) 1 of 2

1. Turn over to the Division of Correction (DOC) my net work release earnings (wages, worker's compensation, bonuses, tips, vacation pay, gratuities, and training stipends) after mandatory deductions for taxes and the pay stub showing the hours worked. I understand the DOC will deduct from my net earnings the actual costs of my room, board, clothing, and transportation as well as court-ordered support, restitution, fines, and/or court costs; the balance of my earnings will be credited to my reserve or spending account and the unspent balance turned over to me upon my release from DOC or within 60 days after release;
2. Make payments from my account for court-ordered obligations for which the DOC is not authorized to withhold from my earnings;
3. Not open any banking or credit union accounts without permission of the Warden/facility administrator/designee;
4. Not represent myself as an agent, employee, or involuntary servant of the DOC while out of the institution;
5. Not receive visits, make or receive personal telephone calls (except to call the institution), conduct personal business, enter into civil contracts, or incur any indebtedness while in the community;
6. Carry my identification card at all times and present my identification card if questioned and/or arrested by any law enforcement official;
7. Not occupy a private vehicle at any time unless I have the permission of designated DOC staff. Under no circumstances will I be allowed to operate a licensed vehicle. I will not drive any non-licensed vehicle or equipment without prior authorization by my case management specialist or Warden as applicable;
8. Not use or possess alcoholic beverages, illegal substances, or contraband of any kind, and I will submit on demand to any test prescribed by the DOC or any law enforcement agency;
9. Immediately report to my supervisor, case management specialist, and the medical department any injury that occurs at my place of work;
10. Adhere to all laws;
11. Not hitchhike or use any unauthorized public transportation;
12. Report to work appropriately dressed and ready to work each scheduled workday unless I am excused from work by a DOC employee or unless I am sick and have reported to sick call;
13. Notify my employer, case management specialist, and the custody control office of the reason before my scheduled departure time from the unit if I am not reporting to work;
14. Not be absent from work due to family leave or for an institutional visit;
15. Travel to and from my worksite by the method and routes authorized by the case management department;
16. Ask my employer to contact the institution if I am requested to work overtime and to arrange transportation back to the institution (if applicable);
17. Inform my supervisor where I am at all times;
18. Conduct myself in a courteous, business-like manner at all times;
19. Not take part in strikes, strike-breaking, or demonstrations;
20. Not leave my place of employment without permission from designated DOC staff;
21. Call the institution immediately if I am fired, quit, or excused from work; or in the case of any emergency;
22. Not change or resign from my employment unless I receive permission from my assigned case management specialist; upon receipt of that permission, I will give my employer proper resignation notice of two weeks;
23. Strictly follow the reasonable instructions of my supervisor except when those instructions violate work release rules;
24. Abide by all terms and conditions of my work release plan;
25. Waive the right to contest extradition proceedings in the event I willfully fail to return to the place designated in my work release plan for my confinement and go instead into another state and am apprehended there as a Division of Correction escapee;
26. Authorize DOC staff to provide case record information to any work release employer who is considering hiring me or by whom I am currently employed; I also authorize employers to provide case record information to others when necessary for business or professional reasons;
27. Abide at all times by all rules specified in DOC policies and procedures;
28. Stipulate my participation in the work release program is a privilege, and is subject to case management review at any time;
29. Accrue a minimum balance of \$250.00 in my active account unless otherwise authorized by the Warden; and
30. Obey all other rules as stipulated: _____

MARYLAND DIVISION OF CORRECTION WORK RELEASE FIELD SHEET

Name: _____

DOC#: _____

Employer (Company, Address, Phone, Contact Person):

Start Date: _____ End Date: _____ Reason: _____

Work Schedule: _____ Work Schedule Change: _____

Date	Type of Check		Supv. Present		Payroll/Time Record Checked		Remarks/Initials
	Site	Phone	Yes	No	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Distribution: Base File

(Revised 02/18)

Return to [Appendices / TOC](#)

MARYLAND DIVISION OF CORRECTION
DISPOSITION OF WORK RELEASE EARNINGS

Institution/Facility

Inmate Name (Last, First):								DOC #:			
Starting Date:				Company:				Phone:			
Rate Per Hour:			Case Management Specialist:								
Pay Day: Sun Mon Tues Wed Thurs Fri Sat								<input type="checkbox"/> Weekly		<input type="checkbox"/> Bi-Weekly	
LEGEND: APA-Amount Posted to Account DT-Days Transported HW-Hours Worked TED-Transportation End Date GP-Gross Pay											
<i>Date Received</i>	<i>Amount Received</i>	<i>Room and Board</i>	<i>Transportation Cost</i>	<i>APA</i>	<i>Receipt Number</i>	<i>GP</i>		<i>DT</i>	<i>Pay End Date</i>	<i>TED</i>	<i>Posted by and Date</i>
						<i>HW</i>					

(Revised 02/18)

MARYLAND DIVISION OF CORRECTION
WORK RELEASE REIMBURSEMENT FORMULA WORKSHEET

NET EARNINGS		
Total Earnings, less Federal, State, and FICA taxes	\$	
MANDATORY DEDUCTIONS Effective October 1, _____ to September 30, _____ Based on FY _____ actual expenditures		
Food (daily per capita cost x 7 days)	\$	
Lodging		
Maintenance (Program .04) Total/ADP*/52 weeks	\$	
Health Services (Program .05) Total/ADP/52 weeks	\$	
Fringe benefits for Maintenance and Personnel	\$	
Cost to State for health insurance, social security, retirement, unemployment compensation and worker's compensation	\$	
Clothing		
(Program .02, object .09) Total/ADP/52 weeks	\$	
Indirect Costs		
DOC proposed rate (9.5%) x _____ (total priority A)	\$	
Sub-Total, A		\$
Priority B		
Transportation (\$3.00 day x 5 days)	\$	
Priority C		
Court ordered payments	\$	
Total of Priorities A, B, and C		\$
Balance (Net Earning less Total Priorities), applied to inmate's account		\$
* ADP at Maryland Correctional Pre-Release System as of _____ (date).		

MARYLAND DIVISION OF CORRECTION
HEADQUARTERS CASE MANAGEMENT UNIT

AUDIT WORKSHEET FOR WORK RELEASE

FACILITY: _____ AUDITOR'S NAME: _____ DATE: _____

DOC #														
1. Does the inmate meet the eligibility requirements?														
2. Does the record contain a signed waiver of extradition?														
3. Does the file contain a signed work release agreement?														
4. If required, was a Psychiatric Condition Review Form completed?														
5. If applicable, was a victim impact statement reviewed?														
6. If applicable, was the victim notification process completed?														
7. If applicable, was the case reviewed by HQ?														
8. Was an Employment Investigation Plan completed?														
9. Does the file contain a signed Work Release Employer Agreement form?														
10. If applicable, was a Notification to Out-of-State Law Enforcement completed?														
12. Has a Work Release Field Sheet been created and updated accordingly?														
13. If applicable, has a Work Release Itinerary Form been completed and placed in the file?														
14. During the first 60 days of employment, were at least six job contacts made (at least three on site)?														
15. After the first 60 days, were at least two job contacts made (at least one on site) per month?														
16. If applicable, was court-ordered restitution addressed?														
17. Is the Disposition of Work Release earnings available?														
18. Are the Work Release Field Sheets being reviewed monthly as required?														
21. Are OCMS entries complete, accurate, and current?														

Instructions: Enter the inmate's DOC number in the appropriate column. For each line item (1-20) make an entry according to the following key: C = compliance N/C = noncompliance N/A = not applicable

DPPCS RPOC WORK RELEASE STATISTICS

Institution:	Report for the month of:	Year:
Submitted by:	This report due to HQ the 15 th day of every month	Enter "0" when necessary in this column. Do not leave blank.
Number of active work release participants		
Number of inmates approved for work release who have not been placed		
Current number of work release employers		
Current number of inactive employers who have been activated		
Number of new employers who have been approved		
Number of employers who have been removed or discontinued (state reasons below)		
Number of work release inmates released via court order		
Number of work release inmates released via parole		
Number of work release inmates released via mandatory or expiration		
Number of inmates fired by their employer during this reporting period		
Number of active work release inmates who transferred to other units during this reporting period		
Number of inmates charged with major rule violations within the community, including positive alcoalyzer and urinalysis tests, and what was/were the rule violation(s) (list name, DOC number, and reason)		
Number of inmates removed from work release during this reporting period for reasons not captured above (list name, number and reason)		
Number of inmates considered for work release during this reporting period		
Number of inmates considered for work release during this reporting period requiring Headquarters review		
Number of inmates considered and disapproved during this reporting period (list name, number, and reason)		
Total cost of room, board and transportation from the first day of the month to the last day of the month		
Work Release Case Management Specialist		Date
PLEASE ATTACH A SEPARATE PAGE IF MORE ROOM IS NEEDED FOR COMMENTS		
RPOC Facsimile Number: 410-764-5116 Send report to: Chief of Case Management		cc: File, Warden and Facility Administrator
(Revised 2-18)		

MARYLAND DIVISION OF CORRECTION
Community Leave Rules

Institution/Facility

1. Inmates may not represent themselves as an agent or employee of the Division of Correction while in the community.
2. Inmates must possess and produce on demand their DOC issued identification card to any DOC staff or law enforcement official.
3. Inmates approved for community leave must utilize public transportation, or transportation provided by an approved sponsor. Inmates are prohibited from operating a motor vehicle of any type while on community leave.
4. Inmates are required to conduct themselves in a courteous, business-like manner at all times.
5. Inmates may not possess alcoholic beverages, illegal substances, or contraband, and must willfully submit to any test prescribed by the DOC or any law enforcement agency.
6. An inmate who experiences medical issues while on community leave shall contact the facility and return for treatment/evaluation immediately, unless the nature of the medical issue is life-threatening, in which case he/she shall contact 911 for emergency medical services. If applicable, the community leave sponsor shall contact facility staff immediately to notify them of the inmate's status and whereabouts.
7. Inmates must carry a copy of the Community Leave Rules at all times and present the form if questioned and/or arrested by any law enforcement official.
8. In the event inmates fail to return to the place of their confinement and are apprehended in another jurisdiction, they waive their right to contest extradition proceedings and consent to be returned to Maryland without the necessity of an extradition hearing or proceeding.
9. Inmates must abide at all times by all DOC rules as specified in DOC policies and procedures.
10. An inmate may be subject to case management review if he/she violates any of the conditions/requirements listed above, even if the violations did not result in disciplinary action.

Other Condition(s)/Comments: _____

I have read and agree to abide by the above rules and stipulations as listed should I be approved for community leave. I further agree to return to the institution/facility at the designated time.

Inmate's Signature

DOC Number

Date

Witness

Title

Date



Public Safety Program Eligibility/Interest Certification

Inmate's Name: _____ DOC #: _____ Date: _____

The above listed inmate has been screened as eligible for consideration to participate in the Public Safety Compact. This referral is subject to all requirements established in accordance with Division of Correction procedures.

Program Information: The Public Safety Compact is an initiative aimed at improving outcomes for participants by appropriately releasing them after completion of a DOC structured substance abuse program, on the condition they will continue treatment and receive re-integration services in the community. These services may include, but are not limited to: individual case management, aftercare/support groups, family and group counseling, occupational training, employment placement, peer mentoring programs, legal assistance, on-going medical and mental health related services, and referrals to other community-based services and supports.

INMATE ACKNOWLEDGEMENT AND REQUEST FOR CONSIDERATION:

By my signature below I am requesting consideration for participation in the Public Safety Compact. I acknowledge my understanding that:

- Eligibility does not imply suitability or approval. In order to be released, I must be approved by the Division of Correction and the Maryland Parole Commission (MPC).
- If approved for participation, I acknowledge satisfactory participation in the Compact will be a condition of my release. This includes all beneficial programming and services identified and scheduled on my behalf by my community case manager, in addition to my supervision by the Division of Parole and Probation.
- Any changes that negatively impact my institutional adjustment record may jeopardize my opportunity to participate in the program.
- I agree to fully cooperate with the Division of Parole and Probation, Compact staff, and community service providers.

SIGNATURES:

I have reviewed the program material and wish to be considered for participation in the Compact.

I have reviewed the program material and decline the opportunity for participation in the Compact.

Rationale (declinations only): _____

Inmate

Date

Case Management Specialist

Date

cc: Inmate Record



Public Safety Program Orientation Information

The Public Safety Program (PSP) initiative is a cooperative effort between the Department of Public Safety and Correctional Services (DPSCS), the Maryland Parole Commission, and the Division of Parole and Probation.

Program Information: The PSP aims to improve outcomes for participants by appropriately releasing them after completion of a DOC structured substance abuse program, on the condition they will continue treatment and receive re-integration services in the community. These services may include, but are not limited to:

- Job Training/ Workforce Development
- Education services
- Continued substance abuse services

Eligibility:

An eligible inmate is one who:

- Has an approved Baltimore City home plan for a minimum of one year;
- Is eligible to receive a conditional parole release;
- Not serving a term of confinement that includes a conviction for Murder, Child Abuse, or Sex offense, or Assault to commit any of the noted offenses;
- Has no detainers, untried indictments or unserved commitments in any other jurisdiction;
- Not on segregation and at least 180 days from a guilty finding for a category 1 or 2 rule violation;
- Is within seven (7) years of anticipated release date or parole rehear date and have a minimum of 24 months from the mandatory supervision release and a minimum of 12 months of Parole and probation supervision remaining; and
- Has a diagnosis of substance abuse or dependence and have completed (or are scheduled to complete) an approved SAT program while incarcerated.

Additional Information/Work Flow:

- Eligible and interested inmates will be considered for participation by case management action.
- If approved by the DOC, a request to review the inmate's case will be forwarded to the Maryland Parole Commission. As a function of their review, they may revisit decisions issued previously, expedite future hearings, or decline to approve the inmate's participation.
- Those approved by the Maryland Parole Commission for release will have a requirement of Compact participation attached as a special condition.
- Participating inmates will report to the agent assigned to handle their supervision by the Division of Parole and Probation.

MARYLAND DIVISION OF CORRECTION

**NOTICE OF ASSIGNMENT
TO
ADMINISTRATIVE SEGREGATION**

Institution: _____ Current Housing Location: _____ Date: _____

Last Name	First Name	M.I.	DOC Number
Date/Time of Placement			
Per			

It has been determined that reasons exist (as categorized below) to remove you from general population and assign you to administrative segregation pending review of the circumstances and case management team action. You will be seen by the case management team within five days of your placement on administrative segregation (excluding weekends and holidays) and given the opportunity to be heard as to whether or not you should be continued in this status.

Reason (check applicable categories):

- Reasons exist to believe that you are an escape risk.
- Reasons exist to believe that you are dangerous to the security of the institution and/or inmates and/or staff.
- An investigation is pending in your case.
- You are being considered for placement on voluntary or involuntary protective custody.
- Medical or psychological reasons exist, as determined by a health care provider, that require your removal from general population.
- Your continued behavior documents that you are not able to conform to the rules and regulations of the institution and/or the Division of Correction.
- Other (specify) _____

I have read (or have had read to me) and
acknowledge receipt of a copy of this notice:

Inmate's Signature

Distribution:

Original: Base File
Copy: Inmate

Notice Served by: _____

Date/Time _____

(Revised 2-18)

MARYLAND DIVISION OF CORRECTION

Administrative Segregation Investigative Report

Inmate: _____ DOC #: _____

Date of Placement: _____ Time of Placement: _____

Reason for Investigation: _____

Inmate's Claim: _____

Persons Contacted: _____

Findings: _____

Recommendations: _____

Investigator Date

MARYLAND DIVISION OF CORRECTION
DISCIPLINARY SEGREGATION REVIEW

Name: _____ DOC #: _____ Inst: _____

Date of Hearing: _____ Security Level: _____

Add'l Information: _____

Date of Last Rule Violation: _____ Guilty of: _____ Sanction: _____

MSR Date: _____ Total Segregation: _____ From: _____ Expires: _____

Recommendation: _____

CM Specialist's Signature: _____ Date: _____

Concur Non-Concur Supervisor: _____ Date: _____

Comments: _____

Approve Disapprove Warden/Designee: _____ Date: _____

Comments: _____

New Information: _____

Recommendation: _____

CM Specialist's Signature: _____ Date: _____

Concur Non-Concur Supervisor: _____ Date: _____

Comments: _____

Approve Disapprove Warden/Designee: _____ Date: _____

Comments: _____

New Information: _____

Recommendation: _____

CM Specialist's Signature: _____ Date: _____

Concur Non-Concur Supervisor: _____ Date: _____

Comments: _____

Approve Disapprove Warden/Designee: _____ Date: _____

Comments: _____

New Information: _____

Recommendation: _____

CM Specialist's Signature: _____ Date: _____

Concur Non-Concur Supervisor: _____ Date: _____

Comments: _____

Approve Disapprove Warden/Designee: _____ Date: _____

Comments: _____

MARYLAND DIVISION OF CORRECTION

Enemy Status Form

Institution: _____

Date: _____

Inmate's Name: _____

DOC/SID #: _____

Verified Enemy Name	DOC/SID #

Verified information and source: _____

Staff Signature: _____

Date: _____

OCMS entry date (verified cases only): _____ by _____

Distribution: - Inmate Case Record

(Revised 2-18)

MARYLAND DIVISION OF CORRECTION

Enemy Retraction Form

Date: _____

Inmate's Name: _____

DOC/SID #: _____

Name	DOC/SID #:	Reason(s) for Retraction:

Inmate's Signature: _____

Date: _____

Witness: _____

Date: _____

Witness: _____

Date: _____

OCMS entry date: _____ by _____

Distribution: - Inmate Case Record

(Revised 4/19)

MARYLAND DIVISION OF CORRECTION

APPLICATION FOR INTERSTATE CORRECTIONS COMPACT TRANSFER

Inmate: _____ DOC #: _____ Institution: _____

Section I. Inmate Request (Voluntary)

I, _____, hereby request that I be transferred to the State of _____ or [] to any signatory state under the provisions of the Interstate Corrections Compact (Correctional Services Article, Title 8, Subtitle 6, Annotated Code of Maryland). My reasons are as follows:

I make this request freely, voluntarily, and under no physical or mental duress or coercion, to volunteer to be transferred to a correctional institution in the above state. I understand that, if I am accepted, I will be subject to the rules and regulations of the correctional institutions of that state, and that those rules will determine my security and custody status, institutional assignment, program eligibility, disciplinary procedures, etc.

_____ Date _____ Inmate's Signature

I have reviewed this case and the inmate meets the established eligibility criteria for voluntary Interstate Corrections Compact transfer requests: [] Yes [] No

_____ Date _____ Case Management Specialist's Signature

Section II. Administrative Request (Involuntary)

Inmate _____ has been referred by _____ for consideration of involuntary transfer under the provisions of the Interstate Corrections Compact to the State of _____ or to any signatory state for the following reasons:

_____ Date _____ Case Management Specialist's Signature

Section III. Inmate's Rights, Obligations, and Procedures

1. An inmate's transfer under the Interstate Corrections Compact is intended to be permanent.
2. An inmate confined in a receiving state pursuant to the Interstate Corrections Compact will not be deprived of any legal rights which said inmate would have had if confined in an appropriate institution of the sending state.
3. During confinement in the receiving state, an inmate will at all times be subject to the jurisdiction of the sending state and may at any time be removed therefrom for transfer to a prison or other institution within this state, for transfer to another jurisdiction in which the sending state may have a contractual or other right to confine inmates, for release on probation or parole, for discharge or for any other purpose permitted by the laws of this state.
4. Except where an emergency dictates otherwise, an inmate from the sending state legally confined in the institution of the receiving state will not be removed therefrom by any person without the consent of the sending state. However, the receiving state may transfer an inmate from the sending state from one institution to another whenever it deems such action appropriate.
5. Transfer to another state in no way provides an inmate with any right to remain in that state or not to return to the sending state. The sending state reserves the right to demand the inmate's return to that jurisdiction at any time. The receiving state reserves the right to demand the sending state retake an inmate. An inmate is also subject to return to the sending state whenever a contract between the two states providing for the transfer of inmates is terminated.
6. While in custody of the receiving state, a transferee will be subject to all provisions of law and regulations applicable to persons committed for violations of law of the receiving state which are not inconsistent with the sentence imposed. However, with respect to any other matter that might affect the length of confinement or sentence, the laws of the sending state, and only the sending state, will govern.
7. Upon transfer to the receiving state, an inmate will be subject to the classification and processing procedures of that jurisdiction. Therefore, no assurances are made concerning transfer to a particular institution, as it is contemplated that a transferee will be treated, for this purpose, as if he/she was convicted and sentenced under the laws of that jurisdiction.
8. The receiving state, as agent for the sending state, will have physical control over and power to exercise disciplinary authority over any inmate transferred to that state. However, the receiving state is not authorized to impose any type of discipline prohibited by the laws of the sending state.
9. Upon transfer, an inmate will be entitled to any hearings to which he/she may have been entitled under the laws of the sending state. Said hearings may be conducted by the appropriate authorities of the sending state or by the authorities of the receiving state, if authorized by the sending state. If said hearing is conducted by the receiving state authorities, the law governing the hearing will be the law of the sending state and the authorities of the sending state will make the final determination on any matter. The hearing officials of the receiving state act solely as agents of the sending state in this regard.
10. Although it is the responsibility of the receiving state to provide custody, care, treatment, training, discipline, control, medical services and supplies, the receiving state or any of its institutions is not required to provide treatment, facilities or programs for any transferee which it does not provide for its own inmates, nor is a transferee entitled to any special privileges as a result of his/her status.
11. A transferee will be afforded the opportunity, and may be required, to participate in educational, skill training, treatment programs and/or other work on the same basis as inmates of the receiving institution. Compensation in connection with any such participation will be paid to a sending state inmate on the same basis as to inmates of the receiving state. However, said inmate will not be permitted or required to participate in any training, industrial or other work programs which are contrary to the laws of the sending state.

12. If at any time while an inmate housed by the receiving state has pending criminal charge(s), that inmate cannot be removed without the consent of the appropriate receiving state officials until he/she is discharged from prosecution or other form of proceeding, imprisonment or detention for such offense.

NOTE: I have read the above provisions or had them read to me, and I have had the opportunity to ask questions concerning my rights, obligations and procedures pertaining to the Interstate Corrections Compact transfer.

Date Inmate's Signature

Witness: _____
Date Signature/Title

Section IV. Case Management Review

CASE MANAGEMENT REVIEW:	(Name and Title)	Date:		
			Concur	Non-Concur
_____			<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

FINAL REVIEW:

Concur Non-Concur

Optional Review Date

Comments: _____

Approve Disapprove

Warden/Designee Date

Comments: _____

Commissioner/Designee Date

Comments: _____

MARYLAND DIVISION OF CORRECTION
ICC Referral Packet Letter of Transmittal and Checklist

TO: _____, RPOC Compact Administrator
FROM: _____, Institutional Compact Coordinator
INSTITUTION: _____ DATE: _____

Inmate: _____, CL #: _____, has been recommended by case management and approved by the Warden for transfer under the Interstate Corrections Compact to the State of _____.

In accordance with the provisions of this manual, a referral packet, including the information listed below, is attached:

- The original ICC application;
- A copy of the inmate's base file progress sheets, case note entries, and case plan;
- An updated identification photograph of the inmate;
- A copy of the fingerprints of the inmate;
- Copies of the inmate's court commitment(s) and any other judicial and/or administrative rulings relative to the sentence of the inmate for which confinement is to be made or continued;
- A copy of the state's version, PSI, if available, charging documents, or police report;
- The date of the inmate's parole eligibility and all parole decisions;
- A written summary of the inmate's complete disciplinary record;
- An updated Transfer Medical Summary, that includes completed PPD and a complete listing of all medication; and
- Any current mental health risk assessments, reviews or reports.

MARYLAND DIVISION OF CORRECTION

Progress Report Transmittal to Signatory State

Date: _____

TO: _____

FROM: _____
Maryland Institutional Compact Coordinator

RE: Inmate: _____
CL #: _____
Your #: _____

Attached is a current progress report on the above-referenced inmate received from the State of _____ and housed in Maryland under the provisions of the Interstate Corrections Compact. Please contact the office indicated below if you have any questions or need further information.

NOTE: If the inmate's diminution of confinement time and/or release status changed, please forward written notification to:

Interstate Corrections Compact Administrator
Division of Correction-HQ
6776 Reisterstown Road, Suite 310
Baltimore, Maryland 21215

cc: Base File
Commitment Supervisor
Headquarters Compact Administrator



**Department of Public Safety and Correctional Services
Office of the Commissioner of Correction**

Institutional Progress Report

Reason for report: ICC: Other Agency: Court: Inmate: (Check one)

SECTION I: Offender Information

Offender Name:	MD SID#:	Out of State ID#:
Facility:	Eval Date From:	Eval Date To:

SECTION II: Security Evaluation: (check one)

Housing: General Population: Special Confinement: Administrative Segregation:

Disciplinary Segregation: Protective Custody: Other (explain):

Custody Level: Pre-release: Minimum: Medium: Maximum I: Maximum II:

SECTION III: Work/Education/Vocational Assignment (Use additional sheets if necessary)

Assignment Type:	Start Date :	End Date :
Description of above program:		
Assignment Type:	Start Date :	End Date :
Description of above program /Assignment:		
Assignment Type:	Start Date :	End Date :
Description of above program /Assignment:		
Assignment Type:	Start Date :	End Date :
Description of above program /Assignment:		



**Department of Public Safety and Correctional Services
Office of the Commissioner of Correction**

SECTION IV: Program Participation:

Program Participation: List any programs (i.e. substance abuse therapy, social work programs, etc.) and specific beginning and ending dates (month/day/year) that the inmate has attended for this reporting period. If the inmate has not attended any programs, please indicate as "N/A": Use additional Sheets If Necessary

Title:	Date From:	Date To:	Comments:
Description of above program /Assignment:			
Title:	Date From:	Date To:	Comments:
Description of above program /Assignment:			
Title:	Date From:	Date To:	Comments:
Description of above program /Assignment:			
Title:	Date From:	Date To:	Comments:
Description of above program /Assignment:			

SECTION VI: Disciplinary/Incident Reports Disciplinary action: (use additional sheets if necessary)

Date:	Rule Violation:	Results/Sanction:
Brief description of above incident/sanctions:		
Date:	Rule Violation:	Results/Sanction:
Brief description of above incident/sanctions:		
Date:	Rule Violation:	Results/Sanction:
Brief description of above incident/sanctions:		
Date:	Rule Violation:	Results/Sanction:
Brief description of above incident/sanctions:		



**Department of Public Safety and Correctional Services
Office of the Commissioner of Correction**

SECTION VII: Release Plan: (ICC Only)**Emergency Contact:**

Relationship:	Relationship:
Name:	Name:
Address 1:	Address 1:
Address 2:	Address 2:
City:	City:
State:	State :
Zip:	Zip :
Phone :	Phone :
Comment:	Comment :

Prepared by:

--	--

Name & Title

Date:

Reviewed by:

--	--

Warden/Designee

Date:

**** Be advised both *Prepared* and *Reviewed* signatures are needed to validate authenticity of the form and to show the form has been reviewed by approving authorities. ****

cc: Base File

Department of Public Safety and Correctional Services
**INTERNATIONAL PRISONER TRANSFER NOTIFICATION
 AND ACKNOWLEDGMENT FORM**

The United States has entered into international treaties with many countries which may permit a foreign national prisoner from one of the treaty countries to transfer to the prisoner's home country to serve the remainder of the prisoner's sentence. The State of Maryland has enacted legislation which allows it to participate in the international prisoner transfer program. The transfer program is discretionary and not everyone who applies will be qualified or approved for transfer. To transfer, your application must first be approved by the State of Maryland. The United States and your home country must also approve your application before a transfer can occur. If you are unsure whether your country participates in this program, please contact your case management specialist or your nearest consulate for more information. You must also contact your consulate to assist you and to determine if your home country has any additional requirements.

Name: _____	SID#: _____
Date of Birth: _____	Place of Birth: _____
Citizenship: _____	Institution: _____
Offense: _____	Sentence: _____
Projected Release Date: _____	Language Preference: _____

I am interested in being transferred to continue serving the sentence imposed by the State of Maryland to the country of citizenship indicated above. I understand that this is only an inquiry to obtain data before the actual request for transfer and is not binding upon either the government or me. I understand that upon approval for transfer, I will be required to attend a verification hearing before a United States Magistrate Judge. I have indicated above the language preference for my verification hearing and understand an interpreter will be available, if necessary.

Signature

Date

I hereby indicate that I am **not** interested in being transferred to continue serving the sentence imposed by the State of Maryland to the country of citizenship indicated above.

Signature

Date

Department of Public Safety and Correctional Services
APPLICATION FOR INTERNATIONAL PRISONER TRANSFER

Inmate: _____ SID #: _____ Institution: _____

Section I. Inmate Request

I, _____, hereby request that I be transferred to _____, my country
of _____
nationality, under the provisions of Correctional Services Article, Title 9, Subtitle 3, Annotated Code of Maryland.

I make this request freely, voluntarily, and under no physical or mental duress or coercion, to volunteer to be transferred to a correctional institution in the above country. I understand that, if I am accepted, I will be subject to the rules and regulations of the correctional institutions of that country, and that those rules will determine my security and custody status, institutional assignment, program eligibility, disciplinary procedures, etc.

_____ Date _____ Inmate's Signature _____

Section II. Case Management Review

CASE MANAGEMENT REVIEW:	(Name and Title)	Date:	Concur	Non-Concur
_____			<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>
_____			<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

FINAL REVIEW:

Concur	Non-Concur		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Optional Review	Date

Comments: _____

Approve	Disapprove		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		Warden/Designee	Date

Comments: _____

<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
		DSO/Designee	Date

Comments: _____

**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
PRISONER TRANSFER APPLICATION QUESTIONNAIRE**

1. Personal Data:

Last Name	First Name	Middle Name
Birth Name (if different): _____		
Other names used: _____		
Prison where incarcerated: _____	SID#: _____	
Social Security number: _____	Alien/ICE#: _____	
True date of birth: _____	Place of Birth: _____	
	Month/Day/Year	City/Country
Country(s) of citizenship: _____		
Languages spoken: _____		
How long have you lived abroad and in what countries have you lived? _____		

Have you contacted your consulate regarding your application? _____

Note: You must notify your consulate of your interest to transfer.

What is your current marital status? _____

Spouse: _____
Address: _____
City: _____
State: _____
Country: _____
Telephone: _____

Do you have any children? _____

What are the names, ages and complete addresses of your children? (Attach if more than four)

Name: _____	Name: _____
Age: _____	Age: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Country: _____	Country: _____
Name: _____	Name: _____
Age: _____	Age: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Country: _____	Country: _____

Who are your parents and closest relatives and where do they live?

Relationship: <u>Mother</u>	Relationship: <u>Father</u>
Name: _____	Name: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Country: _____	Country: _____

Relationship: _____	Relationship: _____
Name: _____	Name: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Country: _____	Country: _____

Educational level and name and location of schools attended: _____

Occupation: _____

Work history for ten-year period prior to incarceration. Please provide name of employer, place of employment, dates of employment and type of work performed.

Have you previously received an international prisoner transfer? _____
 If yes, when and from which country were you transferred? _____

Have you ever been deported from a country? _____
 If yes, when and from which country were you deported? _____

Current health concerns. Please list any current health concerns that would be important to know if you are transferred, such as whether you need a wheelchair, require special medication, etc.:

Please provide any additional information you believe is pertinent to your application to transfer:

2. Sentence Data

Date of sentencing: _____	Sentence length: _____	Projected release date: _____
Month/Day/Year	(Months, years, life, etc.)	Month/Day/Year
Date of Arrest: _____	_____	
Type of Offense _____	_____	
Do you have an appeal or other legal challenge pending? _____		_____

I hereby request a transfer to my country of nationality to complete my sentence and I authorize the disclosure and release of information necessary to process my request to transfer.

Date

Inmate's Signature

Department of Public Safety and Correctional Services
CERTIFIED CASE SUMMARY

Personal Data:

Last Name	First Name	Middle Name
Other names used: _____		
Prison where incarcerated: _____	SID#: _____	
Social Security number: _____	Alien/ICE#: _____	
Date of birth: _____	Place of Birth: _____	
	Month/Day/Year	City/Country
Nationality: _____		
Languages spoken: _____		
Current marital status: _____		
Children: _____		
Educational level and name and location of schools attended: _____		
Occupation: _____		

Sentence Data and Criminal History Information:

Date of sentencing: _____	Sentence length: _____	Sentence start date: _____
Month/Day/Year	(Months, years, life, etc.)	Month/Day/Year
Current Offense: _____		
Sentencing Court: _____		
Criminal Docket Number: _____		
Description and Date of Offense: _____		

Fines/Assessments/Restitution: _____		

Prior Record: _____		

Detainers/Pending Charges/Pending Appeals: _____		

Diminution of Confinement Credits: _____ (include copy of OBSCIS Screen 17)		
Parole Status: _____	Time Served to date: _____	
Projected Release Date: _____	Maximum Expiration: _____	

Social Data:

Psychological Evaluation, if available: _____

Security Level: _____

History of Alcohol/Drug Abuse: _____

Current Medical Condition(s): _____

Prison Work Experience: _____

Incidents of Institutional Misconduct: _____

Special Program Participation: _____

Other Pertinent Information:

Date

Case Management Specialist's Signature & Title

Telephone

Date

Case Management Supervisor's Signature & Title

Telephone

Instructions for Completing the Certified State Case Summary

Personal Data

- 1 - Provide the complete name by which the inmate has been committed to DOC. It is important to include all known aliases used by the inmate since sometimes the foreign country will only know him/her by an alias (which may, in fact, be his/her true name). In addition, when multiple aliases are used, it is possible that the inmate may also have criminal records under these names.
- 2 - This question seeks the control number that the DOC has given the inmate.
- 3 - Question 3 asks for the DOB of the inmate. Please write out the date (e.g. April 10, 1960 or 10 April 1960) in order to avoid confusion since most countries do not follow the American convention of month/day/year. If our records indicate more than one DOB, especially when aliases have been used, please provide all such dates.
- 4 - This question requests the city and country of birth.
- 5 - This question asks for the claimed nationality of the inmate. The foreign government is responsible for making the final determination of nationality.
- 6 - This question asks for the race – Black, White, Indian, and Asian.
- 7 - This question asks for the sex – Male/Female.
- 8 - This question asks for Ethnic Origin – Hispanic/Latino, Not Hispanic/Latino
- 9-12 - These questions ask for the weight, height, and hair and eye color. This information will be needed by the Bureau of Prisons (BOP).
- 13 - This question addresses any scars, tattoos, and other identifying information is helpful if the inmate returns to the US.
- 14 - This question requests a social security number, if the inmate has one. This information will be needed by the BOP to run an NCIC background check.
- 15 - This question seeks information about the inmate's immediate family such as parents and siblings. Significant common law spousal relationships and children should also be included in the response. If known, please include information about the location of these individuals. Such information may be available from visitor lists or emergency contact information. A last known address of the inmate and/or his family is also helpful.
- 16 - Include pertinent information about the work history of the inmate including positions held, name and location of employer(s) and duration of employment. This information assists the receiving country in rehabilitative and release planning.

Sentence Data

1 – This question seeks information about the sentence that the State has imposed on the inmate. Please include the length of the sentence and any other terms or conditions that have been imposed. If more than one sentence has been imposed, list the offense and sentence and whether the sentence is to run consecutively or concurrently.

2 – This question asks for the date that the sentence was imposed. Again, please write the date in words to avoid confusion. If the inmate is serving multiple sentences, indicate the date that each was imposed.

3 – Identify the sentencing court and its location.

4 – This question seeks the case number of the criminal case for which the inmate was sentenced.

5 – List the name of the offenses for which the inmate was convicted and for which he is seeking transfer. If it was a drug offense include the type and quantity of drugs the court considered in imposing the sentence. Use words rather than numerals to describe the quantity of drugs involved to avoid any confusion that may result from the differing numeric conversions used by some countries (most countries use commas where the US uses decimals. For example, 1,320.5 grams in the US is written as 1.320,5 grams in Mexico.

6 – Provide a brief description of the offense. Although this description should be brief, in most cases one or two paragraphs, be careful to include all pertinent details of the crime including: the date and location of the crime; the nature of the crime including drug amounts (if relevant) and the presence of weapons; the role of the inmate in the crime; the existence and role of other participants in the crime; the impact of the crime; and any aggravating or mitigating circumstances. This description assists the receiving country in administering the sentence and determining the appropriate security level for the inmate. In addition, please note that the date of the offense is extremely important because different sentence calculation and good conduct laws may apply depending on when the offense was committed.

Finally, if the inmate seeking transfer is Mexican, Mexico requires a statement about the circumstance of the arrests, the presence of weapons and any credible information linking the inmate to organized crime. All of this information will be translated into the language of the receiving country and used for law enforcement purposes.

7 – This question seeks information about any fines, restitution, or other monetary penalties that have been imposed. Include all information that may be available including the type of financial obligation, the amount owed and the amount already paid. It is important to recognize that the receiving country will not ordinarily collect outstanding financial obligations after the transfer.

8 – Include all available information about the prior arrests and convictions of the inmate that would assist the receiving country in evaluating, monitoring, or supervising the inmate. Such information includes the date of the prior criminal activity, the type of offense, and the disposition of any charges including any sentence or fine that was imposed.

9 – In responding to this question, please provide any known detainers and include the issuing authority, the date and status of the detainer, and the offense for which the offense was lodged.

List any pending charges including the date of the offense and the charging authority, and any pending appeals filed by the prisoner. If the detainer is from ICE and you have the inmate's ICE Alien number, include it as this information will help the US in obtaining a removal order.

10 – This question seeks detailed information about all credits that the inmate has received while in DOC custody or to which he is entitled to receive by statute. Such information, which includes GCC and work credits is extremely important for the receiving country to obtain in determining how to administer the transferred sentence.

11 – If parole is unavailable on the sentence the inmate is serving, please indicate its unavailability. If serving a sentence for which parole is available, indicate the projected parole eligibility date. If parole has been denied, indicate the date of denial. When a presumptive parole date has been set, indicate that date.

12 – List the projected release date if the inmate were to remain in State custody and how this date is calculated. If a projected release date cannot be determined, indicate the date of the earliest possible release date and the release method and specify any qualifications or conditions that may apply to this date.

13 – The “full term date” is the maximum length of sentence.

14 – Provide the date that the inmate began serving his sentence. This information assists the receiving country in calculating the sentence after transfer. Again, write the date in words.

15 – List any credits that the inmate has received for “jail time” or being in custody prior to beginning the sentence. This would include, for example, periods of time for pretrial detention pending sentence or appeal. If the inmate was released on bail/bond, please clearly indicate the dates when the inmate was released and subsequently returned to custody.

Social Data

1- If the inmate was or is experiencing significant mental health problems or if he/she is taking any psychotropic medications, this information should be summarized or a psychological evaluation should be attached that explains the condition.

2 – List the inmate's current security level. Use “maximum,” “high,” “medium,” “low,” to describe the security level. This information assists the receiving country in evaluating the prisoner and determining the appropriate facility in which to house the inmate.

3 – Educational information assists the receiving country in making programming plans for the transferred inmate. Information provided should include the number of years of schooling, any degrees or certificates obtained, and any specialized courses of study.

4 – Information concerning alcohol or drug abuse by the inmate is important for the receiving country to receive since it is used to make programming decisions as well as to determine the applicability of special conditions of release. Include details about illegal drug and alcohol use, the type of drugs used, the duration of the use and any treatment received.

5 – Include all medical information about the inmate, and list all medications. Include the results of the TB test and attach a recent medical report that can be translated for the receiving country.

NOTE: The US Marshalls Service and the US Bureau of Prisons will NOT take an inmate into custody without a current TB test showing that the inmate is free from active TB.

6 - Include all jobs that the inmate had while in prison, the time period the job(s) were held, and any work evaluations that were received.

7 – Provide a full summary of the inmate’s disciplinary record. Include the date of the incident, rule violation (with a description), and the finding and sanction(s) imposed (segregation sentence, revocation of credits, Reduction in Violence Committee recommendations).

8 – List all significant programs in which the inmate is participating or has completed during the incarceration. Such programs include educational, SAT, cognitive program, self-help groups, any others. Include any performance evaluations or certificates the inmate may have received.

Other Pertinent Information:

Provide any additional information you believe may be pertinent to the security issues of the inmate and to the future treatment and rehabilitation of the inmate.



Department of Public Safety and Correctional Services

INTERNATIONAL PRISONER TRANSFER REFERRAL PACKET CHECKLIST

TO: _____, RPOC Compact Administrator

FROM: _____, Facility Compact Coordinator

INSTITUTION: _____, Date: _____

Inmate: _____, DOC#: _____

has been processed by case management for international prisoner transfer to the country of _____.

In accordance with the provisions of this manual, a referral packet, including the information listed below, is attached:

- _____ The original international prisoner transfer application, questionnaire and case summary (Appendices 6, and 7 to CMM- 19);
- _____ Birth certificate or copy of passport (if available);
- _____ Immigration status (if known) and the alien number (if available);
- _____ A copy of the inmate's base file progress sheets, if available, case plan and case notes;
- _____ A copy of the inmate's complete adjustment history;
- _____ A certified judgment and or court order signed by the sentencing judge that lists the crimes, laws and statutes for which the inmate was convicted;
- _____ The original letter from the sentencing judge and prosecuting attorney of State's intent for IPT
- _____ An updated identification photograph of the inmate;
- _____ A copy of the inmate's fingerprints;
- _____ A copy of the inmate's FBI report;
- _____ Copies of the inmate's court commitment(s), detainers and any other judicial and/or administrative rulings relative to the sentence of the inmate for which confinement is to be made or continued;

- _____ A copy of the state's version, statement of charges or PSI, if available;

- _____ A copy of the sentence calculation, must include jail credits received, and an explanation of all credits (GCC, IC, SPC and EC include the number earned)
Note: This should be a response drafted by Commitment staff.

- _____ A psychological evaluation;

- _____ A medical evaluation that includes chronic conditions, last PPD, hepatitis evaluation and all medications prescribed to inmate.

- _____ Victim impact statements, if available, any correspondence from victim and copy of notification to Victim Services

Case Record - Filing Order

Section I – (File in order as listed)

- A. Emergency Case Summary Coversheet
- B. Intake Summary (Fingerprint Card)
 - 1. Emergency Notification Card/OCMS Emergency Contact Printout
 - 2. Photographs
- C. Requests – Release Envelope
 - 1. Birth Certificates/Social Security cards
 - 2. Separation from military service reports (DD214)
 - 3. MSR Special Condition Requests
- D. Alerts
 - 1. Enemy Alert/Retraction Forms
 - 2. Name Changes: Aliases/Court Order
 - 3. Correctional Transfer Alert
 - 4. Court Order/Child Support
 - 5. Temporary Ex Parte/Protective Orders
- E. Commitment
 - 1. Sentence Status Reports with supporting documentation
 - 2. Copies of Commitment(s)
 - 3. Fast and Speedy Trial requests
 - 4. Court Trip paperwork
 - 5. Commitment correspondence
 - 6. Current Commitment status notification
 - 7. Open/Close DOC # information from Commitment
- F. Warrant of Transfer
- G. Family History form

Section II – (File in order as listed)

- A. Release Checklist
- B. Progress Sheets (blue)/Patuxent Progress Sheets (white)
- C. Criminal History Verification Record/Correspondence
- D. III Index Record Existence (QH), METERS, JIS, RAPS, JPortal Printouts
- E. Statement of Charges (pretrial), Official State's Version and Request for State's Version
- F. Pre-Sentence Investigation Reports/Maryland Sentencing Guidelines Worksheet (green)/Parole and Probation Supervision Summary
- G. Inactive Escape/Retake Notifications (active notifications should be placed on top of Section 1)
- H. Parole Revocation Decision
- I. Parole Decision on top of Pre-Parole Summaries (in reverse chronological order)
- J. Parole correspondence

Section III – (File in reverse chronological order)

- A. Case Management Action Records/Forms
 - 1. Security and Custody Reclassification Instrument *
 - 2. Initial Security Classification Instrument *
 - 3. Case Management Assignment Sheet *
 - 4. Authority Move Forms *
 - 5. Behavior Modification Program (BMP) Screening Sheets
 - 6. Special Management Unit (SNU) Screening Sheets
 - 7. Mental Health Unit Admission and Discharge Forms
 - 8. Referral for Transfer to Patuxent for Evaluation
 - 9. Interstate Corrections Compact (ICC) Application
 - 10. Notice of Assignment to Administrative Segregation (attach to Case Management Assignment Sheet)
 - 11. Notice of Assignment to Protective Custody (attach to Case Management Assignment Sheet)
 - 12. Home Detention Program Screening/Acceptance Form
 - 13. Patuxent Board of Review Summary (final)
 - 14. Waiver and Notification of Case Management Action
 - 15. Volunteer/Unpaid Status Form
 - 16. Notification/Waiver Form
 - 17. Waiver of Pay (Labor Pool)
 - 18. Institutional Progress Report Form
 - 19. Home Detention Program Screening/Acceptance Form
 - 20. CARC Application/Review

- B. Work Release Forms
 - 1. Notification of Removal from Work Release
 - 2. Work Release Employment Investigation Plan
 - 3. Work Release Employer Guidelines
 - 4. Work Release Program Application
 - 5. Collection of Restitution Payments for Work Release Earnings
 - 6. Notice of Restitution Withholdings
 - 7. Work Release Field Sheet

- C. Community Leave Forms and relevant information

- D. Waiver of Extradition form*

* These forms are included in the physical record only prior to July 2014. After July 2014, these forms are to be maintained in OCMS only.

Section IV – (File in reverse chronological order)

- A. Disciplinary Actions
 - 1. Incident Reports/Information Report Form
 - 2. Matter of Record
 - 3. Disciplinary Report/Receipt of Warden's Decision Form
 - 4. Patuxent disciplinary hearings which occurred after 3/1/92
 - 5. Disciplinary Appeal Letters
- B. Informal Inmate Complaint Forms
- C. Inmate Grievance Forms
- D. Segregation and Special Confinement Forms

Section V – (File in reverse chronological order)

- A. Prison Rape Elimination Act Intake Screening Forms
- B. Required Medical Reports, to include Medical Clearance: Program and Work Assignment forms
- C. Psychological Evaluation Summary
- D. Psychosocial Assessment
- E. Social Work assessments/reports
- F. Educational Reports/Materials
- G. Occupational Reports/Evaluation/Screenings
- H. Certificates/Awards
- I. Addiction Assessment Reports/ Mental Health Screening Forms/Reports
- J. Employment information, reports, and certificates
- K. Substance Abuse Education/Pre-Release Planning or Addictions Service Program Correspondence
- L. Request for DNA Sample
- M. Domestic Violence Group Screening
- N. Urinalysis Test/Results
- O. Behavior Management Program and Special Management Unit Forms

Section VI – (File in reverse chronological order)

- A. Pertinent Letters – general correspondence
- B. Base File Review - Application and Consent Form for Release of Inmate Case Record Information ([Appendix 1 to DOC.020.0012](#))
- C. Miscellaneous Material Receipts
- D. Rules and Regulations

- E. Orientation Receipts
- F. Receipts for Institutional Handbook
- G. Extra Inmate Photographs
- H. Religious Preference Registration Form
- I. Old Case Records (small files)
- J. Division of Pretrial Detention and Services material
Note: Pull all Statement of Charges and file in section II (remove all other criminal history documents)
- K. Release Paperwork (if inmate is returned)
- L. Notification of Next of Kin
- M. Visitation Suspension Notices
- N. Ex-Offender Visitors Memos
- O. Miscellaneous paperwork/forms not listed in any other section

Making a Second Case Record

A second or subsequent case record is to be compiled when old records are received for assimilation or when any section of the record reaches capacity, i.e., when the prongs in the section will no longer close. Prongs are not to be added.

Old case records are to be placed in a second volume and labeled Old Case Records. If the old case record is small in size, this information may be filed in section VI of the current case record by divider and labeled accordingly.

If a section in the case record reaches capacity, all records over two years old are to be pulled from the section and placed in the second volume. The second record is to be labeled with the section of the base file from which the materials were taken. In the original record page 2 of this appendix is to be placed in the appropriate section to indicate that the older material is in the second file.

To make a second case record:

- A. Use the same inmate name and number (DOC/CL/SID) as on the original file;
- B. Label one tab "Folder 1 of 2" (to be placed on the original file) and another tab "Folder 2 of 2" (to be placed on the second file); this numerical labeling shall be completed for any subsequent files; and
- C. Label the additional folder to indicate the contents, e.g.; "Old Case Materials," Section IV, etc.

Examples:

DOE, John	DOC/SID#000000	DOE, John	DOC/SID#000000
Folder 1 of 2	Record	Folder 2 of 2	Old Case#
DOE, John	DOC/SID#000000	DOE, John	DOC/SID#000000
Folder 1 of 2	Record	Folder 2 of 2	Filing

SEE FOLDER # _____

FOR

SECTION # _____

MARYLAND DIVISION OF CORRECTION

REQUEST FOR TRANSFER OF RECORDS

PART A:

TO: _____
FROM: _____
DATE: _____
RE: _____
Inmate's Name DOC/CL/SID Number

OCMS, Inmate Traffic History, indicates the above-referenced inmate was released from _____ on _____. The current name/number is _____.

Please forward the inactive records. Thank you for your assistance in this matter.

PART B:

In response to your request the following has been determined:

_____ The inmate was not released from _____. Your request has been returned.

_____ The inmate's inactive records have been located and are attached. NOTE: The requested files shall be forward within five days of the initial receipt of the request.

_____ The inmate's inactive records have been archived at the State Records Center. The records have been requested (copy attached). NOTE: The request to the State Records Management Center shall be forwarded within five days of the initial receipt of the request.

_____ The inmate's inactive records have not been located. Case management staff are in the process of recreating the inactive records and they will be forwarded within 21 days of the initial receipt of the request.

Completed By: _____ Date: _____

MARYLAND DIVISION OF CORRECTION

Parole Hearing Case Management Recommendation

Inmate's Name: _____ DOC #: _____ Institution: _____

Recommendation: Parole Rehear Refuse Hold

Conditions/Date: _____

Rationale: _____

Case Management Specialist: _____ Title: _____ Date: _____

Warden/Designee: _____ Title: _____ Date: _____

Comments: _____

cc: Inmate Record

(Revised 2-18)

Open Parole Hearing Fact Sheet

1. A victim of a crime committed by an eligible offender in connection with the Justice Reinvestment Act (JRA) and Administrative Release has all rights granted to a victim related to a parole hearing under §7-801 of the Correctional Services Article. The victim may submit a timely, written request to the Maryland Parole Commission (MPC) to attend an open parole hearing at a designated regional hearing center.
2. Once the open parole hearing date is announced in the *Maryland Register*, any member of the general public may also submit a request to the MPC to attend.
3. The MPC will notify the subject inmate at least 60 days in advance of a scheduled open parole hearing. Prior to the hearing, the appropriate regional hearing center will also be notified by the MPC of the open hearing and attendees.
4. A maximum of four persons (victims, victim representatives, and members of the general public) may attend an open parole hearing (contingent upon MPC approval).
5. All attendees shall present proper official photo identification upon arrival and are subject to the security screening procedures of the regional hearing center where the hearing will be conducted.
6. A designated institutional staff member shall escort and remain with the attendees until the hearing is concluded and the attendees have exited the institution.
7. Custody staff shall escort the inmate to and from the hearing, and ensure the inmate remains at a safe distance from the victim and other attendees at all times to ensure the safety of all parties.
8. Once scheduled for an open parole hearing, an inmate may not be transferred to another facility absent serious security/medical concerns.
9. The Warden or representatives of the MPC shall deny admission or continued participation of any attendee who by word, action, or gesture:
 - a. threatens or presents a danger to the security and good order of the institution where the hearing is being held;
 - b. threatens or presents a danger to other attendees/participants; or
 - c. disrupts the orderly conduct of the hearing in any fashion.
10. The subject inmate must be present in order for the hearing to commence.
11. At the beginning of the hearing, the victim or victim representative(s) may make an eight-minute statement in the presence of the subject inmate. The inmate maintains no right of rebuttal.
12. Video, photographic, and electronic recording devices are prohibited.

DESIGNATED REGIONAL HEARING CENTERS

<u>Region</u>	<u>Institution</u>	<u>Facilities Served</u>
Jessup	MCI-J	MCI-J, JCI, BCF, DRCF, SMPRU, EPRU CMCF, PATX-DOC (M), CMHC-J
	MCIW	PATX-DOC (F), MCIW
Hagerstown	MCI-H	MCI-H, MCTC, RCI
Baltimore	BCCC	BCCC, CHDU, Threshold
	MRDCC	MRDCC
Eastern	ECI	ECI, ECI-A
Western	WCI	WCI, NBCI
	NBCI	



Repatriation Program Referral

Inmate's Name: _____ DOC #: _____ Date: _____

The above listed inmate is being referred to the Maryland Parole Commission for consideration for participation in the Repatriation Program. Attached is a current copy of the inmate's case plan and MD/NCIC warrant check.

This referral is subject to all requirements established in accordance with Division of Correction procedures.

REQUIREMENTS OF THE PROGRAM:

Prior to referral to the Maryland Parole Commission for consideration, the assigned case management specialist shall ensure the inmate meets the following criteria:

- * the inmate has no untried indictments of any kind, in any U.S. jurisdiction; and
- * the inmate is not serving a term of confinement that includes a conviction for a violent crime as defined in § 7-101 of the Correctional Services Article, ACM; and
- * the Division of Correction holds a current order for deportation from the United States; and
- * the inmate is serving a term of confinement for which the Maryland Parole Commission maintains release authority.

INMATE ACKNOWLEDGEMENT AND REQUEST FOR CONSIDERATION:

By my signature below I am requesting consideration for participation in the Repatriation Program. I acknowledge my understanding that:

- I am not a native or citizen of the United States, and I am in custody pursuant to a final conviction.
- Eligibility does not imply suitability or approval. In order to be released, I must be approved by the Division of Correction, Maryland Parole Commission (MPC), and the Office of Detention and Removal Operations (DRO).
- Approval will result in my release from incarceration for the expressed purpose of processing my deportation from the United States.
- If approved, I am required to maintain a satisfactory institutional adjustment record until my release. Failure to do so will jeopardize my opportunity to participate in the program.
- If approved, I am prohibited from returning to the United States or its territories. **Illegal reentry into the United States requires that I be returned to the Maryland Department of Public Safety and Correctional Services (DPSCS) to finish the remainder of my sentence.**
- Additionally, I will be subject to prosecution pursuant to Section 276 of the Immigration Nationality Act (INA), 8 U.S.C. §1326.
- I have freely and voluntarily waived my administrative and judicial appellate rights to extradition, and do not challenge removal, conviction or sentence.
- I agree to fully cooperate with Immigration & Customs Enforcement (ICE) to obtain a valid travel documentation and facilitate removal pursuant to INA §243(a)(1), 8 U.S.C. §1253(a)(1).

SIGNATURES:

Inmate

Date

Case Management Specialist

Date



Department of Public Safety and Correctional Services

Repatriation Program Referral Packet Letter of Transmittal and Checklist

To: _____, RPOC CM Unit

From: _____, Institutional Coordinator

Institution: _____ Date: _____

Inmate Name: _____ CL/SID: _____, has been recommended by case management, and approved by the Warden for participation in the Repatriation Program.

In accordance with the provisions of this manual, a referral packet, including the information listed below, is attached:

- _____ The original Repatriation Program Referral form
- _____ Signed Waiver of Extradition form
- _____ Deportation order signed by an immigration judge
- _____ NCIC warrant check
- _____ JPortal and Maryland judiciary case search
- _____ Approved case management assignment sheet
- _____ Case plan (ICP)
- _____ Copy of alert note placed in OCMS

STATE OF MARYLAND
DIVISION OF CORRECTION

REQUEST FOR SPECIAL CONDITION OF MANDATORY SUPERVISION RELEASE

Last Name First Name MI DOC/SID Number

Current Mandatory Supervision Release Date Date Special Condition(s) Requested

The following special condition is recommended for the above-referenced offender.

SC #50 **NO CONTACT ORDER:**

SC #50 **OTHER:**

Rationale: (Attach supporting documentation)

Submitted by:
(Case Management Specialist): _____ _____ _____
Name Title Date

Supervisory Review:

Approved: Disapproved _____ _____
Supervisor/Manager Date

Comments: _____

HQ Review:

Approved: Disapproved _____ _____
Director of Case Management/Designee Date

Comments: _____

Maryland Parole Commission Review:

Approved: Disapproved _____ _____
Parole Commissioner Date

Comments: _____

cc: Inmate Case Record
Parole File

DPP INVESTIGATION UNITS

COUNTY	E-MAIL
Allegany	Allegany.County1@maryland.gov
Anne Arundel	Anne.ArundelCounty@maryland.gov
Baltimore City	Shirley.johnson1@maryland.gov Baltimore.City1@maryland.gov
Baltimore County	Baltimore.County1@maryland.gov lester.schokman@maryland.gov
Calvert	calvert.county1@maryland.gov
Caroline	Mid.Shore@maryland.gov
Carroll	Carroll.county1@maryland.gov
Cecil	Mid.Shore@maryland.gov
Charles	Dpp.chaprehe@maryland.gov
Dorchester	Wic.prehe@maryland.gov
Frederick	Frephe.HE@maryland.gov
Garrett	Garrett.county1@maryland.gov
Harford	Upper.Shore@maryland.gov
Howard	Arlene.rodway@maryland.gov Cynthia.callen@maryland.gov
Kent	Mid.Shore@maryland.gov
Montgomery	montgomery.county1@maryland.gov
Prince George's	Prince.georgescounty@maryland.gov

Queen Anne's	Mid.Shore@maryland.gov
Somerset	Wic.prehe@maryland.gov
St. Mary's	stmary's.county1@maryland.gov
Talbot	Mid.Shore@maryland.gov
Washington	Washington.county1@maryland.gov
Wicomico	Wic.prehe@maryland.gov
Worcester	Wic.prehe@maryland.gov

Division of Parole and Probation
Intake Units by County

COUNTY	INTAKE ADDRESS	PHONE
Allegany	123 South Liberty Street, Cumberland, MD 21502	301-784-8110
Anne Arundel	District Court Multipurpose Building 251 Rowe Boulevard, Ground Floor, Annapolis, MD 21401	410-260-1900
Baltimore City	2100 Guilford Avenue, Baltimore 21218	443-263-3535
Baltimore County	200 Washington Avenue, Ground Floor, Towson 21204	410-832-2200
	District Court Multipurpose Bldg., 900 Walker Ave. Baltimore, MD 21228	410-455-7830
	8914 Kelso Drive. Essex, MD 21221	410-238-5500
Calvert	Louis Goldstein Building, 200 Duke Street, Suite 1100 Prince Frederick, MD 20678	443-550-6780
Caroline	District Court/Multi-Service Center 207 South Third Street, Denton, MD 21629	410-819-4550
Carroll	Carroll Co Courthouse, Annex 101 North Court Street, Ground Floor, Westminster 21157	410-871-3650
Cecil	District Court/Multi-Service Center, 170 East Main Street, Elkton, MD 21921	410-996-2870
Charles	25 Industrial Park Drive, Waldorf, MD 20602	301-396-8800
Dorchester	District Court Building, 310 Gay Street, 2nd Floor Cambridge, MD 21613	410-901-8460
Frederick	100 West Patrick Street, Frederick, MD 21701	301-600-1935
Garrett	221 A South Third Street, Oakland, MD 21550	301-334-8113
Harford	2 South Bond Street, Suite 202, Bel Air, MD 21014	410-836-4650
Howard	3451 Courthouse Drive, Ellicott City, MD 21043	410-480-7920
Kent	131 North Dixon Drive, Chestertown Business Park, Chestertown, MD 21620	410-810-5960
Montgomery	191 East Jefferson Street, Room 127, Rockville, MD 20850	301-563-8715
Prince George's	Upper Marlboro District Court, 14735 Main Street, JRoom 068B, Upper Marlboro, MD 20772	307-627-7200
Queen Anne's	District Court/Multi-Service Center, 120 Broadway Centreville, MD 21617	410-819-4140
Somerset	11670 Somerset Avenue, Princess Anne, MD 21853	410-651-2211
St. Mary's	Joseph D. Carter Building, 23110 Leonard Hall Drive, Leonardtown, MD 20650	301-880-2750
Talbot	301 Bay Street, Suite 302, Easton 21601	410-763-7916
Washington	100 West Franklin Street, Hagerstown 21740	240-420-5140
Wicomico	Multi-Service Center, 201 Baptist Street, Salisbury 21801	410-713-3700
Worcester	424 West Market Street, Suite C, Snow Hill 21863	410-632-4200

Program Review Maryland State Correctional Facility: _____

Date _____

Lead: _____

	Compliance	Deficiency	Exceeds Standards	Recommendation	Not Applicable
A. General Case Management					
1 A directive is in place which ensures that when classifying inmates that case data, participation, and public safety is considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Initial classification occurred within 15 days of the inmate's arrival. (intake facility)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Subsequent classification reviews are done at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Inmates appear at their classification hearing, unless waived by the inmate (in writing) or precluded for security or other reasons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Inmates are given 48 hours notice prior to the classification hearing. ACA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Criminal history verification is conducted routinely and according to policy and procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Individual program screening is done routinely, accurately, and according to policy and procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Orientation occurred within 7 days of the inmate's arrival to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Initial assignment occurred within 30 days of arrival.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Routine assessment of security and program needs are completed and documented according to policy and procedure. (ICP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 11 Risk assessment scores are present.
- 12 Notification is sent to inmate regarding results of case management actions.
- 13 Relevant entries entered in Confidential Notes.
- 14 OCMS primary assignment history coincides with case management actions and policy.
- 15 Base files are stamped **CONFIDENTIAL**, maintained in a secure area, and filing order is correct.
- 16 Alerts such as, but not limited to DNA, enemies, SOR, PREA, and escape are appropriately placed and processed.
- 17 If applicable, waiver of extradition for current security level is present.

Compliance
 Deficiency
 Exceeds Standards
 Recommendation
 Not Applicable

B. Segregation and Protective Custody

- 18 The inmate signed and was provided a copy of the Notice of Assignment to Administrative Segregation.
- 19 A completed Administrative Segregation investigative report and supporting documentation was available at the time of the review.
- 20 The inmate was reviewed by a team within 5 working days of placement on Administrative Segregation.
- 21 The Warden/designee reviewed the team's recommendation within 5 working days.
- 22 If applicable, an enemy alert form is completed and the information entered in OCMS.
- 23 The primary assignment matches the inmate's current status.

- | | | | | | | |
|-----------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 24 | Verification exists that Segregation reviews are being conducted monthly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | Verification exists that Protective Custody reviews are being conducted annually. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | Inmates on Administrative Segregation or Protective Custody are reviewed every 7 days for the first 2 months of placement and at least every 30 days thereafter. ACA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27 | If applicable, the inmate had an annual Administrative Segregation review signed by the Commissioner/designee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28 | Verification exists that the inmate is notified after each review of the Warden/designee's or Commissioner/designee's decision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29 | If applicable, the reclassification instrument has been completed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30 | The Record of Confinement Housing Forms are completed and maintained in the base file. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Not Applicable
 Recommendation
 Exceeds Standards
 Deficiency
 Compliance

C. Applicable to Parole Violators

- | | | | | | | |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 31 | The revocation hearing has been conducted and documented properly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32 | If applicable, the case management action has been completed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

D. Release Procedures

	Compliance	Deficiency	Exceeds Standards	Recommendation	Not Applicable
33 The facility maintains written policy and procedure governing the release of inmates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34 Appropriate background checks were completed and within timeframes of policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35 The inmate was released with the proper Release Documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36 Proper notifications were made to affected agencies as required by law or regulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37 A release case plan was developed in appropriate cases as a closure of this period of incarceration or the DOC's official handoff to DPP for supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38 If appropriate, the release envelope was completed in accordance with OPS.230.0005 and includes all required signatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39 For release plans, the proper release requirements have been addressed (e.g., DNA, SOR, Statewide Transfer Alert, restitution).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40 Releases conducted in accordance with OPS.230.0005 contained a complete Release Directive Checklist signed by a supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Program Review Maryland State Correctional Facility: _____

Departmental Initial Follow-Up Internal _____

.05 Inmate Rights

Date _____

Lead: _____

H. Inmate Complaint System

Administrative Remedy Process (ARP)

	Compliance	Deficiency	Exceeds Standards	Recommendation	Not Applicable
1. Does the Warden or the institutional coordinator conduct a preliminary review of each request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are new employees required to sign Appendix B to DOC.185.0002?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all inmates have at least a daily opportunity to submit their requests to designated staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all cases indexed within 5 business days of submission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When requests are withdrawn is there a withdrawal form in the ARP file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are files maintained chronologically by month and year in the order indexed, with a copy of the index in front of each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are quarterly reports completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. When inmates are required to resubmit a request, are they given the later of 15 calendar days or the original 30 day time frame before the resubmitted request IID's case number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do cases dismissed for procedural reasons because they are under the authority of IID, have an IID's case number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all sections of the case summary completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are investigations completed by the due date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Did the Warden issue a response within 30 calendar days or 45 calendar days if an extension was required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**H. Inmate Complaint System
Administrative Review Process (ARP)**

Compliance
 Deficiency
 Exceeds Standards
 Recommendation
 Not Applicable

- | | | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. | If an extension was required, is there a copy of the extension form in the file? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Does the Warden’s response give the disposition in the first sentence? Is the response clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | If the relief has not been provided by the time of response, are the instructions for providing relief clear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | If the order for relief includes reimbursement, are the inmates given an opportunity to sign Appendix 1 to DOC.220.0008? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Does the inmate orientation include a description of the ARP process? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Are all ARP’s properly dismissed for procedural reasons when they concern one of the following issues: case management recommendations and/or procedures, MPC or adjustment procedures or decisions, or decisions to withhold mail? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Are ARP forms readily available in all housing units? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Did all inmates file ARP’s using their committed name and inmate identification number? Were inmates restricted from filing class action complaints or filing on behalf of others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Did the Warden provide a reason with each recommendation to limit the amount of ARP’s an inmate can file? Were ARP’s that exceed the limit by the Commissioner dismissed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Were all ARP’s that included ongoing or Commitment issues accepted past the 30 day timeframe? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Are inmates allowed to submit a reasonable number of closely related issues in one complaint? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | ARP’s are first submitted to an officer, who then submits the ARP to an area designated by the Warden by the end of the officer’s shift? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Compliance
 Deficiency
 Exceeds Standards
 Recommendation
 Not Applicable

H. Inmate Complaint System
Inmate Grievance Office (IGO)

- | | | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | Has the Warden designated, in writing, institutional staff person) to serve as the representative and the alternative representatives? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Does the Warden ensure the appearance of staff as a witness and that appropriate action is taken against staff for failing to appear after receiving proper notification? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Does the Warden ensure that: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | a. The hearing room is equipped for conducting hearings; | | | | | |
| | b. The hearing room is accessible to disabled persons; and | | | | | |
| | c. The IGO is notified prior to any change in a hearing room? | | | | | |
| 4. | Does the Warden ensure that a correctional officer is present throughout the hearing in an observation role to provide security coverage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Is the representative familiar with the rules and regulations of OAE that are contained in the Inmate Grievance Manual? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Upon receipt of the IGO docket, does the representative ensure that the required information is recorded onto OCMS, Inmate Activity sets? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Compliance
 Deficiency
 Exceeds Standards
 Recommendation
 Not Applicable

H. Inmate Complaint System (continued)
Inmate Grievance Office

- | | | | | |
|---|---|---|---|---|
| <p>7. Does the representative ensure that:</p> <p style="margin-left: 20px;">a. Additional information received from the IGO concerning postponements, withdrawals, etc. is entered onto OCMS, Inmate Activity Sets;</p> <p style="margin-left: 20px;">b. All final dispositions are recorded onto OCMS, Inmate Activity Sets; and</p> <p style="margin-left: 20px;">c. Requested information is forwarded to the IGO in a timely manner:</p> <p style="margin-left: 40px;">i. Advising the IGO, in writing, that a document will not be forwarded based on confidentiality requirement; and</p> <p style="margin-left: 40px;">ii. Deleting or blocking out confidential information contained in a document before forwarding to the IGO?</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>8. Does the representative complete and forward the case preparation worksheet to the headquarters coordinator for review at least 10 working days prior to the scheduled hearing date?</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>9. Does the representative bring to the attention of the Warden, immediately after the hearing, the name of any witness who fails to appear as required?</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>10. Does the representative ensure that the following employees attend IGO hearings, when appropriate, as expert witnesses:</p> <p style="margin-left: 20px;">a. Commitment records specialist supervisor or designee;</p> <p style="margin-left: 20px;">b. Contractual medical staff; and</p> <p style="margin-left: 20px;">c. Maryland Correctional Enterprises (MCE) staff member?</p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> |
| <p>11. Are settlement agreements being entered into consistent with DOC.180.0005?</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |

Compliance
 Deficiency
 Exceeds Standards
 Recommendation
 Not Applicable

H. Inmate Complaint System (continued)
Inmate Grievance Office (IGO)

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <p>12. Does the representative complete a statistical analysis of the number and types of grievances by subject matter heard each month and forward a copy of the report to the headquarters coordinator on no less than a quarterly basis?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>13. No later than 10 working days from the scheduled IGO hearing, does the representative:</p> <p>a. Notify the IGO of any reason why a case may not be heard on its scheduled date and time;</p> <p>b. Review the IGO docket and properly identify cases that require representation by both the institutional representative and a hearing officer;</p> <p>c. Notify witnesses of their required presence and testimony using Appendix 1 to DOC. 180.0003;</p> <p>d. Provide appropriate staff a list of all persons required to be present at the hearings no later than 48 hours prior to the hearing;</p> <p>e. Compile information and evidence for inclusion in the grievant's case file;</p> <p>f. Ensure preparation and presentation of an IGO case when the complaint originates at the representative's institution;</p> <p>g. Ensure that staff are provided the opportunity to complete and file with the Office of the Attorney General Appendix 2 to DOC.050.0029 in a case regarding allegation of assault on an inmate; and</p> <p>h. Notify the Office of the Attorney General when a case may have division-wide impact?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>14. Does the representative comply with the 4 established elements prior to the IGO hearing?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>15. Is the representative knowledgeable about what issues should be raised preliminary to the IGO hearing?</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

H. Inmate Complaint System (continued)
Inmate Grievance Office (IGO)

	Compliance	Deficiency	Exceeds Standards	Recommendation	Not Applicable
16. Does the representative make a brief statement of the Division's position which will be supported by evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does the representative present cases in the manner prescribed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the representative make a brief summary of what the Division has attempted to prove during the IGO hearing with relevant command relating to the Division's exhibits and witness testimony?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Upon conclusion of the IGO hearing, does the representative: Place the file in a locked filing cabinet and arrange alphabetically; and Retain the file for at least 4 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are written IGO decisions properly distributed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the compliance letter forwarded to the headquarters coordinator in the prescribed timeframe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is information properly recorded onto OCMS Rule Violation Summary, when an IGO order directs a new adjustment hearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Does the representative ensure that the expungement of records requirement is being met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Does the Warden ensure compliance with Court Orders resulting from IGO decisions appealed to the courts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Does the Warden ensure that written certification of compliance with Court Orders are forwarded to the headquarters coordinator within the specified timeframe and that the inmate is notified of the action taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Are copies of the Court Orders distributed properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Screener: _____

Facility _____

Date: _____

CASE RECORD AUDIT FORM

Inmate: _____ DOC/CL#: _____

Base files are labeled CONFIDENTIAL, secured, and filing is in proper order. **Yes** **No** **N/A**

Comments: _____

Oriented within 7 days of arrival.

Comments: _____

A revocation hearing has been conducted and documented properly.

Comments: _____

As a result of a revocation hearing, classification has been completed.

Comments: _____

Initial Classification occurred within 15 days of the inmate’s arrival. (Intake facility)

Comments: _____

Subsequent Classification reviews are completed within 6 or 12 month intervals as determined by security level.

Comments: _____

Inmates appear at their classification hearing, unless waived by the inmate (in writing) or precluded for security or other reasons.

Comments: _____

Inmates are given notice 48-hours prior to the classification hearing. (ACA)

Comments: _____

	Yes	No	N/A
Initial Assignment completed within 30 days of arrival. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification is sent to inmates regarding results of Case Management actions. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, waiver of extradition for current security level is present. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal History Verification Record is present and accurately completed. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OCMS primary assignment coincides with case management actions and policy. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alerts are appropriately placed and processed. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant entries entered in Confidential Notes. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IPS is reviewed routinely, accurately, and in accordance with policy. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A comprehensive case plan exists, which includes at a minimum the presence of a narrative comment for each criminogenic factor. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments are completed. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Screener: _____
 Facility: _____
 Date: _____

DISCIPLINARY SEGREGATION AUDIT FORM

Inmate: _____

DOC/CL#: _____

Date placed on Disciplinary Segregation: _____

	Yes	No	N/A
1. Verification exists that segregation reviews are being conducted monthly. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The primary assignment matches the inmate's current status. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If applicable, the reclassification instrument or Automatic Security Level Change has been completed. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Notification is sent to inmates regarding results of Case Management actions. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The Record of Confinement Housing forms are maintained for each inmate and documents the inmate's access to activities. Completed forms are maintained in the base file in accordance with directives. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If applicable, an enemy alert form is completed and the information entered in OCMS. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Screener: _____
 Facility: _____
 Date: _____

ADMINISTRATIVE SEGREGATION AUDIT FORM

Inmate: _____

DOC/CL#: _____

	Yes	No	N/A
1. The inmate signed and was provided a copy of the Notice of Assignment to Administrative Segregation. If not, the refusal was signed by two staff persons. Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A completed Administrative Segregation investigative report and supporting documentation was available at the time of the review. Comments: _____ Reason(s) for placement: _____ _____ Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The inmate was reviewed by a team within 5 working days of placement on Administrative Segregation. If not, date seen _____ Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Warden/designee reviewed the team's recommendation within 5 working days. If not, date reviewed _____ Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If applicable, an enemy alert form is completed and the information entered in OCMS. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verification exists that Administrative Segregation reviews are being conducted monthly. Comments _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
<p>7. Verification exists that Administrative Segregation reviews are being conducted every 7 days for the first 2 months of placement. (ACA) Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Verification exists that updated information was available for the team's review. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Verification exists that the inmate was notified after each review of the Warden/designee or Commissioner/designee's decision. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. The primary assignment and effective date match the documentation. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. The inmate has been assigned to Administrative Segregation for one year and had an annual review signed by the Commissioner/designee. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. The Record of Confinement Housing Forms are completed and maintained in the base file. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Screener: _____
 Facility: _____
 Date: _____

PROTECTIVE CUSTODY AUDIT FORM

Inmate: _____

DOC/CL#: _____

	Yes	No	N/A
1. The inmate signed and was provided a copy of the Notice of Assignment to Administrative Segregation. If not, the refusal was signed by two staff persons. Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A completed Administrative Segregation investigative report and supporting documentation was available at the time of the review. Comments: _____ Reason(s) for placement: _____ _____ Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The inmate was reviewed by a team within 5 working days of placement on Administrative Segregation. If not, date seen _____ Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Warden/designee reviewed the team's recommendation within 5 working days. If not, date reviewed _____ Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If applicable, an enemy alert form is completed and the information entered in OCMS. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Verification exists that Protective Custody reviews are being conducted annually. Comments _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
<p>7. Verification exists that Protective Custody reviews are being conducted every 7 days for the first 2 months of placement and monthly thereafter. (ACA) Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Verification exists that the inmate was notified after each review of the Warden/designee's decision. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. The primary assignment and effective date match the documentation. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. The Record of Confinement Housing Forms are completed and maintained in the base file. Comments: _____ _____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Screener: _____
 Facility: _____
 Date: _____

INMATE RELEASE AUDIT FORM

Inmate: _____ DOC/CL#: _____

Release Date: _____

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Was release preparation documented in confidential notes?
Comments: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Was a release case plan completed prior to the inmate's release?
Comments: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is each criminogenic variable fully addressed by a narrative comment?
Comments: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Was the risk assessment completed prior to the parole hearing or release?
Comments: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has a home plan and/or release plan been developed for inmate's eligible
for release?
Comments: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. For release plans, have parole and release requirements been addressed
(e.g., DNA, SOR, Statewide Transfer Alert, restitution)?
Comments: _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No	N/A
7. Did the file contain the appropriate background checks and were they completed within the timeframes of policy (JPortal/JIS, detainees, JPortal/NCIC warrant checks, DPP OCMS)? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Proper verification to affected agencies as required by law or Regulations are conducted. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Was the inmate released with the proper Release Documents (e.g. ID social security card, birth certificate, DD-214)? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Was the release certificate reviewed with the inmate and the inmate signed the certificate? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Releases processed after the promulgation of the revised <i>Release Procedures</i> OPS.230.0005 did contain a completed Release Directive Checklist signed by a supervisor? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If appropriate, the release envelope was completed in accordance with OPS.230.0005 and includes all required signatures? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inmate Name:

Inmate Number:

Facility:

Screener:

Date:

JRA ADMINISTRATIVE RELEASE AUDIT WORKSHEET

	Y	N
1. Is the inmate sentenced to 6 months or more?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the inmate currently serving a sentence for a qualifying offense?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the inmate serving a mandatory minimum sentence, has the inmate served the mandatory portion of the sentence?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the inmate have prior convictions for a crime of violence?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the inmate required to register as a sex offender upon release?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the inmate have two or more convictions for certain drug offenses?	<input type="checkbox"/>	<input type="checkbox"/>