
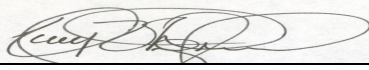



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	VISITORS
	DCD #:	195-3
	TITLE:	Tours of Institutions and Facilities
	ISSUED:	February 8, 2008
	AUTHORITY:	 James V. Peguese ASSISTANT COMMISSIONER
	APPROVED:	 J. Michael Stouffer INTERIM COMMISSIONER

- I. References:
 - A. COMAR 12.02.04.04
 - B. DCD 170-9
- II. Applicable to: All Division of Correction Institutions and Facilities
- III. Purpose: To establish policy regarding requests for institutional tours.
- IV. Definitions: None
- V. Policy: The Division of Correction permits tours of correctional institutions and facilities at the discretion of the managing officer.
- VI. Procedure:
 - A. Managing officers may approve tours based on the following criteria:
 - 1. For the purpose of career development and/or education, tours for students will be limited to senior high school students and college students.
 - 2. Tours by citizens will be limited to groups, which affiliate with the institution or the Division of Correction (i.e., community advisory committee, etc., and grand jury).
 - 3. Tours by other individuals and groups having interest in the Division of Correction, its institutions and facilities will be at the discretion of the Commissioner.
 - 4. No institutional and facility tours for youth diversion and addressing the behavior of at-risk youth shall be authorized under the guidelines of this DCD. See DCD 170-9 for authorization of youth diversion tours.

- B. The request for an institution or facility tour shall be in writing and stating the reason or need for the tour, and the number of persons touring. When possible, all requests shall be on the requesting organization's letterhead.
- C. When a tour is approved, an institutional guide shall be appointed by the managing officer.
- D. The institutional guide shall prepare a plan for the tour, shall be knowledgeable of the touring organization, shall be knowledgeable of its purpose for the tour, and shall be knowledgeable of the institution or facility. The managing officer or designee shall review and authorize the plan before implementation.
- E. The institutional guide shall ensure each tour participant is processed for institutional entry per the DCD 170 series.
- F. The institutional guide shall present to tour participants a pre-tour security briefing to cover basic security and emergency procedures and tour guidelines. In addition, a post-tour briefing shall address actual inmate and participant conduct during the tour. (Refer to Appendix 1, Guidelines for Tour Participants).
- G. The institutional guide shall ensure any inmate involved in the tour activity is briefed on behavioral expectations and consequence of inappropriate behavior. Inmate participation guidelines shall include, but are not limited to, the following:
 - 1. No one-on-one discussion;
 - 2. No physical contact, except for handshakes; and
 - 3. No passing and receiving of any material and contraband (e.g., mail, note, address, letter, etc., and telephone number).
- H. An institutional directive is required.

VII. Attachments:

Appendix 1, Guidelines for Tour Participants

VIII. Rescission: DCD 195-3, dated September 15, 1997

Distribution:

A
L

GUIDELINES FOR TOUR PARTICIPANTS

DO'S:

1. Cooperate with staff at all times regarding suggestions, requests, and instructions. Uncooperative behavior will result in dismissal from the institution.
2. Always lock your car.
3. Follow institutional dress codes. Dress conservatively and comfortably. Leave unnecessary jewelry, belongings, etc. at home.
4. Understand your activity may be cancelled or you may be refused admittance without notice, or without explanation because of security needs.
5. Beware you may be subject to a clothed body search and the search of your personal possessions by means of either metal detector scan, frisk search, drug detection scan or dog. A strip search by an officer of your gender may follow any scans, which indicate the hiding of contraband in clothing or on the body.
6. Respect the confidentiality of any information you may receive regarding inmates or the institution during your visit(s). Public disclosure without authorization from the Commissioner or designee is considered a violation of the Division of Correction policy and programs.
7. Follow instructions immediately if any types of emergency (i.e., fire, medical, inmate disturbance, etc.) occur.
8. Report to assigned staff person any requests from inmates to mail letters, packages, deliver messages, contact family, friends, etc., on behalf of inmates.
9. Report to assigned staff person any information either you may over hear or you are told concerning a planned event, which may result in a security breach or injury to any person, (e.g., an escape, disturbance, assault).

DON'TS:

1. Never interfere with an officer and/or staff person acting in the line of duty.
2. Never walk in dark areas unescorted.
3. Never bring anything into the institution for inmates.
4. Never bring anything into the institution without written authorization from the warden or designee.
5. Do not take anything out of the institution.
6. Do not contact any inmate's family members or friends on behalf of inmate.
7. Never mail any letters, packages, etc. for inmate.
8. Do not accept any gifts, favors, articles, or items from any inmate, an inmate's family member, or any inmate friends.
9. Do not give an inmate(s) any personal information about you, any volunteers, or any guests (i.e., address, telephone number, work location, marital status, etc., and personal interests).



Violation of these guidelines may result in your discharge or removal from the institution.

I have read and understand the guidelines and agree to abide by each as stated.

NAME: _____ DATE: _____

WITNESS: _____