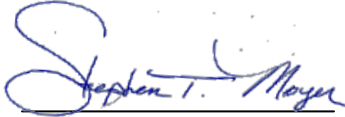
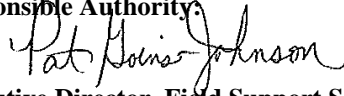
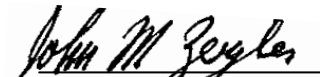


Executive Directive




Stephen T. Moyer
Secretary

Title: Transfers to Patuxent Institution	Directive Number: OPS.230.0003
Related MD Statute/Regulations: Title 4, Correctional Services Article, ACM COMAR 12.02.18.02; 12.12.04.02-.03; 12.12.27	Supersedes: DOC.230.0003 dated September 7, 2004
Related ACA Standards: 4-4374	Responsible Authority:  Executive Director, Field Support Services
Related MCCS Standards: .02S	Effective Date: February 16, 2017 Number of Pages: 4


J. Michael Zeigler
Deputy Secretary
for Operations

.01 Purpose.

This directive establishes policy and procedure for processing inmate transfers to Patuxent Institution for evaluation in the Eligible Person Program and the Patuxent Institution Youth Program.

.02 Scope.

This directive applies to all Department correctional facilities.

.03 Policy.

- A. Inmate transfers to Patuxent Institution for evaluation and treatment shall be conducted in accordance with applicable laws and regulations.
- B. Upon acceptance into the Eligible Person Program or the Patuxent Institution Youth Program, an inmate shall be committed to, and remain subject to, the jurisdiction of Patuxent Institution.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) “Eligible person” has the meaning stated under Code of Maryland Regulations (COMAR) 12.12.01.03.
 - (2) “Eligible Person Program” means Patuxent Institution programming and services that, based on the current state of knowledge, are deemed to be appropriate and effective for an eligible person with the goal rehabilitation.
 - (3) Evaluation” means an examination conducted by professional staff at the Patuxent Institution to determine an inmate’s eligibility for the Eligible Person Program or Patuxent Institution Youth Program.

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- (4) “Evaluation team” has the meaning stated under Correctional Services Article, §4-101, Annotated Code of Maryland.
- (5) “Patuxent Institution Youth Program” means Patuxent Institution programming and services designed to meet the specific needs of eligible juvenile offender, and eligible youthful offenders adjudicated as an adult.
- (6) “Patuxent Youth” has the meaning stated under Code of Maryland Regulations (COMAR) 12.12.27.02.

.05 Responsibility/Procedures.

A. Referral — Eligible Person Program (EPP).

- (1) An offender may be referred to the EPP by:
 - (a) A court;
 - (b) The State’s Attorney or prosecutor for the jurisdiction in which the offender was convicted;
 - (c) A request from the offender;
 - (d) The Commissioner of Correction; or
 - (e) A Division of Correction employee.
- (2) To be referred to the EPP for evaluation, the offender shall meet criteria established under COMAR 12.12.02.01.

B. Referral — Patuxent Institution Youth Program (PIYP).

- (1) An offender may be referred to the PIYP by a Court, at sentencing.
- (2) To be referred to the PIYP for evaluation, the offender:
 - (a) Shall meet referral criteria established under COMAR 12.12.27.04; and
 - (b) May not be ineligible as established under COMAR 12.12.27.06B.

C. Transfer to the EPP or PIYP.

- (1) A request for an offender referral to Patuxent Institution for evaluation as an EPP or PIYP, regardless of the origin, shall be forwarded the offender’s assigned case manager.
- (2) A case manager originating or receiving a request to refer an offender to Patuxent Institution for evaluation for the EPP or PIYP shall:

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- (a) Complete the upper portion of the Referral for Transfer to the Patuxent Institution for Evaluation form (attached);
 - (b) Attach a copy of the offender's Commitment Order to the Referral for Transfer to the Patuxent Institution for Evaluation form; and
 - (c) Forward to the Transfer to Patuxent Institution for Evaluation form and attachment to the Director of Patuxent Institution (Director), or a designee.
- D. Upon receipt of documents in accordance with §.05C(2)(c) of this directive, the Director, or a designee, shall:
- (1) Complete the lower portion of the Transfer to the Patuxent Institution for Evaluation form;
 - (2) Return the original of the Transfer to the Patuxent Institution for Evaluation form to the facility from which the Transfer to the Patuxent Institution for Evaluation form was received;
 - (3) Maintain a list of offenders with a Transfer to the Patuxent Institution for Evaluation form that the Director has accepted; and
 - (4) Instruct the Division of Correction (DOC) Transfer Manager to coordinate the transfer of offenders accepted for evaluation to Patuxent Institution, pending EPP or PIYP availability.
- E. Acceptance of a Transfer to the Patuxent Institution for Evaluation form does not guarantee transfer to Patuxent Institution.
- F. The DOC Transfer Manager, or a designee, shall, within 30 days of receiving instructions from the Director, coordinate the transfer of offenders accepted for evaluation to the Patuxent Institution.
- G. When an inmate is discharged from the EPP or PIYP, the inmate's case manager shall promptly advise the Maryland Parole Commission of:
- (1) The offender's name, DOC number, and SID number;
 - (2) The date the offender was discharged from the EPP or PIYP program (which may not be the same as the date the inmates was discharged from Patuxent Institution for return to DOC);
 - (3) Changes in the offender's sentence, if any; and
 - (4) The date and decision of last parole hearing, if applicable.

.06 Attachments.

Referral for Transfer to Patuxent Institution for Evaluation form (Interactive form available on Safetynet>DPSCS>Forms>All DPSCS Forms)

.07 History.

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This directive supersedes DOC.230.0003 dated September 7, 2004 and provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

A

L

S — Case Management

DOC Transfer Manager

Individuals responsible for assignment and program administration

