



CHANGE NOTICE

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Title: Inmate Visits	Department Directive Number: OPS.195.0003 – Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland; Md. Rule 4- 213.1; Md. Rule 2-806; Md. Rule 19-305.3	Supersedes: OPS.195.0003 dated March 15, 2019
Related ACA and MCCS Standards: 4-4498, 4-4499, 4-4500, 4-4501 and 4-4503; 2-O-5D-01; and 4-ALDF-2A-27, 4-ALDF-5B- 01-04, 4-ALDF-2A-21, 4-ALDF-2A-61; 5- ACI-4A-21, 5-ACI-7D-14—17, 19, and 21; 1- CORE-5B-01	Approved By: Orlando Johnson Acting Director, Security Operations
Related Directives: OPS.110.0033 – Entry and Exit Procedures OPS.110.0049 – Search Protocol - Visitors	Issued Date: September 29, 2020 Effective Date: September 30, 2020
Variance: Each warden shall issue a facility directive necessary to implement and comply with this directive.	Number of Pages: 28

OPS.195.0003 CHANGE NOTICE 02-21 EFFECTIVE DATE 07-09-2021 CHANGE NOTICE #2 TO THIS DIRECTIVE

Remove existing text in **Video Visitation Procedures §.20 F through G** and insert the following:

.20 F. Video Visitation Procedures.

F. A Correctional Visitation Officer shall:

- (1) Ensure the inmate’s video visitation is restricted to the visitors who have submitted an approved *DPSCS Video Visitation Rules Acknowledgment* form;
- (2) Position the technology device at least an arm’s length from the inmate to limit tampering with the device;
- (3) Enable a Microsoft Teams session, using the visitor’s email address as indicated on an approved *DPSCS Video Visitation Rules Acknowledgment* form;
- (4) Click the “Save” icon on the New Meeting screen for the visitor to accept the visiting invite;
- (5) Prior to admitting the visitor into the “meeting room”, enable the Microsoft Teams Blur Background option by:
 - (a) Clicking on the icon located at the top right side of the screen; and

- (b) Selecting the “Blur Background” option from the drop down box;
 - (6) When the Microsoft Teams settings are properly configured, admit the visitor into the “meeting room” from the virtual “waiting room”.
- G.** Once a video visit meeting is in progress, a Correctional Visitation Officer shall:
- (1) Verify the visitor(s) are on the approved visitor list by directing the visitor(s) to produce proper identification as established in §.07E of this directive; and
 - (2) Visually inspect the visitor’s identification to verify the visitor’s identity.

.02 Distribution.

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