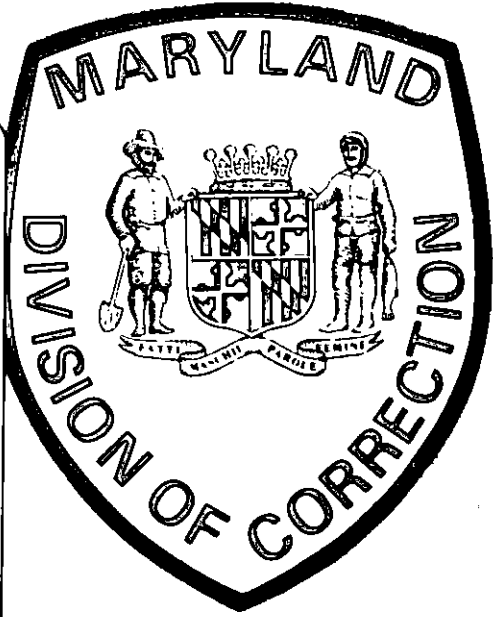


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# MARYLAND DIVISION OF CORRECTION



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## INMATE HANDBOOK

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# I. FOREWORD

The Division of Correction provides this handbook to all inmates. It has the rules and regulations you need to know while serving your sentence. This assures that you have a reference to check your expected behavior. It has information about institutional activities and procedures. It also explains many of the resources and programs that are available throughout the Division of Correction.

The content of this handbook is meant to provide general information. It is to be used with other handbooks, rulebooks, and orientations at each institution. This information is subject to change. Major changes are published in Division of Correction Information Bulletins (also called DCIB's) which are available in your institution's library.

If you have questions about the content of this handbook, you may ask your classification counselor. You may also refer to the Division of Correction Regulations (also known as DCR's) available at your institution's library.



Jon P. Galley  
Commissioner

Distribution

- A
- C
- S — All Inmates,  
CO IV's, V's, and VI's.

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## II. GENERAL INFORMATION

### A. Division of Correction Management

Institutions are in different levels of security (maximum, medium, minimum, and pre-release). Each is directed by a warden or unit manager. These managers report to the Commissioner of Correction who is responsible for all operations in the Division of Correction. The Commissioner answers to the Secretary of the Department of Public Safety and Correctional Services. The Secretary, in turn, reports to the Governor of Maryland.

### B. Initial Assignment

Male inmates enter the Division of Correction through the Maryland Reception, Diagnostic and Classification Center. This institution is in Baltimore City. The Reception, Diagnostic and Classification Center for Women is located within the Maryland Correctional Institution for Women in Jessup, Maryland.

At the Reception Center, you are interviewed and tested. Educational testing and assessment is done by staff from the Maryland State Department of Education. A classification counselor will work with you to develop information to decide to which institution you will be assigned. In the section below is a list of the institutions in the Division of Correction. Your classification to one of these institutions will be based on many factors. These include, but are not limited to, offense, length of sentence, age, and prior record. Your behavior within the institution will also be a factor. Other factors, such as security, control, and treatment needs are used in making transfers to other institutions.

### C. Custody Status

The following are levels of custody to which you may be assigned:

Pre-release is a custody level in which you have access to the community. You can participate in approved programs beyond the grounds of the institution without escort.

Minimum security is a custody level in which you can move about within the institution without direct supervision by an officer. You can be assigned to a job beyond the fence or sent into the community with an escort.

Medium security is a custody level where there is intermittent internal supervision of inmates. Inmates are considered to need secure confinement. They are less dangerous than maximum security inmates to the public and the institution.

Maximum security is a custody level where there is continuous internal supervision of inmates. Confinement is very secure. Inmates are considered to be dangerous institutional and public risks.

Some people are not eligible for minimum or pre-release. You may ask for DCR's 100-3 and 100-14 to find out the specifics.

### D. Institutions and Custody Levels

Maryland Correctional Institution for Women (MCIW), the state's only major facility for women, is located in Jessup. It contains its own Reception, Diagnostic, and Classification Center. The institution includes maximum, medium, minimum, and pre-release housing. At MCIW basic education, adult secondary education (GED), and college programs and library services are offered, as well as vocational programs in cosmetology, child development, and home management. Apprenticeship programs include upholstery. On-the-job training is available in sewing and upholstery. There are work release and community training programs through the MAP/voucher program.

Maryland Penitentiary (MP) is the State's only maximum security prison for men. It is located in Baltimore City. At the Penitentiary, adult basic education, adult secondary education (GED), library services and a four year college program are available.

Maryland Correctional Institution-Hagerstown (MCI-H) is a medium security prison located near Hagerstown. It offers programs in adult basic and adult secondary (GED) education, library services and college courses. Vocational training is available in electronics, air conditioning/refrigeration, graphics, and upholstery. Apprenticeship programs in upholstery and metal fabrication are also available.

Maryland Correctional Training Center (MCTC), near MCI-H, is also a medium security prison for youthful offenders. It offers educational programs from basic education and library services through two-year college programs. Extensive vocational training is available including auto mechanics, barbering, body and fender repair, office practice, machine shop, masonry, electrical wiring, painting and decorating, plumbing, residential construction, and woodworking. Meat cutting apprenticeship is available. MCTC also contains a minimum security and pre-release housing unit (EHU).

Roxbury Correctional Institution (RCI) near MCI-H, is a new medium security prison.

Maryland House of Correction (MHC) is a medium security prison in Jessup (south of Baltimore). Its programs include basic and secondary (GED) education, and college courses including Associate and Bachelor's Degrees. Vocational training is available in welding and office practice. Apprenticeship programs are available in cabinet making, cooking, and paint manufacturing.

Maryland Correctional Institution - Jessup (MCI-J) is a new medium security facility located in Jessup. Adult basic education, adult secondary education (GED), library services and college level courses are available. Vocational courses include auto mechanics, motorcycle repair, and air conditioning/refrigeration/heating.

Maryland Correctional Pre-Release System (MCPRS) contains housing units of two different custody levels: minimum and pre-release. Brockbridge Correctional Facility is the main center and is located in Jessup. It is a minimum security institution. The Central Laundry in Sykesville and the Baltimore City Correctional Center are also minimum security. All other institutions in the system are pre-release.

Adult basic education, high school (GED) and library services are available at each site. In most cases, there are one or more teachers on site. At pre-release sites there are also educational services available through community agencies. Inmates are eligible to go out of the pre-release unit on work release. First, however, they have to meet the pre-release requirements.

The pre-release units include:

- Jessup Pre-Release Unit — Jessup
- Southern Maryland Pre-Release Unit — Charlotte Hall
- Eastern Pre-Release Unit — Church Hill
- Popular Hill Pre-Release Unit — Quantico
- Baltimore City Pre-Release Unit — Baltimore
- Pre-Release Unit for Women — Baltimore City
- Contractual Units
  - Dismas House - East — Baltimore City
  - Dismas House - West — Baltimore City
  - Threshold, Inc. — Baltimore City

Patuxent Institution is directly under the Secretary of Public Safety and Correctional Services. It has its own superintendent. It is separate from the Division of Correction. Programs include basic education, GED (high school), college, library services, and vocational courses. You must request to be referred to Patuxent for evaluation before you can be accepted there.

Only certain people may request that an inmate be evaluated for Patuxent. They include the sentencing judge, State's Attorney, the classification team and the inmate.

You must meet these requirements to transfer:

1. three years remaining to serve on your sentence
2. no evaluation for or confinement at Patuxent within the preceding three years
3. your agreement in writing to go to Patuxent for evaluation

After you apply and meet the requirements, your name will go on a waiting list. Your classification counselor can answer questions. Copies of the law are in the library and in the classification office.

### **III. INSTITUTIONAL LIVING**

Many of the rules that protect people and property in society also apply to people in institutions. Correctional institutions must have their own rules because many people have to get along together. Rules protect your rights and tell you to respect the rights of others. You will find listed here some general rules which you must follow. You will also be told rules for your institution. It is your job to know these rules.

#### **A. Inmate Responsibilities**

You must learn and follow all institutional rules. If you are not sure about any rule, ask your counselor or a member of the correctional staff to explain it for you. As stated before, this handbook does not have all rules for all institutions. You will receive handbooks or rulebooks and an orientation from the staff at each institution you enter. Wardens, Unit Managers, and the Commissioner of Correction may need to change rules from time to time. All changes will be made known and available to you. It is your responsibility to know them.

You have the following responsibilities:

1. You must obey all rules, regulations and lawful commands given you by anyone acting in an official capacity in the institution.

2. You must respect the rights and property of all officers, employees, inmates, and visitors.

3. You are responsible for keeping yourself and your clothing clean and neat at all times. Rules about hairstyles, beards and clothing will be explained at each institutional orientation.

4. You may bring personal clothing to an institution or receive it as gifts, catalog and/or commissary purchases. Clothing you wear and collect must comply with the rules of the institution. Your clothing is personal property. Trading, buying and selling is prohibited unless authorized by staff.

5. You must keep your living area clean. The institution will provide the cleaning materials to do this. Any problem you have in keeping your area clean must be brought to the attention of the proper officer.

6. Your personal property is your responsibility. The Division of Correction is not liable for any of your possessions. Anything which is lost, destroyed or stolen is your responsibility. The Division is responsible only if it is proven that loss or destruction was the result of malice or gross neglect by an employee. Your valuables (watches, rings, personal papers, etc.) must be registered in your name. You will be given receipts for items kept by the institution. They will be returned to you upon release. The Division of Correction advises you not to accumulate property. You may not trade, buy, sell, give away or receive any property or possessions without the approval of institutional authorities. Any of your property found in the possession of any unauthorized person will be confiscated unless that property was stolen.

7. The institutions provide nutritional and well-balanced meals. A special diet may be prescribed for you by the medical department. It is your duty to follow the diet.

8. You are responsible for the condition of all State property issued or assigned to you. This includes books or materials issued to you by school or library. Immediately check any new housing area or cell or property you are assigned. Report anything that is lost, damaged, destroyed, or altered. You are financially responsible for damage, loss, etc. which is your fault.

9. If you are prescribed medicine, you should take it as directed.

10. Searches are required and will be conducted in institutions as necessary. You must submit yourself and/or your property for search upon request. Care will be taken to prevent any damage, abuse or loss of your property.

## **B. Special Housing Areas**

Each institution in the Division of Correction (except pre-release) has three types of special housing. These housing areas are Disciplinary Segregation, Administrative Segregation and Protective Custody.

1. Disciplinary Segregation is used to isolate an inmate from the general population for punishment. Inmates may only be housed on Disciplinary Segregation when found guilty of an infraction. All inmates in Disciplinary Segregation will be allowed showers and exercise periods. Privileges such as telephone use, radios, televisions, and movies generally are not permitted. Meals are served in the cells and regular medical and dental care is provided. Visiting and mail privileges remain the same as for the general population. Reading material may be requested through the institutional library. Only commissary items designated by the warden of each institution may be ordered.

2. Administrative Segregation can be used for the purpose of isolating an inmate from the general population for the following reasons:

- a. Preventing escape.
- b. Housing inmates under death sentences.
- c. Protecting other inmates.
- d. Pending adjustment action.
- e. Pending criminal investigation.

Inmates may be placed on Administrative Segregation at the request of the warden. However, a classification team must hold a hearing within 96 hours to determine whether or not Administrative Segregation should be continued. All inmates on Administrative Segregation are provided exercising periods, showers, and meals. The same privileges available to inmates in the general population are available to those on Administrative Segregation where possible.

3. An inmate may request protective custody. This can be granted when the institution agrees that the inmate is in danger. The institution may place an inmate on protective custody. This will be done only when the institution determines that the inmate is in danger. The same privileges available to inmates in the general population are available to those on protective custody where possible.

## **C. Adjustment - Rules, Regulations and Procedures**

Your rights of due process are protected within the adjustment procedure. If you are charged with an infraction of rules, you will receive a fair and impartial hearing.

Any staff person has the obligation to report a violation of rules by an inmate. Infractions are of two types: minor or major. Minor infractions can be disposed through formal or informal methods. Informal disposition will result in a temporary penalty such as restriction to the housing area or loss of recreation for 24 hours or less. A formal disposition results in a hearing before a hearing officer. Major infractions cannot be resolved informally and will result in a hearing before a hearing officer. Major and minor infractions and penalties are defined later in this section.

In the case of formal dispositions there are strict timelines and procedures. These are outlined in detail in DCR 105-2 and DCR 105-6, which are available to you at every institutional library.

These are the rules you will be expected to follow during your sentence. Read them carefully. The possible penalties for violation are also explained below.

1. Major Rules: Inmates cannot do any of the following:

- Rule #1. Wrongfully kill, assault, assault and batter, assault by threatening to do bodily harm, with or without weapons.
- Rule #2. Commit sexual acts, with or without consent, including but not limited to sodomy, perverted practice or rape.
- Rule #3. Actively, knowingly or intentionally, incite, create, participate in, commit or be involved as an inciter or aider, abettor, or otherwise active participant in any manner in a mutinous act, riot or disturbance, the planning thereof, or in the hiding or secreting of those so participating, aiding or abetting, before or after the fact.
- Rule #4. Make or possess any weapon or any other article which has been modified into a weapon
- Rule #5. Be involved in any manner with an act or attempted act of arson, including but not limited to the setting of a fire in any area of the institution, pulling a false alarm, or possessing incendiary materials not otherwise authorized.
- Rule #6. Commit any act of extortion, coercion, or bribery.
- Rule #7. Use any written or oral vulgar, insolent or threatening language, in circumstances which reasonably suggest a threat of harm or attempted harm to staff, other inmates, or property.
- Rule #8. Resist or interfere with any public or private employee in the lawful performance of his/her duties within an institution
- Rule #9. Escape; attempt, aid and/or abet any escape or possess implements which could reasonably be used to perpetrate an escape.
- Rule #10. Be late or absent from work, outside visits, assignments, or authorized leaves. This includes unexcused lateness or absence from work for inmates assigned to work release employment.
- Rule #11. Be absent from facility or institution count; leave an assigned area without permission; or be out of bounds. Out of bounds shall include being in any area without permission or in an area designated out of bounds.
- Rule #12. Violate while in the community any rule or regulation applicable to any special program, i.e., work release, authorized leave, etc.
- Rule #13. Use, possess, or sell or attempt to sell, without permission, any drug or narcotic, or substance defined as a controlled dangerous substance in Article 27 of the Annotated Code of Maryland, or possess any paraphernalia used to administer the same as defined by the Maryland law. These substances include, but are not limited to marijuana, barbiturates, heroin and amphetamines.
- Rule #14. Use, possess, sell, or attempt to sell drugs or medication without prescription and authorization; attempt to obtain unauthorized medication; hoard or accumulate authorized medication, including the unauthorized ingestion or possession of quinine in any form.
- Rule #15. Use, possess, sell, or attempt to sell intoxicants (alcohol or drugs) not prescribed by institutional physicians, psychiatrists, or psychologists, or be intoxicated or under the influence of intoxicants. Intoxicants shall include fermented juices, jimson weed, or any other substance reasonably having the effect of an intoxicant.
- Rule #16. Refuse to submit to any lawful and properly authorized test for detection of drugs and/or alcohol.



- Rule #17. Refuse to be searched or to have possessions or quarters searched.
- Rule #18. Possess or receive contraband from another inmate, visitor and/or employee regardless of the place of occurrence whether it be in the housing area, work area, or visiting room. Contraband is any article which inmates are not permitted to trade, loan, give away, or not authorized to have in their possession as prescribed in the rules of the institution in which they are housed. (Money, coin or paper, is excluded from this rule - see Rule #19).
- Rule #19. Possess money (coin or paper), checks and/or money orders without proper authorization or in excess of the amount authorized.
- Rule #20. Forge and/or alter any official paper, document, money order, letter, pass, money voucher, etc. or be found in possession of same.
- Rule #21. Knowingly or intentionally give employees false information relating to institutional matters.
- Rule #22. Commit fraud or misrepresentation of any type such as check request, commissary orders, passes, mail, etc. to circumvent established rules, regulations and procedures.
- Rule #23. Disobey a direct lawful order given by an individual acting in any official capacity within the Division of Correction.
- Rule #24. Refuse to work, accept housing, or carry out an institutional assignment.
- Rule #25. Steal or take without proper permission property from another inmate, the Division of Correction, an employee, an authorized agent or visitor and/or possess property belonging to anyone else without proper authority.
- Rule #26. Maliciously and/or willfully destroy, alter, deface, tamper, or misuse any State and/or personal property, equipment, material, tools, or machinery belonging to someone else.
- Rule #27. Exhibit, demonstrate, or convey by word (oral or written), gesture, or deed - including, but not limited to vulgarity, insolence, or threat - any disrespect for any employee, visitor, or guest.
- Rule #28. Fail to possess and/or display an authorized Division of Correction identification badge; deface or alter any Division of Correction identification badge; or possess any unauthorized Division of Correction identification.
- Rule #29. Solicit, conspire or be an accessory to and/or aid in the commission of any major rule violation. The inmate is subject to a penalty equal to the violated rule.

- 2. The hearing officer may recommend for inmates found guilty of violating any major rule or rules one or more of the following sanctions for each violation:
  - a. Counseling and/or warning.
  - b. Reprimand.
  - c. Temporary restriction to the inmate's housing area or location for a period not to exceed 30 days. This includes recreation and inmate organization activities.
  - d. Temporary restriction of visiting privileges for a period not to exceed three months. This restriction may be applied only in cases where the infraction or infractions related to visiting or occurred in connection with a visit.
  - e. Loss of some or all earned special project credits.
  - f. Loss of some or all earned good conduct time.
  - g. Loss of industrial or education credits for the month during which the infraction or infractions occurred. This applies if the violation related to or occurred while on the job or in school.
  - h. If found guilty of violating Rule #26, an inmate may be required to pay all

reasonable expenses associated with the repair and/or replacement of property damaged or destroyed. Documentation of the expenses will be necessary.

- i. Reclassification to a greater custody level.
- j. Reclassification to a greater security institution.
- k. Placement on segregation for a specified period of time not to exceed one year for any given incident. Nothing in this regulation will establish any maximum cumulative period of segregation for subsequent violation.

It is within the discretion of the hearing officer or warden to suspend, wholly or in part, the sanctions specified in Sections c, d, and k. The inmate may be placed on probation for a period not to exceed the period of restriction or segregation that was suspended. Any subsequent adjustment conviction during the period of the probation may result in the revocation of the probation and the imposition of the previously suspended restriction or segregation. This may be in addition to any sanction or sanctions imposed for this subsequent adjustment conviction.

3. Minor Rules: Inmates cannot do any of the following:

Rule #51. Steal, receive, give away or possess unauthorized food.

Rule #52. Do anything which results in physical harm, property damage or destruction, or impairment of productive output or carrying out assignment of work.

Rule #53. Gamble or possess gambling paraphernalia.

Rule #54. Use a telephone without authorization.

Rule #55. Refuse to maintain personal cleanliness and/or cleanliness and good order in one's housing area or cell.

Rule #56. Violate any institutional rule which has the approval of the warden, yet which is not included in the above regulations.

Rule #57. Solicit, conspire, or be an accessory to and/or aid in the commission of any minor violation. The inmate is subject to a penalty equal to the violated rule.

4. The hearing officer may recommend for inmates found guilty of violating any minor rule or rules one or more of the following sanctions for each violation:

a. Counseling and/or warning.

b. Reprimand.

c. Temporary restriction to the inmate's housing area or location, from leisure time activities for a period not to exceed two weeks. This includes recreation and inmate organization activities.

d. Restriction of visiting privileges for a period not to exceed two weeks. This restriction may be applied only to cases where the infraction related to visiting or occurred in connection with a visit.

e. Loss of industrial or education credits for the month during which the infraction or infractions occurred. This applies if the violation related to or occurred while on the job or in school.

f. If found guilty of violating Rule #52, an inmate may be required to pay all reasonable expenses associated with the repair and/or replacement of property damaged or destroyed. Documentation of the expenses will be necessary.

g. Reclassification to a greater custody level.

h. Reclassification to a greater security institution.

i. Placement on segregation for a specified period of time not to exceed fifteen days for any given incident. Nothing in this regulation will establish

any maximum cumulative period of segregation for subsequent violation.

It is within the discretion of the hearing officer or warden to suspend, wholly or in part, the sanctions specified in Sections c, d, and i. The inmate may be placed on probation for a period not to exceed the period of restriction or segregation that was suspended. Any subsequent adjustment conviction during the period of the probation may result in the revocation of the probation and the imposition of the previously suspended restriction or segregation. This may be in addition to any sanction or sanctions imposed for this subsequent adjustment conviction.

#### **IV. THE CLASSIFICATION TEAM**

This team is one of the most important groups in the institution. It will help you prepare to return to the community. On this team is a classification counselor assigned to work with you. The classification counselor will help you enter programs to benefit you. Ask your counselor about programs of interest to you.

From time to time you will meet a classification team. This team can help you with the following:

1. Job, housing, and program assignments.
2. Reclassification (This may include change in security, movement to another institution, or a change of job assignment).
3. Individual problems.
4. Work Release recommendations.
5. Pre-parole recommendations.
6. Leave programs.
7. Other classification actions.

A classification team has the following members:

1. All of the following:
  - a. An assistant warden, a classification supervisor, or a senior classification counselor. A person from this group is the team's chairperson.
  - b. A correctional officer of the rank of lieutenant or above. (In the Pre-Release System, a sergeant may serve on the team when necessary.)
  - c. A classification counselor. (In the Pre-Release System, any other member of the treatment staff designated by the Pre-Release Unit Manager).
2. In addition to these three members one or more of the following may participate:
  - a. Education staff members.
  - b. A State Use Industries Manager or designee.
  - c. A work release representative.
  - d. Any other treatment staff member assigned by the managing officer or required by a specific regulation.
3. Classification hearings may require some preparations on your part. Policies on these hearings are as follows:
  - a. You have the right to be present at any classification team action. You may waive the right to be present by written statement.
  - b. You will not be forced or required to participate in classification or adjustment hearings, programs, or treatment. Refusal to participate will not result in penalties, but hearings will proceed without you.

- c. Initial classification from RDCC to a maintaining institution will be done within 4 weeks of admission. Classification at the maintaining institution will be done within 3 weeks after transfer.
- d. All inmates must be reviewed by the classification team at least once every 12 months.

## V. POLICIES

### A. Orientation

Upon entering any institution, you will be given an orientation regarding all institutional activities. At the orientation you will be given information about programs and procedures of that institution. This will include any changes not yet published or corrected in materials you receive. It will also give you a chance to ask questions.

### B. Identification Cards

Each inmate receives an I.D. card when he or she enters the Division of Correction. If your I.D. card is lost, stolen or damaged, you will be charged for its replacement. The I.D. card must be carried by you at all times. You will also have to show the card upon request.

The warden or unit manager may require that the card be worn when in certain areas or at certain times. Be sure to wear your card as directed. You may not possess another inmate's I.D. card. If you do, you are subject to disciplinary action.

If your I.D. card is lost or stolen report it right away to a correctional officer on duty.

When you transfer from one institution to another, your card will be taken from you. The same card will be returned to you when you arrive at the receiving institution.

### C. Money

You have to turn in all money on your person when you enter the Division of Correction. Your money is placed in an account at the institution of entry. You are given a receipt for the money. Your account follows you from institution to institution if you are transferred.

Your account is a record of the following:

1. Money you had at entry
2. Money sent to you from outside sources
3. Money paid for work
4. Money taken out of your account for purchases or other payments.

There are two parts in your account: "Reserve Account" and "Spending Account." Your reserve account is made up of money that you may not spend. This account is set up so that you will have some money when you are released. Some of your earned money goes to the reserve account every month until the account reaches a certain level. You may not spend money from your reserve account without special permission of the warden.

Your spending account is money you may spend. Money from relatives or other sources goes into your spending account. You can use money from your spending account to buy things in the commissary. You may send money outside from the spending account, but you must have institutional approval to do this. Special approval from the warden is needed to send out more than one hundred (\$100) dollars.

Each institution has a variety of work assignments, jobs, job banks, and educational and vocational programs. In each of these you may earn daily wages. Check with your counselor to find out more about these assignments.

Generally, you may not have money in your possession. This includes cash, checks, money orders, or any other forms of currency. In Pre-Release Units, you may be allowed to possess spending money. You must then not have more than the rules allow.

You are permitted to open and maintain a savings account in a bank. Check at orientation or with your classification counselor for further information.

When you are paroled or released, you will get all the money in both of your accounts due to you. If transactions involving your money are still pending, the balance due to you will be mailed to you soon as possible.

If you escape, all your money is frozen and held in escrow. This money is used to pay any travel costs to return you to the Division of Correction. The money stays frozen until you are returned. Then a hearing is held, and any expense is deducted.

If you have any questions about your money, see your classification counselor for information.

#### **D. Time Credit**

In every institution you may earn time credits. These will reduce the amount of time you will serve in prison.

You may receive three types of time credits which are totalled each month: good conduct, industrial and special projects.

**Good Conduct Credits.** This is time credited for good behavior. It will be awarded to you at the rate of five (5) days for each month served on your sentence.

**Industrial Credits.** This time is credited to you for working or going to school. It will be awarded to you on a pro-rated basis for any portion of a month. If you work or go to school for a whole month your earned days will amount to five (5) days for the month.

**Special Project Credits.** This time is credited to you for special projects. These projects are designated by the Commissioner. You will be awarded five (5) days for each month you are assigned to a special project.

#### **How to Add Time Credits (An Example)**

Your time credits can be added together in the following manner:

One month of Good Conduct credits	= 5 days
One month of Industrial credits	= 5 days
One month of Special Project credits	= 5 days
Total Earned time	15 days

**Credits Earned Before You Arrived at the Division of Correction.** The law says you can earn time credits for the time you spend at a local jail before sentencing. The time credits you earned before sentencing will be recorded on the commitment form signed by the judge.

Your total earned time is very important. It can decrease the amount of time you have to serve in prison, if you are refused parole. Your earned time does not affect your parole hearing except in life sentence cases.

**Losing Earned Credit.** You can lose your earned good conduct credits and special project credits for violation of institutional rules.

#### **E. Interstate Corrections Compact**

It is possible for an inmate sentenced in one state to serve that sentence in an institution of another state. This is made possible by use of the Interstate Corrections

Compact. The State of Maryland is a party-member of the Compact. In order for a transfer to take place, a state has to be a party-member of the Compact and there must be a separate contract between the states for its use.

At the present time, it is the policy of Compact members to consider inmates that have family ties in the state requested for transfer. Also, transfers are made where there is a one-for-one exchange. In other words, the states involved will exchange inmates who want to transfer.

An inmate who has family ties in a state that is a Compact member and has a contract with the State of Maryland may request a transfer. Application forms are available in the institution. Contact your classification counselor for information concerning the program and an application form. The completed form should be returned to your classification counselor. A classification team will evaluate your request and a decision to approve or disapprove will be made. The warden will review the decision.

If the request is approved, a file containing needed information is sent to the Compact Administrator at Headquarters. This information is sent to the Compact Administrator of the other state for a decision. If it is approved, the Maryland Compact Administrator is notified. Final approval of a transfer through the Compact is made by the Commissioner of Correction.

## F. Mail

**Outgoing Mail.** The letters you send out must have the correct postage. The envelope must show your commitment name, commitment number and institutional address. The letter may be sealed and placed in the mail drop. You may also send sealed letters to a Court, Clerk of Court, lawyer, government official or to the Inmate Grievance Commission.

If you have had less than \$2.00 in your Spending Account for at least two weeks, you may request first-class postage and materials for seven (7) letters per week. In addition, you may request postage and materials for your legal mail. Your classification counselor will tell you how this works.

To mail money from your account with a letter, send the letter and proper withdrawal slip to the institutional mail room in an unsealed envelope.

The policy on sending or receiving packages will depend on your institution. Find out what you may receive through the mail before you have items sent to you.

**Incoming Mail.** All incoming mail will be opened and inspected for contraband before you receive it. Mail from a Court, Judge, Clerk of Court, lawyer, member of Congress, or legislator will only be opened in front of you and inspected for contraband only. It will not be read. After inspection, mail will promptly be forwarded to you. Mail affecting security, order, and/or rehabilitation may be returned to the sender.

When mail is held for the reasons above, the following procedures apply:

1. Both the inmate and the correspondent are notified in writing that mail has been held. (This involves mail coming from outside the institution). This action must occur within 48 hours and includes the reason the mail was withheld.
2. Five (5) days are allowed for the inmate or the correspondent to challenge the withholding of mail.
3. If an objection is received, the warden, or the assistant, or designee will review the matter and decide if the mail can be given to the inmate. The decision will be made within five (5) days after receiving an appeal.
4. If the official decides that the mail cannot be given to the inmate, a report must be given to both the inmate and the correspondent. The report will tell why the mail is being held and the facts which make this necessary.

5. The inmate or the correspondent may object to this report by writing to the Commissioner within five (5) days after getting the report. The objection should state the reason and any facts overlooked by the institutional official.
6. The Commissioner will change or uphold the earlier decision.
7. When mail is withheld, if no objection is received within five (5) days, the mail is returned to the sender. If an objection is received, it is held until the objection and appeal are decided. If the final decision is that the mail will be withheld, it is then returned to the sender. Disciplinary actions will not affect mail privileges, unless the infraction committed specifically involved misuse of the mail privilege.

## **G. Visits**

Only certain people may visit you. You have to put them on a visitors list and they have to be approved by the institution. To remove the name of a person from your visitors list, ask your classification counselor.

Special persons can visit you without being on your visitors list. Those persons are a member of the clergy, your lawyer, and persons on official business. Only with special permission can anyone visit you without being on your visitors list.

To protect your visiting privileges, be careful to observe the rules for visits. Never give to or accept anything from your visitor. Any gifts that the visitor or you wish to exchange must be given to the supervising officer before the visit. Each institution has specific visiting policies. Make sure you know the institution's policy on hours, number of visitors allowed in one group, length of visits, and number of visits per month. Otherwise, you may miss your visit or someone who comes may not be able to see you. You should check with your classification counselor to get information about public transportation for your visitors.

The warden can deny you a visit from anyone on your visitors list if there are good reasons for it. Visitors may be denied entrance if they are considered a threat to security, staff, inmates, or institutional operations. Visits may also be denied where there has been a violation of visiting room rules.

## **H. Commissary**

The commissary is a store run by the institution. Inmates can buy hygiene items, some supplies, snacks, cigarettes, and other things. If the commissary makes money, it goes into the Inmate Welfare Fund. The money is used for institutional items and activities that benefit all inmates. You will get a list of rules for the use of the commissary.

You will also receive a list of items for sale in the commissary at each institution. An inmate who does not have any money may see his/her counselor to obtain necessary hygiene items.

## **I. Institutional Work Assignment**

You are required to work unless you are unable to do so for medical, disciplinary or safety reasons.

Your work assignment allows you to learn new skills or use the skills you have. Your work record is considered an important part of your institutional adjustment. It is considered in your parole decision.

Work assignments are made by a classification team. When a work assignment is made by a classification team and you refuse to accept it, you will be subject to disciplinary action. Some institutions have a job bank to coordinate inmate employment. Your classification counselor can give you information on jobs which are available, rates of pay and job duties.

Some institutional or State Use Industries work assignments are approved for Special Projects credit. Ask your counselor or check the **Division of Correction Resource Manual** in the library about these jobs.

You may have to take a job which is not of your first choice. You can change jobs if the classification team approves. You will be paid for your work. This pay will be put in your account.

You will earn industrial time for your work at the rate of five days per month.

#### J. **Detainers**

A detainer is a legal request that an inmate **not be released** except to authorities seeking his/her prosecution. It means that you are being charged with another crime. The Division of Correction will not release you except to the legal authorities who are trying to prosecute you.

If you are notified that you have a detainer, you should contact your classification counselor. He or she can help explain how the detainer affects you and what can be done about it. It is important that you do everything you can to see that detainers are handled promptly. If not, the detainer could prevent you from being paroled, being reclassified, or participating in family or special leaves.

If you have a detainer, you may request to have a final disposition made of the charge(s). Your classification counselor can give you information about the procedures to follow. It is important to remember that **you** must make the request.

The State of Maryland is a party member to an Interstate Agreement on Detainers. If you have a detainer from another state in the agreement, you may request to be brought to trial. Your classification counselor can give you information concerning the procedure to follow. Again, it is important to remember that you must make the request.

#### K. **Escape**

Escape is considered a serious violation of Division of Correction rules and laws of Maryland. Escape includes walk off from the pre-release system. All escapees are subject to adjustment proceedings and will also be prosecuted in a court of law. Penalties for escape are spelled out in Article 27, Section 139, Annotated Code of Maryland.

The code states that escape is a felony and the sentence is up to ten (10) years. Any sentence is added onto the original sentence. This sentence cannot be suspended.

An escapee is also liable for all reasonable costs for returning him/her to the Division. The escapee will be notified of the charges and has the right to challenge them.

#### L. **Leaves**

You may be allowed to leave the institution through an approved special leave, compassionate leave, or family leave. Special leaves may be granted to medium, minimum, and pre-release security inmates only. Special leaves for medium security inmates may be granted only for the following purposes:

1. You may attend a trade licensing examination. This includes a driver's license test for a job within the institution or upon release.
2. You may take an employment interview when you are within two (2) months of a definite release date or have been approved for parole pending an employment plan.
3. You may take part in media sponsored public information programs. You may do this when a minimum security inmate is not available or appropriate.
4. You may take part in interviews or registrations as a part of a MAP/voucher agreement.

Special leave for minimum and pre-release security inmates may be granted only for the following purposes:

1. You may attend short term educational or training programs not authorized under Work Release Law.



2. You may attend trade licensing examinations including a driver's license test needed for a job.
3. You may take an employment interview when within two (2) months of release if you are not approved for Work Release.
4. You may volunteer for a governmental agency or an activity serving the general public.
5. You may participate in athletic competition.
6. You may participate in civic activities beneficial to you and/or the community.

Compassionate leave is available in cases of very serious illness or death in the immediate family. Family leave provides eligible pre-release security inmates with a 48-hour pass to visit their family at home.

Each type of leave has specific requirements. It also needs the approval of the proper officials, including the Commissioner of Correction. Each leave request is carefully reviewed. Decisions are based on a lot of things, including background information, criminal history and institutional adjustment. No leave is given automatically, regardless of the situation.

You must submit leave requests on forms you can get from your counselor. The counselor can tell you if you are eligible to apply. If you are approved for institutional leave, you must follow special instructions. Violation may result in adjustment action, loss of future institutional leaves and even criminal charges.

#### **M. Marriage**

The Division of Correction does not approve or disapprove an inmate's request to marry. However, inmates should discuss their intentions to marry with counseling staff or chaplains.

The warden must approve any marriage plans. The time, place, number of visitors and the manner of the ceremony must meet the institution's requirements for order and safety. Also, the inmate has to secure a valid Maryland marriage license.

When possible, inmates in pre-release security are encouraged to plan the marriage ceremony to take place during an approved leave.

The State of Maryland does not have a law that would recognize a common-law marriage for Maryland residents. However, if you did live in a state where a common-law marriage was legal, and you were married common law, that marriage would be valid in Maryland.

## **VI. SERVICES**

#### **A. Medical/Dental**

Medical and dental services are provided for all inmates. These are valuable services. You should respect your fellow inmate who has real medical needs. Do not abuse this service with needless requests. If you become sick, report your illness to any officer at once. The officer will arrange to have you see the medical staff. Cooperate with the doctor or medical staff when they prescribe medication or other treatment. The medical staff will judge whether you are able to work or perform other activities. The institution will follow medical recommendations about work, other activities, or diets.

#### **B. Mental Health**

The kinds of psychological services available in each institution vary. Contact your counselor or make a direct request to the psychology department to see a psychologist.

The Division of Correction may require you to take psychological test or psychiatric examinations. This may happen before transfers or leaves are granted.

### C. Education

Many inmates did not finish school on the street. They may want to attend school in order to qualify for a better job or vocational training. The Maryland State Department of Education provides education through high school (GED) at all institutions. College programs are also available. Ask your classification counselor or check the **Program Resource Manual** in your institutional library for details.

For many inmates getting a good job after release depends on learning a skill. Vocational training is available in a number of skills. There are several types of skill training:

1. Vocational Education: Entry level vocational training is available in a number of trade areas. These programs last about five (5) months. Ask your classification counselor or check the **Program Resource Manual** for details.
2. Apprenticeship Training: This is a combination of on-the-job training (institutional or State Use Industries job) and related classroom instruction. Apprenticeship program last from 1 to 4 years. Ask your counselor or check the **Program Resources Manual** for details.
3. On-the-Job Training (O.J.T.) is a structured work experience in a number of skill areas. Ask your counselor or check the **Program Resource Manual** in your library for details.

### D. Library

The Maryland State Department of Education provides a library at all maintaining institutions. Inmates in the pre-release system can use public libraries or book mobile services. Institutional libraries have a variety of books and materials, such as the **Program Resource Manual**, Division of Correction Regulations (DCR's), reference and legal materials, records, newspapers, magazines and other materials. A librarian will help you find the information you need. Materials from other libraries are available through inter-library loan.

If you misuse the library or library materials, you will lose library privileges. You will be charged for lost or damaged materials.

### E. Substance Abuse Treatment

Many inmates have abused alcohol or drugs, or both. If you have abused alcohol or drugs it is likely the Parole Commission will require you to have treatment before you are released on parole. It is, therefore, recommended that you request treatment as soon as possible. Beginning at admission there are addictions counselors who can help you determine what treatment program is best suited to your needs. There are addictions counselors in every institution who will see you on request.

### F. Religion

The Division of Correction does not restrict your choice of religious group. Religious freedom will be observed. This freedom is limited only by restrictions related to safety, security and order within the institution.

Religious programs are conducted in each institution. Your participation in any of these programs is voluntary. Chaplains are available to see you at your request. They may also provide individual counseling.

### G. Leisure Time and Recreation Activities

Each institution can provide time and materials for individual and group projects and activities. The programs may be different at each institution. You can find out what programs are at your institution at orientation. Check with your counselor or the recreation supervisor to find out which one you may enter. Remember that these activities or programs may be good for your personal health and well-being. They can help you make good use of your leisure time.

Other activities, such as movies, plays, and musical entertainment are often available within each institution.

### H. Voluntary Activities

Institutions have some programs of special interest to you. These programs are civic, religious, drug, or alcohol counseling. They may be internal, made up of inmates and

sometimes with staff. They may be external, made up of outside volunteers and inmate members. Details on these activities are available at orientation. At other times you can get details from your classification counselor or volunteer activities coordinator.

You may take part in these activities by making a request to Classification or certain other staff.

### **I. Legal Services**

If you have a legal problem, see your classification counselor. The counselor may help you get the legal help you need including the following:

1. Your lawyer. You may write to your own lawyer. This mail will not be opened.
2. The Legal Aid Bureau including the Prisoner's Assistance Project. You may contact them by mail. Someone may come to the institution to see you.
3. A Court of Law. You may write to any court of law. This mail will not be opened.
4. The State Public Defender's Office. You may write for help with direct appeals of criminal convictions, petitions for post-convictions relief and petitions for habeas corpus relief in the State courts. This mail will not be opened. Direct appeals, post conviction petitions and hearings, and habeas corpus petitions can be filed as indigent cases. (These are cases where the defendant has no money.)

Here is some other information on legal matters you may want to know:

1. The court may appoint a lawyer to represent indigent defendants in direct appeals from criminal convictions. This is true for both the Court of Special Appeals and the Court of Appeals of Maryland.
2. The court may also appoint a lawyer to represent indigent inmates in cases under the Uniform Post Conviction Procedure Act (Article 27, Section 645(a), Annotated Code of Maryland).
3. An inmate may request help from the United States District Court of Maryland.

It is important for you to know that the Division of Correction does not stand in the way of your getting legal help. You may have legal materials limited only by institutional rules concerning space, fire, safety and security. If you do not have money for paper, envelopes, or postage for legal mail, contact your classification counselor. Other services, such as law books and typewriters may also be available. Inmates are also allowed to help one another with legal matters.

### **J. Administrative Remedy Procedure**

The best way to solve any problem that you may have about your mail, your property, medical care, or other kinds of services, is to talk about it with someone on the staff. When that does not solve your problem, contact the Administrative Remedy Coordinator of your institution as soon as possible. The coordinator's job is to help you file your complaint and to explain to you how the Administrative Remedy Procedure works.

Basically, your coordinator will give you certain forms and explain how you fill them out. The coordinator will investigate your complaint and will submit a report to your warden. The warden will review the information and decide what action needs to be taken. If you are not satisfied with the warden's decision, you may appeal to the Commissioner of Correction. The Commissioner will also decide how your complaint should be handled. If you are not satisfied with the Commissioner's response, you may appeal to the Inmate Grievance Commission.

The purpose of the procedure is to solve your problem as quickly and as easily as possible. In an emergency situation, your complaint will receive immediate attention. And, if you do not want your complaint to be known at your institution, you may file your complaint with the Assistant Commissioner - Field Services.

To find out when and how you may use the procedure, contact the Administrative Remedy Coordinator of your institution.

## **K. Inmate Grievance Commission**

The Inmate Grievance Commission was set up by the Maryland Legislature. It reviews any grievance by any inmate in Division of Correction institutions and Patuxent Institution. The grievance may be filed against any official(s) or employee(s) of the Division of Correction or the Patuxent Institution.

The Commission is a separate agency within the Department of Public Safety and Correctional Services. It is made up of five (5) Commissioners appointed by the Governor. The Commission also has an Executive Director who reviews all grievances when they are received.

The Commission has no jurisdiction over the courts or the Parole Commission. Do not contact the Commissioner about parole or your trial or your sentence. It cannot handle those type of problems.

Make the complaint by letter. Tell your problem simply. Include the following:

1. Date of the grievance
2. Your name, commitment number and present address
3. The problem
4. The person(s) involved
5. Facts or evidence you have or important details (Give dates, times, and names of any person(s) involved, if known)
6. Names and addresses of any witnesses you have
7. The name and address of anyone (such as lawyer, friend or relative) whom you would like to have appear at a hearing

Mail it in a sealed envelope to:

Executive Director  
Inmate Grievance Commission  
Suite 206 — One Investment Place  
Towson, Maryland 21204

When the Commission receives the grievance, you will be notified.

The complaint is first reviewed to see if it has merit. If the complaint has no merit on its face, it may be dismissed without a hearing. This dismissal will be considered the final decision of the Secretary of Public Safety and Correctional Services for purpose of any judicial review. The Commission staff may conduct an investigation based on the complaint. This may include requesting records and interviewing people involved.

Hearings are held at the institution as quickly as possible. Since the hearing is not a trial, strict trial procedures and rules of evidence are not followed. You may, at your own cost, have a lawyer at the hearing. You may also have another inmate represent you. The Division of Correction is not required to transport inmates from one institution to another for this purpose. Witnesses are questioned by the Commission and may be cross-examined by you or your lawyer. A taped record of the hearing is kept. Witnesses may be questioned under oath. The Commission determines the extent of examination. The Commission has a right to official records relating to a complaint. It may subpoena evidence or witnesses. It may also have access to any documentary evidence of any person or institution being investigated or proceeded against. The approval of the Secretary of Public Safety and Correctional Services is needed for this. Such documents may be examined and copied.

The Commission may dismiss a complaint after a hearing. If it does so, you may appeal to the appropriate Circuit Court. If the Commission finds a complaint justified, it files its order with the Secretary of Public Safety and Correctional Services. The Secretary may affirm, reverse or modify the recommendation of the Commission. His decision directs the steps the Division of Correction must take. The Secretary's order is final but, if you do not accept the final action, you may petition the Circuit Court to review the record of the proceedings.

## **L. Work Release**

Maryland law allows that certain inmates may be released from an institution to work on a regular job. You must be in pre-release security status and be within twelve (12) months of an anticipated release date to qualify. Work release offers an opportunity for you to gain experience and money by employment. It also provides you a chance to prove that you are ready to enter society, and to continue working as a productive citizen.

Approval for work release depends on two things: (1) you must meet basic requirements, (2) you must receive the recommendation of a classification team. This team reviews your success in institutional assignments. Being approved for work release is not guaranteed. A classification counselor will work with you to help you find employment.

When working, you will pay a portion of your earnings to the State for room and board. If you are taken to work by State vehicle, you also pay for transportation. Payments to your dependents are made where there is a Court Order to do so or when you file a request to do so on your own. Additional money goes into your institutional account for personal use. Apply for work release through your classification counselor.

## **M. Mutual Agreement Programming (MAP)**

Mutual Agreement Programming offers you an opportunity to set up a plan of what you will do while incarcerated. This plan is "mutual" because it must be agreed upon by three (3) parties (the inmate, the Division of Correction, and the Parole Commission). The signed agreement is legal. Unless all parties agree to all of the content, there can be no agreement.

The content of your plan, the "programming," may include education, training, treatment, behavior, work and other activities. You will do these while incarcerated. You may also request a parole date (the month, day, and year of your release from the Division of Correction).

The MAP process offers you a chance to plan for and do something about your future. It outlines the programs and opportunities that the Division of Correction will provide. And, when you successfully complete the agreement the Parole Commission will release you on the agreed upon parole date.

MAP plans are prepared by you with the help of your counselor or a MAP representative. The plan you prepare is called a proposal. This is reviewed by the Division of Correction and the Parole Commission. It is negotiated with you in a formal hearing. If all parties accept the proposal, it becomes an agreement.

A MAP representative checks to see that you are receiving the programs agreed upon and that you are keeping the agreement. MAP agreements can be changed by a renegotiation process if necessary.

No one is required to propose a MAP agreement. A person who does not have a MAP agreement is still eligible for parole and other programs. Your counselor can tell you if you are eligible for MAP and how to apply.

# **VII. PAROLE**

Parole is a "conditional release" from prison. It allows you to complete your sentence on the street under the supervision of the Division of Parole and Probation.

## **A. Parole Commission Duties and Responsibilities**

By law the Parole Commission of the State of Maryland has certain powers:

1. It hears cases for parole release and revocation. The Commission may authorize the parole of persons sentenced to 90 days or more under the laws of this State from any penal or correctional institution.
2. The Commission may issue warrants for the return to custody of alleged violators of parole. It can revoke a parole upon proof of a violation of the conditions of parole.

3. The Commission evaluates information on the activities of parolees as reported by the Division of Parole and Probation. It makes recommendations to the Governor with respect to "life" cases, pardons, and commutations of sentence.

## **B. Parole Processes**

1. **Parole eligibility.** Maryland requires that all confined persons receive a parole hearing at or before one-fourth of the sentence. In the case of consecutive sentences, it is one-fourth of the total sentence. The Parole Commission sets the policy establishing the initial parole hearing date. You should consult your classification counselor to determine the guidelines for parole eligibility.

Inmates serving a life sentence are eligible after serving a prescribed number of years, less credits for earned time. The institution must notify the Parole Commission when the inmate becomes eligible.

2. **Administrative Review.** Sentence of more than twenty-five years are administratively reviewed by the Commission after five (5) years are served.

There are two purposes of the review: 1) to study the inmate's progress in the institution and the inmate's past history; and 2) to study the nature of the offense. Reviews are conducted in the office of the Commission without notice to the inmate.

3. **Notice of Parole Hearings and File Review.** You will be informed at least fifteen (15) days before any parole hearing. The institutional casework associate will furnish you with written notice. This notice will include:

- a. The date, time and place of the hearing.
- b. The factors which the Commission will consider in making its decision.
- c. The right of the inmate or a representative to examine and inspect prior to the hearing, any file reports, or other document used by the Commission in making its decision.

If you wish to review your file, you should inform the parole casework associate. File a notice on a form furnished by the casework associate.

If you wish your representative to review your file, include the name, address, and occupation of your representative. Authorize this person on the form.

Bring errors, disputed facts, or omissions in the file materials to the attention of the casework associate. The associate will request the Parole Commission to resolve the matter before your hearing.

4. **Parole Hearing and Decision.** A parole hearing is conducted in the form of an interview. It is held in an informal manner and allows you to express views and feelings which pertain to your case. Your parole hearing will result in one of the following decisions:

- a. Approval: Your release will be scheduled.
- b. Rehearing: You will be scheduled for a progress review hearing.
- c. Hold: Your parole decision is deferred pending additional information.
- d. Refusal: You will remain incarcerated until your "Mandatory Release."

If you are serving a life sentence, suspended life sentence, or a sentence for a homicide offense, you will be given a parole hearing before two (2) Parole Commissioners. Cases heard by two (2) Commissioners may not be appealed.

Hearings for other types of offenses are conducted by a Hearing Examiner or a Commissioner acting as a Hearing Examiner.

The Hearing Examiner will inform you of the recommendation at the end of the hearing. This recommendation must be reviewed by a Parole Commissioner. The Commissioner can:

- a. Adopt the Hearing Examiner's recommendation.

- b. Disapprove the Hearing Examiner's recommendation.
- c. Send the case back to the Hearing Examiner for an immediate recommendation.

Your written parole decision will be given to you by the parole casework associate along with an appeal form. If you desire to file an appeal to your parole decision use this form. The form must be completed and forwarded to the caseworker associate as specified.

If you appeal your parole decision, two (2) Commissioners will be assigned to review your case on the record. The panel will review your case in the office and will render one of the following final, written decisions:

- a. It may affirm the decision of the Hearing Examiner.
- b. It may reverse the decision of the Hearing Examiner and render a new decision.
- c. It may modify the decision of the Hearing Examiner.
- d. It may remand the case to the Hearing Examiner for further consideration and a new decision.

When the recommendation of a Hearing Examiner is not adopted by the reviewing Commissioner, there will be an automatic "in-house" appeal. This is treated in the same manner as an appeal.

5. **Parole Approval.** When you receive a final decision approving your parole, you will be released as soon as administratively possible. There are some exceptions and these include:

- a. You receive a delayed release date.
- b. Your home and employment plan is pending verification.
- c. You are convicted of an infraction and the Parole Commission, upon notification, revises the decision.

You will be required to sign an Order for Release on Parole before your release. This order defines the terms and conditions upon which parole was granted. It is your certification of acceptance of the terms and conditions.

6. **Mandatory Release (Mandatory Parole).** If you are refused parole, your mandatory date of release will be determined as follows: Subtract your good time, work or school time, and special project credits from your maximum expiration date. Your classification counselor can help you with this.

When given a mandatory release, you will be on mandatory parole until you reach your sentence expiration date. The requirements to report for parole supervision will be provided to you before release. You should keep in mind that you will be under parole supervision. It is your responsibility to report to the Division of Parole and Probation office on the date and time that you are given. Do not hesitate to ask for the information from your classification counselor. Make sure you understand everything.

7. **Parole Retake and Revocation.** The Division of Parole and Probation supervises parolees. It enforces parole rules, special conditions and reports to the Parole Commission on all matters of importance. The Commission may issue a retake warrant or a subpoena. The retake warrant will set forth the alleged violation. A subpoena will order you to appear to answer charges.

If you are returned to custody as an alleged violator, you will receive a hearing before a Preliminary Hearing Officer. The Preliminary Hearing Officer will determine if there is probable cause to detain you. You will then be given a parole violation notice. It indicates your right to counsel and witnesses at your revocation hearing. You may waive the preliminary hearing if you wish to proceed with a prompt revocation hearing.

If you return to an institution as a parole violator, you should ask your classification counselor about your status and rights.

