Montgomery County Department of
Correction and Rehabilitation

Pre-Release and Reentry Services (PRRS)

PROGRAM GUIDEBOOK

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"Freedom Through Responsibility"

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DEPARTMENT OF CORRECTION AND REHABILITATION

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Zero Tolerance Policy
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PROGRAM GUIDEBOOK

PRE-RELEASE AND REENTRY SERVICES

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GENERAL INFORMATION

Using this Guidebook
This Guidebook defines the programs and operations of Pre-Release and Reentry Services (PRRS) . PRRS residents are responsible for knowing the contents of this Guidebook.

Mission of Pre-Release and Reentry Services: The mission of the programs is to provide community residential and non-residential alternatives to secure confinement for adult residents and to provide reentry services while maintaining community safety.

- Operate a community based correctional program in a manner that maintains the safety of the community, residents, and staff.
- Conduct risk and needs assessments of residents.
- Provide programs designed to assist residents in identifying, examining, and addressing his/her criminogenic needs.
- Provide comprehensive case management services to facilitate successful reentry planning and ongoing assessment of progress.
- Provide employment services and coordination with educational and vocational programs.
- Collaborate with the resident's identified support system to facilitate reentry planning.
- Provide economic benefits to the community by requiring residents to responsibly manage financial obligations.
- Increase resident's awareness of the impact of his/her criminality on the community and provide for community restoration.
- Reduce recidivism.

Pre-Release and Reentry Services and Organizational Relationships: Pre-Release and Reentry Services offers structured community treatment programs for residents. The programs are operated by the Montgomery County Department of Correction and Rehabilitation, and are supported by the taxpayers of Montgomery County, Federal and State reimbursement contracts, and the residents of the program through their room and board payments and home confinement fees. The programs are operated in accordance with the Work Release/Pre-Release laws of the County and State. Pre-Release and Reentry Services includes the residential Pre-Release Center, which consists of four units housing up to 143 residents (one 51 bed male unit, one 46 bed male unit, one 33 bed male unit, and one 13 bed women's unit) and the non-residential Home Confinement program, up to 45 residents. The overall responsibility for the programs lies with the Division Chief of Community Corrections.

The Facility: The Pre-Release Center (PRC) is a two story brick building that was designed to house the County's well-established work release program. It is divided into three male housing units, a women's housing unit, a kitchen and dining area, home confinement offices, support services offices, and administrative office areas. The housing units have primarily 2 or 3-person rooms and a few single rooms with storage for each individual. A bathroom is located between every two rooms. Lounge/visiting areas, patio, and a laundry room is provided for each unit. Staff offices are located in each unit. Resident Supervisors provide around-the-clock supervision of the units. The central areas consist of group rooms and classrooms, a Career Resource Center, and space for medical services. The facility is equipped with a handicap-accessible room, wheelchair ramps, and designated handicap parking spaces. The landscaped grounds include picnic tables for visiting, a basketball court, and off-street parking for resident and staff vehicles. The Pre-Release Center is centrally located in the County and is close to major thoroughfares, providing easy access to public transportation. A metro station is located one block from the Center.

The History of the Pre Release Center: In 1968 the State legislature passed a law authorizing Montgomery County to establish a work release program through the County's detention center. In 1969 a work release dorm handling up to 15 carefully selected inmates was opened within the detention center. The first stand-alone Pre-Release Center in Montgomery County was opened in 1972. In this temporary facility, which serviced 40 residents, the program was carefully developed into an effective process of preparing inmates for release. The current coeducational facility built in 1978 was originally designed for 84 residents and had a maximum operational capacity of 104 residents. Since that time the program has continued to evolve to meet the changing needs of residents in the Montgomery County judicial system. In 1989 a fourth housing unit was built, adding a 50 bed male unit to the facility. The current residential capacity of the facility is 143.

In 1990, Pre-Release and Reentry Services (PRRS) developed the highly structured non-residential CART Program (Community Accountability, Reintegration, and Treatment). Eligible residents, through a graduated transitional release, were able to serve their sentences while residing in a staff-approved private residence in the community with the added support of intensive staff supervision, family involvement, counseling and the use of electronic monitoring equipment. In 2003, the CART Program was relocated to the PRC facility, and in 2005 the program was fully integrated into PRC operations thereby consolidating all Pre-Release and Reentry Services programs. The non-residential component is now described as home confinement. Home confinement has a non-residential capacity of 45, resulting in an overall Pre-Release and Reentry Services capacity of 188.

Respect Opens Doors: This is an underlying, ever present code of conduct at the Pre-Release Center. It assists residents and staff in maintaining a respectful, positive environment. It was developed to remind us all that we need to make the most of our time here-whether it's several months or simply eight hours a day. It makes no difference if we are residents or staff. **Respect Opens Doors** sets the tone for your stay or your days. Please join us and create respectful relationships while you are here. **Respect Opens Doors** will teach each of us the skills and behaviors that will vastly improve all our lives.

ELIGIBILITY AND ADMISSION

There are four groups of people who are eligible to ***volunteer*** and ***apply*** for the program:

- Those who are sentenced to the Montgomery County Department of Correction and Rehabilitation (DOCR) for eighteen months or less and who are within one year of their projected release date.
- Those who are in the State Department of Public Safety and Correctional Services, are established Montgomery County residents, and are generally within six months of their projected release date.
- Inmates from the Federal Bureau of Prisons (BOP) system who are within six months of their projected release date and are returning to live in the Washington Metropolitan area. Federal Supervised Release cases whose sentence includes a term in a residential confinement center are also eligible for services.
- Those selected pre-trial or pre-sentence individuals (when unique circumstances merit special consideration) who are released on a third party custody agreement by the court to Pre-Release and Reentry Services.

Montgomery County Inmates: An applicant should determine whether or not he or she desires to volunteer for and participate in the program. Applicants will complete the Application and sign the Program Agreement and will be given an initial orientation to program services, rules and regulations. The applicant will be interviewed by a PRRS Reentry Assessment Specialist. Ineligible individuals are those who have serious pending charges (without personal bond), detainers, a history of escape or assault on correctional staff, a non U.S. citizen convicted of a deportable offense, or a serious psychological or medical problem that would prevent them from participation. The applicant's participation in programs and disciplinary history while in detention will also be considered. Each case must be reviewed by the Division Chief of Community Corrections, or designee, and a recommendation made to the Court in order for the individual to be placed on the program. Once a positive recommendation is made, the judge must agree and sign an Approval of Transfer document.

Maryland State Department of Public Safety and Correctional Services (State): Inmates who are serving State sentences, are nearing their release, and were established Montgomery County residents prior to incarceration may be transferred to Pre-Release and Reentry Services. The Department of Public Safety and Correctional Services Case Manager must refer the individual and they must be approved based on eligibility criteria mentioned above. State inmates who desire to become involved in the program must also sign and agree to the conditions of the Program Agreement.

Federal Bureau of Prisons (FBOP/BOP) Inmates: The Federal Community Corrections Office sends referrals to the PRRS Screening Office for residents nearing release who are expected to return to the Washington Metropolitan area. Cases are evaluated individually for acceptance. Federal residents may be nearing release at the end of a sentence and transfer to the program from a Federal institution, or may be sentenced to a term in a Residential Reentry Center (RRC) as a condition of their Federal probation.

Pre-Trial Cases: Pre-Trial individuals are on bond status and are not yet sentenced. Pre-Trial cases are generally referred for consideration by the judge or pre-trial supervision staff and are carefully reviewed on a case-by-case basis.

RESIDENTIAL AND NON-RESIDENTIAL SERVICES

Pre-Release and Reentry Services offers highly structured programs designed to assist residents in examining the issues that contribute to their criminal behavior. PRRS works with residents to develop critical life skills necessary for successful reentry, such as employment, housing, sustained sobriety, and improved family relationships. All services and programs are geared toward releasing residents better prepared and equipped to meet life's responsibilities. At the time of the initial screening, each case undergoes a thorough review to determine if a resident is best served by residential services (the Pre-Release Center), non-residential services (home confinement) or a combination of both. There are certain eligibility requirements for home confinement, which are discussed below, that may eliminate some residents from consideration for that program.

Residential Services (Pre-Release Center): Residential services afford each resident the opportunity to reside within a structured and well-supervised setting while maintaining pre-approved access to the community for employment, treatment and essential reentry purposes. The Pre-Release Center is a 24 hour operation and maintains twenty-four hour staff coverage. Security staff work fixed shifts and ensure continuous order and accountability of all residents housed within the facility at all times. A team of case management and work release staff work full-time to provide guidance to caseloads and to monitor each resident's compliance and follow-through with reentry plans.

Non-Residential Services (Home Confinement): Home confinement affords residents the opportunity to reside in a pre-approved residence in the community while they serve their sentence. Some residents may begin their stay at the Centerand subsequently transfer to home confinement after certain criteria are met, while others may be appropriate for a direct placement into home confinement at the start of their incarceration. Eligibility criteria for home confinement include a drug, alcohol and weapon-free Maryland residence within fifty miles of PRC, a landline telephone in the residence, and a program sponsor (significant other) who agrees to be actively involved. All residents on home confinement must submit detailed weekly schedules to their Case Manager for approval, and intensive supervision is accomplished through frequent on-site verifications in the community, regular Case Manager contact with the resident and sponsor in the home and at the Center, regularly scheduled alcohol tests in the home, urinalysis testing at the Center, and the use of electronic monitoring equipment. Federal Bureau of Prisons and local county participants are eligible for Home Confinement, but residents transferred by the Maryland Department of Public Safety and Correctional Services are not currently eligible.

Electronic Monitoring Equipment

Ankle Bracelet

PROGRAM STRUCTURE

The Pre-Release and Reentry Services Division offers structured community-based programs. The basic structure of the programs is found in the Program Agreement, the Program Contract, the Reentry Plan, and the Level system. Case Management provides critical reentry support and program guidance to all program participants.

Program Agreement: The Program Agreement consists of basic rules and programmatic expectations which are established by County law. Residents are asked to carefully read and sign the Program Agreement as violating any part of the Agreement may result in removal from the program, return to secure confinement, and residents may to subject to the penalties provided by law (i.e. escape).

Program Contract: The Program Contract serves as the agreement between the resident and staff, and it outlines the conditions of the resident's stay on the program; the reentry issues the resident wishes to address, and identifies the criminogenic needs that present the greatest recidivism/relapse risk to the resident. The Program Contract must be finalized within the resident's first fourteen days on the program. The resident's sponsor is encouraged to participate in the finalization of the Program Contract with the resident and their Case Manager.

Reentry Plan: After reentry issues are identified on the Program Contract, the resident and their Case Manager will establish goals and strategies important to address for successful reentry. Each resident is asked to honestly examine their lifestyle and patterns and begin to identify the changes they must make to lead a more productive and crime-free life. It is important to emphasize that 1) the resident is responsible for adhering to their plan and 2) the Reentry Plan is the beginning of a process that will help the resident make specific plans for behavioral change. Upon successful completion of reentry strategies, residents may advance to the next Level and gain more privileges and opportunities. The Reentry Plan is an evolving tool, and as goals are reached, new goals and strategies are developed.

Level System: Each resident establishes reentry goals and strategies, and incorporates them into a reentry plan with their Case Manager. When a resident adheres to program rules, participates in required activities, and begins accomplishing his or her reentry goals, he or she may move forward through the Levels and earn more privileges. Level movement is based upon the resident's performance, the Case Manager's recommendation, and staff approval. Some residents move through the Levels very rapidly and others take longer, but advancement is expected. Others are moved back in Level because of rule violations or lack of follow-through or attention to the reentry plan. A chart of the Level system describing the different Levels, expected behaviors, and earned privileges is included in the end reference section of this Guidebook.

Reclassification: If a resident does not take advantage of the opportunities available, does not become involved in specific program activities or act responsibly, or is unable to adjust to the Pre-Release Center environment, staff may recommend to the Chief Administrator that the resident be reclassified from the program and returned to secure confinement. The Chief Administrator has final authority on such decisions.

ORIENTATION AND INTAKE

Orientation: Pre-Release and Reentry Services provides several orientation workshops to all new residents to ensure that all necessary information about program services, rules, regulations, policies and opportunities are communicated. The orientations also provide new residents with a forum in which questions may be asked and answered and concerns may be addressed. Residents are encouraged to see their Case Manager with any questions or concerns about the program. In addition, this Guidebook serves as an orientation to the program. Below are descriptions of the orientation sessions offered to new residents:

- An orientation/overview of the program is presented by PRRS staff at the time of the applicant's screening interview. Basic expectations and opportunities are reviewed individually and/or in a group format.
- On the day of transfer, new residents are given an orientation to include a briefing and discussion of expectations, a review of specific rules and procedures, a review and signing of key documents, and a further opportunity to ask questions.
- An orientation on medical services will be provided by PRRS staff during the resident's first week on the program. This orientation will cover how to access medical services, how to see the doctor, access dental services, use a private doctor, to understand medication policies, and fees for medical services. Additional wellness information, to include nutrition and communicable diseases, will be discussed.
- Accounting staff will provide an orientation during the resident's first week on the program to discuss how a resident's money is managed. The orientation reviews how fees are collected and how to obtain cash and checks through the money request system.

Intake Meeting: Each newly transferred resident will meet with the Case Management and Work Release staff within the week of his/her transfer. This intake meeting is an opportunity for staff to get to know each new resident, and for the resident to discuss the goals he or she wishes to work toward while participating in PRRS. The resident will be introduced to his/her assigned Case Manager and Work Release Coordinator.

Initial Programs: Most residents are required to complete a series of programs during their first week on the program. These programs include Introduction to Digital Literacy, Job Readiness and Retention, Thinking for a Change and Wellness.

CASE MANAGEMENT SERVICES

Case Management and Reentry Services: All residents are assigned a Case Manager with whom they meet at a minimum on a bi-weekly basis to discuss their individual reentry needs, goals and progress within the program. Case Managers hold the primary responsibility for reviewing and approving all requests for community passes, home visitation passes, money, and visiting list changes as well as providing referrals to community resources and determining program requirements for each resident. The relationship between the resident and the Case Manager requires active involvement on the part of both individuals, and both are responsible for arranging a mutually agreeable time for weekly meetings. To the extent possible, these meetings should include the resident's program sponsor. Each resident works closely with his or her Case Manager to:

- Identify and address reentry issues
- Review the resident's reentry plan, goals and strategies and revise the plan as needed
- Select a program sponsor, and the sponsor must begin attending the required sponsor support groups prior to the resident's first home visitation pass
- Establish a monthly budget
- Plan community activity and home visitation passes
- Discuss behavior standards and Level movement

- Review Thinking Reports that are developed as a result of adjustment action
- Develop new ways to solve problems, handle stress and conflict, and manage life responsibilities on a day to day basis.
- Discuss possible referral for transferring to home confinement
- Monitor Employment and Educational placements in the community.

PRRS Programs: PRRS offers various programs and classes on-site at the Pre-Release Center. Residents are informed prior to transfer that they may be assessed as needing such programs and are required to attend any programs or classes as recommended by staff. Case Managers may directly refer a resident to these programs as its appropriate for the reentry issues they are addressing. Below is a brief description of PRRS in-house programs:

- ***Thinking for a Change (T4C):*** T4C is a cognitive behavioral change program designed by the National Institute of Corrections (NIC) to target changing criminal thinking. According to NIC the T4C curriculum uses a combination of approaches to increase offenders' awareness of themselves and others. It integrates **cognitive restructuring, social skills, and problem solving**. The program begins by teaching offenders an introspective process for examining their ways of thinking and their feelings, beliefs, and attitudes. Social-skills training is provided as an alternative to antisocial behaviors. Problem solving becomes the central approach offenders learn that enables them to work through difficult situations without engaging in criminal behavior (Milkman & Wanberg, 2007).
- ***GED Classes:*** PRRS offers a GED class facilitated by Montgomery College. Classes are held through to four times per week at the Pre-Release Center. Residents are placed in the classes as a result of an assessment which is available on-site as well. Tutors are also available for additional education support.
- ***Welcome Home Program:*** Welcome Home is a mentorship program sponsored by the Archdiocese of Washington DC, and their goal is to link mentors with residents to help support and encourage their reentry efforts, pre- and post-release.
- ***Sponsor Support Groups:*** PRRS staff conduct sponsor support groups for the family members and/or significant others of residents on the program. The groups are designed to educate and involve sponsors in the reentry process and solicit their assistance and cooperation throughout the resident's stay on the program as well as prepare to provide support following their release. The groups offer support and cover topics of enabling, limit-setting, domestic violence, and family roles. There are sponsor support groups offered in the evenings, and sponsors are required to attend a minimum of six sessions.
- ***Mediation Services:*** The Conflict Resolution Center of Montgomery County, Inc. provides free reentry mediation services to residents and their families. Referrals can be made by the resident's Case Manager or the resident or family member can contact the Conflict Resolution Center directly at 301-652-0717. Conflict Resolution Center staff provides an orientation for residents every week.

Referrals within the Community: The Case Manager may refer a resident to an appropriate resource to meet reentry needs or for an assessment by another agency. Counseling placements will be chosen based on the treatment issues and needs of the resident and could include substance abuse counseling, mental health counseling, family or couples counseling, lifestyle/problem solving counseling, or pastoral counseling. The Case Manager will maintain regular contact with the outside provider.

EMPLOYMENT AND EDUCATION RELEASE

Work Release: Most residents are required to obtain full-time (a minimum of 32 hours each pay week) employment, or a combination of part-time employment and part-time education or training. All employment activities are coordinated by the Work Release Coordinator assigned to each unit and the resident's Case Manager. Because PRRS has an obligation to ensure public safety and a commitment to a resident's successful reentry, we may place restrictions on the types of employment allowed. Staff must ensure that the nature of the employment does not present a conflict of interest with regard to the resident's offense, or place the resident at continued risk to reoffend. Work Release Coordinators will individually review each request for application, interviews, and employment placement to determine appropriateness. Generally, residents are not authorized to work for family members. If a job is not approved, the resident will be given an explanation for this action.

Returning to Existing Employment: Some residents transfer to PRRS with an expectation of returning to a former job or with a pending job placement. In such cases, the WRC will review the nature of the job, speak with the employer and determine if the employment meets the accountability and supervision requirements of PRRS. Residents who are self-employed will be asked to provide a business license and tax information. Staff will determine if the work meets program requirements.

Inside Workers: Inside workers are residents who are designated through screening or Reentry staff to work inside the Center. Inside work may be designated for a portion of the resident's stay or for their entire stay on the program, depending on the individual's circumstances. Inside workers earn the same Industrial Time credits off of their sentence as other residents working in the community (Five days per month).

Unemployed Residents: Unemployed residents are expected to be up and dressed each weekday morning to attend the morning meeting at 8:00am, explore job openings, and call prospective employers for interviews. Unemployed residents will be expected to work around the Pre-Release Center to do general cleaning as assigned. Unemployed residents are not considered employed until their first actual day of work.

SEARCHING FOR EMPLOYMENT

Work Release Orientation and Job Search 101: The Work Release Orientation and Job Search 101 class is facilitated by the Work Release Coordinators. The class takes place during the resident's first week on the program and offers training in completing job applications, employment interview skills, physical presentation, values, ethics, and problem-solving in the workplace. The class also reviews the PRRS policies on working overtime, informing staff of schedule changes, and submitting paychecks. The class will generally be required for all unemployed residents or those wishing to secure new employment at the time of transfer.

Job Seeking Assistance: Some residents will transfer to the Pre-Release Center unemployed or may wish to pursue a new line of work. In these cases, Work Release Coordinators will provide assistance to residents in their efforts to locate employment, however, it is ultimately the resident's responsibility to obtain the job. The Career Resource Center is located in the facility and contains telephones and computers to assist residents with resume building and submitting on-line applications. Rules and policies governing the Career Resource Center will be reviewed during Work Release Orientation, and are noted in the Appendix. Residents are also encouraged to check want ads, telephone books, job banks, staff contacts with employers, or previous contacts with employers. Vocational testing may be suggested to residents who wish to explore new careers or who would like to know their vocational aptitudes in order to make better vocational choices.

Arranging Employment Interviews: Residents must schedule and coordinate all job interviews with Work Release Coordinators by submitting a completed community pass prior to leaving the facility. Staff will contact the prospective employer and verify the job opening, the appropriateness of the potential position, and the acceptance of applications and interview appointment, and ensure the prospective employer understands the resident is a participant in the Pre-Release Center. Indigent Residents may be advanced bus tokens for use to job search and until their first paycheck is obtained, with the cost being charged to the resident's PRC account when funds are available. Indigent Residents who require work clothes or tools for their employment may be eligible for a loan if they do not possess the necessary funds. Residents in full-time student status do not receive cash advances (unless the student status provides a stipend).The loan must be paid back immediately after the resident begins working and receiving paychecks. Residents may also access donated clothing resources to assist those in need.

Job Information/Transportation: When a resident is offered a job, he/she shall immediately provide the Work Release Coordinator with all pertinent information. The Work Release Coordinator will verify this information with the employer, confirm that the employer is aware of the conviction and incarceration at the Pre-Release Center, and obtain a signed PRRS Employer Agreement. The resident and the Work Release Coordinator then discuss transportation time required to and from work. Residents are to take the most direct route to and from work. Residents may work no more than six days in one week and are limited to sixty hours including travel time. Secondary employment may be approved if a resident is in an advanced Level and has demonstrated consistent responsibility and progress on their reentry goals.

IMPORTANT INFORMATION ONCE EMPLOYED

Overtime Requests and Schedule Changes: If an employer releases a resident early or wants him/her to work overtime, the employer must call the Resident's assigned unit at the Pre-Release Center. **All overtime must be approved by the Residents Work Release Coordinator or the resident's Case Manager, and for weekend work, must be called in by 5:00pm Friday.**

Employment Performance Reports The Work Release Coordinator will regularly discuss with the employer the resident's attendance and job performance and provide him/her with this feedback.

Illness and Work: If a resident is sick and cannot work, the resident must inform PRRS staff and their employer prior to their scheduled departure time. The resident is expected to sign up for the next sick call to see the PRRS nurse. Residents on sick call are expected to remain in their room during the day except for meals, and will not be allowed to participate in recreation or leisure passes or have visitors and telephone calls for that day (unless given specific approval). When a resident is unable to work because of an injury rather than an illness, staff may determine what activities are acceptable.

Lateness and Work: Lateness of more than thirty minutes to the job site is a major program violation. Residents must adhere to the approved work schedule and are responsible for being on time

EDUCATIONAL RELEASE

Educational programs are available to PRRS residents and participation is required by most that have not completed high school. This requirement will be stipulated in the resident's Program Contract and Reentry Plan. Residents who have not finished high school are given reading and math skills tests to determine their functional level. Once a resident's needs are identified, various educational alternatives can be reviewed. Education releases and approved activities may take several forms.

Full-Time: Full-time options include vocational education (i.e. auto mechanic) or full-time high school. Full-time college through Montgomery College, the University of Maryland, or other accredited schools may also be approved. Residents are required to pay their own expenses, however, some programs may offer financial aid. A resident involved in a full-time academic (12 credits or more) or vocational program may obtain part-time employment not to exceed 20 hours per week.

Part-Time: Part-time educational programs are available through many sources during non-working hours. Educational assessment tests are given to those residents needing the GED (high school equivalency diploma) or improvement in basic academic skills. GED classes are provided at the Pre-Release Center. Volunteer tutors and self-instructional materials are also available. As an alternative, basic academic education and/or the GED may also be obtained by enrolling in adult basic education classes at a local community college or high school in the evening. Residents may also pursue interests through courses offered by Montgomery College, the Montgomery County Department of Recreation, and Montgomery County Department of Adult Education.

Vocational Rehabilitation: Certain residents may need special programs or employment. Center staff will work with community resources such as the Division of Rehabilitation Services (DORS), Outpatient Addiction Services (OAS), the Salvation Army, or the Kennedy Institute for alternative placements.

COMMUNITY ACCOUNTABILITY

Pre-Release and Reentry Services is a highly structured correctional program and all residents must be accountable at all times. **At all times, residents must have a staff approved community release pass prior to leaving the building that lists a specific community activity at a specific time and location.** Staff may require the use of GPS Electronic Monitoring equipment for additional supervision and accountability of some residents in the community.

Escape: **Residents who leave the facility without written staff authorization, are unaccountable from a community activity, deviate from any activity as designated on an approved pass or do not return to the Center at the prescribed time may be charged with escape.** Staff will actively pursue prosecution and recommend lengthy sentences for escape. Accountability is an essential element of the program and must be maintained. If a resident encounters a problem, talking to staff is the best way to review all legal options and protect against life altering decisions like escape.

Authorization to Leave the Center and Accountability: Residents must check out with Central Services staff before leaving the Center for any activity in the community. Leaving the Center without written staff approval will result in an escape charge or adjustment action for unaccountability.

Entering and Leaving the Facility: All residents and staff must use the main entrance to the Center for entering and leaving the building. Fire doors and side exit doors are for emergency use only. Residents leaving the facility for any approved activity in the community must make sure that their unitstaff person has checked them out on their pass or locator card on the time clock. Upon arrival, residents shall check in at their unit. Failure to first check-in with unit staff prior to entering the housing unit will result in an adjustment action.

Verification and Pass Instructions: Frequently, community passes will have specific staff instructions listed in the comment section on the pass. Residents are responsible for reading and understanding these instructions prior to leaving on the pass. Each resident is required to follow any specific instructions listed on the approved pass in addition to general pass procedures. Examples may include, "Bring Back Verification" or "Call When Leaving". Failure to follow pass instructions or procedures may result in adjustment action. Residents should clarify any questions with staff about pass instructions or type of verification needed before leaving the Center.

Changes in Pass Activities: If for any reason a resident cannot carry out a planned activity on any community release or home visitation pass, he or she is expected to call PRC staff immediately for instructions. Failure to notify staff of problems while on release or changes to the approved release may result in adjustment action.

COMMUNITY RELEASE PASSES AND ACTIVITIES

A community release pass approved by the Case Manager or Work Release Coordinator is necessary for any activity or program in the community the resident requests or is contracted to participate in as part of their reentry plan. There are several types of appropriate community release activities. All community release activities must be verified by the Case Manager or Work Release Coordinator prior to approval and shall occur in the Washington metropolitan area.

Passes and Work, Educational, or Program Schedules: When possible, residents should arrange passes and appointments around their work schedule. If a resident wishes to take a home pass on a day in which they have other required program activities (i.e. GED class, counseling in the community), the required program activity must be included as an activity on the pass.

Contracted Activities: Case Managers may require certain community activities or programs as part of a resident's reentry plan and program expectations. Contracted activities are typically discussed during the initial Individual Program Contract and Reentry Plan development but they may be added or changed at any time by the Case Manager as it is relevant to the resident's reentry needs. Such activities may include 12 step meetings, counseling or other treatment services, victim impact panels, mediation services, or activities involving family and sponsors.

Professional Appointments and Court Appearances: Residents may submit community release passes for necessary professional appointments that are not contracted requirements or reentry plan activities. Such requests must be verifiable and should be submitted to the Case Manager well in advance for approval. Case Management staff will generally prepare a court letter providing information on the resident's progress and performance on the program. Staff may also assist in providing information necessary for child support, MVA, or other hearings.

Reentry Plan Activity Passes: Reentry activity passes are designed to assist residents in accomplishing their reentry goals. Beginning in Level 2, reentry activity passes may be authorized by the resident's Case Manager. Reentry activities must be listed as a specific strategy on the resident's reentry plan and relate directly to one of

their criminogenic needs. Reentry passes must be verifiable. The length of the pass is determined by the activity requested, but should not exceed four hours including travel time.

Leisure Activities: Residents are encouraged to evaluate their lifestyle and develop appropriate ways of relaxing, reducing stress, and planning how best to use their leisure time. Activities are planned with their Case Manager and may include such activities as the library, sports leagues, recreational trips conducted by PRRS Interns, or new pro-social activities. These activities may be included as a specific strategy on a Reentry Plan. Verification of residents' participation in leisure activities will be made through on-site visits by staff and through indirect verifications (telephone calls, ticket stubs, programs, etc.).

Standing Passes and On-going Activities: An on-going activity is a pass that a resident plans to attend on a regular basis at the same day of the week and time, such as a class or counseling program. A standing pass request can be to the resident's Case Manager for approval so that a pass does not need to be submitted each time. If approved, the pass will be posted on a standing card which will be used to clock the resident in and out of the Center. Verification of attendance at on-going activities is required.

Community Service Activities: Each resident in PRRS programs is required to complete a minimum of four hours of community service for each level advancement. The community service placement must be approved by the resident's Case Manager. For Level 3, the community service may be performed in the community at an approved non-profit organization or within the facility. For Level 4, the community service must be performed at an approved non-profit organization. Additional community service may be performed on a regular basis as a reentry plan activity.

Shopping Passes: Residents may submit requests to their Case Manager for two (2) shopping passes per month in the immediate local area to purchase health and hygiene necessities as well as items needed for work purposes. Shopping passes may be granted for up to 2 hours, including travel time. Residents are required to produce receipts for their purchases. There is no barbering, haircutting, braiding or styling by one resident or visitor to another allowed in the Center. Residents may request a shopping pass to meet their hair care and grooming needs.

Religious Activities: PRRS encourages residents to participate in religious worship services. Staff recognizes that religious worship can often be a source of strength as well as a way of maintaining or establishing positive support networks in the community. Residents may participate up to twice weekly in religious activities in the Washington Metropolitan area under the following conditions:

- The religious group must be recognized
- The activity must be verifiable
- The activity must not conflict with required program activities
- The activity must be approved in advance by the Case Manager

Home Confinement Activities: Residents on home confinement are eligible for personal activity time in addition to reentry activities as approved by their Case Manager. Additional activities may be approved as reentry plan activities provided they are part of a specific reentry plan strategy. The length and frequency of personal activity time depends upon the Level the resident has earned on the program. These activities are to be completed as one block of time including travel time, not split into smaller time periods throughout the week. These timeframes also include travel time. Below is a summary of the length and frequency of home confinement reentry activity activities:

Level 3: Four 4-hour activities per month. Only one activity per week is permitted.
Level 4: Four 6-hour activities per month. Only one activity per week is permitted.

Emergency Leave (Furloughs): On a case-by-case basis, emergency leave hours may be granted by the Chief Administrator to attend such activities as a funeral for an immediate family member (husband, wife, father, mother, son, daughter, brother, or sister) or an imminent death (news of which has been communicated to staff by a doctor).

Unacceptable Activities: Activities which would be perceived as highly questionable for a residential program are not permitted. Community activities which fall in this category are drinking establishments (bars), attending New Year's Eve parties, going to concerts where drug use is probable, participating in aggressive martial arts or combative activities, and frequenting establishments which have bad or negative reputations. High risk activities (such as sky diving) shall require special permission from the Chief Administrator, and the resident requesting the activity must release the Pre-Release and Reentry Services from any medical or liability claims.

Recreational Trips: The leisure activities bulletin board in the main hallway of the Pre-Release Center hallway posts the Center-sponsored recreational trips. These trips are planned by the PRC Community Corrections Interns based upon residents' suggestions and prior activities enjoyed by residents. To participate, a resident must complete a Recreational Trip Sign-up form available in each unit, and submit the form to unit staff for time-stamping after 6:30pm on Fridays. Selection for the trips is made on a first-come first-serve basis. The list of residents selected for a particular trip will be posted prior to the event. At least 4 residents are necessary for a trip to take place, and the maximum number is posted with the trip information on the bulletin board. Events may include job fairs, community festivals, museums, concerts, hiking, theater, etc. If a resident must cancel a recreational trip, notice of cancellation must be made at least 24 hours prior to the starting time of the trip so that someone else can attend. Failure to give a 24 hour notice of cancellation may result in adjustment action. Trips generally are low- or no-cost, but for trips with a cost, the Intern may request proof of funds before leaving the Center. Residents are responsible for covering the cost for the intern. A preview list of upcoming recreational trips is posted weekly for the following week. **While on a recreational trip, residents are expected to follow the Intern's supervision and instructions at all times.**

HOME PASSES AND SPONSORS

Home Visitation Passes: Home visitation passes provide an opportunity for residents to continue relationships with their spouses or significant others, children, parents, and friends. They are earned by responsible behavior.

Sponsors: Before residents are granted a home visitation pass, the approved sponsor must meet with the Case Manager and attend the sponsor support group. A sponsor is an individual with whom the resident has a close relationship and someone with whom the resident will spend the majority of his or her home visitation passes. It will be the sponsor's responsibility to be aware of the resident's activities and whereabouts at all times while the resident is on the home visitation pass. Residents must spend at least fifty percent (50%) of the total pass time with his or her sponsor. All sponsors agree to the conditions listed in the Sponsor Agreement which they receive and sign.

Sponsor Support Group: PRRS staff conduct sponsor support groups weekly. The groups are designed to educate and involve sponsors in the reentry process and solicit their assistance and cooperation throughout the resident's stay on the program. The groups are designed to provide sponsors with the support they may need, as well as the tools, education, and resources to foster more honest and healthy relationships. Sponsors are required to attend a total of six sessions. If a sponsor has not completed the required six sessions, they must attend a sponsor group during the week of a requested homepass.

Earning Home Visitation Passes: In addition to the sponsor requirements, the resident must work or participate in their designated program for at least three days during the same week as the intended pass. Home passes will only be approved if a verified telephone landline exists at the proposed pass location. Cell phone numbers may not be used for any verification. Additionally, residents cannot take a home visitation pass if they have been found guilty of a major rule violation during the same week as the intended pass, or if a major adjustment hearing is pending at the time of the intended pass.

Home Visitation Pass Applications and Activities: Home visitation pass applications must be turned in directly to Central Services to be time stamped no later than 9:00am on the Monday before a resident wishes to take the pass (Tuesday morning if Monday is a national holiday). If the pass is to be taken in the mid-week (the resident's day off), then the pass must be turned in no later than one week in advance. Pass activities must be pre-planned and specific**.** Activities are limited to the Washington Metropolitan area. Residents are required to provide complete and verifiable details for all activities, including names, addresses, and telephone numbers. Incomplete applications will not be accepted. Home visitation passes cannot be used in conjunction with other approved releases (i.e. residents must begin the home pass from the Center and must end the pass by returning to the Center). Residents are provided a copy of the home pass prior to leaving on the pass.

Home Visitation Pass Verifications: Before the pass is taken, a staff member will contact the sponsor to determine if the proposed activities are agreeable to the sponsor. Residents must be accountable and in the approved locations throughout the pass, and staff may visit these locations to verify residents' presence. Telephone contact will also be made with the resident on a random basis to verify their presence at scheduled activities. At any time staff determines that the resident is not adhering to the approved pass, staff will required resident to return to PRC immediately. In case of an emergency, or if it becomes necessary to change any planned activity, residents must first call the Pre-Release Center for approval.

Length of Home Visitation Passes and Activity Time: The frequency and length of home visitation passes is dependent upon the Level the resident has earned on the program. Activity time is available on most home passes, and is defined as an approved activity to which the resident must be accountable but may not reasonably be reached by telephone. The activity time allowed on each pass includes transportation to and from the activity and must be taken in one block of time (not separated). Below is a summary of the number and length of home passes earned in each Level, and the amount of activity time available for each pass.

Level 1: No home visitation passes.
Level 2: One 12 hour pass per month with no activity time. Residents must return to the Center no later than 8pm.
Level 3: Two 24 hour passes per month with 4 hours of activity time per pass. 24 hour passes can begin no later than 9:00pm, with residents returning to the Center no later than 9:00pm the following day.
Level 4: Two 40 hour passes per month with 5 hours of activity time per pass.

Note: Month refers to calendar month. Deviations from the above schedule must be approved in advance by the supervising Case Manager.

Holiday Home Passes: Holiday passes are available on Easter/Passover, Thanksgiving, and Christmas/Hanukkah. Residents may request an eight (8) hour pass on each of these holidays to be with a sponsor or with family. If a resident does not have an approved sponsor, the Case Manager may consider someone as a "one time sponsor" for the purposes of a holiday pass only. Such sponsors need to meet with the Case Manager ***and*** complete one Sponsor Group for orientation prior to the holiday homepass. There is no activity time permitted on holiday passes, and although the pass does not require an approved sponsor, the pass must be spent with family if there is no sponsor. Residents in Levels 1 and 2 must return to the Center no later than 8:00pm and residents in Level 3 and 4 must return to the center by 11:00pm. Holiday passes are granted *in addition to* all other home passes earned by the resident, however, they cannot be taken consecutively. Residents on unit restriction, with a recent or pending adjustment action are not eligible for holiday passes. Due to the high risk nature of the 4th of July and New Years Eve, the program has a facility-wide policy that all residents must be in from all passes by 8:00pm on those days. **The 8:00pm curfew applies to all residents regardless of Level. All residents must be in the Center, or at their residence for those on Home Confinement, by 8:00pm. Exceptions to this curfew are employment or counseling.**

Sponsorless Passes: Occasionally a resident may not have a designated program sponsor and therefore is not eligible for homepasses. In these situations, a resident on Level 4 may be eligible for a six hour sponsorless pass which would allow the resident to enjoy activity time in the community in accordance with the allowable activity time. The activity time always includes the travel time and activities must be verifiable.

Passes per Calendar Month: Each resident may earn only the total number of passes permitted in the Level they are in at the time the pass will be taken. For example, if a resident is in Level 3 and has already used two 15 hour passes, and then moves into Level 4, they are not eligible for any more passes the rest of the month.

TRANSPORTATION AND DRIVING

Modes of Transportation: Public transportation is available within one block of the Center. Residents may use their own vehicle only with prior staff authorization. Hitch-hiking is not permitted. **Residents must use the method of transportation and/ or itinerary that is written on their approved community release pass** (i.e. no private rides or changes in transportation without staff authorization). Residents shall wear a bicycle helmet if their mode of transportation is a bicycle.

Driving Approval and Vehicles: Residents must obtain prior staff approval in order to drive a vehicle or keep a vehicle at the Pre-Release Center. Residents wishing to drive must provide staff with the following: proper registration, documentation of proper insurance coverage, and a valid driver's license. Permission from a Support Services staff member is required before performing any repair work on vehicles parked at the Center. Residents authorized to have vehicles at the Center are not permitted to loan them to other residents, and approved vehicles must be parked in the Pre-Release Center parking lot.

VISITATION

Visiting: At the time of transfer, each resident will designate persons on the Visitors List. This list will be reviewed by the resident's Case Manager for approval. Only approved persons on the resident's Visitors List may visit at the Center. Additions and deletions to the Visitors List must be approved by the Case Manager. Visitors who have been drinking alcohol or engage in disruptive and/or threatening behavior will not be permitted to visit. Additionally, co-defendants and anyone under 17 years of age are excluded from visiting unless approved by a Manager. Parents or guardians of underage visitors must personally meet with staff prior to receiving permission for the minor to visit unescorted.

All visitors are required to enter the Pre-Release Center through the front door and report directly to the reception desk, where they will be asked to sign in and produce photo identification. Visitors are scanned by a metal detector and any bags or parcels are subject to a search. Each visitor will be issued a badge. Visitors are restricted to the unit in which the resident resides, the dining area, or the outside central recreation area. Visiting is not allowed in the parking lot, in vehicles, or in the front of the building. Pre-Release Center staff has the authority to request that a visitor leave the Center or the grounds at any time as deemed necessary. Holding hands and a brief hug and kiss hello and goodbye are the only allowable physical contact. Visiting cannot interfere with other program requirements such as work or classes.

Visiting Hours:

- **Monday through Friday: 2:00pm to 5:00pm for employed residents only**
- **Monday through Friday 7:00pm to 9:00pm for all residents**
- **Saturday/Sunday: 2:00pm to 5:00pm for all residents**
- **Saturday/Sunday: 7:00pm to 9:00pm for all residents**

FINANCES AND ACCOUNTING

Legal Responsibility for Financial Control: Maryland Annotated Code Title 11, Subsection 717 gives Pre-Release and Reentry Services legal authority for collection and distributing work release income.
The Director or designee may deduct from the earnings of the inmate:

- A charge determined by the Director as a contribution to the cost to the County of providing food, lodging, and programming, including costs associated with electronic monitoring.
- Actual and necessary food, travel, and other expenses incidental to his or her participation in the program, including repayment of advanced work related funds or transportation tokens.
- Any amount which the inmate is legally obligated or desires to pay for the support of a dependent.
- Court-ordered payments for restitution to victims.
- Other restitution which may include damage to pre-release property (e.g. damage to or loss of electronic monitoring equipment.)

New Residents: We suggest that new residents have a small amount of money (less than $25) brought/sent to them for use during their first few weeks on the program. Any amount over $25 will be placed in the residents work release account. Money from work release account is obtained using the "petty cash system" (see below). Indigent Residents may be advanced bus tokens for use to job search and until their first paycheck is obtained, with the cost being charged to the resident's PRC account when funds are available. The maximum negative balance allowed is $80.00. Basic hygiene items are available if residents are unable to provide themselves with such necessities.

Earnings: Residents are required to deposit earnings (paychecks/tips) immediately upon receipt to their Unit Staff. When depositing earnings, the following information included on the paystub is required: gross earnings, all deductions and pay period ending date). Staff will stamp the check "for deposit only," provide the resident a receipt, and secure the check in the unit safe. Accounting staff will deposit the check in the resident's work release account on the next business day and return the pay stub to the Work Release Coordinator for disbursement to the resident. Residents with direct deposit must see their Work Release Coordinator and Case Manager to determine a payment plan. Residents who are paid via a pay card or bank card will be advised by the Work Release Coordinator on how to handle their account. Residents are not permitted to obtain an advance or borrow money from their employer.

Program Fees: All residents within Pre-Release and Reentry Services programs pay program fees. The fee is twenty percent (20%) of gross income earned while living at PRC and ten percent (10%) of gross income earned while on Home Confinement. The maximum monthly charge is $460.00 per month, or $15.33 per day. Residents who are self-employed, or in other cases in which staff cannot determine or verify with any degree of accuracy the actual income, are charged $15.33 per day. Those individuals who are in a full-time educational program but have a supplemental income will be charged 20% of any income over $50.00 per week. Fees are charged from the first day of outside employment through release date and are automatically deducted from the resident's account. Residents' fees are about one tenth of the actual operational costs for the program.

Mandatory Savings: A goal for all residents of the program is to provide an opportunity to prepare for their release with a realistic budget to include savings. As such, mandatory savings is required of all residents unless they are on home confinement. With each paycheck ten percent (10%) of a resident's net earnings (earnings after taxes) will be transferred into a savings category. At PRC residents may only spend their savings in emergency circumstances. At release, all savings will be released to the resident as a check. Residents are also encouraged to save more than the 10% minimum. If a resident is approved for limited banking in the community as a reentry plan strategy, the amount held in savings may be reduced to an amount approved by the unit. **Interest is not earned on any money held by PRC in resident accounts.**

Account Minimum/Advance Notice for Money Requests: Once employed, residents must keep a minimum balance of $200 in the work release account as a security deposit for issued items and room condition. Any money in excess of the $200.00 minimum balance is available for petty cash, payment of bills, home visitation passes and necessary items. All money requests must be approved by the Case Manager in accordance with resident's budget. Residents must plan ahead and be familiar with their Case Manager's schedule for timely submission of cash and check requests.

Monthly Expenses/Family Support Payments: Residents are encouraged and/or required to meet any external financial obligations including fines, restitution, counseling payments, family support payments, loan payments, or other regular expenses. Residents may pay these expenses with checks approved by PRRS staff and deducted from the resident's account. To obtain a check, residents should complete a Check Request Form and submit it to their Case Manager for approval at least two days in advance of when the check is needed. Residents must ensure that the check request has necessary account or identification numbers necessary for payment to the payee. If approved by the Case Manager, the check will be available on the unit on the next Wednesday or Friday (whichever is sooner) after 4pm. Case Managers are authorized to submit check requests for payment out of a resident's account when the resident fails to do so (i.e. failure to make counseling payments, etc.).

Petty Cash: Residents can request cash from their account for transportation and incidentals. Once employed, residents may set up a permanent weekly petty cash amount that will be available every Monday for the duration of the resident's stay (as long as money is in the account and resident is working). The maximum cash amount given at any one time is $45. Requests over $45 must be issued as a check. Residents may also request cash on a one time only basis. **Cash is only available on Monday and Friday.** All requests for deductions from a PRC account must first be approved by resident's case manager. Residents must use the Cash Request Form available on the unit to request cash from their account, and submit the request to their Case Manager for approval. The approval process may take a couple of days, therefore residents should submit their cash requests several days in advance of the Monday or Friday it is needed. Residents who are employed outside of PRC must maintain a minimum balance of $200 in their account; therefore cash requests may be limited or denied if the balance would fall below the minimum balance. On Mondays, petty cash is distributed from the Accounting Office beginning at 4:00pm. If a resident is unable to pick up petty cash, it will be left on their Unit. If it is not picked up by Wednesday, petty cash will be returned to the resident's account. On Friday, cash is distributed from Resident Unit after 4pm. Friday petty cash cannot be made permanent. **Petty cash must be requested in increments of $5 ($5, $10, $15, $20, $25, $30, $35, $40, $45). The Accounting Office cannot make change and do not have $1 dollar bills or coins.** Most residents may be allowed to have up to $25 cash on their person above their approved weekly petty cash amount. Any resident found carrying a larger amount of unapproved cash is subject to adjustment action. The possession and/or use of bank cash/automatic teller cards and credit cards are prohibited.

Restitution: Residents who are employed are statutorily required to pay restitution from court ordered obligations. The payments for restitution will be deducted from their earnings under the authority of Section 11-617 (e) of the Criminal Procedure Article and cannot exceed 25% of the inmate's net weekly earnings. Restitution payments will be calculated automatically when the residents turn in their paychecks and the checks will be sent to the Division of Parole and Probation (DPP). Each Restitution case must have a case number and DPP number so that the money will be properly accounted for when the checks are sent to Parole and Probation.

Pass Money: Residents may request money from their work release account, if available, for use during pass activities. Money requests should be submitted to the resident's Case Manager no later than Tuesday of the week the resident is taking the pass. The money will be prepared on Friday and left on the unit for the resident to pick-up.

- 12 hour passes - $20.00 maximum
- 24 hour passes - $30.00 maximum
- 40 hour passes - $50.00 maximum by check ($45.00 is maximum amount in cash)

Note: Pass money may not be obtained for holiday passes or for special passes.

Home Confinement: Residents on HC must submit their paychecks to PRC for deduction of program fees. The check will be posted to the resident's account and program fees will be deducted at the rate of 10% of gross earnings (maximum $300). The resident will receive a check for balance of the account, less a $200 mandatory security deposit to cover any intentional damage to the monitoring equipment. The deposit may also be applied toward any additional program fees at the end of a resident's stay. Residents on home confinement (HC) manage their finances at home under careful monitoring and review by the case manager staff.

Receiving Money at Release/Additional Fees: On their release date, residents will receive a check in the amount of the available balance and savings account, less any program fees they may owe. Residents will be charged a flat rate of $10 per day for any days following the last paycheck pay period end date ($460 maximum for month). For example, if a resident turns in a paycheck on June 1 which reflects payment for work up to May 14 and this is the last paycheck prior to his/her release date, resident will be charged $10 per day from May 15

to release date. Residents may contact the Accounting Office for further explanation and for advice to pay or discuss their situation. Residents may be assessed a fee for items not returned (room key, identification card, etc.) or for damages to their room, furnishings or home confinement equipment.

Reviewing Your Account for Accuracy: Shortly after transfer to the program, residents will be briefed on the system for accounting and administering their earnings. After accounting staff close each month's activity (usually the last day of the month), residents will receive a copy of their account statement showing all account activity for the month. Residents should carefully review their statement and discuss any issues with accounting staff or Case Manager. Residents are encouraged to keep all receipts and statements while at PRRS for documentation.

HEALTH AND MEDICAL SERVICES

Medical services are available to all residents at the Pre-Release Center. A resident will not be denied medical services or required medication if unable to pay. Residents may see their private physician after consultation with the PRRS nurse practitioner and case manager. The nurse practitioner hours are posted outside the NP office. Below is a summary of sick call procedures:

Sick Call Procedures:

- If a resident is sick and unable to participate in activities or employment the resident should retrieve a sick call slip from the unit and request to be put on sick call (room confinement). A resident should request to be put on sick call well in advance of any scheduled activities or passes. Once the Sick Call slip is filled out the resident should place the slipin the medical box mounted outside of the Nurse's office and inform staff of their sick call status. The resident should follow-up with the Nurse during posted sick call hours.

- While on sick call, residents are required to stay in their rooms with the exception of meals and medical visits. Residents are not allowed to participate in recreation or leisure passes that day (24hours). Visitors and telephone calls are not permitted.

- Resident may be charged a fee of $4.00 for sick call visits, unless the visit is for one of the following reasons: routine intake process, initial physical examination, routine health assessment initiated by staff, visit due to referral by staff, continuing care or follow-ups, visits that result in hospital or ER visits, chronic care and secondary care.

Other Medical Requests: Residents who have other medical requests but who are not requesting to be placed on sick call may still see the Nurse during sick call hours. Residents should retrieve a sick call slip from the unit and place the completed slip in the medical box mounted on the wall outside the Medical Office door. The resident should follow-up with the Nurse Practitioner/Nurse during posted sick call hours.

Medication: PRRS is responsible for the medical care of residents and residents are monitored for illegal drug use. Therefore, PRRS must be aware and carefully control all medications in the facility. **All medication, including over-the-counter medication (medications bought at the store, e.g. cold pills, cough syrup, pain relievers, etc.) must be approved by the Pre-Release Center nurse and noted in the resident's medical file. Residents must see the nurse before taking any over-the-counter medications.** Any medication that is prescribed and/or approved will be clearly marked with instructions on how and when to take the medication. Some medication may be given to the resident to self administer and some will be held in the unit office. It is the resident's responsibility to request and take the medication as prescribed. If there are any questions

concerning medication or treatment, they should be directed to the PRC medical section at the next sick call. Many of these medications are available in unit so they do not need to be purchased individually. The medications do not contain alcohol or drugs that will be reflected in urine screens.

Medical Emergencies: Residents who feel they are experiencing a medical emergency should consult a staff person. If the PRC nurse practitioner is on-site, the resident will be immediately referred to the medical office for evaluation. If there are no medical staff on-site, staff will contact medical personnel at the detention facilities for guidance. If the resident's medical emergency cannot be handled by PRRS NP or detention center, the resident will be transported to a hospital by a staff member or ambulance. **If a resident refuses medical treatment, s/he can not remain at PRC.** If a resident develops a medical condition that cannot be effectively managed in the Pre-Release Center setting, the resident may be returned to a detention facility where medical staff and resources are available around the clock.

Communicable Diseases: The spread of infectious diseases such as tuberculosis, hepatitis, or AIDS by individuals in a correctional facility is a concern of all persons living and working in that facility. It is only reasonable that we take precautions to protect ourselves from communicable diseases. Precautions and recommendations are described in greater detail in the Orientation Materials section of this Guidebook.

Dental Care: Limited dental services are available through the Montgomery County Correctional Facility (MCCF). These services are confined to emergency dental care to eliminate pain. Other dental services must be done at the resident's own expense by a private dentist. Residents should note that accessing dental services at MCCF, which is a secure facility, necessitates a strip search. Residents wishing to access dental services at MCCF must see the PRC nurse, who will schedule the appointment.

Federal Residents: Residents from Federal institutions are responsible for the costs of any medical services provided beyond the normal sick call services at the Pre-Release Center.

Private/Public Health Services: Residents who use medical services in the community are responsible for paying for those services. Residents who choose to use their own doctor are given a consultation form by PRRS staff that their doctor must complete so that the Center's medical section is notified of the resident's diagnosis and prescribed medical treatment. Prescriptions obtained from a private doctor are to be filled at the resident's expense. Before being filled, the prescription must be reviewed and **approved** by DOCR medical staff. DOCR is responsible for the overall health of all residents within Pre-Release and Reentry Services programs, and has final authority over medical treatment and must approve any outside treatment or medication. Residents will be responsible for all medical bills for services received outside of the Department, when those services are self-referred or provided by the resident's private physician. When a resident sees an outside physician or receives medical treatment at a hospital or anywhere other than the Pre-Release Center, he or she must report to the next PRC sick call for a follow-up visit with the nurse.

Health Insurance and Workman's Compensation: Residents who have medical insurance or can claim workman's compensation are required to use these benefits. All medical services must be approved by and coordinated with the DOCR medical staff regardless of who is providing direct care or treatment.

Vision Care: Limited vision care is provided at MCCF or resident may seek services in the community at their own expense.

MEALS AND FOOD

Dining Area: The dining area is open each day from 5:00am to 9:00pm daily, although access may be limited during job search hours. Residents are welcome to use this area for eating and visiting. Residents have a responsibility to keep the dining area clean. All food must be eaten in the dining room area. **No food, beverages, or condiments are allowed on the units or in resident rooms.** All trays, dishes, and utensils should be placed on the tray rack and all litter deposited in trash cans. Cups, glasses, plates, trays or silverware cannot be removed from the dining area. Residents are not allowed in the kitchen unless given permission. Meals are provided for residents and staff only. Visitors may bring in food or meals during visiting hours, but this food must be eaten in the dining room.

Meals: Three meals are served daily. Schedule is as follows:

Breakfast:	**Lunch:**	**Dinner:**
Monday through Friday 5:00am - 7:00am	**12:00pm - 1:30pm**	**5:00pm - 7:00pm**
Saturday- Sunday 5:00am - 8:00am		

Special diets: Special diets are available for medical reasons as requested through medical staff, and for vegetarian and religious diets as approved through the Dietary Supervisor. A resident must remain on that special diet throughout their stay on the program unless cleared by staff to return to a regular diet.

***Bag Lunches*:** Packed Lunch meals are for Employed Residents who are out of the building during the served lunch meal because of their work schedule. Employed Resident must sign up for a packed lunch by 12:00 noon on Sunday for the upcoming week. The sign-up sheet is located in the dining room near the serving line. Any unemployed resident who has a special circumstance that keeps them out of the building during the served lunch meal may receive a packed lunch. These special requests should be discussed with the Dietary Officer and the need will be verified by a RS Supervisor, Case Manager or Work Coordinator. Any Resident who signs up for a packed meal and does not meet the guidelines stated above will receive a Disciplinary Action. Packed lunch service may be discontinued for any resident who repeatedly signs up for lunch and does not pick up the packed lunch.

Early /Late Breakfast: Any employed resident that leaves for work before 5:00am can receive an early breakfast. Any employed resident that returns from work after 7:00am can receive a late breakfast meal. Please discuss your meal needs with the Dietary Supervisor. All requests will be verified.

Late Dinners: Residents who are not in the building during dinner hours may sign up for a late dinner at the unit office before 5pm each night. The late dinner will be available after 7pm until 10pm.

Vending Machines: Soda and other snack vending machines are located in the cafeteria. These machines will be available for residents and their visitors during meal times and in the evenings. The program does not financially benefit in any way from these machines. They are provided only as a convenience to residents who find that they want a snack between meals. Abuse or vandalism of the machines will not be tolerated.

FACILITY AND GROUNDS

Authorized Areas: There are only certain areas within the facility and on the grounds that residents have common access to. These areas include the dining room, courtyard, and respective units. Any other areas are not authorized areas without specific staff permission, including staff and visitor bathrooms, staff offices, kitchen, storage closets, Medical, GED classroom, and Computer Resource Room. Residents should not enter any unauthorized area without specific staff permission and may receive adjustment action accordingly.

Facility Clean-up and Kitchen Work: Center cleanliness is the responsibility of all residents. All residents will be assigned clean-up tasks in the facility several times a week. A resident will report to the unit's Resident Supervisor for any specific instructions prior to starting clean-up. After completing the clean-up assignment, residents must notify the Resident Supervisor. All clean-ups are inspected and rated. If a resident is outside of the Center during normal clean-up hours (9:00pm to 11:00pm), he or she will be expected to complete the tasks upon his or her return. A daily clean-up assignment roster will be posted on each unit's bulletin board. Residents should check this board daily. If a resident is unable to perform clean-up duties due to illness or a scheduled activity, he or she must inform the Resident Supervisor prior to the start time of the duty.

Fire Drills: When the bells ring throughout the Pre-Release Center, all residents must immediately leave the building and gather outside. Residents from housing units will report and congregate in the grassy area of the parking lot under their designated posted sign. Each sign post has a sign stating “Emergency Evacuation Location, Unit 1, Unit 2, Unit 3, Unit 4,”.. In other emergency situations not requiring evacuation, directions will be communicated to residents by the staff.

Grounds: During daylight hours, residents may be outside in the central recreational area provided there is not conflict with job search hours or other required activities. This is the area between the modular classroom and building that contains the basketball court, grassy area adjacent to the basketball court and building, and the patio off the dining room. The central recreational area may be used for non-contact catching and passing games, however, football games, soccer games, and contact basketball games are not permitted. **Barbering and hairstyling is not allowed anywhere inside of the facility nor outside on the facility grounds**. Residents may not be in the central recreational areas after sundown. All other ground areas are off limits. The parking lot and front entrance are to be used only when coming and going from the Center. The unit patios are considered part of the housing unit and may be used by residents unit individuals curfew hours. Residents are not permitted to walk outside from one unit patio to another via the grassy area or go behind the building unless engaged in approved activities.

Recycling and Trash: All plastic bottles, cans, newspapers, and other clean paper and cardboard should be placed into the proper blue recycling containers in the housing units. Caps and lids must be removed from drinking containers prior to placing them in recycling bins. Trash (anything that is not recyclable) should be placed in trash containers. When resident room trash cans fill up, residents must empty them in one of the large trash cans in the trash room located in the center hallway.

HOUSING UNITS

Counts and Resident Accountability to the Unit: Residents must be accountable at all times. Resident Supervisors conduct random counts to ensure residents are accountable. If a resident's name is paged over the public address system, the resident should report promptly to their unit office. Residents must be on their unit between 9:00pm and 5:00am. **Residents may not visit other units without staff approval.**

Curfew: Residents must be back on their own unit by 9:00pm daily and remain until 5am the following day. Room curfews o are as follows:

Intake and Level 1 – 9:30pm-5:00am
Level 2 - 11:00pm-5:00am
Level 3 - 12:00am midnight-5:00am
Level 4– No Curfew

Exercise/Recreation and Recreational Equipment: Recreational items such as games, basketballs are available through the unit's Resident Supervisor. Card playing and or other game playing is prohibited in the CRC/Cafeteria area during job search hours.

Mail: Mail can be picked up at unit office, and out-going mail can be dropped off in the mailbox in the front hallway. Any suspicious mail that staff determines to possibly contain contraband may be inspected. Suspicious mail that appears to be of a legal nature will be open in the presence of the resident. Mail received from an inmate in another correctional institution must be opened and reviewed with the Case Manager or returned to sender. Packages must be inspected by staff prior to the resident's receipt. Mail identified as Legal Mail will be distributed through the main administrative office. Residents will be requested to sign for legal mail.

Quiet Hours: Noise in the Center must be kept to a minimum between 11:00pm and 7:00am so that residents may sleep. Consideration of others is asked at all times. During quiet hours, headphones or earphones should be used when listening to a stereo and the television should be turned off or set at a low volume. Washers and dryers are not to be used during this time.

Morning Meetings: Weekdays at 8:00 a.m. a required meeting (30 minutes) for unemployed residents and those attending in-house programs is conducted in the cafeteria. These groups are designed to motivate residents to focus on their plans for the day, and provide a forum for residents and staff to communicate concerns.

House Meetings: Periodically Housing Unit House Meetings take place with both staff and residents to discuss relevant issues and information about the program.

Laundry Facilities: Residents may wash and dry their clothes in the machines provided for each unit. Each unit has washers and dryers, as well as irons and ironing boards. Employed residents are responsible for purchasing their own laundry detergent. Laundry machines cannot be used during unit quiet hours, which are from 11:00pm to 7:00am. If any mechanical or plumbing problems occur, residents should immediately report the problem to the Resident Supervisor on duty. Clothing should not be left in the laundry area after being dried.

Telephones: Public payphones are located in each housing unit for both outgoing/incoming resident personal calls. Telephone may be used consistent with curfew hours and unemployed residents may not use them during job search hours. The payphones can be very busy during certain hours and each resident is asked to be respectful of other residents by limiting his or her conversation to 20 minutes. Residents who answer the public telephone are expected to be helpful and polite. County telephones are used only for official business and are not for residents' personal use. Business telephones are available in the Career Resource Center, and may be used by unemployed residents during job search hours to make local calls to employers to investigate job openings and set up interviews. The business telephone may also be used for other program-related business such as setting up counseling or educational appointments, attorney visits. Personal calls are not allowed on the business telephone.

Residents may request permission from their Case Managers or Resident Supervisor staff to obtain a pre-paid telephone. These telephones may not have access to the internet, cameras, or video recording capabilities. Other cell phones, pagers, computers, and any other electronic forms of communication are not permitted. Residents that are required by their employer to have cell phones that have email/internet capabilities may be approved for these phones by the Work Release Coordinator. However, these cell phones must remain in the unit office when the resident is at the Center and can only be checked out during scheduled work hours.

ROOMS

Check In/Check Out Procedures: Prior to moving into a room, the resident will thoroughly inspect the room and will note any damage to the room and bathroom on the Room Condition Form. Residents sign the form to accept responsibility for the room and its condition when received. Prior to final release, resident rooms must be thoroughly cleaned and the room will be inspected for any new damage which is documented on the Room Condition Form. Residents will return laundered linens (bedspread and blanket required), keys, and PRC Identification Card. Residents will be responsible for reimbursing the County for the cost of repairing any damage to the room or lost items.

Cleanliness of Rooms: Residents are expected to maintain their rooms in a clean and orderly fashion. Room inspections are made daily and the ratings will be noted on a slip and left in each room. These ratings are considered when approving home visitation passes and Level movement. Residents who continue to keep dirty, messy rooms are subject to adjustment sanctions.

Climate Control: Each room has an operable window that may be used to air out a room during nice weather. Windows should be closed when a resident is not in the room. Each room has a climate control unit which may

be turned on and off to control the room temperature. To control moisture and prevent mold, residents should leave the heating/air conditioning unit on low and the window closed when not in the room.

Contraband: Each resident must ensure that his or her room is free of contraband. Residents are responsible for all items in their room. If contraband is found in a room that is shared by more than one individual, staff will thoroughly investigate the incident and attempt to determine the owner of the contraband. If a resident finds that contraband (drugs, alcohol, weapons, etc.) is being brought in or being used in their room, they should immediately alert staff. All rooms and personal property are subject to search at any time.

Damage to the Building or Furnishings/Destruction of Property: The Pre-Release Center is a well-built facility maintained primarily by residents. Any damage for which a resident is found responsible will result in adjustment sanctions to include the cost for repair or replacement from the resident's work release account.

Decorating Resident Rooms: Pictures are not to be taped to the wall. Nails cannot be used in the walls. All items in the rooms should be appropriate, tasteful, and reflective of a positive lifestyle. Most beds must be bunked and all furniture and property must be at least one foot away from the air conditioner/heating unit. Residents are not permitted to rearrange furniture in their room.

Fire Regulations: Hot plates, coffee pots, cup heaters, space heaters, candles, incense, and other similar fire hazard items are not allowed in resident rooms. There must be 18" of clearance between the ceiling and any items on top of lockers or shelves. Smoke detectors are provided, as well as an individual sprinkler for the residents' protection. Do not tamper with either. An Emergency Evacuation Plan is posted on the back of each bedroom door. Residents should review it carefully.

Food in Resident Rooms: **Residents are not allowed to keep food or beverages in their rooms**. This includes condiments, instant coffee, mixes, dry goods, refrigerated products, snacks, fruit, water, and soda. Any food brought in to a resident by visitors must be eaten in the dining room during visiting hours and visitors must take any leftovers with them when they leave. Rooms free from food that can attract rodents and insects, and to increase the overall cleanliness of the Center.

Keys: Each resident is given a key to his or her room. He or she is responsible for the key. Replacement cost for lost keys is $15.60.

Linens: Residents will be issued a pillow, 1 pillowcase, 2 sheets, 1 blanket, 1 bedspread, 1 towel, and 1 washcloth. It is the resident's responsibility to launder these items regularly. Pillow, blanket and bedspread must be returned at release. Other items may be retained or thrown away. Residents may bring personal linens from home provided they are labeled as fire retardant.

Windows: Residents must not tamper with the window screens or windows in any way. Windows should remain closed when the air conditioning or heat is on.

Videos/Movies: Video tapes and DVDs are not permitted at the Pre-Release Center.

Visitors: Visitors and other residents are not allowed in rooms. Residents may visit with visitors or other residents in the cafeteria, unit lounge and patios.

PERSONAL PROPERTY

Personal Property: The programaccepts no responsibility for any damage to or loss of resident property, therefore residents should not bring anything of monetary or personal value. It is each resident's responsibility to secure his or her room and belongings. **Residents should not share, borrow, or lend out any of their personal property with other residents.**

Belongings in Resident Rooms: A limited amount of personal property is permitted in the resident rooms. Clothes and shoes must be limited to what can easily be managed in the confines of the furniture provided in the room. Residents are permitted stereo equipment but must keep volume at a level not heard outside the room. Televisions are not permitted in the rooms.

Alarm Clocks: It is strongly recommended that all residents obtain an alarm clock within their first week on the program. Having an alarm clock is essential for success on the program, as residents are responsible for their attendance and punctuality at all program activities.

Radios, I-pods and MP3 Players: Radios, I-pods and MP3 players may be used for listening to music, however, earphones or earplugs must be used when in outside public areas or on the unit patios. MP3 players may not have video or audio recording capability. Radios, I-pods, MP3 players may not be used in the lounge area of the unit, hallways, cafeteria, or classrooms. They may be used inside rooms or outside areas.

Cell Phones: Residents may request permission from their Case Manager to have a pre-paid cell phone. This phone must not have internet, camera or recording capabilities and resident must provide cell phone number and access to phone whenever requested. Resident must sign cell phone agreement form and comply with these rules to maintain cell phone privileges. Residents found with Cell phones that are not approved in advance and in accordance with the policy will be subject to adjustment action and have phones permanently confiscated until released.

Valuables*:* The Pre-Release Center is not responsible for any valuable possessions such as televisions, stereos, jewelry, watches, and the like. Residents are allowed to have limited valuable items at the Center, but they are the resident's sole responsibility. Most items of value should be left at home. Under no circumstances should residents have large sums of money in the Center and it is considered a major rule violation as well.

RESIDENT DRESS CODE

People come to the Pre-Release Center after making a commitment to improve their lives, deal with problems and obtain employment that will help them lead a more productive and healthy lifestyle. Residents in PRRS programs are required to dress and wear their hair in a manner that does not detract from working toward these goals. The required dress code is reviewed during orientation and included in the reference section at the end of the Guidebook. Residents of the Pre-Release Center are required to dress and wear their hair in a manner that does not detract from their goals to a successful release.

- Residents are required to wear their PRRS Identification Card while out of individual rooms within the facility.
- All residents must be fully clothed (minimally a shirt/blouse and pants/shorts/skirt) when outside of their room's bathroom.

- All residents must be dressed in proper attire between the hours of 8:00am-4:30pm, Monday-Friday, not including holidays. Proper attire is defined as khaki pants, slacks or jeans and shirt (no undershirts). Jeans must be clean and without holes or designs and must be worn on your waist with a belt. Collared shirt can be polo (no designs) or dress shirt. Women may wear jeans, slacks, khaki pants or skirt (below the knee) and a blouse or shirt. Residents are restricted from wearing sweatshirts, sweatpants, leggings, spandex, t-shirts, shorts, athletic gear (i.e. jerseys) or hoodies.
- Those residents participating in exercise or outside activities in the courtyard may wear appropriate t-shirts, shorts or sweat pants to engage in those activities during break time of 11:30am-1:30pm (generally) Mon-Friday or anytime between 8:00-4:30pm for employed residents who wish to exercise during their day off from work.
- Unemployed residents must be properly attired to attend interviews, job fairs and complete applications in the community. Properly attired is defined as khaki pants or slacks and collared shirt. Women may wear slacks, khaki pants, skirt (proper length below the knee), blouse or collared shirt.
- Monday-Friday after 4:30pm, weekends and holidays, residents may wear t-shirts, sweat pants, sweat shirts, shorts and athletic gear.
- Shirts or hats must not present any themes of drugs, alcohol, violence, sexual or gambling themes.
- Because the center has employers coming in and other visitors including funders and members of the public, NO sweats, shorts, t-shirts are to be worn in the Workforce Academy/CRC area during job search hours by either unemployed or employed residents. This type of clothing may be worn at break times (11:30 – 1:30 pm), in the units, individual rooms, and outside of job search hours.
- Shorts and all pants must be worn on your waist at all times and no underwear can be visible. Shorts must be of appropriate length (mid-thigh). Pants must be worn with both pant legs down and pockets inside of pants.
- Clothing resembling pajamas may only be worn inside of individual rooms.
- No undershirts, tank tops, sleeveless tops, tube tops, halter tops, spaghetti strap garments, skirts above the knee, clothing that exposes midriff, torso or shoulders, low cut shirts or blouses, tight clothing, see through (transparent) or thermal underwear (including thermal tops). Undershirts cannot be worn as regular shirts.
- Hats are not to be worn in the building except for those worn for religious purposes (Yarmulke or Kufi).
- Validated or suspected gang-related attire and/or gang colors are prohibited (i.e. red for Bloods, blue for Crips, bandanas, etc)
- All residents must present well groomed and neat hairstyles at all times.
- All residents must wear appropriate footwear when outside of individual rooms. Shower shoes and slippers cannot be worn outside of your room.
- Residents are prohibited from wearing headphones, earbuds, and sunglasses inside the PRC facility.
- Bathing suits and sunbathing are not allowed in any area of the facility.
- Any other attire deemed clearly inappropriate by staff may be prohibited.

CONTRABAND, SEARCHES, AND DRUGS AND ALCOHOL

Contraband: As PRC is a correctional facility, there are items not authorized in the facility or on the grounds. Contraband will be confiscated and may be destroyed. Discovery of contraband will be recorded in the resident's file and can be handled as an adjustment or legal matter. **For a detailed list of unauthorized items, please see the Contraband List (page 65). All residents are responsible for items in their possession and for knowing what is considered contraband.**

Personal and Property Searches: All residents are subject to searches at any time of their person, property, and vehicle while in PRRS programs. Staff has a responsibility to ensure that the Center and program residents are contraband and drug free as required by law and expected by the community. Discovery of illegal contraband will be evaluated for criminal charges. Narcotic works, pipes, screens, rolling papers and clips, cigarettes, lighters, spices and health food cleansing agents are considered contraband. No weapons of any kind are allowed in the Pre-Release Center. **Anyone found in possession of drugs, alcohol, other intoxicants, or weapons in the Center will be criminally charged and will be returned to secure confinement and will be revoked from the program.**

Alcohol Detection Tests: Breath tests for alcohol are given to all residents who enter and leave the facility, in addition to random tests. They are also given after every pass and at staff's discretion. Residents are prohibited from taking any substance that contains alcohol (including cough syrup/drops, mouthwash, breath freshener, or other ingested substances). Failure to submit to an alcohol test is viewed as a positive result and serves as grounds for return to secure confinement. A resident can expect to submit to alcohol tests throughout the day.

Urinalysis: Urine samples for drug testing are required from all residents. All residents will be tested periodically and randomly, as determined appropriate by staff. By 5:00am each day, a urinalysis list shall be posted in each Unit. From 5:00am until 10:00pm, Residents must report to an RS and submit a drug screen. It is the Residents' responsibility to inform the RS when he/she is ready to provide a sample. If a Resident fails to provide a urine sample by 9:30pm or within two (2) hours upon staff request, the RS will issue a directive to the Resident to do so within 30 minutes. If a Resident reports into the Pre-Release Center after the designated collection time, they will be given a two (2) hour time period to submit a drug screen. After the two (2) hour period has elapsed, an adjustment will be written for failing to submit to a drug screen. If the drug screen is not provided within four (4) hours, the sample will not be accepted and it will be considered that they have a positive drug screen for failing to provide a urine sample. Residents returning to the Center after a home visitation pass are required to submit a urine sample within three hours of their return. The use of any adulterant, device or tampering to conceal or mask results will result in a violation of PRRS rules, and suspension to secure confinement.

Consumption of Substances which Affect Urinalysis: Residents are prohibited from consuming substances such as poppy seeds which may result in a positive urine test and consuming adulterants that may mask urine results. Residents will be held responsible for all confirmed urinalysis test results.

Smoking Policy: Use and possession of any tobacco products is prohibited throughout the Center. Cigarettes can not be stored anywhere on PRC grounds or in approved personal vehicles.

GRIEVANCE PROCEDURES

Grievance Procedures: If a resident has a grievance concerning the operation of the Pre-Release Center, he or she can make the complaint known and get a response by using the grievance procedure. A grievance can cover any issue except the following, which are not grievable:

- Adjustment actions (residents use the appeal process)
- Items covered in the State or County law
- Items the resident agrees to in his or her Program Contract and Reentry Plan
- Team decisions on individual cases concerning Level movement and parole (these are strictly discretionary decisions made by staff based upon their best judgment)

If a resident has a complaint he or she should make this complaint known to any staff member. If at first the staff member can not resolve the matter informally and resident is not satisfied with the response, then he or she may submit a grievance in writing on the grievance form. Grievance forms are available on each unit. The grievance should specifically describe the issue or problem and the requested remedy. The grievance must state to whom the resident has voiced the complaint informally, the response that was received, and the reason one is not satisfied with that response. Completed Grievance forms can be submitted to any staff member. The staff member receiving the grievance form will inspect it for completeness and may offer a resolution. The form is delivered to the Principal Administrative Assistant where it is logged and distributed to the PRRS Mangers. The appropriate Manager will respond to the resident in writing within five (5) working days. The resident will be asked to sign grievance and respond with one of three options; 1) agree with resolution 2) disagree with resolution but do not with to proceed further or 3) disagree with resolution and ask that grievance be forwarded to Chief of PRRS. The Chief will respond to the grievance in writing and provided to the resident within five (5) working days. Finally, if the grievance is still not resolved at this stage, the resident has five (5) working days to appeal the decision to the Director of the Department of Correction and Rehabilitation. The resident may do so by forwarding a written statement indicating the reasons for further appeal, supporting documentation, and proposed remedy to the Director of the Department of Correction and Rehabilitation. Appeals to the Director will be answered within five (5) working days. This is the final step in the grievance process.

CONFIDENTIALITY, INFORMATION, AND THE MEDIA

Access to Media: Residents are permitted access to the media. Residents will be asked to sign a release statement prior to being filmed or interviewed.

Confidentiality and Release of Information: Information obtained from a resident while participating in PRRS will be kept confidential, except where Freedom of Information Act laws apply. Residents are asked to sign a waiver which allows staff to speak with those individuals who will be involved in the resident's treatment and with whom staff must coordinate activities (employers, treatment/service agencies, volunteers, and sponsors). This waiver is only valid during a resident's stay on the program. Additional releases may be needed for program staff to appropriately gain information or provide information to community resources to meet resident reentry needs. **All residents are expected to maintain confidentially of any information they know about another resident participating on the program; this includes information relating to another's offense, personal issues and background, program activities, and location at any given time.**

Access to Case Files: Any questions about requests to review the file should be directed to the Case Manager. Medical, psychological, and psychiatric information and documents are generally not available for review or to copy. Questions concerning what information is accessible should be directed to the Reentry Services Manager.

SEXUAL MISCONDUCT, SEXUAL ABUSE, AND ASSAULT

PREA: In accordance with the Prison Rape Elimination Act (PREA), it is the policy of the Montgomery County Department of Correction and Rehabilitation to have zero tolerance for sexual misconduct, abuse or assault. This policy applies to all residents, staff, interns, volunteers and contractors. The Department will ensure that all residents and staff members are educated about sexual misconduct/abuse/assault, are informed of prevention strategies, learn how to report sexual misconduct, and are aware how the Department will respond to such allegations.

Education: The following are descriptions of sexual misconduct, abuse and assault:

- Sexual behavior directed toward an inmate/resident/defendant in custody or under supervision of the Montgomery County Department of Correction and Rehabilitation
- Acts or attempts to commit an act of sexual contact, which includes intentional touching either directly or indirectly, with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another
- Subjecting another person to sexual contact by persuasion, inducement, enticement, or forcible compulsion
- Subjecting another person to sexual contact who is incapable of giving consent by reason of their custodial status (inmate, resident, defendant)
- Unwelcome sexual advances, requests for sexual favors, disrobing or requesting that another person disrobe or invasion of privacy beyond what is reasonably necessary for safety and security
- Sexual harassment including demeaning and derogatory comments, jokes, and abusive, threatening or degrading sexual comments
- Raping, molesting, prostituting, or otherwise sexually exploiting another person

Prevention: The following are tips or suggestions for keeping oneself safe:

- Avoid high risk places where it is difficult for staff or other people to see
- Avoid being alone in vulnerable situations
- Do not accepts gifts or favors from others
- Avoid borrowing or becoming indebted to someone
- Beware of other inmates or other persons who say they will protect you
- Be aware of your body language. Predators look for people who appear and act vulnerable
- Pay attention to your surroundings
- Do not give out personal information (i.e. friends, family, or financial situation) to those you do not trust
- Avoid talking about sex and avoid unnecessary and/or casual nudity
- Find a staff person with whom you feel comfortable discussing fears or concerns

Report all Incidents:

- Anyone can report a sexual assault or sexual harassment
- If you or someone you know is a victim of sexual misconduct, sexual abuse or assault, report the incident of sexual misconduct, abuse, assault or harassment to any DOCR staff member immediately, either verbally, in writing or call our outside third party number: 1-855-273-5609
- All reports will be investigated immediately by staff that has experience and training in investigations and appropriate and effective interviewing techniques.
- Any person who reports incidents may request and be treated as an anonymous informant.
- All information gathered from the investigation will remain confidential.
- Staff or any individual in a position of authority over a person in the custody or under supervision of the Montgomery County DOCR shall not retaliate against the person making the report. However, the

Department reserves the ability to take appropriate adjustment or prosecutorial action when untruthful allegations are made.

Response:

- Any resident making allegations of sexual misconduct, abuse or assault will be provided appropriate mental health counseling and medical services. Referrals to community resources can be coordinated. Within the detention facilities, the Chaplain is also available for counseling services.
- If deemed necessary and appropriate by investigating authorities, the victim will be requested to consent to the collection of forensic evidence which might include a standard "sexual assault kit."
- Victims and witnesses may have their location transferred to other units or jails to prevent further harm, abuse or retaliation.
- As the result of any investigation into sexual misconduct, abuse or assault, criminal charges may be filed against the perpetrator of the offense.
- Following an investigation into a resident's allegation of sexual abuse suffered in an Montgomery County facility the resident will receive notification in writing

ADDITIONAL INFORMATION

Legal Access: Staff will ensure that residents have reasonable access to courts, legal materials, a law library, supplies, and services. Residents are allowed to receive confidential visits with legal counsel and other authorized representatives for a reasonable period of time. Legal visits may occur between 7:00am and 11:00pm daily but these visits should not conflict with a resident's program activities. Should a resident be interested in visiting a law library, staff may approve that resident's use of a law library for a reasonable period of time each week. Residents may visit their attorney at the attorney's office as long as such activities do not conflict with other program activities and can be appropriately verified.

Protection from Discrimination and Abuse: It is the policy of the Pre-Release Center that staff shall not discriminate against any resident with regard to program access, services, work assignment, administrative decisions or activities on the basis of race, religion, national origin, ancestry, sex, sexual orientation, disability, or political beliefs. Staff will ensure, to the extent possible, that residents are not subjected to unusual or corporal punishment, humiliation, mental abuse, personal injury or punitive interference with the daily functions of living such as eating and sleeping.

Release Date Calculation: The responsibility of computing resident release dates rests with the Records Section at the Montgomery County Detention Center. Staff at the Pre-Release Centenotify the Records Section of any resident activity that would alter a release date (completion of programs, beginning work, adjustment action, and transfer to home confinement). Projected Good Conduct Time (GCT) has been calculated before a resident arrives at the Center and may be forfeited as a result of a major infraction. Residents may earn Special Program Time (SPT) by adhering to the Reentry Plan and Program Contract strategies, and when on home confinement. Industrial Time (IT) is earned for those working full-time (a minimum of 32 hours each pay week, and must provide paystubs to verify full-time work) or in school. By law, a maximum of five (5) days credit per month for each GCT, SPT and IT. Projected release dates will be made available to residents through the Case Manager or Resident Supervisor. Release dates may change with employment, adjustment sanctions, failing to turn in paychecks, or a modification of sentences. Questions about release dates should be directed to your Case Manager.

DNA Testing: By law, residents who have committed certain crimes must submit to DNA testing. The Maryland State Police will periodically conduct testing of required individuals. The testing consists of a inside cheek swab.

***Sex Offender Registration*:** By Law, residents who have committed certain offenses must register with the Maryland Sex Offender Registry. Those required to register will be escorted the First District Police Station to be registered. Once initially registered, residents are required to update registration with employment and address information. The police will give residents information about registration upon release.

ADJUSTMENT (DISCIPLINARY) POLICY AND RULE VIOLATIONS

The Pre-Release and Reentry Services Division has established well-defined adjustment procedures to ensure the order, security and safety of residents and staff. Residents have a right to know what is expected of them and will be held accountable for inappropriate behavior. Written rules of conduct, prohibited acts and the penalties that can be imposed for violations are provided in these pages. Rule violations will be sanctioned through formal and informal sanctions that are firm, fair, consistently applied and proportional to the offense. Residents are expected to know and follow the rules provided below. **If a resident has a pending adjustment matter or has been found responsible for a major violation, his or her Case Manager may deny any pending community pass at their discretion.**

100 Major Rule Violations: (*Automatic revocation if found responsible. 100 series violations are the most serious, and residents found responsible will be revoked from the program.)

101. ***Assault on Staff*** **-** Physical attacks, unwanted touching, or putting an object or substance in motion toward any staff member (to include spitting, urinating, or otherwise projecting bodily fluids toward any staff member, or using physical force to defy the lawful orders of staff). The reporting staff must demonstrate that the resident's actions were intentional and meant to harm/incapacitate staff, facilitate escape, or endanger the security of PRC.

102. ***Serious Assault*** **-** The initiation of physical altercations or attacks, unwanted touching, or putting an object or substance in motion toward any person, causing, likely to cause, or with the intent to cause injury, maiming, disfiguring, or killing (to include spitting, urinating, or otherwise projecting bodily fluids/substances toward another person).

103. ***Rape, Forcible Sexual Acts, or Threatening Sexual Advances*** **-** Forcing or coercing a person by use of threats or violence, to perform sexual acts. Assaults of a sexual nature or with sexual implications. Purposefully exposing him/herself in a sexual manner.

104. ***Escape or Escape Plan*** **-** Any time accountability/whereabouts of a resident can not be determined it is considered an escape. Resident who deviates from an approved activity may be charged with escape. Any documented evidence that suggests a resident is planning to leave the facility or approved location without authorization. Criminal charges will be pursued and all accumulated Good Conduct Time will be forfeited. Resident will not be considered for PRRS on future incarcerations. Resident will be held accountable for this rule if there is a preponderance of evidence that they will be found guilty for Escape in the First or Second Degree (see page 50)

105. ***Arson; Possession of explosives, ammunition, or incendiary devices or materials that might reasonably be used to make such items; Possession of a Weapon*** **-** The setting of a fire, burning paper, cardboard, linen or any other materials for any reason. Possession or control of any article which could be considered a weapon or perceived as a weapon or looks like a weapon, regardless of it's capability of being used as a weapon (e.g., knives, clubs, firearms, ammunition, and explosives, guns made of paper or soap, unauthorized caustic/toxic materials, and misusing authorized items as weapons). For possession of matches or lighters, see violation 304.

106. ***Rioting/Inciting to Riot*** **-** Revolt or mutinous acts, willful defiance of lawful orders by two or more residents. Encouraging others to commit these acts.

107. ***Willful Refusal to Follow Instructions*** - Willfully and knowingly refusing to follow the orders, instructions, or directives of staff, including implied orders and posted or written rules and regulations that affect the safety and security of the facility, staff and/or residents. Refusal of Home Confinement participants to return to PRC for transport, equipment failure, or positive drug test. For charge of lesser severity for when voluntary compliance is eventually obtained, see violation 207.

108. ***Introduction of Alcohol or Drugs into PRC*** - Possession of alcohol, trafficking or attempting to traffic, possession or manufacture, or drug paraphernalia relating to any controlled dangerous substance or any substance that could be used as an intoxicant or. For use of drugs or alcohol, see violation 208.

109. ***Theft or Possession of Stolen Property*** - Residents are required to have receipts for all authorized purchases. Possession of items belonging to another individual, a store, or the PRC may be enough evidence of theft.

110. ***Serious Destruction of Property (valued at $50 or more)*** - Damage, alteration, defacement or misuse of county property or property belonging to another person (valued at $50 or more), with malicious intent and forethought, or gross negligence. Residents are also subject to monetary damages for the value of the property, to be deducted from their accounts.

111. ***Tampering With Security Devices*** - Destroying, disabling, tampering, or blocking any locking or security device (e.g., locks, window seals, cameras, control panels, fire sprinklers, mirrors). Removal or tampering with electronic monitoring equipment.

112. ***Resisting Restraint*** - Any form of resisting a staff member who is attempting to restrain or apply restraint devices to a resident. Residents must willingly comply with any staff attempt to apply restraints.

113. ***Blackmail, Extortion, Threats*** - Demanding or receiving anything of value from any person, in return for protection from harm or protection from informing staff or other authorities. Threats include both direct and implied.

114. ***Resisting or Interfering with a Search*** - Any form of resisting or interfering with a search (e.g., refusing to stay in the search position, hiding items, or refusing to cooperate). Searches may include metal detector, personal searches, personal property searches, and shakedown searches.

115. ***Hostage Taking or Kidnapping*** - Holding another person against their will, by use of force or under threat of harm as a means for obtaining conditions set by the hostage taker.

116. ***Unaccountability in the Community (4 hours or more)*** – Residents are granted permission to be away from the center or his/her home through a strict pass and/or schedule. Anytime verification or whereabouts can not be determined, the person is said to be unaccountable. Action does not rise to the level of Escape, violation 104.

117. ***Driving Without a Valid License*** – This includes licenses that are suspended or revoked.

118. ***Any Commission of a Federal, State or Local Crime.***

199. ***Conjunction Charge*** - This charge may be attached to any previously listed class 100 rule violation, and includes:

a. Attempting to commit
b. Aiding or abetting another to commit
c. Conspiracy to commit
d. Accessory

<u>200 Major Rule Violations</u>: ** 200 series violations labeled with the ** symbol will result in an automatic suspension back to detention. If the circumstances involve a continued risk to the resident, other persons or the program, the resident may be suspended back to detention in advance of his or her adjustment hearing.

201. ***Disrespect Toward Another Person*** **-** Insolence, vulgarity, insults, or other abusive comments (written or oral) or behavior directed toward another person. This includes intentionally displaying minimal compliance to directions.

202. ***Simple Assault or Threatening Another Person*** **-** The initiation of physical altercations or contact, unwanted touching, or putting an object or substance in motion toward any person, or threatening to do so that does not meet the level of violation 102.

203. *****Sexual Misconduct*** **-** Voluntarily engaging in sexual acts and/or intimate behavior, making sexual offers, or soliciting sexual favors at the Center, on facility grounds or in public as related to program activities.

204. ***Unaccountability in the Community (up to 3 hours 59 minutes)*** **-** – Residents are granted permission to be away from the center or his/her home through a strict pass and/or schedule. Anytime verification or whereabouts can not be determined, the person is said to be unaccountable. Action does not rise to the level of violation 116.

205. ***Smoking or Possession of Cigarettes or Tobacco Products*** **-** Smoking cigarettes and use of tobacco products is not permitted inside, within 50 feet of the Center, on facility grounds, on recreational trips or any other PRC sponsored activities in the community. Possession of cigarettes and tobacco products when it is the 2nd or more occurrence, or the quantity is greater than one pack of cigarettes or one container of tobacco product.

206. ***Failure to be Straightforward*** **-** Deceiving, misleading, or lying to any staff member in any way (e.g., residents who refuse or falsely identify themselves, wearing a disguise, purposely hiding facts, false alarms, filing false written grievances, and providing false testimony or accusations).

207. ***Disobeying a Written or Verbal Direction from Staff*** **–** Refusing to follow orders, instructions or directives from staff, including implied orders and posted or written rules and regulations, but voluntary compliance is eventually obtained or repeated failing to follow verbal directions of 300 level offenses. The incident does not rise to the level of violation 107 but exceeds the minimal compliance defined in violation 201.

208. *****Use of Unauthorized Alcohol/Drugs or Intoxicants*** **-** Use of alcohol, non-narcotic drugs, unauthorized drugs or medication, and inhalants. Use is determined by random alcohol and drug tests. Failure to submit to testing is considered a positive result or use of any adulterant, device or tampering to conceal or mask results. (Results in an automatic suspension back to detention if found responsible.)

209. ***Unauthorized Possession of Property (valued at less than $50)*** - Residents are required to obtain receipts of all authorized purchases or can be charged under this offense. Residents should not be in possession of any item belonging to another individual or the PRC. Residents are only allowed to possess cash in the value of $25 over weekly petty cash. For example, if weekly petty cash is $45, resident may possess $45+$25 = $70.

210. ***Destruction of Property (valued at less than $50)*** - Damage, alteration, defacement or misuse of county property or property belonging to another person (valued at fifty dollars or less), with malicious intent and forethought, or gross negligence. Residents are also subject to monetary damages for the value of the property, to be deducted from their accounts. This includes electronic monitoring equipment.

211. ***Tampering with Security Equipment*** - Tampering with secure doors, cameras, mirrors and/or electronic monitoring equipment that do not result in serious security or safety concern.

212. ***Absence from Activity*** - Failure to report to any required program activity or appointment. Residents are expected to arrive on time and participate in any required activity or appointment for its duration.

213. ***Being in an Unauthorized Area*** - Residents are not permitted to enter staff offices/areas without permission or be in another resident's room.

214. ***Failing to Actively Seek Employment*** - Residents are expected to be in the Career Resource Center actively pursuing work assignments during Monday-Friday job search hours of 8am-430pm, excluding 12-130pm for lunch.

215. ***Failing to Work Industriously/Productively*** – Residents are expected to work productively, follow directions from supervisors, and appropriately resolve problems or conflicts on the job. Continued poor performance on the job after the supervisor and/or staff has brought the issue to the resident's attention. Resident may have been terminated from employment but there are mitigating circumstances surrounding the cause.

216. ***Violation of Visiting Regulations*** - may include inappropriate contact with visitors.

217. ***Violation of Telephone and Electronics Regulations –*** Possession of a phone that is not approved or authorized. Using approved phone in a manner that is not authorized, including any electronic devices (computers, laptops, tablets, iPods, etc) with internet and camera capabilities. Prank or inappropriate phone calls, using the work phone for personal calls, or otherwise tampering with or misusing telephones. Residents found responsible for this rule violation will have unauthorized phone confiscated and phone will be donated to charity or disposed.

218. ***Violating Sanctions and/or Restrictions*** - Violating the sanctions and/or restrictions imposed by the Adjustment Hearing Board or staff (e.g., failure to perform extra duty assignment, not following Thinking Reports)

219. ***Participating in any Gang-related Activities or Possession of Gang-related Materials*** – Gang recruitment, graffiti, tagging, wearing of gang-related clothing and/or possession of any gang-related materials is prohibited.

220. *****Fired for Cause from Employment*** - Residents are expected to maintain employment with at least satisfactory performance reports. (Results in an automatic suspension back to detention if found responsible.)

221. ***Unauthorized Mode of Transportation*** - Residents are required to use the mode of transportation agreed upon on community passes or work release agreement. Prior approval must be obtained before changing mode of transportation to ensure travel time is accurate.

222. ***Failure to Deposit Earnings*** - Residents are required to turn paychecks into staff as soon as they are received.

223. ***Entering into Contract/Borrowing Money/Purchasing Property/Incurring Debts –*** Residents are not permitted to access bank accounts via bank or ATM cards, use or apply for credit cards, purchase magazine subscriptions, apply for loans, or get married without staff permission.

224. ***Driving a Vehicle Without Authorization*** - Resident are required to obtain advanced permission before operating a motor vehicle. This charge applies when resident possesses a valid driver's license but does not have authorization from staff. If resident does not have a valid license, see violation 116.

225. ***Unauthorized Shopping*** – Residents are only permitted to shop at convenience stores/fast food to and from employment when the store is in their direct route of travel. Residents are not permitted to enter retail stores or make additional purchases without prior permission.

226. ***Failure to Progress in Level*** - There is an expectation that a resident continues to make progress on his/her strategies. A Case Manager sets deadlines with residents and lack of progress is sanctioned under this rule violation.

227. ***(Home Confinement/Home Pass) Having more than 3 non-family members at their community residence (party)*** - Residents are not allowed to have more than three non-family members at their home without permission of staff.

228. ***(Home Confinement/Home Pass) Failure to Answer Phone or Door, Failure to Respond to Staff or Equipment/Alcohol Testing*** - Residents are required to respond to staff contact by phone and in person, and all calls from equipment. They are required to keep their phone line clear and respond to alcohol testing.

229. ***(Home Confinement/Home Pass) Possession of Drugs/Alcohol/Weapons on Person, in Home, or Personal Vehicle*** - Residents are not permitted to have drugs/alcohol/weapons on their person, in their home or vehicles. The home will be searched prior to placement on Home Confinement and the resident is responsible for all contents in home.

230. ***Failure to Keep Personal Tracking Unit (PTU) on Person (GPS)*** – Residents who have been assigned a GPS tracking device are required to keep the device on their person at all times.

231. ***Gambling or Profiteering*** – Engaging in gambling activities (e.g., dice and quarters games, maintaining a "black market" or "loan sharking" operation) and possession of paraphernalia such as numbers sheets, sports betting sheets, and lotto/lottery tickets. Selling services to other residents such as loans, favors or otherwise charging interest.

232. *****Quitting Employment and/or Abandonment/Walking Off of Employment without Permission*** – Residents must receive staff authorization to quit a job. Residents are expected to remain with their approved employment until they have received authorization to submit a resignation and begin a new job search. (Results in an automatic suspension back to detention if found responsible.)

233. ***Misuse, Hoarding or Distribution of any Prescribed Medication*** – Residents are expected to take all prescribed medication as prescribed and may not accumulate, hoard distribute or sell their prescribed medication to another person. Residents may not possess medication that is not prescribed to them and that is not authorized by the Nurse Practitioner.

234. ***Lateness (30 minutes or more)*** – Returning or arriving late to/from any authorized activity 30 minutes or more.

235. ***Failure to Follow Pass Procedure and Home Confinement Schedule*** – Any deviation from written instructions on a pass/schedule, travel itinerary, making unapproved stops or changes in location or activity not approved on the pass/schedule, not calling to inform staff of lateness, transportation problems, or changes in appointment time. Includes not turning in one's home confinement schedule on time, and not calling in a cancellation of an activity on one's home confinement schedule. Includes any community release for work, standing pass, home confinement schedule or other activity.

236. ***Failure to Pay Court-Ordered or Contracted Financial Obligations*** – Residents are expected to pay any Court-ordered or contracted financial obligations to include restitution, child support, court costs/fines, counseling fees and program fees.

237. ***Failure to Report Contact with Law Enforcement*** – Residents are required to inform staff if they have contact with police or are issued any citation or ticket while on the program. For commission of a crime or a new arrest on the program, see violation 118.

238. ***Tattooing, Piercing, Self-Mutilation and Unauthorized Medical Procedures*** – Residents are not permitted to obtain or give tattoos, piercings or brandings without prior staff approval. Residents are not permitted to undergo cosmetic or other medical procedures without prior staff authorization.

239. ***Failure to Keep Personal Tracking Unit (GPS) Charged.*** - Residents who have been assigned a GPS tracking device are required to keep the device charged at all times. Residents will be held responsible for tracking devices that are not charged.

255. ***Repeated or Habitual Violations of Minor Rules (300 series)*** - Residents who have been found responsible of three or more class 300 minor rule violations, a combination of three or more class 200 or 300 rule violations, either separately or in a single incident, or who commit the same class 300 violation twice within thirty days. Copies of adjustment actions from the resident's base file may be used as evidence.

299. ***Conjunction Charge*** - This charge may be attached to any previously listed class 200 rule violation, and includes:

a. Attempting to commit
b. Aiding or abetting another to commit
c. Conspiracy to commit
d. Accessory
e. Manufacturing

300 Minor Rule Violations:

301. ***Malingering or Poor Performance in Assigned Duty or Program*** **-** Feigning or faking an illness or injury (e.g., to avoid a duty or responsibility such as work assignments). Only medical staff is authorized to determine if the illness or injury is real.

302. ***Disruptive Behavior/Horseplay*** **-** An act that interferes with the normal unit or routine facility operations, or causes excessive distraction or noise. This includes horseplay, pranks, arguments, and excessively loud or boisterous activities.

303. ***Possession of Contraband*** **-** Possession of any unauthorized item, object or substance which has been altered or used for a purpose other than for which it was intended. See contraband list. First incidence of possession of one pack or less of cigarettes or one container or less of a tobacco product. Residents are held accountable for violations that occur in his/her assigned room.

304. ***Possession of Incendiary Items or Devices*** **-** Possessing implements or substances with which to start a fire (e.g., lighters, matches, lighter fluid, combustible fluids or aerosols). Each resident can be held accountable for violations that occur in his/her assigned room.

305. ***Lateness (29 minutes or less)*** **–** Returning or arriving late to/from any authorized activity 29 minutes or less.

306. ***Habitual Failure of Inspection(s)*** **-** Continuing failure of daily or weekly inspection. Residents must have their beds made and room clean. Habitual means the residents has received at least three previous violations or other warnings, all of which is documented.

307. ***Habitual Dress Code Violations*** **-** Residents are expected to comply with the dress code as described in the Guidebook. Unemployed residents should be dressed in proper interview attire during job search hours. Residents are required to wear their PRRS ID while in the PRC and outside their assigned room. Habitual refers to at least three previous violations or other warnings, all of which are documented.

308. ***Violation of Program Guidelines*** **-** Any failure of a resident to comply with rules, regulations, or guidelines, whether written or verbal, specific to a particular program.

309. ***Missing Morning Meeting*** **–** All unemployed residents are expected to be on time and participate in the morning meeting.

310. ***Late Urine Sample (up to 4 hours)*** **–** Residents whose names appear on the urine list must submit a urine sample by 10pm, or within 3 hours of return from their last pass/activity, whichever is later. Urines offered over 4 hours late will be accepted but are considered dirty; see violation 208.

311. ***Possession of any Unauthorized Over-the-Counter Medication*** **–** Residents must receive authorization from PRRS Medical staff to possess and/or keep over-the-counter medication in their room. This violation may be used for any over-the-counter medication discovered on a resident's person or in their room that is not clearly labeled or has not been appropriately reviewed/noted by PRRS Medical staff.

312. ***Failure of Room Inspection*** **-** Resident Supervisors will conduct daily room inspections. Rooms including bathrooms are expected to be clean and orderly with beds made anytime a resident leaves his/her room. All room lockers must be locked when not present in room, according to policy noted in housing unit.

313. ***Curfew Violations*** **-** Residents are required to be in their rooms at the designated time of curfew. Each resident is expected to know his/her curfew. 313 is used for the first curfew violation; 207 for second and subsequent.

314. ***Monopolizing Telephone/Television or other PRRS provided Service or Activity*** **–** Residents are expected to share resources.

315. ***Excessive Noise*** **-** An act which causes excessive distraction or noise.

316. ***Excess Property*** **-** Possession of property in a volume which exceeds the capacity of a personal property bin and individual storage space. An excess of authorized items or materials. Excess property includes property which is in excess of the original authorized issue limit.

317. ***Littering/Failure to Clean Mess*** **-** Failure to comply with posted requirements concerning sanitary standards for living areas (e.g., littering, obvious dirt or filth, unpleasant odors or spitting). Residents must clean up after themselves on a continuing basis.

318. ***Improper Dress*** **-** Residents are expected to comply with the dress code as described in the Guidebook. Unemployed residents should be dressed in proper interview attire during job search hours. Residents are required to wear PRRS ID while in the PRC and outside their assigned room.

319. ***Damage or Marking on County Property (minor)*** **-** Any form of writing or drawing on walls, doors, windows or other surfaces that can be removed/repaired without cost.

320. ***Waste of Resources*** **-** Failure to turn off lights or water when not in use. Unnecessary or excessive use of electricity or water, waste or misuse or supplies. Failure to recycle.

321. ***Misuse of Furniture or Railings*** **-** Sitting or standing on furniture, railings, and ledges.

322. ***Failure to do Clean-Up*** **–** Residents are expected to complete any assigned clean-up duty and must inform staff to request re-assignment if there is a scheduling conflict. Residents may not solicit other residents to complete their assignments for them without specific staff permission.

323. ***Loitering*** **–** Sitting, standing and congregating in areas such as hallways, along unit entrances, the front desk, or water fountain is not permitted.

324. ***Use of Profanity/Inappropriate Language*** **–** Residents may be cited with this violation for use of any language, slurs or epithets which are offensive to others or disruptive to the unit.

325 ***Jaywalking --*** Residents are expected to comply with the Maryland Pedestrian Laws (21-503©), (21-506(a,b)) and will be closely monitored to ensure use of the crosswalk at the intersection of Marinelli Rd. &**.** Nebel St.

399. ***Conjunction Charge*** **-** This charge may be attached to any previously listed class 300 rule violation, and includes:

a. Attempting to commit
b. Aiding or abetting another to commit
c. Conspiracy to commit

d. Accessory
e. Manufacturing

***Rule Violation Notification**:* When staff has sufficient evidence that a resident has violated a program rule, it is the staff's responsibility to report the rule infraction in accordance with this Policy and Procedure. Two levels of reporting adjustment problems are available: The Informational Incident Report (PRC-75A) and the Adjustment Report (PRC-75B (100/200 level) or 75C (300 level)).

Procedures for Major Rule Violation (100 series): Major rule violations (100 series) are the most serious rule violations and usually result in revocation from the program. Often the alleged infraction will result in immediate suspension from Pre-Release and Reentry Services programs. The following process will occur:

- The resident will be served with the major rule violation (100 series) report within 48 hours of when it is written by staff. Additional time may be allowed for investigation of the incident.
- The resident will be given written notice of the rule violation (PRC-75B). The resident is expected to read the report. If the resident is unable to read, the report shall be read to him/her.
- The resident is allowed 24 hours advance notice of the hearing. The resident may be asked to waive the twenty-four (24) hour notice. If s/he chooses to waive, s/he needs to initial the proper place on the form.
- The resident has a right to request witnesses at the hearing. The resident has a right to staff representation. S/he should identify a staff or resident representative if desired.
- The resident shall be informed that this is a notification, not an admission of guilt or responsibility. The witnessing staff shall sign the report, witness the resident's signature, and indicate the date and time signed. The resident acknowledges his/her rights by signing the Adjustment Report Notification (PRC-75B) form. If the resident refuses to sign the Adjustment Report Notification form, staff shall note the refusal and the reasons why, if known, then sign and date the form. In either case, staff shall verbally inform the resident and give a copy of the Adjustment Report and the Adjustment Report Notification form to the resident.
- The Adjustment Team may offer (via the Case Manager) an Alternative Resolution Agreement (ARA), in which the resident accepts responsibility for the violation, and violation is reduced to a lesser included 200 series violation. Otherwise, the adjustment report will be sent to the Adjustment Hearing Chair to schedule an adjustment hearing. The hearing will occur within 4 business days (excluding weekends and holidays) of when the report was served, unless the resident is notified of a reasonable reason for delay.

Procedures for Major Rule Violations (200 series): Resident will be served with the major rule violation (200 series) report within 48 hours of when it is written by staff. Additional time may be allowed for investigation of incident. The following process will occur:

- The resident will be given written notice of the rule violation (PRC-75B). The resident is expected to read the report. If the resident is unable to read, the report shall be read to him/her.
- The resident is allowed 24 hours advance notice of the hearing. The resident may be asked to waive the twenty-four (24) hour notice. If s/he chooses to waive, s/he needs to initial the proper place on the form.
- The resident has a right to request witnesses at the hearing.
- The resident has a right to staff representation. S/he should identify a staff or resident representative (if desired).
- The resident shall be informed that this is a notification, not an admission of guilt or responsibility. The witnessing staff shall sign the report, witness the resident's signature, and indicate the date and time signed. The resident acknowledges his/her rights by signing the Adjustment Report Notification (PRRS-75B) form. If the resident refuses to sign the Adjustment Report Notification form, staff shall note the refusal and the reasons why, if known, then sign and date the form. In either case, staff shall verbally inform the resident and give a copy of the Adjustment Report and the Adjustment Report Notification form to the resident.

- The Adjustment Team will review the report and may decide to offer an Alternative Resolution Agreement (ARA). If an ARA is offered, the Adjustment Team will decide the sanction and give documentation to the resident's Case Manager to formulate a Thinking Reports (PRC-75E). The Adjustment Team may decide not to offer an ARA and a hearing will be scheduled.
- If an ARA is offered, the resident has the right to accept the ARA or elect to have a hearing. If the resident accepts the ARA, the sanction becomes effective immediately and the resident has no right to appeal. Following the agreement, the resident shall be asked to negotiate a Thinking Reports with the Case Manager which will aid him/her in avoiding similar incidents in the future.
- If the resident does not agree to the ARA, the adjustment report is forwarded to an Adjustment Hearing Chair to schedule a adjustment hearing (see below for Adjustment Hearing Procedures). The hearing will occur within 4 business days (excluding weekends and holidays) of when the report was served, unless the resident is notified of a reasonable reason for delay.

Procedures for Minor Rule Violations (300 series): When a 300 series minor rule violation occurs, the witnessing staff member will document the infraction on the 75C and give the report to the RS III, who will review the violation as written and determine if the resident is responsible, and if so, determine the sanction. The resident will be notified of the sanction by the Case Manager. The resident's Case Manager will meet with the resident to discuss the situation if necessary. **There is no right to appeal this sanction.**

Sanction Guidelines: The Adjustment Hearing team will practice a system of progressive discipline, in which sanctions increase proportionally to the resident's adjustment history. The resident's adjustment history is defined as good, fair or poor as described below:

Good: Resident has no 200 series violations for the past 60 days or throughout current incarceration if at PRRS for less than 60 days. The Adjustment Hearing Chair will determine the impact of any 300 series violations incurred by the resident.

Fair: Resident has no 200 series violations for at least 30 days but less than 60 days. The Adjustment Hearing Chair will determine the impact of any 300 series violations incurred by the resident.

Poor: Resident has incurred a 200 series violation within the past 30 days. The Adjustment Hearing Chair will determine the impact of any 300 series violations incurred by the resident.

Sanctions for Rule Violations: Sanctions may take one of the following forms:

Adjustment Sanction Matrix

	Good Adjustment History	Fair Adjustment History	Poor Adjustment History
100 Series	• Automatic Revocation • Loss of 0 to all of accumulated GCT (loss of ALL GCT if found responsible for Escape) • Up to 15 days of disciplinary segregation		
200 Series	• Revocation from PRRS • Suspension to MCDC/MCCF for up to fourteen (14) days • Forfeiture of up to fifteen (15) days of Good Conduct Time • Disciplinary segregation in detention for up to fifteen (15) days (must be associated with a revocation) • Loss of visiting privileges for up to fifteen (15) days • Loss of telephone privileges for up to fifteen (15) days • Loss of a future home visitation pass • Loss of activity time or leisure activity pass • Automatic reduction in PRRS Level (degree of reduction to be determined by Adjustment Hearing Chair) • Unit restriction for up to fifteen (15) days • Extra duty assignment up to two hours per day for seven (7) days • Verbal reprimand	• Revocation from PRRS • Suspension to MCDC/MCCF for up to fourteen (14) days • Forfeiture of up to fifteen (15) days of Good Conduct Time • Disciplinary segregation in detention for up to fifteen (15) days (must be associated with a revocation) • Loss of visiting privileges for up to fifteen (15) days • Loss of telephone privileges for up to fifteen (15) days • Loss of a future home visitation pass • Loss of activity time or leisure activity pass • Automatic reduction in PRRS Level (degree of reduction to be determined by Adjustment Hearing Chair) • Unit restriction for up to fifteen (15) days • Extra duty assignment up to two hours per day for seven (7) days • Verbal reprimand	• Revocation from PRRS • Suspension to MCDC/MCCF for up to fourteen (14) days • Forfeiture of up to fifteen (15) days of Good Conduct Time • Disciplinary segregation in detention for up to fifteen (15) days (must be associated with a revocation) • Loss of visiting privileges for up to fifteen (15) days • Loss of telephone privileges for up to fifteen (15) days • Loss of a future home visitation pass • Loss of activity time or leisure activity pass • Automatic reduction in PRRS Level (degree of reduction to be determined by Adjustment Hearing Chair) • Unit restriction for up to fifteen (15) days • Extra duty assignment up to two hours per day for seven (7) days • Verbal reprimand
300 Series	• Referral to Case Manager for Thinking Reports • Verbal reprimand • Extra duty assignments (up to 5) • Unit restriction for up to one (1) day • Loss of visiting privileges for up to three (3) days		

Procedures at the Adjustment ***Hearing:***

- Explain the adjustment process to the resident including his/her rights.
- Inform the resident of the charges by reading the charging document at the time of the adjustment hearing and ask the resident whether he/she pleads responsible or not responsible.
- Grant any reasonable request by the resident to produce physical and/or documentary evidence at the adjustment hearing and to make any statements.
- Call those witness(es) (staff or resident) who are reasonably available and who are determined by the

Chairperson to be necessary for an accounting of the circumstance(s) surrounding the charge(s). The accused resident shall not be permitted to directly question the witnesses. Instead, the Chairperson shall take note of what questions the resident wishes to ask the witness(es). The Chairperson shall then direct these questions to the witnesses before the adjustment team.

If it is determined that a witness is not able to speak freely with the accused resident present, the adjustment team may receive his/her testimony in the absence of the accused. Witness(es) whose testimony would be repetitious or irrelevant need not be called. Unavailable witnesses may be asked to submit written statements. Telephone conversations may also be substituted if a witness cannot attend the hearing. The reporting staff member and other adverse witnesses need not be called at the hearing if their knowledge of the incident is adequately summarized in the Adjustment Report or other written materials supplied to the adjustment team. In cases where the witness requested by the accused resident does not appear, the Chairperson shall document why the witness was not called to testify. A resident may rescind his/her request for witnesses by noting so on the notification form.

- Provide the resident's representative an opportunity to comment on the matter at hand.
- Evaluate the situation based only on the facts presented at the adjustment hearing.
- Reach a final disposition in the matter. The final disposition shall be based upon a preponderance of evidence. Both members of the adjustment team must agree that the resident violated the rule(s) in order to find the resident responsible (guilty).
- If the resident is found to be responsible for the infraction, the adjustment team shall determine level of responsibility and sanction. The adjustment team should consult the possible adjustment sanctions and may review the resident's prior adjustment actions and sanctions.
- The resident shall be asked to negotiate a Thinking Reports with the adjustment team which will aid him/her in avoiding similar incidents in the future. Members of the adjustment team, together with the resident and the sponsor (if available), devise a written Thinking Reports to be followed by the resident to prevent the incident from occurring again. The resident and Case Manager shall be given a copy of the Thinking Reports. If the resident does not accept responsibility or is unable to develop a sufficient Thinking Reports, the adjustment team may impose a behavioral solution. The Thinking Reports becomes an addendum to the resident's Reentry Plan.
- The Adjustment Hearing Chair informs the resident of the adjustment team's decision concerning the charges presented on the Adjustment Report and reviews the Thinking Reports with the resident. The Chairperson gives the resident a copy of that decision, the Adjustment Action Notification form, and the Thinking Reports, along with verbal and written instructions on appeal procedures.
- The Chairperson concludes the adjustment hearing by completing the evaluation and conclusion on the Adjustment Report. Both members of the adjustment team sign the Adjustment Report. The Chairperson forwards the Adjustment Report including the Notification and Thinking Reports to the Case Manager who shall review and file it.

Right to Appeal Adjustment ***Action:*** Residents have the right to appeal the adjustment team's decision for two reasons:

- Procedural Due Process: If the resident believes that any of the above procedural rights were violated throughout the process.
- Substantive Due Process: If the resident feels the sanction is excessive.

The resident has the right to appeal all adjustment actions (except Alternative Resolution Agreements) resulting from an adjustment hearing to the Chief Administrator of Pre-Release and Reentry Services. The appeal must be in writing and must specifically state the reasons for the appeal. Under extenuating circumstances such as illness, removal from the Pre-Release Center facility to another correctional facility or any other situation that prohibits a timely response, residents will be allowed up to fifteen (15) days to submit an appeal. The Chief Administrator or designee shall render a decision on an appeal and respond to

the resident in writing within thirty (30) days of receipt of the appeal. The decision of the Chief Administrator is final and not subject to further appeal. Sanctions imposed for 300 minor rule violations are not subject to appeal.

Sanction Guidelines: The Adjustment Hearing team will practice a system of progressive discipline, in which sanctions increase proportionally to the resident's adjustment history. The resident's adjustment history is defined as good, fair or poor as described below:

Good: Resident has no 200 series violations for the past 60 days or throughout current incarceration if at PRRS for less than 60 days. The Adjustment Hearing Chair will determine the impact of any 300 series violations incurred by the resident.

Fair: Resident has no 200 series violations for at least 30 days but less than 60 days. The Adjustment Hearing Chair will determine the impact of any 300 series violations incurred by the resident.

Poor: Resident has incurred a 200 series violation within the past 30 days. The Adjustment Hearing Chair will determine the impact of any 300 series violations incurred by the resident.

Federal Residents: The Bureau of Prison's Prohibited Acts and Adjustment Severity Scale as well as relevant adjustment procedures are provided in the Federal Manual. Federal residents shall be advised of their right to remain silent at all stages of the adjustment process. A copy of the "Resident's Rights at Center Disciplinary Hearing" and "Notice of Center Disciplinary Committee Hearing" documents shall be given to Federal residents at the time of the Adjustment Report Notification.

CHARGES FOR CRIMINAL CONDUCT

To ensure the protection of staff and residents, and to preserve the integrity of the program, some internal disciplinary conduct will additionally be pursued as criminal charges.

Maryland Code, Criminal Law, §9-404 - Escape in the first degree

(a) Prohibited -- In general. -- A person may not knowingly escape from a place of confinement.

(2) In the course of the escape commit an assault.

(c) Penalty. -- A person who violates this section is guilty of the felony of escape in the first degree and on conviction is subject to imprisonment not exceeding 10 years or a fine not exceeding $ 20,000 or both.

Maryland Code, Criminal Law § 9-405 - Escape in the second degree

(a) Prohibited. –

(1) A person who has been lawfully arrested may not knowingly depart from custody without the authorization of a law enforcement or judicial officer.

(2) A person may not knowingly fail to obey a court order to report to a place of confinement.

(b) Applicability of subsection; prohibition of violating restriction of movement conditions. –

(1) This subsection applies to a person who is:

(i) temporarily released from a place of confinement;

(ii) committed to a pretrial agency;

(iii) committed to home detention by:

1. the court; or

2. the Division of Correction under Title 3, Subtitle 4 of the Correctional Services Article;

(iv) committed to a home detention program administered by a county;

(v) committed to a private home detention monitoring agency as defined in § 20-101 of the Business Occupations and Professions Article; or

(vi) ordered by a court to serve a term of custodial confinement as defined in § 6-219 of the Criminal Procedure Article as a condition of a suspended sentence or probation before or after judgment.

(2) A person may not knowingly:

(i) violate any restriction on movement imposed under the terms of a temporary release, pretrial commitment, custodial confinement, or home detention order or agreement;

(ii) fail to return to a place of confinement under the terms of a temporary release, pretrial commitment, custodial confinement, or home detention order or agreement; or

(iii) remove, block, deactivate, or otherwise tamper with a monitoring device required to be worn or carried by the person to track the person's location, including an ankle or wrist bracelet, global position satellite offender tracking technology, or comparable equipment or system.

(c) Penalty. -- A person who violates this section is guilty of the misdemeanor of escape in the second degree and on conviction is subject to imprisonment not exceeding 3 years or a fine not exceeding $ 5,000 or both.

Maryland Code, Criminal Law § 9-407. Escape -- Sentencing terms
A sentence imposed for a violation of § 9-404 or § 9-405 of this subtitle:

(1) shall be consecutive to any term of confinement being served or to be served at the time of the escape;

(2) may not be suspended; and

(3) may include the entry of a judgment for all reasonable expenses incurred in returning the person to the place of confinement if the person has received timely notice of and an opportunity to contest the accuracy of the expenses allegedly owed.

Maryland Code, Correctional Services. § 8-803 Indecent exposure by inmate in the presence of a correctional officer or authorized personnel

(a) Definitions. -- Words or phrases in this section that describe the common-law crime of indecent exposure shall retain their judicially determined meanings except to the extent expressly or implicitly changed in this section.

(b) Prohibited conduct. -- An inmate may not, with intent to annoy, abuse, torment, harass, or embarrass a correctional officer or authorized personnel, lewdly, lasciviously, and indecently expose private parts of the inmate's body in the presence of the correctional officer or authorized personnel.

(c) Penalty. -- An inmate who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 3 years or a fine not exceeding $ 1,000 or both.

Maryland Code, § 3-210. Assault by inmate -- Sentencing

(a) In general. -- An inmate convicted of assault under this subtitle on another inmate or on an employee of a State correctional facility, a local correctional facility, or a sheriff's office, regardless of employment capacity, shall be sentenced under this section.

(b) Consecutive sentence. -- A sentence imposed under this section shall be consecutive to any sentence that the inmate was serving at the time of the crime or that had been imposed but was not yet being served at the time of sentencing.

(c) Suspension of sentence prohibited. -- A sentence imposed under this section may not be suspended.

Maryland Code, Criminal Law, §9-412 - Contraband - In general

(a) Prohibited. -- A person may not:

(1) deliver any contraband to a person detained or confined in a place of confinement;

(2) possess any contraband with intent to deliver it to a person detained or confined in a place of confinement; or

(3) knowingly possess contraband in a place of confinement.

(b) Penalty. -- A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 3 years or a fine not exceeding $ 1,000 or both.

Maryland Code, Criminal Law, § 9-802. Criminal gang activity.

(a) In general. -- A person may not threaten an individual, or a friend or family member of an individual, with physical violence with the intent to coerce, induce, or solicit the individual to participate in or prevent the individual from leaving a criminal gang.

(b) Penalties. -- A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 2 years or a fine not exceeding $ 1,000 or both.

PRE-RELEASE AND REENTRY SERVICES STAFF ROLES

ADMINISTRATIVE STAFF

Chief, Pre-Release and Reentry Services: Responsible for directing the total operation of the county's work release/pre-release programs. This includes policy, procedures, overall operations, budget, personnel, discipline, research, public relations, and all intakes, revocation and reclassification decisions.

Deputy Chief of Programs and Services: Oversees all programs , case management and work release services, volunteers and interns, medical, and accounting. Responsible for evaluating the eligibility and appropriateness of candidates from the County, Federal, and State systems for Pre-Release and Reentry Services programs.

Deputy Chief of Facility and Security: Responsible for supervising the Resident Supervisor positions, and for managing 24/7/365 staffing, coordinating security functions including transports, drug testing and home confinement, and supervising visiting procedures. Oversees building and vehicle maintenance issue, and will be responsible for inside worker assignments. Assures compliance with State and American Correctional Association standards and accreditation.

Reentry Services Manager: Responsible for supervision of case managers and work release coordinators.

Reentry Assessment Specialist: Responsible for determining the eligibility of inmates and accomplishing screening interviews with all eligible applicants. Correctional Screeners review the viability and appropriateness of incoming referrals, and make recommendations as to the suitability of screened applicants. Facilitates Adjustment and Adjustment hearings and actions

Work Release Coordinator: Reviews and approves employment interviews and positions, develops jobs in the community, speaks with residents about their vocational goals, conducts Job Readiness and Retention seminars, counsels with and tests residents to help them decide what jobs (or vocational education program) would be best for them, assists residents with developing resumes and setting up employment interviews. Beyond job placement, the Work Release Coordinator is helpful to residents in resolving problems on the job and learning how to negotiate and manage their responsibilities in the workplace.

Case Manager: Responsible for assisting residents in developing their reentry plan and monitoring their progress. Case Managers approve home passes, cash and check requests, community passes, and recommend Level movement. Case Managers also facilitate in-house programs and the sponsor support groups.

Resident Supervisor III: Shift supervisor for all Resident Supervisor I/II's. Responsible for ensuring minimum shift coverage and the deployment of staff for all shifts.

Resident Supervisors I and II: Provides 24 hour daily supervision of the housing units and common areas. They are available for problem solving assistance and crisis counseling. Resident Supervisors ensure that the Center is operated within the program rules and guidelines. They maintain accountability for residents, administer alcohol and drug tests, conduct searches, and are the front line staff in providing assistance and guidance to residents. They also oversee building, grounds, and vehicle maintenance, community service projects, urinalysis testing, ordering of supplies, and assisting the units as needed with emergency transports, coverage, and security. The Resident Supervisors staff also monitors all visitors to the Pre-Release Center.

Program Specialist II: Manage all accreditation processes of the PRRS. Maintains multiple sets of accreditation files and remain in regular contact with outside agency officials who conduct the audit. Ensures

that the operation is meeting standards and that all internal policies and procedures are being followed.

Principal Administrative Aide: Assists others to accomplish the delivery of services in all sections of the Center. Duties include answering the telephone, typing, maintaining official resident files, and maintaining various lists.

Interns: Part-time paid and unpaid staff, usually from local universities, who perform a variety of assigned tasks. Public service interns provide weekly supervised recreational trips in the community, and they routinely support the housing units by performing on-site verifications in the community and by providing temporary housing unit coverage. Academic interns assist with case management responsibilities and may provide the Center with research opportunities.

Work Release Accounting: Responsible for ensuring that residents' work release accounts are being properly maintained. This includes reviewing paychecks, depositing monies, posting accounts and ledgers, sending out support checks, deducting program costs, and providing petty cash.

Food Service Manager: Responsible for planning menus, ordering, preparing and serving food and maintaining the cleanliness and order of the kitchen and dining room areas.

Correctional Dietary Officers: Responsible for kitchen operations and food service delivery. Provides training and supervision to inside workers assigned to the kitchen.

Nurse: Manages sick call Monday through Friday, arranges medical appointments, coordinates services with private physicians, prepares medication for distribution, and through the Resident Supervisor is available to discuss medical problems at times other than sick call.

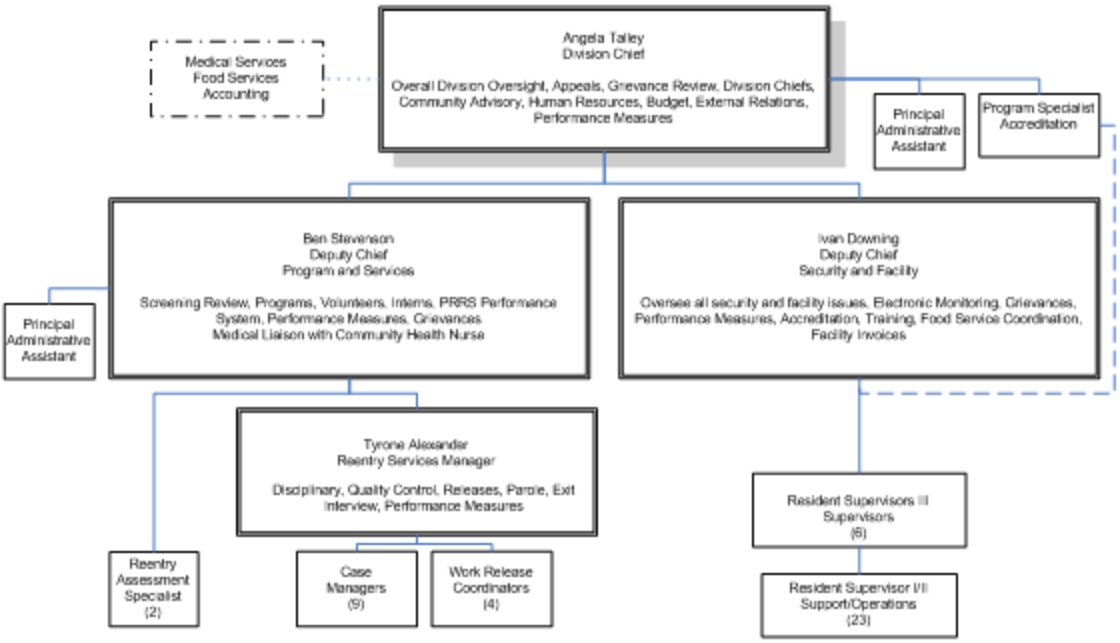
Consulting Psychiatrist: The Pre-Release and Reentry Services Division employs a contract community psychiatrist to assess and appropriately treat resident mental health problems. The psychiatrist is at the Center 5 hours per week. The contract psychiatrist oversee psychiatric medication management, meets with residents as needed, and coordinates the transfer of mental health care to appropriate community providers prior to the resident's release. The psychiatrist is also available to staff for consultation and periodic training as needed.

Welcome Home Coordinator: Oversees the Welcome Home Program within the Pre-Release Center. The Welcome Home Program is a mentor program affiliated with the Archdiocese of Washington DC, and their goal is to link mentors with residents to help support and encourage their reentry efforts.

Montgomery County Department of Correction and Rehabilitation
Pre-Release and Reentry Services

Organization Chart

August 2016



Angela Talley August 1, 2016

Effective 08/15/2015

Assessing Needs and Interventions

Intake and Orientation Opportunities / Pre-Placement Unit

- 9:30 pm Room Curfew
- Remain on Grounds
- Three Visits per Week
- Earn 5 days Special Program Time (SPT)

Complete Assessment and Program Contract → **Intake/Team Meeting** → **Successfully Complete New Resident Orientation**

Addressing Employment and Treatment Needs

Level 1 Opportunities / Pre-Placement Unit

- 9:30 pm Room Curfew
- Limited Community Passes (employment, treatment related only)
- Unlimited Visits per Week
- Recreational Trips
- Weekly CM/WRC Contact
- Earn 5 days Special Program Time (SPT)

Establish Reentry Plan with Strategies → **Complete Employment Checklist** → **Obtain/ Return to Employment** → **Complete Community Service**

Level 2 Opportunities

- 11pm Room Curfew
- Home Passes (12 hours with no Activity Time, no later than 8 PM) 1 per month
- Activity Passes with Sponsor (once weekly)
- Begin Home Confinement planning
- Unlimited Visits
- Recreational Trips
- Weekly CM/WRC Contact
- Earn 5 days Special Program Time (SPT)
- Earn 5 days Industrial Time (IT)

Problem Solving/ Decision Making, Improve Pro-Social Skills

Successfully Address Strategies → **Complete Home Confinement Checklist (if eligible)** → **Establish Budget** → **Complete Community Service**

Level 3 Opportunities

- 12am Room Curfew
- Home Passes (24 hours with 4 hours of Activity Time, no later than 9 PM) 2 per month
- Activity Passes with Sponsor (twice weekly)
- Referral to Home Confinement
- Unlimited Visits
- Recreational Trips
- Twice Monthly CM/WRC Contact
- Earn 5 days Special Program Time (SPT)
- Earn 5 days Industrial Time (IT)
- **Home Confinement Only**: Four 4-hour activity passes per month (one per week only)

Work/Life Balance

Maintain Strategies → **Maintain satisfactory employment** → **Restitution payments, Child Support, Begin Savings** → **Complete Community Service (Community-Based)**

Level 4 Opportunities

- No Room Curfew
- Home Passes (40 hours with 5 hours of Activity Time) 2 per month
- Individual (Sponsor-Less) Activity Passes (twice weekly)
- Referral to Home Confinement
- Eligible for single-room (as available)
- Unlimited Visits
- Recreational Trips
- Monthly CM/WRC Contact
- Earn 5 days Special Program Time (SPT)
- Earn 5 days Industrial Time (IT)
- **Home Confinement Only:** Four 6-hour activities per month (one per week only)

9 PM Housing Unit Curfew for all Levels

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CONTRABAND LIST

I have read the contraband list and agree to not possess of any of the materials listed. I also understand that if any of the items are found in my possession (room, car or on my person) that they may be disposed of by the Pre-Release Center and not returned to me upon my release. This list does not list all items that could be considered contraband and staff reserves the right to exclude other items as discovered.

DRUGS
All controlled dangerous substances (CDS)
Any intoxicating substance
Any drug-related paraphernalia (baggies, razor blades, pipes, rolling papers, etc)
Creatine - Ripped Fuel
Diuretics - Golden Seal
Unmarked medications, loose pills
Unapproved prescriptions

ALCOHOL
Beer, wine, liquor, etc.
Near beer/look-alikes
Mouthwash with alcohol
Rubbing alcohol, alcohol pads
Toothpaste with alcohol (Close-Up)
Anything with alcohol as an ingredient

TOBACCO
Cigars, blunts, bidis, Black & Milds etc.
Pipes, cigarettes, rolling papers
Matches and lighters
Loose tobacco/chewing tobacco

CLOTHING
Shirts with gang, drug, sexual, or violent themes
Gang-related apparel, scarves, hats, unapproved head gear
Tank-tops worn in the building
Revealing, tight clothing (inappropriate)

PAPERS, etc.
Lotto, scratch off tickets
Magazines, tapes, posters promoting violence, gang themes
Gift certificates/Gift cards
Excess cash, checkbooks
Independence, Debit, ATM, and credit cards

FOOD
Any food, beverage, or condiment in a unit or room
Ice, coolers (of any kind)

APPLIANCES/ ELECTRONICS
Televisions
Coffee pots, hot plates
Water filters
Fans (not supplied by PRC)
Electronic games of any kind
Non-approved Cell phones or pagers
VCR/DVD Player, DVDs and VHS tapes
Bootlegged or ripped CDs
Cameras and Camcorders
Computers or other Internet accessible devices
Portable speakers or any kind or radios, except small clock radios

MISCELLANEOUS
Pornography or any sexually explicit items, including computer images, emails, cell phone text messages, pictures, etc
Aerosol sprays of any kind
Any form of air freshener, incense, candles
Tattoo/piercing implements
Extension cords (3ft. or less are permitted if not a trip hazard, does not overload circuit)
Keys (vehicle and personal)
Locks (combination and key sets)
Glue
Glass
Cologne/perfume
Tools, scissors, weapons
Charcoal, lighter fluid
Chlorine bleach, cleaning products
Any caustic material that is considered hazardous on its label
Any unmarked liquids and containers holding them
Pillows that aren't labeled 'fire resistant'
Musical instruments

COMMUNITY RESOURCES IN MONTGOMERY COUNTY

Addiction and Substance Abuse Services

- **Addiction Assessments Coordination:** 240-777-4710, 245 Rockville Pike, MD. Walk-in assessments are Monday through Friday from 9:00-11:00am and 1:00-3:00pm.
- **Outpatient Addiction Services:** 240-777-1680, 751 Twinbrook Parkway, Rockville, MD.
- **Avery Road Treatment Center:** 301-762-5613, call for screening before 9:00am.
- **Alcoholics Anonymous - Washington Metropolitan Area:** 202-966-9115
- **Narcotics Anonymous - Washington Metropolitan Area:** 202-399-5316; 1-800-543-4670

Mental Health Services

- **Crisis Center:** 240-777-4000, 1301 Piccard Drive, Rockville, MD. Emergency psychiatric evaluations and services
- **Access Team:** 240-777-1770, referrals for mental health treatment in Montgomery County.
- **Mental Health Association:** 1000 Twinbrook Parkway, Rockville, MD. 301-424-0656, provides mental health services to homeless individuals

Housing/Shelter Services

- **Crisis Center (shelter referral):** 240-777-4000, 1301 Piccard Drive, Rockville, MD.
- **Emergency Men's Shelter:** (November-March 7:00pm-7:00am) 600 East Gude Drive, Rockville, MD.
- **Emergency Women's Shelter:** (November-March 7:00pm-7:00am) 215 W. Montgomery Avenue, Rockville, MD.
- **Wells Robertson House:** 301-258-6390, 1 Wells Avenue, Gaithersburg, MD.
- **Silver Spring Interfaith Housing Coalition:** 301-562-0520, 913 Silver Spring Avenue, Suite 203, Silver Spring, MD.
- **Bethesda Cares (eviction prevention):** 301-907-9244, 7728 Woodmont Avenue, Bethesda, MD.

Employment Assistance Services

- **Montgomery Works/One-Stop:**
  Wheaton: 301-933-1806, 11002 Veirs Mill Road, 1st floor, Wheaton, MD.
  Germantown: 240-777-2050, 12900 Middlebrook road Germantown, MD

Medical Services

- **Mobile Medical Care:** 301-493-2400
- **Community Health Centers:**
  Germantown: 240-777-3380, 12900 Middlebrook Road, Germantown, MD.
  Rockville: 240-777-3987, 1334 Piccard Drive, Rockville, MD.
  Silver Spring: 240-777-3160, 8630 Fenton Street, Silver Spring, MD.
- **Emergency Medical Assistance:**
  Germantown: 240-777-3420, 12900 Middlebrook Road, Germantown, MD>
  Rockville: 240-777-4600, 1301 Piccard Drive, Rockville, MD.
  Silver Spring: 240-777-3100, 817 Georgia Avenue, Silver Spring, MD.

Victim Services

- **Abused Persons Program:** 240-777-4195 weekdays, 240-777-4673 24-hours, 1301 Piccard Drive, Rockville, MD.
- **Victim Assistance and Sexual Assault Program:** 240-777-1355 weekdays, 240-777-4357 24-hours, 1301 Piccard Drive, Rockville, MD.
- **Police Victims Assistance:** 240-773-5625

IMPORTANT INFORMATION SUMMARY

The Pre-Release Center is a drug and alcohol free facility. Use of alcohol or drugs will result in immediate suspension and/or revocation back to detention.

The location of residents must be known at all times by staff. Being unaccountable may result in revocation back to detention and an Escape Warrant being issued. PRRS escapees have received between six months and seven years additional time on their current sentences from the Court.

No drugs, alcohol, weapons, cigarettes, lighters/matches, unapproved cell phones, cameras, or other contraband items (review list) are allowed in the facility.

Residents and visitors must enter and leave the facility by the front entrance only.

Appropriate dress is required by residents and visitors. The Dress Code is described in the Guidebook and posted at the Front Desk.

Visiting Hours:

- 2:00 to 5:00pm weekdays for employed residents
- 2:00 to 5:00pm Saturday/Sunday for all residents
- 7:00 to 9:00pm Sunday-Saturday for all residents

All visitors must have proper identification and be listed on the resident's visiting card. Visitors may not bring cameras, cigarettes, lighters/matches, or other contraband into the facility.

Career Resource Center Hours:

- Monday through Friday: 8:30–11:30am and 1:30–4:30pm
- Other days and times when staff is available

Resident Pay Phone Numbers:

Unit I: (301) 468-9800 Unit II: (301) 230-1909
Unit III: (301) 881-9634 Unit IV: (301) 468-1347

WORKFORCE ACADEMY AREA AND CAREER RESOURCE CENTER RULES

Core Guidelines

- The PRRS Workforce Academy is the umbrella term for employment-related programming, activities, and services which occur in the cafeteria and Career Resource Center (CRC) labs during job search hours. The guidelines and rules apply to both areas.

- Job Search at PRRS is treated as a job and during job search hours residents are expected to demonstrate the good work habits and performance levels acceptable within a typical workplace.

- Unemployed residents are expected to engage in job search, or authorized employment and reentry related activities during the entire job search period. A task listed on the resident's reentry plan, or an approved activity authorization slip constitutes approval for a reentry activity.

Activities Authorized During Job Search Hours

- The following are authorized activities during job search hours:
  - Setting up goals and objectives for the week and scheduling times to carry out these activities
  - Completing tasks on their Employment Checklist
  - Scheduling trips to MVA, Social Security and Department of Vital Records
  - Composing resumes, cover letters, letters of explanation about charges, and thank you letters for employer interviews
  - Calling employers
  - Making applications on-line
  - Watching employment training DVDs and Video Tapes
  - Reading employment related books and articles
  - Taking on-line courses or studying (if approved by Work Release Coordinators)
  - Doing labor market research
  - Attending employment-related workshops.
  - Filling out passes
  - Attending outside employment-related support group programs
  - Going to Job Fairs
  - Meeting with a Mentor
  - Interviewing with an employer.
  - Other reentry activities approved by a Work Release Coordinator or Case Manager, via an authorization slip signed by the above or a task listed on the reentry plan or employment checklist. Going to Montgomery Works for a pre-registered workshop or recruitment.
  - If residents are not able to identify an authorized employment activity from among these choices they should consult the CRC/Academy Coordinator, a volunteer, their Work Release Coordinator, or the Resident Supervisor on duty in the area at the time for ideas on what to do.

- Residents are expected to engage in job search or approved reentry or employment activities hours <u>until full-time work hours are achieved</u> (a minimum of 32 hours each pay week).

Schedule

- All unemployed Residents are expected to have rooms ready for inspection, be ready for job search and be present at morning meeting at 8am Monday-Friday (except holidays).

- Job Search Hours are 8:30 am to 11:30 am and 1:30 pm to 4:30 pm.

- Residents will be in the appropriate area at the appropriate times. For unemployed residents, this is 8am-11:30am and 1:30-4:30pm in the cafeteria or CRC, not in the courtyards, units, unit patios, or rooms.

- During job search hours the cafeteria area and computer resource rooms are considered Work Zones, not socializing zones, and are to be treated as such. Those who want to talk or eat should do so in the designated areas not near the labs, phones or DVD/Video player.

- Breaks are permitted, but as in a typical workplace, should be limited to no more than 15 minutes per morning or afternoon session.

- For health reasons, residents are encouraged to take a short walk around the inside of the cafeteria every one to two hours.

- Changes may be made at the RS and/or CRC monitor's discretion.

Performance and Professional Standards

- While in the cafeteria or CRC Residents should not be playing chess, computer games, listening to mp3 players, or talking on the payphones during job search hours.

- Residents are to conduct themselves as they would in outside employment. Job Search observations are used as the basis for referrals to jobs and for recommendations.

- All residents must be appropriately dressed per the PRC dress code (see below).

- Residents are expected to work on job search, education or reentry their entire workday, which is 8:30 – 11:30 am and 1:30 pm – 4:30 pm. Two 15 minute breaks are allowed, as is typical in many workplaces.

- Because demonstrations of interest, openness to learning, and problem solving skills are such critical aspects of workplace success and advancement, there are two workshops unemployed residents are required to attend: "Problem Solving at Work" (until certificates are earned for each of the two session series) and "What Employers Want" (when this workshop is held).

- Unemployed residents are to spend some time doing on-line job search in the computer lab every workday (M-Fri.) Assistance is available for on-line job search from staff, interns, and volunteers.

CRC Rules and Guidelines

Admission to and Exiting from the CRC

- In order to use the CRC, all Residents should have completed the Digital Literacy class and have created an appropriate email account.
- Signing time in and out to use the CRC labs and start time and end time on the phones can be used by residents as another source documenting their job search efforts. These sheets will be kept for up to three months for residents to use for that purpose.

CRC Usage Rules

- During job search hours, residents should only access information and use email for job search related purposes and reentry needs indicated on their reentry plan or a reentry authorization slip signed by their Case Manager or Work Release Coordinator.
- Residents will be allowed to use the computer for 60 minutes to 90 minutes per session, depending on the waiting list.
- Residents are expected to allow Staff to directly observe their use of any computers and will make no attempts to conceal their activities from Staff.
- Residents should not disturb, delete or tamper with computers and/or programs. Residents must not use the Instructor's Computer.
- Residents should not use any account set up for another Resident and/or touch a computer that is being used by another Resident.
- Residents should not leave their computer unattended. If they need to step away from their computer for a few minutes, the Resident must lock their computer and inform Staff they are stepping away, but will be back.
- Loud talking, laughing and horseplay are not allowed in the Computer Resource Rooms and Workforce Academy cafeteria area during job search hours. Please use library voices.
- Listening to music, wearing ear buds, playing computer games, and instant messaging are not allowed in the CRC or cafeteria area during job search hours
- Always keep the CRC environment clean. Residents should not litter, or bring any food and/or beverages into the CRC and should clear up all their belongings after using the facilities.
- Residents are allowed to print job search and reentry related documents without excess. Permission must be obtained to print more than 5 pages.
- Both employed and unemployed residents may use both computer labs in the evenings and on weekends.
- Authorized activities on the evenings and weekends include usage for educational purposes; to take on-line courses, study or complete assignments, to look for housing; to visit news media and current event sites, and to do labor market or business research as well as job search. The labs are not to be used for personal email or shopping, gang- or criminal-related activities.

- When taking a cell phone call, please lock your computer and step outside of the lab area. Outgoing calls are also to be made outside the labs themselves.

Dress Code

- Unemployed residents must be appropriately dressed for job search by 8am. The PRRS Dress Code will be enforced as posted.
- *All residents, whether working or not*, must follow the PRRS Dress Code when in the CRC and Cafeteria "Workforce Academy Area" during job search hours.
  - Male residents' dress code is jeans/khakis and a collared shirt. Sweaters and/or jacket (without hood up) may be worn, but residents must wear a collared shirt under the jacket or sweater.
  - Women dress code is blouses, shirts, and jeans or casual slacks or skirts. Female residents are not to wear clothing that is skin tight or revealing. Leggings and tights may be worn, but must be covered by a skirt that is no higher than the mid- thigh.
  - Because the center has employers coming in and other visitors including funders and members of the public, NO sweats, shorts, t-shirts are to be worn in the Workforce Academy/CRC area during job search hours by either unemployed or employed residents. This type of clothing may be worn at break times (11:30 – 1:30 pm), in the units, individual rooms, and outside of job search hours.
  - As part of the dress code Residents must wear their PRC ID at all times.
  - Hats are not to be worn in the building except for those worn for religious purposes (Yarmulke or Kufi).
- If Residents do not have the appropriate attire, it is their responsibility to speak to their Work Release Coordinator or Case Manager to obtain it.
- Residents must be dressed and ready for an interview even if they are just filling out an application.

Employed Residents

- Employed residents may use the CRC computers during job search hours, but are to use computers in the old lab unless no one is waiting to use those in the new lab, and then only with staff or monitor permission. Employed residents may be asked to move to the old lab if unemployed residents are waiting to use a computer.
- As with unemployed residents, computers are to be used for approved reentry, educational, or career development purposes, not personal emailing or shopping.
- Per above, employed residents may come to the Workforce Academy and CRC lab area, but are not permitted to disrupt the work activities of others while there with loud talking and laughing or by engaging in prolonged conversations with unemployed residents who are to be engaged in job search. If that occurs, the employed resident will be asked to leave. Also, as per unemployed residents, when socializing all residents are to confine themselves to the four tables near the cafeteria area to avoid disturbing residents engaged in authorized employment-related activities such as reading, viewing instructional DVDs and videos, those using the phones or working in the computer labs.

Basic Principle – Conduct yourself as you would on a job and in the workplace. If you wouldn't do it at work, don't do it in the cafeteria or CRC during job search hours. Those who are employed are to conduct themselves as they would if visiting a workplace.

Montgomery County
Pre-Release and Reentry Services

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"Freedom Through Responsibility"