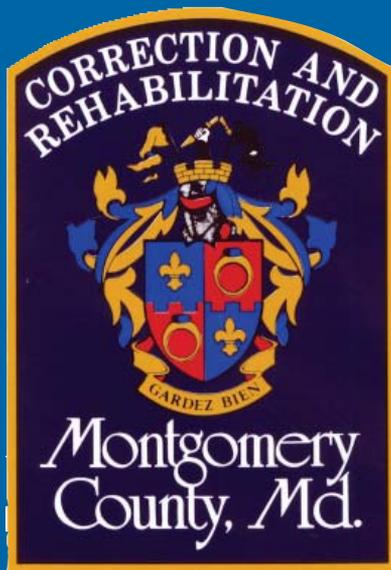


VISITOR HANDBOOK



Montgomery County Correctional Facility
22880 Whelan Lane
Boys, Maryland 20841
240-773-9700
www.montgomerycountymd.gov

Revised September 13, 2012

DIRECTIONS TO FACILITY

From Northern Virginia and points south – From I-495 North, cross American Legion Bridge and follow sign to I-270 North. Remain on I-270 North, take the MD-121 exit. Exit 18-towards Boyds/Clarksburg. Turn slight left on the ramp toward Clarksburg/Little Bennett Regional Park. Turn left on MD-121/Clarksburg Rd. Turn right on Whelan Ln /MD -90. Parking areas are on left.

From Frederick, Maryland and points north – Take I-270 south. Take the MD-121 South exit. Exit 18-toward Boyds. Turn slight right onto Clarksburg /MD-121. Turn right on Whelan Ln /MD-90. Parking areas are on left.

From Baltimore, Maryland and points north – Take I-95 South to I-495 West at College Park (this is the Capital Beltway). Once on the Beltway, take Exit 35 towards I-270 North. Remain on I-270 North and take the MD-121 exit. Exit 18-towards Boyds/Clarksburg. Turn slight left on the ramp towards Clarksburg/Little Bennett Regional Park. Turn left on MD-121/ Clarksburg Rd. Turn right on Whelan Ln /MD -90. Parking areas are on left.

From Silver Spring, Greenbelt and points West – Take I-495 West (this is the Capital Beltway). Once on the Beltway, take Exit 35 towards I-270 North. Remain on I-270 North and take the MD-121 exit. Exit 18-towards Boyds/Clarksburg. Turn slight left on the ramp towards Clarksburg/Little Bennett Regional Park. Turn left on MD-121/Clarksburg Rd. Turn right on Whelan Ln /MD -90. Parking areas are on left.

From Gaithersburg via Route 355 – Start out going NorthEast on Chestnut St toward North Frederick Ave / MD-355. Turn left onto North Frederick Ave / MD-355 North. Turn left onto Montgomery Village Ave. Take the I-270 North ramp toward Frederick. Remain on I-270 North, take the MD-121 exit. Exit 18-toward Boyds/Clarksburg. Turn slight left on the ramp toward Clarksburg/Little Bennett Regional Park. Turn left on MD-121/ Clarksburg road. Turn right on Whelan Ln / MD-90. Parking areas are on left.

From Rockville – Turn Left onto W. Montgomery Ave. Take the I-270 North ramp toward Frederick. Remain on I-270 North, take the MD-121 exit. Exit 18-toward Boyds/Clarksburg. Turn slight left on the ramp toward Clarksburg/Little Bennett Regional Park. Turn left on MD-121/Clarksburg Rd. Turn right on Whelan Ln. /MD-90. Parking areas are on left.

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TRANSPORTATION

The Montgomery County Ride-On-Bus System does provide transportation to the facility during established times. For information about schedules, fares, and routes please contact the Montgomery County Transit Services Division (Ride On) at 240-777-7433. As bus service expands or changes, regular updates will be provided. They will be posted at all Department of Correction and Rehabilitation facilities, as well as on the DOCR website.

VISITING SCHEDULE

Family visits will occur between 8:00am-11:00am, 1:30pm-4:00pm, and 6:00pm-8:30pm daily, except Wednesdays, when there is no family visiting. The visiting schedule may be changed without prior notice. Whenever the facility encounters an emergency situation, visiting will be immediately terminated and all visitors are expected to leave the facility promptly.

Specific visiting periods are designated for male inmates and others for female inmates. Inmates are encouraged to let their visitors know the visiting schedule and the times they are available for visits. **Inmates will not be allowed to leave scheduled programs or institutional work assignments for the sole purpose of attending family visiting.**

Eligible inmates may receive two visits per week. Visits will normally last for forty minutes, but may be shortened at the officer's discretion during busy periods or to meet operational needs. The visiting week begins on Sunday.

The right to accept or reject a visit rests solely with the inmate. A maximum of four (4) visitors per inmate will be allowed to report for the weekly visit. All four (4) visitors must arrive at the same time and be signed in together. Visitors arriving later will not be allowed to visit until the next visiting period. If it is observed that an inmate has more than four (4) visitors at one time, his/her visiting period will be terminated. Both the visitor and inmate will be informed of this policy.

**VISITING SCHEDULE
IS AVAILABLE ONLINE AT:
www.montgomerycountymd.gov**

PUBLIC LOCKERS

As previously noted, all visitors are encouraged to leave personal items such as bags, purses, etc in their vehicles. However, the Montgomery County Correctional Facility does provide some lockers for visitors to store their personal items in necessary situations where no car is available. In order to gain access to a locker, it will be necessary for a visitor to use a quarter. The quarter will be returned by the locker following use.

The Montgomery County Correctional Facility does not accept any responsibility for personal items visitors leave in cars or in the public lockers. Therefore, it is the responsibility of the visitor to ensure that all personal items are properly secured before entering the visiting area.

VISITING ACCESS

In order to visit an inmate, visitors must have in their possession a valid picture identification card with current address and date of birth. A valid picture identification card includes:

- Valid State Driver's License
- Valid State Issued I.D. Card
- Valid Recognized School ID with Photo*
- Valid Military ID with Photo*
- Valid Passport with Photo*

* If any of the above do NOT have an address they MUST be accompanied by another item showing proof of address (i.e., electric bill or letter).

No exceptions will be made.

Persons under the age of eighteen (18) years of age wishing to visit an inmate must be a relative of either the inmate or the visitor. All such minors must be accompanied during the visit by a parent, legal guardian, or other responsible adult (as determined by DOCR staff).

The name, address and relationship to the inmate of all visitors over the age of 18 years will be recorded on the inmate's visiting record.

DRESS CODE

The wearing of suggestive, revealing or otherwise inappropriate attire is strictly prohibited.

The wearing of clothing that potentially or partially conceals the identity of a person is strictly prohibited.

Prohibited attire includes:

- Halter tops, half shirts and or tube tops.
- See-thru (transparent) or spaghetti strap type garments.
- Skirts, pants, or shorts above mid-thigh (hem length).
- Tight fitting clothing that reveals body contour.
- Clothing that exposes the midriff area, significant portions of the torso or shoulders, extremely low cut shirts of any type.
- Torn/ripped clothing that exposes underwear or private areas of the body. Articles of underwear shall not be visible at anytime.
- Tight fitting Spandex clothing of any type. (i.e. shirts, pants, jogging attire).
- Headwear of any type (i.e. caps, hats, hoodies).
- Any other clothing that is otherwise clearly inappropriate as determined by DOCR staff.

METAL DETECTOR

All visitors and their possessions entering the Montgomery County Correctional Facility will be screened for contraband. Failure to successfully clear the metal detector or fulfill any other screening requirement will constitute grounds for being denied a visit or entrance into the facility. Inmate, visitor, community, and staff safety are the primary reasons for the search process.

PHONE CALLS

All calls from the Montgomery County Correctional Facility made by an inmate are recorded and may be monitored.

GENERAL VISITING REGULATIONS

- Parents must keep their children with them at all times. Parents who are unwilling or unable to control their children will be asked to leave. There will be no exceptions.
- NO cameras, video equipment, or cell phones are allowed past the metal detectors or in the visiting room.
- No food or drink may be brought into the facility, other than a bottle for a small child.
- Montgomery County Correctional Facility is a non-smoking facility. Tobacco products, matches, and lighters are not allowed past the metal detectors or in the visiting room.
- Valid, unexpired photo I.D. is required
- The dress code requirements must be met by all visitors at all times.
- No one who appears to be intoxicated or under the influence of drugs will be allowed to visit or enter the facility lobby.
- Use of obscene language or disorderly behavior will not be permitted as determined by DOCR staff members.

ADHERENCE TO VISITING REGULATIONS

Visitors are expected to adhere to all visiting regulations established by the institution. Any violation of visiting regulations or act which jeopardizes the safe and orderly operation of the facility may result in the denial of current and future visiting privileges and/or criminal prosecution. A visitor's visiting privileges may be suspended for a designated or indefinite period of time at the discretion of the Warden or designee. Upon expiration of the suspension, the visitor may reapply for visiting privileges in writing to the Warden.

DENIAL/SUSPENSION OF VISITING PRIVILEGES

If one or more of the following conditions exists it may serve as grounds to suspend/deny visiting privileges:

- The visitor has a record of disruptive conduct, or violates institutional visiting policies.
- The visitor is under the influence of alcohol or drugs.
- The visitor refuses to submit to a search, to show proper identification upon request, or presents inaccurate information concerning his/her identification, or grounds for visiting.

- The visitor fails to comply with the posted dress code regulations.
- The visit is determined to be detrimental to the inmate's rehabilitation.
- The visitor is a former inmate and has not been released from custody for at least 60 days or is currently on probation or parole and does not have approval of the Warden to visit.
- Individuals seeking an exception to this policy must submit a written request to the Warden or designee. Each request will be reviewed on a case-by-case basis and approved or disapproved accordingly.
- The visitor is a present or former employee who has not received official authorization to visit an inmate from the Warden prior to the time of the visit.
- The inmate wishes to deny the visit.
- The visitor fails to follow directions from staff.

PROFESSIONAL VISITING ROOMS

The facility has professional interview rooms available for use by the professional community (attorneys, bondsmen, law enforcement officials, licensed private investigators, approved counselors, approved clergy, approved medical professionals, approved media representatives, and approved paralegals). A paralegal must have a letter of authorization from a verified attorney on the attorney's letterhead indicating that the paralegal is a representative of the attorney, which shall be verified prior to the authorized use of an interview room.

There is no limit to the number of professional visits an inmate may receive or the duration of such visits. It is encouraged that professional visits occur during normal business hours, subject to space availability, whenever possible. The Warden reserves the discretionary authority to restrict, deny, or suspend the professional visiting privileges of any professional visitor whenever necessary to ensure the security, safety, and good order of the institution.

Professional visitors as with other visitors are required to show a valid picture I.D before they may access the professional visiting area. Additionally, attorney's names should appear in the current edition of the "State's Bar Association" manual/website. All professional visitors must sign in/out of the facility, in the appropriate log located at the visiting desk.

DEPOSITING MONIES INTO INMATE COMMISSARY ACCOUNTS

We accept cash, credit cards, (MasterCard or Visa) or debit cards. We no longer accept money orders. Cash, credit and debit cards are accepted through our Secure Deposit Kiosk located in the lobby area of the facility. Deposits can also be made by phone using this toll free number **1-866-345-1884** or via the Internet at **www.accesscorrections.com**. Deposits made from the kiosk in the Montgomery County Correctional Facility lobby are real time and will be posted immediately, while all credit and debit charges made via the Internet and phone can take up to 10 minutes to post. If you have any questions, please contact Inmate Accounting at 240-773-9731.

MONEY RELEASE BY INMATE

Inmates possessing sufficient funds may release any part of his/her funds twice per month, on the 15th and the 30th. The inmate must complete a money request form and provide an addressed, stamped envelope, and, if approved by the Unit Manager, funds will be mailed to the identified individual via an institutional check. Emergency releases of funds will be considered on a case-by-case basis. Funds are not transferable from one inmate's account to another inmate's account.

PROPERTY EXCHANGES/RELEASES

All clothing exchanges and property releases will take place at the Montgomery County Detention Center in Rockville, between the hours of 8 a.m. – 4:30 p.m., Monday through Friday. Visitors wishing to verify whether an approved Property Exchange/Release Form is currently on file at the Montgomery County Detention Center in Rockville should call that facility at 240-777-9899. Emergency clothing exchanges and property releases will be handled on a case-by-case basis.

MAIL RESTRICTIONS

These below listed items are considered contraband if sent by mail. Some of these items are already provided by the facility to the inmate, or can be purchased by the inmate through the commissary.

- Stamps
- Newspapers/Internet clippings
- Gang materials
- Tobacco
- Internet information
- Paperclips
- Pencils/pens
- Electronics
- Cards or other items containing glue, glitter, musical messages, or having multiple layers where contraband could be concealed
- Envelopes
- Jewelry
- Clothing/shoes
- Stickers
- Explicit pornography
- Rubber bands
- Hygiene products
- Food/drinks
- Information pamphlets
- Stationery/blank paper
- Magazines/books
- Magazine or book articles/clippings
- Personal checks/money orders
- Drivers licenses/other forms of identification
- Crossword puzzles or other games
- Liquids or liquid stains

If you send any of the above items to an inmate the ENTIRE contents of the envelope/package will be RETURNED to you.

REVISIONS AND CHANGES TO THESE REGULATIONS

These guidelines may be changed as needed and any changes will be posted immediately at all DOCR facilities and on the DOCR website.

Current Completion Date: September 13, 2012.

Questions may be referred to our information desk at 240-773-9700. TTY users call via Maryland Relay or dial 711.





Montgomery County Department
of Correction & Rehabilitation
Policy on

Sexual Abuse and Assault



ZERO TOLERANCE

Educate....
Prevent.....
Report.....
Respond....



www.montgomerycountymd.gov/311

For calls made outside of Montgomery County: 240-777-0311
301-251-4850 TTY

Revised September 13, 2012