

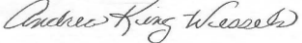



**HOWARD COUNTY DEPARTMENT OF CORRECTIONS  
POLICY & PROCEDURE**

	SUBJECT:	Inmate Rights, Discipline and Services
	P & P #:	H-700
	TITLE:	Indigent Inmates/Detainees
	EFFECTIVE DATE:	August 21, 2019
	REVIEWED BY:	 Prince Asempa, Administrative Captain
	REVIEWED BY:	 Andrea King-Wessels, Deputy Director
	AUTHORITY:	 Jack Kavanagh, Director

**POLICY:** It is the policy of the Howard County Department of Corrections, that all inmate/detainees have appropriate hygiene items, clothing and the ability to maintain family and community ties. The Department provides necessary hygiene articles, writing materials and wearing apparel for indigent inmates/detainees.

**REFERENCE:** Maryland Commission on Correctional Standards (MCCS) – Adult Detention Center Standards .04E, .05C and E; Performance Based National Detention Standards (PBNDS) 2011 Section 4.5; HCDC Policy F-504 Issue and Control of Inmate/Detainee Clothing, Linen and Personal Hygiene.

**DEFINITIONS:**

**Indigent Inmate/Detainee:** An inmate/detainee who at admission has less than \$15.00 in his/her possession and/or at any time during incarceration exhausts funds in his/her account to less than \$15.00 and is unable to acquire additional funds for a period of one (1) week.

**PROCEDURE:**

- I. Hygiene Kits
  - A. At the time of intake, all inmate/detainee(s) shall be provided an initial hygiene kit in accordance with HCDC Policy F-504 Issue and Control of Inmate/Detainee Clothing, Linen and Personal Hygiene.
  - B. An indigent inmate/detainee may request through kiosk message, from the shift supervisors through assigned housing officers, shoes, and replacement hygiene items such as soap, deodorant, toothpaste and comb as needed.
  - C. An indigent inmate/detainee may receive replacement items every thirty (30) days upon request to the Administrative Captain and they remained indigent throughout the thirty (30) day period (referenced in policy F-504).

D. An officer who issues replacement hygiene items shall record this information in **SallyPort, Shift Log, Standard Entry icon under the inmate/detainee ID number/name for auditing purposes.** The officer shall also instruct the inmate/detainee to document receipt of the hygiene kit on the kiosk in mail box "Indigent Hygiene Kit". The inmate/detainee need only enter "received".

## II. Mail and Written Correspondence

A. An indigent inmate/detainee may receive from classification staff or ICE Liaison Officer sufficient postage, writing paper, envelopes and pencil to write and mail three (3) letters per week.

B. Classification staff and ICE Liaison Officer shall maintain a record of items issued to an indigent inmate/detainee and a log of items issued.

## III. Telephone Use

A. Indigent inmate/detainee(s) may use institutional telephones under supervision for calls approved appropriate by the classification, work release supervisor, counselor, ICE staff, shift leader or higher authority.

B. Generally, an inmate/detainee's access to legal counsel, the courts, etc. is not considered an emergency therefore, would not require a telephone call. However, the above staff may, at their discretion supervise such calls for indigent inmate/detainees.

C. Documentation shall be in accordance with HCDC Policy H-709.

## IV. Clothing

A. Each inmate shall be issued two (2) jumpsuits at Intake. Jumpsuits shall be replaced on a weekly basis as part of the laundry services.

B. An inmate/detainee is required to wear proper under garments. An inmate/detainee who does not have proper under garments (for women five (5) bras and five (5) underwear, for men five (5) pair of boxers or briefs) and five (5) sets of socks) shall be provided with these items. The 4 to 12 Shift Captain is responsible for ensuring that there is a supply of these items available and that they are distributed, with documentation in the inmate's/detainee's basefile.

C. An indigent inmate/detainee who is unable to purchase basic under garments and clothing items may request such items through the Administrative Captain.

## V. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

**ATTACHMENTS:** None

**RESCISSIONS:** HCDC Policy H-700 Indigent Inmates, effective **September 25, 2018.**