

Visiting

The Howard County Department of Corrections requests your cooperation by complying with the following rules and regulations while visiting the facility.

- Only authorized persons whose names are listed by the inmate may visit.
- Visitors must present a valid drivers license, federal or state issue photo ID with date of birth and current address when registering for a visit. Expired ID will not be accepted.
- Visitors must be 18 years of age to visit unless accompanied by an adult.
- Radios, cell phones and other electronics may not be used while inside the visiting area.
- Smoking is prohibited inside the facility.
- Food/drinks are not permitted in the visiting area and must be disposed of before entering the area.
- No coats, backpacks, bags, boxes, parcels, or packages of any kind are allowed into the visiting area. Free lockers are provided.
- Loitering/wandering in the visiting area is not permitted. Visitors must remain in the lobby area until called for the visit. Once a visitor enters the visiting area they may not leave and return to the lobby area until the visit is complete.
- Visitors may only visit with one inmate at a time. Visits are limited to two adults and two children (under 18 years of age) during any single visit.
- Appropriate dress is required. No skimpy, suggestive or see through clothing will be permitted at anytime while inside the facility.
- Visitors who do not comply with the facility policies regarding public and professional visits will have their visit ended and may be denied further approval to enter the facility.

Inmate Communication

Inmates are encouraged to maintain ties with family and friends. During the initial phase of processing into the facility, the inmate is given the opportunity to make telephone calls to family/friends, bondsman and/or attorney. Inmates may use the U.S. Postal

Service in order to send and receive correspondence. No books, magazines, or newspapers will be accepted through the mail. Telephones are available to the inmates throughout most of the day and evening hours. The inmate telephone system uses either inmate pre-paid calling cards or allows family/friends to accept calls. Please ask for a brochure about the phone system. The public cannot call into the facility to speak to or leave messages for an inmate.

Visiting Schedule

- Each inmate is authorized two (2) visits per week, Sunday to Saturday. **All visits are a maximum duration of 30 minutes. Any extension must be approved by the Director, Deputy Director, Administrative Captain or Shift Leader.**
- Visitors must be registered at least one-half hour prior to the end of each visitation session.

General Population	9:00 a.m. – 11:00 a.m. 1:00 p.m. – 3:00 p.m.
Segregation	9:00 a.m. – 11:00 a.m. Tues & Thurs Only
Special Management Unit	11:00 a.m. – 12:30 p.m. Thursday and Saturday

No general population visits will be authorized during Segregation visiting hours.

- Inmates housed on segregation are responsible for notifying their approved visitors of their status and visiting hours. No exceptions will be made to visiting schedules.
- Legal/professional visits will not be unreasonably restricted.

Inmate Property

Inmates are permitted to receive one package via the visitor's area or the U.S. Postal Service with-in their first 15 days of incarceration. Packages received after 15 days will be refused. Persons presenting a valid ID,

may present the package. Packages will be accepted Monday through Friday, 5:00 p.m. - 9:00 p.m.

Approved Items

Lettering, logos or graphics are not permitted on items of clothing, all other items will be subject to approval

Men Boxers/briefs (max. 7)
Women Panties and Bras (max. 7 each)
Socks (max. 7)
Pajamas (max. 2)
T-Shirts (max. 7)
Athletic / Casual Shoes (1 pair) – **new and less than \$50.00 value; no metal / plastic supports; Slip on or Velcro – no shoe laces.**
Shower shoes (max. 1 pair)
Sweat shirt-long/short sleeve (max. 2)
Sweat pants (max. 2)
Gym Shorts (max 2)
Washcloth and / or towel (max. 2 – no white)
Personal photos– free of nudity (max. 6 ea.; 8"x10") (No Polaroids)

Approved Items for BICE / U.S. Marshal Detainees

Men Boxers/briefs (max. 4)
Women Panties and Bras (max. 4 each)
T-Shirts (max. 4)
Socks (max. 4)
Thermal Top (in season only) (max. 2)
Thermal Bottom (in season only) (max. 2)

Court Clothing

Inmates may receive one complete outfit from the following items of clothing, seven days prior to their Circuit Court appearance. The inmate will be responsible for sending court clothes back out, or having them picked up by visitors, within 7 working days after their final court appearance.

Suit (male/female)
Blazer/Sport Coat
Dress Shirt/Blouse/Tie
Trousers/Slacks/Skirt/Dress/Blue Jeans
Dress Shoes/Belt /Socks/Hose

Inmate Money

Only money orders and/or cashier's checks will be accepted for inmates. At no time will cash be accepted. Inmates may receive funds through the U.S. Postal Service or the Upper Control / Visitor's Area. Funds will only be accepted at the Upper Control from persons with a valid ID. Monday through Friday from 9:00 a.m. to 9:00 p.m. A receipt will be issued for all funds received.

Commissary

Commissary services are available to inmates for the purchase of items such as snacks, hygiene items, shoes, undergarments, and stationary. Upon request, indigent inmates will be provided with necessary hygiene and stationary items.

Medical

Medical staff is on duty 24 hours a day. Services include, but are not limited to: sick call, dentistry, mental health, emergency treatment, and follow-up and/or ongoing treatment deemed necessary by medical staff.

Family Emergencies

In the event of an emergency such as a death, serious illness or injury to an immediate family member, relatives should contact the On-duty Shift Commander at (410) 313-5200.

Bond Information

Bond hearings are held Monday through Friday (excluding holidays) by the District Court. To receive the results of an inmate's bond hearing you should call (410) 313-5233 after 2:00 PM on the day of the hearing. For information on how a bond can be posted contact the District Court Commissioner at 410-313-4740 (24-hours).

The Release Process

Family and friends who arrive at the facility to pick up a released inmate should realize that there will be a waiting period which may vary dependent upon the type of release. The most common types of release are described below with a few helpful suggestions.

Released Time Served

The inmate will be notified in advance of their scheduled release date and time. Information regarding an inmate's pending release date will **not** be given over the telephone. You may find out the date and time of the inmate's release from the inmate. There should be little, if any, waiting time involved if you arrive at the scheduled time of release. Most releases, for time served, occur at 8:00 a.m.

Released by Payment of Bond

You may post an inmate's bond at the District Court Commissioner's Office. After bond has been posted the Commission will issue the appropriate release documents to the bondsman or person posting the bond. The release documents should be brought to the Detention Center's Upper Control window, located in the lobby, and surrendered to the Correctional Officer. The average time for an inmate's release is 1-2 hours after receiving the appropriate release documents.

Release from Court

Inmates who are ordered released during a court proceeding must first return to the Detention Center for processing. All necessary release documentation must be received from the court. This process may be lengthy since the court documents are not delivered until after all cases have been heard.

Howard County Department of Corrections



7301 Waterloo Road
Jessup, Md. 20794
(410) 313-5200
Jack Kavanagh, Director

