



Division of Correction

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| Title: Inmate Release Process | Directive Number: EmD.DOC.230.0005 |
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| Related ACA Standards: 4-4446 | Authorized By: Assistant Commissioner Programs and Services |
| Related MCCS Standards: MCCS .01O, .02Q | Issue Date: March 26, 2009 |
| Related DOC Directives: DCM 100-001; Commitment Procedures Manual; DPSCS Financial Services Manual; OTS Medical Evaluation Manual | Effective Date: March 26, 2009 |
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Division of Correction Emergency Directive

.01 Purpose.

- A. This directive establishes policy and procedure to release a Division of Correction (DOC) inmate housed in a DOC facility.
- B. This directive establishes policy and procedure necessary to implement the provisions of the Memoranda of Understanding between the Maryland (MD):
 - (1) Division of Correction (DOC);
 - (2) Division of Vital Records (DVR);
 - (3) Motor Vehicle Administration (MVA); and
 - (4) Social Security Administration (SSA).

.02 Scope.

This directive applies to a Department agency involved in release of an inmate in custody of the DOC.

.03 Policy.

- A. Absent an exceptional circumstance, the DOC is responsible for:
 - (1) Ensuring each inmate with a new commitment and received at the Maryland Reception Diagnostic and Classification Center (MRDCC) and the Maryland Correctional Institution for Women (MCIW) after December 1, 2008 receives an Individual Case Plan (ICP);

Division of Correction Directive: EmD.DOC.230.0005

- (2) Ensuring the release of a male inmate from a facility or regional release center in the geographical region of the inmate's home plan;
- (3) Excluding a male inmate with an adjudicated or unadjudicated detainer or open charge, transporting a male inmate to a regional release center within the inmate's home plan area, a minimum of 1 day prior to the inmate's release;
- (4) Ensuring the release of a female inmate from the MCIW or the Baltimore Pre-Release Unit for Women;
- (5) Ensuring, prior to release, an inmate that volunteers, receives assistance in obtaining a:
 - (a) Birth Certificate;
 - (b) Social Security Card;
 - (c) DOC or MD MVA identification (ID) card; and
 - (d) Certificate of Release or Discharge from Active Duty (Form DD214);
- (6) Ensuring an inmate has the opportunity to apply for a birth certificate and MD MVA ID card application and Form DD214, at no cost to the inmate; and
- (7) Ensuring, prior to release an inmate receives a release resource packet.

B. The DOC is responsible for releasing an inmate with:

- (1) A completed Continuity of Care form, including a referral to a community provider, if applicable;
- (2) If applicable, a 30-day supply of chronic care medication and the remaining dose of any short term antibiotic or medication;
- (3) \$50 cash; and
- (4) The release documentation envelope.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "CARC" means Community Adult Rehabilitation Center.
- (2) "Central Region" means a DOC facility located in Baltimore City, Anne Arundel, Carroll and Charles County.

Division of Correction Directive: EmD.DOC.230.0005

- (a) The Central Region includes the:
 - (i) Baltimore City Correctional Center (BCCC);
 - (ii) Baltimore Pre-Release Unit (BPRU);
 - (iii) Maryland Correctional Adjustment Center (MCAC);
 - (iv) Maryland Reception Diagnostic and Classification Center (MRDCC);
 - (v) Metropolitan Transition Center (MTC);
 - (vi) Brockbridge Correctional Facility (BCF);
 - (vii) Jessup Pre-Release Unit (JPRU);
 - (viii) Herman L. Toulson Bootcamp (HLTBC);
 - (ix) Jessup Correctional Institution (JCI);
 - (x) Maryland Correctional Institution Jessup (MCIJ);
 - (xi) Central Laundry Facility (CLF); and
 - (xii) Southern Maryland Pre-Release Unit (SMPRU); and
- (b) “Central Region” also means an inmate with a home plan in:
 - (i) Anne Arundel County;
 - (ii) Baltimore City;
 - (iii) Baltimore County;
 - (iv) Calvert County;
 - (v) Carroll County;
 - (vi) Cecil County;
 - (vii) Charles County;
 - (viii) Harford County;
 - (ix) Howard County;
 - (x) Montgomery County;

Division of Correction Directive: EmD.DOC.230.0005

- (xi) Prince George's County;
 - (xii) Queen Anne's; and
 - (xiii) St. Mary's County.
- (3) "Eastern Region" means a DOC facility located in Somerset and Wicomico County.
- (a) The Eastern Region includes the:
 - (i) Eastern Correctional Institution (ECI);
 - (ii) Eastern Correctional Institution Annex (ECI-A);
 - (iii) Poplar Hill Pre-Release Unit (PHPRU); and
 - (iv) Eastern Pre-Release Unit (EPRU); and
 - (b) The Eastern Region also means an inmate with a home plan in:
 - (i) Caroline County;
 - (ii) Dorchester County;
 - (iii) Kent County;
 - (iv) Somerset County;
 - (v) Talbot County;
 - (vi) Wicomico County; and
 - (vii) Worcester County.
- (4) "Exceptional Circumstance" means an event or an occurrence that:
- (a) Prohibits or limits processing an inmate according to this directive; and
 - (b) Releases an inmate without advance notice, such as a:
 - (i) Court release;
 - (ii) Modification of sentence; and
 - (iii) Commitment re-calculation.

Division of Correction Directive: EmD.DOC.230.0005

- (5) “Facility Coordinator” means an employee responsible for processing a request and application for an inmate’s personal ID documents.
- (6) “Individual Case Plan (ICP)” means:
 - (a) A network based automated plan developed and implemented to provide an opportunity for the inmate to maintain a viable and productive life and for successful re-entry into the community;
 - (b) A multi page plan consisting of identifying issues and strategies for remediation including:
 - (i) Risk factors;
 - (ii) Criminogenic needs;
 - (iii) Substance abuse;
 - (iv) Education;
 - (v) Social or family concerns;
 - (vi) Employment History;
 - (vii) Medical and mental health needs; and
 - (viii) Referrals to cognitive and other therapeutic groups; and
 - (c) A network based automated progress sheet known as “Case Notes”, and a release plan.
- (7) “Maintaining Facility” means a facility that will release the inmate, where no transfer to a receiving facility is necessary as prescribed by this directive.
- (8) “Managing Official” means the person responsible for the administration and operation of a correctional facility. The managing official is routinely the:
 - (a) Warden;
 - (b) Facility Administrator; or
 - (c) A designee.
- (9) “Personal ID Documents” means an inmate’s personal identification documents requested prior to release, including a:
 - (a) Birth Certificate (MD or out-of-state);
 - (b) Social Security Card;

Division of Correction Directive: EmD.DOC.230.0005

- (c) DOC or MD MVA identification card; and
 - (d) Certificate of Release or Discharge from Active Duty (Form DD214).
- (10) “Personal Identification card” means DOC ID or MD MVA ID.
- (11) “Receiving Facility” means a DOC facility receiving an inmate a minimum of 1 day prior to the inmate’s release with a home plan in its geographic region.
- (12) “Regional Release Center” means a facility that releases an inmate with a home plan in the center’s geographical region when the maintaining facility is outside the region.
- (13) “Release Documentation Envelope” means an envelope containing each personal ID document gathered by DOC and departmental staff prior to an inmate’s release which may contain:
- (a) The release certificate;
 - (b) Birth Certificate;
 - (c) Social Security Card;
 - (d) MD MVA Identification card;
 - (e) Military Discharge Certificate (Form DD214);
 - (f) Notice of Sexual Offender Registration Requirements;
 - (g) Medication;
 - (h) Continuity of Care Form;
 - (i) Entitlement information; and
 - (j) Money.
- (14) “Release Plan” means the culmination of a multi-disciplinary review to assess and develop a comprehensive plan addressing an inmate's needs in the areas of:
- (a) Substance abuse treatment;
 - (b) Health care;
 - (c) Education;
 - (d) Vocational;

Division of Correction Directive: EmD.DOC.230.0005

- (e) Family services; and
 - (f) Community transition.
- (15) “Release Resource Packet” means information detailing available community resources, specifically developed to meet the assessed needs of the inmate following release.
- (16) “Sending Facility” means a DOC facility sending an inmate a minimum of 1 day prior to the inmate’s release to a receiving facility.
- (17) “Western Region” means a DOC facility located in Allegany County and Washington County.
- (a) The Western Region includes the:
 - (i) Maryland Correctional Institution-Hagerstown (MCI-H);
 - (ii) Maryland Correctional Training Center (MCTC);
 - (iii) North Branch Correctional Institution (NBCI);
 - (iv) Roxbury Correctional Institution (RCI); and
 - (v) Western Correctional Institution (WCI); and
 - (b) The Western Region also means an inmate with a home plan in:
 - (i) Allegany County;
 - (ii) Frederick County;
 - (iii) Garrett County; and
 - (iv) Washington County.

.05 Release Plan/Responsibility.

A. The release plan occurs through:

- (1) Collaborating with each inmate to develop a new or to revise an existing ICP;
- (2) Documenting case notes for each inmate;
- (3) Providing each inmate with personal identification documents prior to release; and
- (4) Providing each inmate with an exit orientation prior to release.

B. Director of Volunteer and Transition Services and Community Initiatives Responsibilities.

Division of Correction Directive: EmD.DOC.230.0005

- (1) The Director shall:
 - (a) Serve as the primary contact, for each facility to resolve, operational and financial issues arising from an agreement between the DOC and:
 - (i) DVR;
 - (ii) SSA; and
 - (iii) MD MVA;
 - (b) In cooperation with the managing official or designee, establish a primary and backup facility coordinator for each facility;
 - (c) Provide DVR and SSA with a list identifying the primary and backup facility coordinator of each DOC facility; and
 - (d) Confirm and authorize billing payments for ID documents.
- (2) The director shall track (Appendix 8) and report each inmate that applies, declines, and receives personal ID documents.

C. Managing Official of a Sending and Maintaining Facility Responsibilities.

- (1) The managing official or designee of a sending facility shall ensure:
 - (a) Except for the release resource packet, the inventorying, packaging and mailing of each inmate property item to the inmate's home plan prior to a transfer to a receiving facility;
 - (b) Case management identifies an inmate for release a minimum of 7 days in advance;
 - (c) If required by §.05.C.(1)(d)(i)-(iii), an inmate transfers to a regional release center;
 - (d) A minimum of 1 day prior to release, an inmate with a home plan in the:
 - (i) Eastern region, but confined outside of that region, transfers to ECI;
 - (ii) Central region, but confined outside of that region, transfers to MCAC; and
 - (iii) Western Region, but confined outside of that region, transfers to RCI or WCI.
- (2) A minimum of 1 day prior to release, the managing official or designee of a sending facility shall ensure an inmate:
 - (a) Housed at EPRU, with a central region home plan, transfers to BCF notwithstanding §.05.C.(1)(d)(i);

Division of Correction Directive: EmD.DOC.230.0005

- (b) With an approved out of state home plan, transfers to the regional release center nearest the home plan location;
 - (c) With a detainer, transfers to a regional release center, nearest the jurisdiction holding the detainer; and
 - (d) Without a home plan, transfers to the regional release center, nearest the sentencing jurisdiction.
- (3) The managing official or designee of the maintaining facility is responsible for ensuring:
- (a) Case management identifies an inmate for release a minimum of 7 days prior to release;
 - (b) An inmate already housed in the same region as the home plan, remains in that region for release by:
 - (i) The facility currently housing the inmate; or
 - (ii) Any facility within the region;
 - (c) Confiscation of clothing bearing a DOC logo;
 - (d) The inmate retains the release resource packet;
 - (e) The inmate's base file and medical file remain at the facility in accordance with the records retention schedule;
 - (f) Medical staff provides the inmate with a 30-day supply of prescribed chronic care medication, the remaining doses of any short-term antibiotics or medications, and the continuity of care form, prior to release or transfer to a jurisdiction holding a detainer; and
 - (g) Staff release the inmate with:
 - (i) A proper release certificate;
 - (ii) Each personal ID document obtained; and
 - (iii) Money.

D. Managing Official of a Receiving Facility.

- (1) The managing official or designee of a receiving facility shall ensure staff releases an inmate with:
- (a) A proper release certificate;
 - (b) Appropriate medication;

Division of Correction Directive: EmD.DOC.230.0005

- (c) Each personal ID document obtained; and
 - (d) Money.
- (2) The managing official or designee shall permit an inmate to retain the release resource packet.
 - (3) Upon arrival at the receiving facility, the managing official or designee shall provide an inmate with toiletries.

E. Case Management Responsibilities.

- (1) Individual Case Plan.
 - (a) The case management manager, or designee, shall ensure an ICP is developed for an inmate received at a reception unit based on a new commitment, which covers resources detailed in §.05.E.(1)(c)(i)-(vii);
 - (b) The case management manager, or designee, shall ensure an ICP is developed for an inmate at a maintaining facility, covering resources detailed in §.05.E.(1)(c)(i)-(vii), during the annual or semi-annual scheduled security reclassification;
 - (c) Each ICP shall identify and address the needs of the inmate utilizing the following resources:
 - (i) Education;
 - (ii) Vocational;
 - (iii) Substance abuse;
 - (iv) Mental health;
 - (v) Cognitive programs;
 - (vi) Social work; and
 - (vii) Community transition resources; and
 - (d) The case management manager, or designee, shall ensure documentation and maintenance of relevant case notes for each inmate.
- (2) The case management manager or designee shall provide the OBSCIS projected release report and MAP release schedule monthly to the following departments:
 - (a) Case Management;
 - (b) Custody;

Division of Correction Directive: EmD.DOC.230.0005

- (c) Finance;
 - (d) Medical;
 - (e) Mental Health;
 - (f) Social Work; and
 - (g) Transition Services.
- (3) The case management manager, or designee, shall distribute an updated OBSCIS projected release report and MAP release schedule as necessary.
- (4) The case management manager, or designee, shall ensure an inmate with an out-of-state home plan is processed in accordance with existing interstate parole procedures.
- (5) If applicable, 30 days prior to the projected release date of an inmate, each department listed in §.05.E.(6) shall administratively:
- (a) Review the projected release report;
 - (b) Review the Mutual Agreement Plan (MAP release schedule); and
 - (c) Provide the case management manager, or designee, any information relevant to the transition of the inmate to community supervision.
- (6) The multi-disciplinary review referenced in §.05.E.(5) shall be conducted by:
- (a) Case Management;
 - (b) Social Work;
 - (c) Mental Health;
 - (d) Medical;
 - (e) Addiction; and
 - (f) Transition Services.
- (7) Based on information received from the multi-disciplinary review, case management shall conduct a final review of an inmate's ICP 14 days prior to an inmate's release, and make any necessary adjustments.
- (8) The case management manager, or designee, shall ensure, in appropriate cases, the Department of Public Safety and Correctional Services (DPSCS) Transfer Alert form is forwarded to the receiving jurisdiction (any non DPSCS agency).

Division of Correction Directive: EmD.DOC.230.0005

- (9) The case management manager, or designee, shall notify the DOC Headquarters Transfer Coordinator, when an inmate from a regional release center is within 7 days of release.
- (10) When an inmate is within 48 hours of release or transfer, designated case management staff shall:
 - (a) Complete a Maryland and National Crime Information Center (NCIC) warrant check and take appropriate steps in accordance with the Case Management Manual; and
 - (b) If applicable, complete the DPSCS Transfer Alert form and email the form to, the receiving facility's case management manager, or designee.
- (11) Upon an inmate's release, the receiving facility's case management manager, or designee, shall:
 - (a) Fax the release documentation to the appropriate DPSCS staff in accordance with the Case Management and Commitment Procedures manuals; and
 - (b) Return each original release document to the sending facility for inclusion in the inmate's base file.

F. Facility Coordinator Responsibilities.

- (1) The facility coordinator shall:
 - (a) Excluding an inmate with an adjudicated or unadjudicated detainer or open charge, identify an inmate that is 120 through 180 days from release;
 - (b) In a group setting, present the personal ID document process to an inmate who meets the requirement of §.05.F.(1)(a);
 - (c) Assist an inmate with completing the appropriate application form for each ID document;
 - (d) Submit the appropriate application, in a minimum batch order of 2 to the:
 - (i) DVR, Assistant State Registrar: the primary source of contact; or
 - (ii) State Registrar or Deputy Director: the secondary source of contact; and
 - (e) Ensure each application includes the appropriate Tracking Sheet (Appendices 4, 5, 6, 7).
- (2) The facility coordinator shall also:
 - (a) Send DVR, a photocopy of the facility coordinator's state employee ID card for the initial batch order;
 - (b) When submitting a birth certificate, attach a photocopy of the inmate's DOC ID card;
 - (c) When appropriate, submit each required ID document to the MD MVA;

Division of Correction Directive: EmD.DOC.230.0005

- (d) Send the appropriate application to the SSA branch assigned to the facility;
 - (e) Maintain a photocopy of each application and the corresponding tracking sheet;
 - (f) Place the ID document in the inmate's basefile; and
 - (g) Track and report the issuance of the MVA ID or the DOC ID card at release.
- (3) When an inmate transfers to a pre-release or CARC program prior to submission of an ID request, designated staff at the receiving facility shall process the request and forward the application to the BPRU or MTC facility coordinator for submission to DVR and SSA.
- (4) When an inmate transfers prior to receipt of an ID document, the facility coordinator at the maintaining facility shall forward each document to the appropriate receiving facility for inclusion in the Release Documentation Envelope (Appendix 3).
- (5) By the 15th of each month, the facility coordinator shall, forward the following to the Director, Volunteer and Transition Services, and Community Initiatives:
- (i) A photocopy of each tracking sheet;
 - (ii) A photocopy of each invoice for an inmate held in a CARC facility; and
 - (iii) A photocopy of each month's worksheet (Appendix 8).
- (6) The facility coordinator, release staff and designated staff at the Office of Volunteer and Transition Services, and Community Initiatives shall ensure entry of the following codes on OBSCIS Screen 02 and the date of the action taken:

(a) Birth Certificates:

| Code | Description |
|-----------|---|
| 5A BC REQ | Enter to indicate submission of an application for a certified birth certificate. |
| 5B BC DEC | Enter to indicate the inmate declines to authorize an application for a birth certificate. |
| 5C BC REC | Enter to indicate receipt of the birth certificate and placement in section #1 of the inmate's base file. |

(b) Social Security Cards:

| Code | Description |
|------|-------------|
|------|-------------|

Division of Correction Directive: EmD.DOC.230.0005

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|---------------|--|
| 5D SS ID REQU | Enter to indicate submission of an application for a duplicate social security card. |
| 5E SS ID DECL | Enter to indicate the inmate declines to authorize an application for a duplicate social security card. |
| 5F SS ID RECE | Enter to indicate receipt of a duplicate social security card and placement in section #1 of the inmate's base file. |

(c) Motor Vehicle Administration ID Card:

| Code | Description |
|---------------|--|
| 5M MVA ID REQ | Enter to indicate submission of an application for a MD MVA ID card. |
| 5P MVA ID DEC | Enter to indicate the inmate declines to authorize an application for a MD MVA ID card. If the inmate decides to participate in the future, removal of this alert is required. |
| 5N MVA REC | Enter to indicate receipt and placement of the MD MVA ID card in section #1 of the inmate's base file. |

(7) The Case Management Manager or a designee shall ensure entry of the following codes on the OBSCIS Screen 02 and the date of action taken:

(a) Military Discharge Certification:

| Code | Description |
|---------------|---|
| 5J DD214 REQ | Enter to indicate submission of an application for a Certificate of Release or Discharge from Active Duty (Form DD214). |
| 5K DD214 RECV | Enter to indicate receipt of an application for a Certificate of Release or Discharge from Active Duty (Form DD214 form) and placement in section #1 of the inmate's base file. |

(b) Release Plan:

| Code | Description |
|-----------------|---|
| 5R REL PLAN DEV | Enter to indicate the development of the release plan based on information received as the result of the multi-disciplinary review. |

(8) Release staff shall ensure entry of the following codes on OBSCIS Screen 02 and the date of action taken:

Division of Correction Directive: EmD.DOC.230.0005

(a) Picture ID Cards:

| Code | Description |
|---------------|---|
| 5S DOC ID REL | Enter to indicate issuance of a DOC picture identification card to the inmate at the time of release. |
| 5Q MVA ID ISS | Enter to indicate issuance of an MD MVA picture ID to the inmate at the time of release. |

(b) Release Documents:

| Code | Description |
|-----------------|--|
| 5H REL DOC RECV | Enter to indicate issuance of each release document (i.e., DVR, SSA, DD 214, DOC ID, or MD MVA ID, and release resource packet) to the inmate prior to release from custody. |

G. Medical Responsibilities:

(1) The nurse manager, or designee, shall:

- (a) Review the projected release report and MAP release schedule received from case management and forward any information relative to the development of the inmate's release plan;
- (b) Refer to the Social Work Department an inmate with a stable chronic illness, that requires referral to a community health care provider, when the inmate is within 9 months of release;
- (c) Refer to mental health, or psychiatry an inmate that needs a medication review or adjustment 30 days prior to release;
- (d) Notify the Mental Health Department if an inmate is on psychiatric medication upon:
 - (i) Reviewing the projected release report;
 - (ii) Reviewing the 2 thru 24 month release list; and
 - (iii) Reviewing the MAP release schedule;
- (e) For each inmate with a current prescription at the time of release, and two weeks in advance of release:
 - (i) Order a 30 day supply of chronic care medication; and
 - (ii) Order the remaining doses of short-term antibiotics; and

Division of Correction Directive: EmD.DOC.230.0005

- (f) Twenty four hours prior to release or transfer to a regional release center:
 - (i) Complete and discuss the Continuity of Care form with the inmate;
 - (ii) Discuss details regarding ongoing treatment, medication, and general guidelines for continued care;
 - (iii) Place a photocopy of the form in the Release Documentation Envelope (Appendix 3); and
 - (iv) Place the inmate's medication in the Release Documentation Envelope (Appendix 3) prior to the inmate's release or transfer to a regional release center.
- (2) When the court releases an inmate, the case management manager or designee, shall make every effort to reach the inmate through mail and collaboration with:
 - (a) A community health organization;
 - (b) An outreach organization;
 - (c) Medical staff; or
 - (d) The immediate family.
- (3) If the case management manager, or designee, is unable to reach the inmate through mail or collaboration as outlined above, the case management manager, or designee, shall use any other means of contact available to the facility.

H. Mental Health Responsibilities.

- (1) The chief psychologist or lead mental health worker, or designee, shall:
 - (a) Review the projected release report and MAP release schedule received from case management and forward any information relative to the development of the inmate's release plan;
 - (b) Determine if a inmate listed on the report or schedule in §.05.H.(1)(a) is being treated for mental illness and needs a referral to Social Work for release planning;
 - (c) Identify if an inmate on the report or schedule in §.05.H.(1)(a) needs a medication review or adjustment prior to release, and make the changes necessary; and
 - (d) Process a referral from other departments.
- (2) The chief psychologist, lead mental health worker, or designee, shall make an appropriate referral to a community provider.

Division of Correction Directive: EmD.DOC.230.0005

I. Social Work Responsibilities.

- (1) The Regional Social Work Supervisor or designee shall:
 - (a) Review the projected release report and MAP release schedule received from case management and forward any information relative to the development of the inmate's release plan;
 - (b) Identify an active social work case, and initiate release planning, if appropriate;
 - (c) Process a referral from another department; and
 - (d) Process entitlement documentation as necessary.
- (2) The regional social work supervisor, or designee, shall ensure the inmate is referred to the appropriate community provider.

J. Commitment Responsibilities.

- (1) The commitment manager or designee is responsible for:
 - (a) Verifying the release date;
 - (b) Preparing the Mandatory Supervision Release Certificate; and
 - (c) Preparing the Expiration Release Certificate.
- (2) The Commitment manager, or designee, shall complete the items listed in §.05.J.(1)(a)-(c) 7 days prior to release.
- (3) The regional commitment office preparing the release certificate shall monitor an inmate's release date in accordance with the Case Management and Commitment Procedures Manuals for a change to any of the following:
 - (a) Infraction;
 - (b) Automatic loss of special project credit (SPC) housing;
 - (c) Court date; and
 - (d) Additional sentence.
- (4) The receiving facility's case management manager, or designee, shall proceed with the inmate's release when no change occurs to affect the release date.

Division of Correction Directive: EmD.DOC.230.0005

- (5) The commitment manager or designee shall notify the case management supervisor or designee in the receiving facility when a change affects the inmate's release date to coordinate:
 - (a) Releasing the inmate before the release date, for time served or as a court release;
 - (b) Executing a new certificate; or
 - (c) Returning the inmate, to the sending facility, with the Director of Case Management and the Assistant Commissioner of Program and Services.

K. Finance Office Responsibilities.

- (1) The fiscal services chief of the maintaining facility, or of the sending facility in a case where an inmate is released from a regional release center, shall ensure the finance department processes the inmate's account according to:
 - (a) Maryland Offender Banking System (MOBS) Manual;
 - (b) DPSCS Financial Operations Manual; and
 - (c) Accepted accounting principles.
- (2) The fiscal services chief of the maintaining facility or of the sending facility shall also ensure:
 - (a) A non-indigent inmate, prior to release, receives \$50 in cash and the remaining balance is handled according to the DPSCS Financial Operations Manual; and
 - (b) An indigent inmate, prior to release, receives \$50 in cash.

L. Maryland Parole Commission Responsibilities.

- (1) The Maryland Parole Commission is responsible for notifying case management staff 7 days prior to a parole release.
- (2) The Maryland Parole Commission is also responsible for contacting each party prior to the inmate's release, if any changes or revisions occur.

M. The Release Officer Responsibilities.

- (1) The release officer, or designee, is responsible for:
 - (a) Confirming the inmate movement;
 - (b) Contacting the following 1 day prior to an inmate transfer:

Division of Correction Directive: EmD.DOC.230.0005

- (i) DOC Headquarters Transfer Coordinator; and
 - (ii) Nurse Manager or designee; and
 - (c) Confirming the content in the Release Documentation Envelope (Appendix 3), and sealing and signing the envelope prior to the inmate's release or transfer to a regional release center.
- (2) The release officer, or designee, shall also follow procedures for an inmate with adjudicated or unadjudicated detainer or open charge.

N. Transportation Responsibilities.

- (1) The Transportation Unit Commander is responsible for:
- (a) Coordinating transportation of an inmate to the regional release center based on the inmate's home plan;
 - (b) Ensuring transportation of an inmate occurs in accordance with Department and DOC policy and procedures; and
 - (c) Arranging a special trip for an inmate requiring immediate release.
- (2) The transporting officer shall deliver the inmate's sealed Release Documentation Envelope (Appendix 3) to the receiving facility, containing the:
- (a) If applicable, Birth Certificate;
 - (b) If applicable, Social Security Card;
 - (c) If applicable, Certificate of Release or Discharge from Active Duty (Form DD214);
 - (d) Excluding MCPRS, release identification;
 - (e) Continuity of Care form;
 - (f) If applicable, medication;
 - (g) If applicable, entitlement documentation;
 - (h) If applicable, Notice of Sexual Offender Registration Requirements; and
 - (i) Inmate property inventory sheet.
- (3) The transporting officer may not transport any inmate property to the receiving facility.

Division of Correction Directive: EmD.DOC.230.0005

O. Release Documentation Envelope.

- (1) A case management specialist, or a designee at the sending, or maintaining facility, shall create and place the following in the Release Documentation Envelope (for filing in section 1 of the inmate's basefile) upon receipt:
 - (a) Release certificate;
 - (b) If applicable, Birth Certificate;
 - (c) If applicable; Social Security Card;
 - (d) If applicable, Military Discharge Certificate (Form DD214); and
 - (e) If applicable, Notice of Sexual Offender Registration Requirements.
- (2) Prior to the inmate's release, a medical employee shall place the following in the envelope:
 - (a) Medication; and
 - (b) Continuity of Care Form.
- (3) If applicable, a Social Work employee shall place entitlement documentation in the envelope, prior to the inmate's release.
- (4) Prior to the inmate's release, the release coordinator or release officer or designee at sending facility shall:
 - (a) Seal and sign the envelope;
 - (b) Staple the release certificate to the envelope; and
 - (c) Photocopy the front of the envelope and forward a photocopy of the envelope to the basefile.
- (5) Prior to the inmate's release, the release coordinator or release officer or designee at the maintaining facility shall:
 - (a) Seal and sign the envelope;
 - (b) Have the inmate sign the envelope; and
 - (c) Give the envelope to the inmate upon release.
- (6) The transportation officer shall sign and verify receipt of a sealed envelope.

Division of Correction Directive: EmD.DOC.230.0005

(7) When a regional release center releases an inmate, the maintaining or receiving facility case management manager or designee shall:

- (a) Sign verifying receipt of a sealed envelope;
- (b) Have the inmate sign the envelope;
- (c) Photocopy the front of the envelope to be placed in the base file; and
- (d) Give the envelope to the inmate upon release.

P. This directive supersedes any existing DOC or institutional directive that may conflict with the policy or procedures written in this directive.

Q. A facility may not issue an institutional directive on this subject.

R. Audit Compliance Coordinator Responsibilities.

- (1) The audit compliance coordinator shall ensure the appropriate department completes Appendix 1, during the self-audit at the facility, to ensure compliance with this directive.
- (2) Upon receipt of Appendix 1 from the appropriate department, the audit compliance coordinator shall:
 - (a) Review and maintain a photocopy of Appendix 1;
 - (b) Forward a photocopy of Appendix 1 to the:
 - (i) Director, Office of Policy Development, Analysis and Management;
 - (ii) Director, Volunteer and Transition Services and Community Initiatives; and
 - (iii) Director, Case Management; and
 - (c) Ensure development and monitoring of the facility compliance plan for any area of non-compliance.

.06 Attachment(s).

- A. Appendix 1, Policy Management Audit Form (DOC Form 1-2aR).
- B. Appendix 2, Policy Management Compliance Plan (DOC Form 1-2bR).
- C. Appendix 3, Release Documentation Envelope (DOC Form 230.0005cR).
- D. Appendix 4, Birth Certificate Tracking Sheet.

Division of Correction Directive: EmD.DOC.230.0005

- E. Appendix 5, Out of State Birth Certificate Tracking Sheet.
- F. Appendix 6, Motor Vehicle Administration Tracking Sheet.
- G. Appendix 7, Social Security Administration Tracking Sheet.
- H. Appendix 8, Inmate ID Document Worksheet.

.07 History.

This directive rescinds Division of Correction Information Bulletin (DCIB) # 33-08; Western Release Process.

.08 Distribution: A, L, S