

## DPPCS VIDEO VISITATION ACKNOWLEDGEMENT FORM

The Department of Public Safety and Correctional Services has implemented a new video visitation system to allow inmates and detainees to communicate with their families, friends, and loved ones. You are being sent this form because you are already on an approved visitor list. If you would like to participate in this program please:

- Complete this form and return it to the institution's administration: Example: MCI Administration  
Do not return this signed form to the inmate/detainee listed below. This may delay your ability to participate in visitation. 123 JFX Way  
Baltimore, MD 11111
- Complete all the required sections of the form.
- Print neatly and clearly. Each adult visitor must complete a copy of this form.
- All visitors 16 years of age or older must sign and date the form acknowledging the rules and guidelines required to participate. All visitors 16 years of age or older must show a valid photo ID at the time of visitation.

Inmate Name: \_\_\_\_\_ DOC & SID Number: \_\_\_\_\_ Housing Unit: \_\_\_\_\_

Adult Visitor's Name	Residential Address	Relationship
Email Address (Print clearly)		Telephone Number
Child Visitor's Name(s)	Relationship(s) to Inmate/Detainee (e.g. son, niece, grandchild)	Age(s)

### Criteria For Visitation

In order to participate in video visitation you:

1. Cannot have an open arrest warrant
2. Cannot be suspended from visitation at any State correctional facility
3. Must possess and display a current photo I.D. (e.g. driver's license, age of majority card, military I.D). The name and address on the photo identification must exactly match the information on the inmate's visiting list
4. Must agree to comply with the institutional dress code (see No. 6 below)
5. Must already be on the inmate/detainee's approved visitor list
6. Must return this form to the facility within 2 weeks any planned visitation
7. Must provide a valid email address for video visitation
8. Must be accompanied by an adult if you are under the age of 18
9. Must have a Microsoft Teams Account (To access information for downloading Microsoft Teams go to: [https://dppcs.maryland.gov/publicinfo/virtual\\_visitation.shtml](https://dppcs.maryland.gov/publicinfo/virtual_visitation.shtml) )

### Visitor's Video Visitation Rules

Visitors are prohibited from:

1. Use of three way calling
2. Taking snap shots of screen captures of the inmate or screen
3. Engaging in lewd behavior, indecent exposure, or sexual acts. Video visitation occurs in an open space, recorded acts of indecent exposure will be provided to local law enforcement.
4. Displaying of drugs or drug paraphernalia
5. Using Obscene language or gestures
6. Wearing the following clothing: Tube Tops, Tank Tops, Halter Tops, See-through clothing, Mini-Dresses, Shorts, Skorts, Culottes, form-fitting clothes such as leotards and spandex, clothing that expose a person's midriff, side, or back, tops or dress that have revealing necklines, and excessive splits or both.
7. Any other action, communication, or activity that violates the law, regulation, or the security of the correctional facility.

## VIDEO VISITATION ACKNOWLEDGEMENT

I, \_\_\_\_\_ hereby acknowledge that I have received, read, understand, and will abide by the rules and criteria outlined in this document for DPSCS Video Visitation. I further understand that a violation of any of these rules will result in the automatic termination of the visit and possible suspension of my visitation privileges under Code of Maryland Annotated Regulations (COMAR) 12.02.16.08. I also understand that my words, behaviors, and actions may result in a disciplinary action against and possible loss of visiting privileges for the person I am visiting.

\_\_\_\_\_  
Visitor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child Visitor's Signature (if 16 or 17 years old.)

\_\_\_\_\_  
Date

**DO NOT WRITE IN THIS SECTION – TO BE COMPLETED BY DPSCS STAFF**

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\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
DOC #

\_\_\_\_\_  
Cell #

Do Not Write In This Box

Request Approved

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

Note:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# INFORMATION PAGE FOR DPSCS VIDEO VISITATION

## (Keep this Page)

As a result of the COVID-19 pandemic the Department of Public Safety and Correctional Services has implemented a new video visitation system to allow inmates and detainees to communicate with their families, friends, and loved ones.

- Complete the attached form and return it to the institution's administration:  
Do not return this signed form to the inmate/detainee listed below. This may delay your ability to participate in visitation.
- Complete all the required sections of the form.
- Print neatly and clearly. Each adult visitor must complete a copy of this form.
- All visitors 16 years of age or older must sign and date the attached form acknowledging the rules and guidelines required to participate. All visitors 16 years of age or older must show a valid photo ID at the time of visitation.

**Example:** MCI Administration  
123 JFX Way  
Baltimore, MD 11111

### Reminders for Participation in DPSCS Video Visitation

#### Criteria For Visitation

In order to participate in video visitation you:

1. Cannot have an open arrest warrant.
2. Cannot be suspended from visitation at any State correctional facility.
3. Must possess and display a current photo I.D. (e.g. driver's license, age of majority card, military I.D.). The name and address on the photo identification must exactly match the information on the inmate's visiting list.
4. Must agree to comply with the institutional dress code (see No. 6 below).
5. Must already be on the inmate/detainee's approved visitor list.
6. Must return this form to the facility within 2 weeks any planned visitation (You only need to complete this form once).
7. Must provide a valid email address for video visitation.
8. Must be accompanied by an adult if you are under the age of 18.
9. Must be able to access the internet and email.

#### Visitor's Video Visitation Rules

Visitors are prohibited from:

1. Use of three way calling.
2. Taking snap shots of screen captures of the inmate or screen.
3. Engaging in lewd behavior, indecent exposure, or sexual acts. Video visitation occurs in an open space, recorded acts of indecent exposure will be provided to local law enforcement.
4. Displaying of drugs or drug paraphernalia.
5. Using Obscene language or gestures.  
Wearing the following clothing: Tube Tops, Tank Tops, Halter Tops, See-through clothing, Mini-Dresses, Shorts, Skorts, Culottes,
6. form-fitting clothes such as leotards and spandex, clothing that expose a person's midriff, side, or back, tops or dress that have revealing necklines, and excessive splits or both.
7. Any other action, communication, or activity that violates the law, regulation, or the security of the correctional facility.

### What You Agreed to Do

- You acknowledged that you received, read, understand, and will abide by the rules and criteria outlined in the attached form when you applied for DPSCS Video Visitation privileges.
- You acknowledged that you understood that a violation of any of these rules will result in the automatic termination of the visit and possible suspension of your visitation privileges under Code of Maryland Annotated Regulations (COMAR) 12.02.16.08.
- You also acknowledged that your words, behaviors, and actions may result in a disciplinary action against and possible loss of visiting privileges for the person you are visiting.

### What is Microsoft Teams and How Do I Use It?

- Microsoft Teams is a telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet.
- Microsoft Teams is available for Windows, MacOS, iPhone, iPad, Android, Xbox or in your computer browser.
- To open a Microsoft Teams account go to: <https://www.microsoft.com/en-us/microsoft-teams/free> or download the App.
- To access information for downloading Microsoft Teams go to: [https://dpscs.maryland.gov/publicinfo/virtual\\_visitation.shtml](https://dpscs.maryland.gov/publicinfo/virtual_visitation.shtml) ).
- YouTube™ has many videos describing Microsoft Teams and how it works.