



# Department of Public Safety and Correctional Services

## Division of Correction

### Maryland Correctional Training Center

18800 ROXBURY ROAD • HAGERSTOWN, MARYLAND 21746  
(240) 420-1601 • FAX (301) 797-8574 • TTY USERS 1-800-735-2258 • [www.dpscs.state.md.us](http://www.dpscs.state.md.us)

#### STATE OF MARYLAND

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#### MARYLAND CORRECTIONAL TRAINING CENTER

D. KENNETH HORNING  
WARDEN

WAYNE A. WEBB  
ASSISTANT WARDEN

DENISE A. GELSINGER  
FACILITY ADMINISTRATOR

RICHARD E. MILLER  
CHIEF OF SECURITY

Dear Volunteer,

You will find attached a Volunteer application for MCTC per your request. Please fill out and return to my office by mail or drop off at the Facility. Upon completion and an approved background check you will be notified of upcoming Orientation dates. Information presented during the orientation will provide you with entrance procedures, emergency and security information, how to maintain a professional relationship with inmates and a photo ID.

**At your scheduled orientation arrive 15 minutes early and bring with you a State or Government issued ID, such as your driver license or State photo ID. Please dress professionally and conservatively, NO jeans, shorts, tank tops and leave excessive jewelry at home. (Be prepared to go through the metal detector, very similar to the airport security). NO pagers, beepers, cell phones, laptops, NO beverages or food items will be allowed in for orientation.**

Thank you for your interest in volunteering at MCTC. Please feel free to call or email me if you have any questions or concerns. I look forward to seeing you in the near future.

Sincerely,

Ms. Allen, Volunteer Services Coordinator  
240-420-1517  
[Ballen@dpscs.state.md.us](mailto:Ballen@dpscs.state.md.us)

