



Department of Public Safety and Correctional Services

DIVISION OF PRETRIAL DETENTION AND SERVICES  
OFFICE OF THE COMMISSIONER

400 E. MADISON STREET • BALTIMORE, MARYLAND 21202

(410) 209-4290 • FAX (410) 209-4250 • TOLL FREE (866) 274-0105 • V/TTY (800) 735-2258 • www.dpscs.state.md.us

STATE OF MARYLAND

ROBERT L. EHRLICH,  
JR.  
GOVERNOR

MICHAEL S. STEELE  
LT. GOVERNOR

MARY ANN SAAR  
SECRETARY

MARY L. LIVERS, PH.D.  
DEPUTY SECRETARY

WILLIAM J. SMITH  
COMMISSIONER

HOWARD RAY  
DEPUTY  
COMMISSIONER

BENJAMIN F. BROWN  
ASSISTANT  
COMMISSIONER

**CHANGE NOTICE #3**

PDSD # 220-1

Date: 10-31-01

Title: Inmate Property, General

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Effective Date: June 30, 2005

1. Replace Appendix F with the enclosed copy of *Receipt for Confiscated Money*.
2. Ensure that this update has been made to all copies of PSDS # 220-1 in your possession. List this change notice in your copy of the PSDS Table of Contents.
3. Inform all appropriate staff of this change.

  
William J. Smith, Commissioner

Distribution: B

DPDS# 259-94

Department of Public Safety and Correctional Services  
Division of Pretrial Detention and Services  
**Receipt for Confiscated Money**

Resident's Name *(print)*: \_\_\_\_\_ I.D. #: \_\_\_\_\_

This form shall serve to document that while you were in the custody of the Division of Pretrial Detention and Services money was confiscated from you on

\_\_\_\_\_ that totaled \$ \_\_\_\_\_ ( \_\_\_\_\_ )  
*(date)* *(in numbers)* *(in words)*

in the following denominations:

_____ \$50.00 bill(s)	_____ 25¢
_____ \$20.00 bill(s)	_____ 10¢
_____ \$10.00 bill(s)	_____ 5¢
_____ \$1.00 bill(s)	_____ 1¢
_____ Other (specify) _____	

**You have the right to reclaim this money upon your release. You must present a copy of this receipt and your photo identification to the DPDS Finance Office located at 531 E. Madison Street, (the Jail Industries Building) between the hours of 10:00 a.m. and 2:00 p.m., Monday - Friday, except holidays.**

Note: If you are sent to a DOC correctional facility the money will automatically be forwarded to your account there.

I, \_\_\_\_\_ have read the above receipt and agree with it.  
*(Resident's signature)*

Receipting officer's signature : \_\_\_\_\_ Badge #: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_ \_BCBIC or \_BCDC

Distribution: **Original** receipt and money are forwarded to Finance Office  
Copy is provided to the resident at confiscation



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### CHANGE NOTICE #2

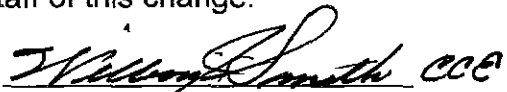
PDSD # 220-1

Date: 10-31-01

Title: Inmate Property General

Effective Date: June 15, 2005

1. Amend Section VI.D.1, Contraband Money/Property (Confiscated after Booking) as follows:  
The correctional officer who confiscates money shall:
  - a. Inventory money on a **Receipt for Confiscated Money**, Appendix, F;
  - b. Sign the receipt and obtain the signature of the resident and of the supervisor; and
  - c. Distribute the receipt as follows:  
Original - to Finance with the secured cash  
Copy - to the Resident
2. Add the enclosed copy of **Receipt for Confiscated Money** as Appendix F
3. Ensure that this update has been made to all copies of PSDS #220-1 in your possession. List this change notice in your copy of the PSDS Table of Contents.
4. Inform all appropriate staff of this change.

  
William J. Smith, Commissioner

Distribution: B  
DPDS #259-94



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COMMISSIONER

CHANGE NOTICE

PDSD # 220-1

Date: 10-31-01

Title: Inmate Property, General

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Effective Date: June 28, 2004

1. To Section VI. add the following:

**Q. Housing Unit Property Storage**

***Personal property shall be stored in storage containers which are located underneath the resident's bed. Personal property shall conform to PDSD# 195-1.Appendix D..***



2. Ensure that this update has been made to all copies of PSDS # 220-1 in your possession. List this change notice in your copy of the PSDS Table of Contents published April 15, 2004.
3. Inform all appropriate staff of this change.

  
William J. Smith, Commissioner

Distribution: B

DPDS# 259-94

STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PRETRIAL DETENTION AND SERVICES

	PROGRAM: Inmate Property & Clothing
	PDSD: 220-1
	TITLE: Inmate Property, General
	ISSUED: October 31, 2001
	APPROVED: LaMont W. Flanagan  COMMISSIONER

- I. References: a) Estates & Trust Article, Sect. 5-601 to 5-608, Annotated Code of MD  
b) MCCS .04I
- II. Applicable to: The Division of Pretrial Detention and Services
- III. Purpose: To establish uniform procedures for handling and storage of inmate property.
- IV. Definitions:
- Abandoned Property - Any property, valuable or medication left at the facility for more than 30 days.
- Contraband Money - Unauthorized money found in an inmate's possession after their initial booking/receiving.
- Contraband Property - Any property/ valuable which is not on the allowable property list. (See the Inmate Handbook.)
- Evidence Money - Money which is suspected evidence in a crime.
- Inmate Money - All currency, coins (which have a standard face value) & institutional checks (issued by another security facility or any state) made payable to the inmate, which are in the inmate's possession.
- Property - All clothing, lighters, tools/ pocketknives/ work knives (which are not classified by the police as weapons) and items that are not considered to be "valuables."
- Valuable - Jewelry, cellular phones, pagers, wallets/ contents, credit cards, any picture I.D., keys, travelers' checks and all non-institution-issued checks, money orders, medication, and any coin or currency of greater than face value.

- V. Policy: It is the policy of the Division of Pretrial Detention and Services to provide a clean, secure and dry area for the safekeeping and control of inmate clothing, property and valuables for a period not to exceed 30 days from the date of booking/discovery.
- VI. Procedures:
- A. Receipt of Inmate Money/ Booking Process
1. The Correctional Escort Officer will turn over all money in the inmate's possession to the Booking Officer and Serve as a witness to its inventory.
  2. The Booking Officer will:
    - a. Inventory all confiscated money in the presence of the Correctional Escort Officer, Arresting Officer and arrestee;
    - b. Prepare an Arrest Booking System (ABS) property receipt and bar code label;
    - c. Sign the property receipt and obtain the signature of the arrestee on the property receipt. If the arrestee is incoherent, unavailable or refuses to sign, document the circumstances; and
    - d. Distribute the signed property receipt as follows:
      - Original - attach to property envelope
      - Copy - arrestee
      - Copy - with other property/valuable envelope, if applicable.
- B. Money Envelope/ Booking Process
1. The Booking Officer will, in the presence of the Correctional Escort Officer, Arresting Officer and arrestee:
    - a. Immediately place all money in the envelope;
    - b. Fold and seal the envelope to prevent unauthorized intrusion and the contents from falling out. Use evidence tape on the fold to secure the sides. There must be complete closure with all contents secure;
    - c. Attach the original property receipt and bar code label to the envelope to allow quick identification and inspection;
    - d. Request that the witnesses inspect the envelope(s) to verify that it is properly sealed;
    - e. Legibly write: date, name and badge number of Booking Officer on evidence tape or envelope; and
    - f. Immediately forward the envelope to the Inmate Property Room, via the Shift Commander, or in person. Property shall never be left unattended in the Arrest Booking Area.

2. The Arrest Booking Shift Commander will, for sums exceeding \$500, serve as a witness and sign the receipt to verify the amounts.

C. Inmate Money Storage

1. The Correctional Supply Officer III, or designee will:
  - a. Receive and inspect each money envelope upon receipt to ensure that each one is properly sealed and identified;
  - b. For properly sealed and identified money envelopes, follow the DPDS Inmate Property Standard Operating Procedures (SOPs), Section B, Receiving Property;
  - c. For unsealed or unidentified envelopes:
    - i. Refuse any unsealed or unidentified envelope;
    - ii. Prepare a Matter of Record; and
    - iii. Submit copies to the BCBIC Warden, Dir. Adm. Services and the Inmate Property Manager by 0800 hours the following workday.

NOTE: The Shift Commander cannot order the Inmate Property Officer to accept an unsealed or unidentified envelope.

2. The Inmate Property Manager or designee will ensure that money, surrendered during the booking process is forwarded to Inmate Finance no later than the 4th day from receipt, (excluding weekends and holidays.)
3. Access to the money room is limited to the Property Officer on-duty and staff authorized by the Inmate Property Room Manager or Dir. of Adm. Services. All persons entering/ exiting the money room must sign-in/ out each time they access the room.

D. Contraband Money/Property (Confiscated after Booking)

1. The Correctional Officer who confiscates money will:
  - a. Inventory money on a pre-numbered receipt;
  - b. Obtain the inmate's signature on the receipt; and
  - c. Distribute the receipt as follows:
    - Original - with the money
    - Copy - to the inmate; and
    - Carbon - left in the receipt book

2. The Correctional Officer who confiscates property will:
  - a. Inventory the property on a "Person to be Notified to Obtain Property" DPDS# 033-92 Rev. 6-92 (Appendix A)
  - b. Obtain the inmate's signature on the receipt; and
  - c. Distribute copies as follows:
    - Original - in the property bag
    - Copy - to the inmate; and
    - Copy - for the Officer.
3. Confiscated money/ property will be secured in the facility's property room along with any other property secured for that inmate. If the inmate's money/ property has already been transferred to DPDS Finance or JI Building Property Area, money/ property confiscated at BCBIC will also be transferred to DPDS Finance or JI Building Property Area.

#### E. Release of Inmate Money

1. The Property Officer, upon request from the Release Lieutenant or designee will:
  - a. Retrieve money envelopes for those about to be released from BCBIC and ensure that they are "logged-out" of the Property Room;
  - b. List each individual envelope on the DPDS Inmate Property/ Money Transmittal sheet (Appendix B.)
  - c. Physically carry the money envelope(s) and the DPDS Inmate Property/ Money Transmittal sheet to the Release Area.
2. The Release Lieutenant or designee (The designee must have a rank no less than that of Sergeant. Inmate Property must be notified in writing of the designee's name by the beginning of the shift.) will:
  - a. Receive the money envelopes from the Property Officer;
  - b. Examine each envelope to ensure that it was not tampered with;
  - c. Refuse any envelope which appears to have been tampered with and immediately notify the Booking and Security Shift Commander.
  - d. Verify that the envelope count and envelope names agree with the count and names on the DPDS Inmate Money/ Property Transmittal sheet; and
  - e. If the count and names agree, sign the sheet, retain 1 copy, and give 1 copy to the Property Officer;
  - f. Store all money envelopes in a locked/ secure strong box;



- g. Ensure that access to the strong box is restricted to the Lieutenant or designee (see VI.E.2);
  - h. Release money to inmates when they have completed all steps of the release process;
  - i. In the presence of the inmate, verify that the envelope contents and receipt agree. (See VI.G if there is a discrepancy);
  - j. Secure the signature of the inmate on the receipt;
  - k. Provide the signed receipt to the Inmate Property Officer ;
  - l. Initial the "Release Lt." column of the DPDS Inmate Property/ Money Transmittal sheet when money is released; and
  - m. Verify that the un-initialed envelopes listed on the DPDS Inmate Property/Money Transmittal sheet agree with the envelopes remaining in the strong box.
3. If an envelope appears to be tampered with, the Booking and Security Shift Commanders, in conjunction with the Property Officer and Receiving Lieutenant, will compare envelope contents and the receipt. If a discrepancy is found, a Matter of Record will be completed and forwarded to the Dir. of Adm. Services by 0800 hours on the following days. Contents will be released to the inmate with a completed Inmate Discrepancy Receipt (Appendix C.) The inmate will be instructed to contact the Inmate Grievance Coordinator.

#### G. Custody Transfer for Inmate Money

When assuming duty, the relieving Lieutenant, designee (see VI.E.2) will:

1. Receive the strong box key;
2. Count the money envelopes and ensure that:
  - a. Envelopes have not been tampered with. If an envelope appears to have been tampered with, both Lieutenants will verify the problem. Any discrepancies will be immediately imported to the Booking and Security Shift Commanders;
  - b. The count of actual bags agrees with the count on the DPDS Inmate Property/ Money Transmittal sheet; and
  - c. The listed inmate names agree with the names on the actual envelopes.

3. Sign the transfer authorization on the bottom of the transfer list. The relieving Lieutenant is responsible for money envelopes transferred to his/her custody.

H. Missing Money Envelopes

If money is missing from an envelope that appears secure:

1. The Release Lieutenant or designee will:
  - a. Call upon an available Officer to verify the discrepancy;
  - b. Immediately report the discrepancy to the Booking and Security Shift Commanders;

2. The Booking and Security Shift Commander will ensure that:

A Matter of Record is completed within 24 hours of the discovery of lost, stolen or misplaced property. For discrepancies involving cash exceeding \$100 or property valued in excess of \$500, the Matter of Record will be distributed as follows:

- a. Commissioner
- b. Deputy Commissioner
- c. Special Assistant to the Commissioner
- d. Director of IU

I. Court Commissioner Requests Money for Posting Bail

1. The Escort Officer will:
  - a. Request, via phone, that the Inmate Property Officer forward the money envelope to a designated area;
  - b. Retrieve the money envelope, and in the presence of the Arrest Booking Officer, turn the money envelope over to the arrestee;
  - c. After the arrestee has removed money to post bail, ensure that the remaining money is inventoried, signed for, dated by the inmate, and secured as in VI.B.
2. The Property Room Officer, when notified by the Escort Officer, will follow procedures as in VI.C.

K. Money Transfer to Finance

The Inmate Property Room Manager or designee will:

1. Prepare a BCBIC Cash Log of all money envelopes held for more than 3 days;
2. Transport the envelopes and log to Inmate Finance via vehicle;
3. Witness the contents inventory for each envelope;
4. Obtain the signature of the verifying Finance staff person on the log. Maintain a copy of the log on file per the established retention schedule;
5. If there is a discrepancy, prepare Inmate Money Discrepancy Report ,PDS# 389-97 (Appendix D) Also see VI.H.2 for further reporting requirements; and
6. Take appropriate action after a determination of error/theft has been made by the Assistant Warden or designee.

L. Court Order/ Search & Seizure Warrant

The Inmate Property Officer, upon receipt of proper documentation from Security, will follow procedure VI.F and release property to Security.

M. Personal Medication

1. At intake, medical personnel will examine all medications in the arrestee's possession and log them in on the medical chart.
2. Thereafter, personal medication will be handled as "valuable property."

EXCEPTIONS: 1) Medical staff may elect to administer personal medication only when necessitated by a medical emergency; standard procedure is to administer medication supplied by the on-site pharmacy.

2.) Refer to PDS# 220-5, Property Disposition

N. Receipt of Personal Property/Valuables

The Booking Officer will:

1. Complete a Personal Property List/ Receipt (Appendix E) on property removed from the inmate's possession. (See the Allowable Property List, Inmate Handbook.)
2. Inform the inmate of the options:
  - a. Mail home;
  - b. Designate someone to come in and pick-up property; or
  - c. Have the property held for a maximum of 30 days. If no one is designated and the mail home option is declined, the property will be held for 30 days and disposed according to DPDS # 220-5.
3. Instruct the inmate to initial and sign the inventory form thereby acknowledging their understanding of property procedures.
4. Distribute copies as follows:
  - Original - Enclose in property box
  - Copy - to inmate
  - Other copies - Secure to the property bag
5. If more than 1 bag is used, ensure that the inmate's name is on each bag; and
6. Promptly forward bag(s) to the Inmate Property Unit.

O. Reports

The Inmate Property Manager will submit to the Director of Administrative Services a daily report of the previous 24 hour's activity to include discrepancies and any other pertinent matter.

P. Property Room Audits

A thorough inventory of all Property Area will be completed twice a year.

220-1

- VII. Attachments: Appendix A - Person to be Notified to Accept Property  
Appendix B - Inmate Money/Property Transmittal  
Appendix C - Inmate Discrepancy Receipt  
Appendix D - Money Discrepancy Report  
Appendix E - Personal Property List/ Receipt
- VIII. Rescissions PDSD# 220-1, Inmate Property Control ( 11-30-99)
- Distribution: "B"

DATE: \_\_\_\_\_

RESIDENT'S NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

PERSON TO BE NOTIFIED TO OBTAIN PROPERTY

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ OFFICER'S SIGNATURE \_\_\_\_\_

COURT \_\_\_\_\_ OFFICER'S SIGNATURE \_\_\_\_\_

RESIDENT'S SIGNATURE \_\_\_\_\_

QUAN	ITEM	QUAN	ITEM
	BELT		ROBES
	BOOTS		SHIRTS
	BRAS		SHIRTS (SWEAT)
	DRESSES		SHOWER SHOES
	DRESS SHOES		SOCKS
	GOWNS		SUITS
	HAT		SWEATERS
	JACKET		TENNIS SHOES
	LONGJOHNS (SHIRT)		TIES
	LONGJOHNS (PANTS)		UNDERSHIRTS
	OVERCOAT		UNDERSHORTS
	PANTS (LONG)		OTHER
	PANTS (SWEAT)		OTHER
			OTHER

I acknowledge that I have been advised that if I or my designated representative, which I have noted above does not pick up my property within 30 days, that this property will be considered abandoned and will be disposed of in accordance with Division of Pre-Trial & Detention Services policy.

\_\_\_\_\_  
INITIAL

White(Inside Property Bag)      Canary(Inmate's)      Pink & Goldenrod (Attached to Property Bag)

DIVISION OF PRETRIAL DETENTION & SERVICES  
INMATE PROPERTY MONEY TRANSMITTAL SHEET

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

THIS LIST WAS PREPARED BY: \_\_\_\_\_

*PRINT NAME*

*SIGNATURE*

**I HAVE CHECKED THE NAME ON THE TRANSMITTAL SHEET WITH THE NAMES ON THE BAGS AND THEY RECONCILE. THE BAGS DON'T APPEAR TO HAVE BEEN TAMPEDRED WITH.**

RELEASE LIEUTENANT: \_\_\_\_\_

*PRINT NAME*

*SIGNATURE*

# of BAGS	NAME	RELEASE LT.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

**SHIFT CUSTODY TRANSFER**

I HAVE RECEIVED \_\_\_\_\_ BAGS. THE NUMBER OF MONEY BAGS INDICATED AND THE NUMBER OF MONEY BAGS IN THE STRONG BOX RECONCILE. I HAVE CHECKED THE NAMES ON THE TRANSMITTAL SHEET WITH THE NAMES ON THE BAGS AND THEY RECONCILE. THE BAGS DON'T APPEAR TO HAVE BEEN TAMPEDRED WITH.

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PRETRIAL DETENTION AND SERVICES

INMATE MONEY DISCREPANCY RECEIPT

DATE: \_\_\_\_\_

AN ENVELOPE WHICH CONTAINED MONEY OF BCBIC ARRESTEE/ INMATE:

\_\_\_\_\_  
ID NIUMBER

\_\_\_\_\_  
PRINT NAME

ON \_\_\_\_\_ UPON OPENING IN THE RELEASE AREA THE FOLLOWING  
DATE

DISCREPANCY WAS DISCOVERED:

SHORTAGE OF \_\_\_\_\_

OVERAGE OF \_\_\_\_\_

THIS MATTER WILL BE INVESTIGATED AND CORRECTIVE ACTION WILL BE TAKEN WITHIN  
FIVE (5) BUSINESS DAYS.  
YOU SHOULD CALL THE DIRECTOR OF ADMINISTRATIVE SERVICES FOR ANY INQUIRY. YOU  
MAY PICK UP THE DISCREPANCY AMOUNT ON THE FIFTH (5TH) BUSINESS DAY AT THE  
INMATE FINANDCE WINDOW OR A CHECK WILL BE MAILED.

IF YOU CHOSE TO HAVE A CHECK MAILED, PLEASE PROVIDE THE FOLLOWING INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_



STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PRETRIAL DETENTION AND SERVICES

TO: Assistant Warden, BCBIC  
FROM: Administrative Services (Inmate Property)

DATE: \_\_\_\_\_  
SUBJECT: Inmate Money Discrepancy

An envelope, which contained the money of BCBIC inmate: \_\_\_\_\_  
(ID Number)

\_\_\_\_\_ was submitted by Officer \_\_\_\_\_  
(Print Inmate Name) (Print Name & Number)

on \_\_\_\_\_ Upon opening it in Finance on \_\_\_\_\_ the following  
(Date of Booking) (Date)

discrepancy was discovered:

SHORTAGE OF \_\_\_\_\_ OVERAGE OF \_\_\_\_\_

We request that you investigate this matter and submit a report to the Director of Administrative Services regarding your findings and corrective action taken for shortages of Ten Dollars (\$10.00) or more. The subject envelope is available for your inspection in Jail Industries Inmate Property Office.

Witnessed by: \_\_\_\_\_ Administrative Services Staff

Witnessed by: \_\_\_\_\_ Finance Staff

Cc: Deputy Commissioner (for amounts over \$10.00)  
Director of Administrative Services  
Inmate Finance

DPDS #389-97  
Revised 10/16/01

### Personal Property List/Receipt

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Defendant's Name : \_\_\_\_\_

Cash:	Number of bags	Amount
Valuables:	Number of bags	
Regular:	Number of bags	

Valuable Items:

Regular Items:

Note: If you are incarcerated/ committed, you may have your personal property mailed (at your expense) or released to your next of kin or other person you want to designate. If you do not designate someone, your property will be held for 30 days from today and disposed of if not claimed.

Check One:

Designee Name: \_\_\_\_\_

Mail: \_\_\_\_\_ Release to Designee: \_\_\_\_\_

Address: \_\_\_\_\_

Hold: \_\_\_\_\_ (No Designee)

Continued on next page

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Receipt of Personal Property	
Date	Defendant
Date	Arresting Officer
Date	CBF Personnel

Return of Personal Property		
Date	Recipient	Agency Name (Blank if Defendant)
Date	CBF Personnel	
[bar code here]		