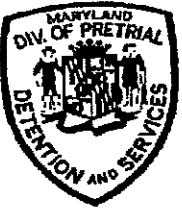



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF PRETRIAL DETENTION AND SERVICES

	PROGRAM: Inmate Property and Clothing
	PDSD: 220-2
	TITLE: Inmate Property Movement
	ISSUED: March 15, 2003
	APPROVED: LaMont W. Flanagan  COMMISSIONER

- I. References: Estates and Trust Article, Sect. 5-601 to 5-608
MCCS .04I
PDSD #100-120, Segregation Controls
PDSD #220-5, Disposition of Inmate Property
- II. Applicable to: The Division of Pretrial Detention and Services
- III. Purpose: To establish uniform procedures for the movement of inmate property.
- IV. Definitions: None
- V. Policy: It is the policy of the Division of Pretrial Detention and Services to provide for the safekeeping and control of inmate property during inmate movement.
- VI. Procedures:
 - A. Movement to Court
 - 1. The team leader or designee for the District and Circuit Courts will ensure that:
 - a. All personal property is taken from inmates prior to their departure from the Division of Pretrial Detention and Services, (DPDS);
 - b. A thorough search of property is conducted to ensure that it is free of contraband and/or state property;
 - c. Each inmate's property is put into a bag(s) and tied or taped closed in the presence of the inmate;
 - d. A bag receipt (Appendix A) is provided to the inmate. NOTE: No inventory will be taken.

- e. The Transportation Unit Inmate Property Sheet (Appendix B) is used to record:
 - i. Inmate's name/ ID number/ race/ signature;
 - ii. Number of bags being accepted;
 - iii. Time property was received; and
 - iv. Badge number of officer receiving the property.and then secured in the property room, receiving area.
- f. Property bags are stored in a secured room, designated for temporary property storage, with keys controlled by the transportation equipment officer. The transportation court services officer in charge will monitor the room daily to ensure that all property has been released with the inmate or returned to the institution. At no time will property remain in this area overnight (except for those inmates designated and processed to be released to DOC the following morning):
- g. Upon release or return to DPDS, the officer shall use the Transportation Unit Inmate Property Sheet to:
 - i. Identify the proper owner of each bag;
 - ii. Note the number of bags being returned/time of return/badge number of the officer returning the bags; and
 - iii. Secure signature and ID number of the inmate to acknowledge receipt of his/her bag(s).

If an inmate claims that property was not returned, the claim will be recorded on the Transportation Unit Inmate Property Sheet and the inmate will be advised that he/she may fill out and sign a Grievance Form to be submitted to the Inmate Grievance Coordinator (IGC) within 30 days of the incident.

- 2. Only the District Court sergeant may transport inmate property to the lock-up area (to expedite releases from the court.) This property will be transported separately from the inmate.
- 3. When an inmate (who has turned in property at court processing) is transferred to another lock-up, the original team leader shall:
 - a. Inform the accepting team leader or designee via telephone that the inmate and inmate's property is being transferred to his/her custody; and
 - b. Complete the transfer of responsibility for the safekeeping/ return of the inmate's property bag(s) to the accepting team leader.

4. When an inmate at Circuit Court (who has turned in property at court processing) is transferred to another lock-up , the transferring team leader shall:
 - a. Move the inmate's property and secure it in the room designated for temporary property storage; and
 - b. Ensure that inmate information is added to the Circuit Court Inmate Property Sheet.
5. By 0800 hours on the following workday, team leaders/ designees will turn in all Transportation Unit Inmate Property Sheets to the duty desk officer.
6. The duty desk officer shall immediately notify the transportation unit supervisor/ designee whenever the property sheets indicate a claim regarding inmate property.

B. Movement from DPDS Housing Area to an Outside Hospital/Facility

1. Prior to inmate transfer to an outside facility, and in the presence of the inmate and another correctional officer serving as a witness, a correctional officer shall:
 - a. Prepare a written inventory of personal property on a Person to be Notified to Obtain Property, DPDS Form # 003-92 (Appendix C) and bag the property;
 - b. Sign the form and secure the inmate's signature on the form to document that the inmate concurs; and
 - c. Distribute the form as follows:
 - i. Original - Place in property bag
 - ii. Copy - Secure on the outside of the property bag
 - iii. Copy - Inmate
 - iv. Copy - IGC

If the inmate is too ill to participate in inventorying the property or to sign the form, the correctional officer shall note "Inmate too sick to sign" on the form and pack the property as described above. The inmate's copy of the form will be forwarded to the IGC and held until the inmate is well enough to receive it.

2. Property bags shall be stored as designated below:

STORAGE AREA	HOUSING
Jl Inmate Property Room	BCBIC
Isolation MDC- Secure, Temporary Storage	Annex/ JI/ MDC
Hospital WDC- Secure, Temporary Storage	WDC

3. Upon return to BCDC:
 - a. Security shall retrieve the bag and, in the presence of the inmate, verify the contents of the bag against the inventory. The inmate's signature will be secured on DPDS Form #003-92 to acknowledge receipt.
 - b. All discrepancies will be noted on the DPDS Form #003-92. The inmate will be advised that a claim can be made by submitted a Grievance Form to the IGC within 30 days.
4. If the inmate is released from the outside hospital, security staff shall forward the property bag to the JI inmate property room for disposition in compliance with PDS# 220-5.

C. Movement to from Segregation

1. The inmate, with all personal property/clothing that was in the inmate's possession, will be escorted to the segregation unit and provided with a jumpsuit.
2. The correctional officer, in the presence of the inmate and 1 observing correctional officer, will:
 - a. Inventory and search all personal property and clothing;
 - b. Separate items, per PDS #100-120, into:
 - i. Allowable property;
 - ii. Property to be secured in a segregation unit locker; and
 - iii. Excess property, sent to the inmate property room for mail-out.
 - c. For items to be secured on the segregation unit, document inventory on a Segregation Unit Inmate Property Inventory (Appendix D.) For excess property, document the inventory on a Person to be Notified to Obtain Property form.
 - d. Sign the form(s) and obtain the inmate's signature on the form(s) to acknowledgement agreement with the inventory/ designee.
 - e. Distribute form(s) as follows:

FORM	Person to be Notified to Obtain Property	Segregation Inmate Property Inventory
ORIGINAL	Place inside of the property bag	Attach to the outside of the property bag
COPY	Inmate	Inmate
COPY	Attach to the outside of the property bag	

If the inmate is violent or uncontrollable, and will not or cannot sign the form(s), the officer completing the inventory and the observing officer will sign the form(s). They will note on the form(s) that the inmate was not able to sign and secure the inmate's copy in the segregation folder until such time as he/she is able to receive it.

3. Upon Release from Segregation:
 - a. The inmate will be escorted to the segregation unit office to reclaim property secured in the locker;
 - b. The contents of the bag will be verified against the inventory in the presence of the inmate and the inmate's signature will be obtained on the Segregation Inmate Property form;
 - c. If there is a discrepancy, an officer will inform the inmate that a claim can be made by submitting a Grievance Form to the IGC within 30 days.
 - d. The inmate will receive his/her personal property and clothing and be escorted to the new housing assignment.
4. When property of inmates moved into segregation is authorized for mail-out, the property will be handled in accordance with PDSD #220-5, titled Disposition of Inmate Property.

E. All Other Movement from Segregation

The correctional officer will follow procedure in VI. A and escort the inmate, with his/her property, to the bullpen area.

- VII. Attachments:
- Appendix A – Inmates Property for Court Receipt
 - Appendix B - Transportation Unit Inmate Property Sheet
 - Appendix C- Person to be Notified to Obtain Property
 - Appendix D - Segregation Inmate Property Inventory

VIII. Rescissions: PDSD # 220-2, Inmate Property Movement (11-15-01)

Distribution: B

**INMATES PROPERTY
FOR COURT**

**INMATES PROPERTY
FOR COURT**

**INMATES PROPERTY
FOR COURT**

NAME:

NAME:

NAME:

I.D.#:

I.D.#:

I.D.#:

SEC./BED#:

SEC./BED#:

SEC./BED#:

DATE:

DATE:

DATE:

#OF BAGS:

#OF BAGS:

#OF BAGS:

SAMPLE

INMATES COPY

PLACE IN BAG

STAPLE ON OUTSIDE OF BAG

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 (SHORT)		OTHER
	PANTS (SWEAT)		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 Pretrial & Detention Services policy.

INITIAL

WHITE (Inside Property Bag) CANARY (Inmate's) PINK & GOLDENROD (Attach to Property Bag)

SEGREGATION INMATE PROPERTY INVENTORY

DATE: _____

INMATE NAME: _____ ID: _____

CELL#: _____ LOCKER#: _____ BAGS: _____

ITEM	ALLOWABLE QUANTITY	INVENTORY	ITEM	ALLOWABLE QUANTITY	INVENTORY
PANTS/ SKIRT	1		SOCKS	1	
SHIRT/ BLOUSE	1		SHORTS	1	
UNDERWEAR	1 SET		HAT	1	
SHOES (COLOR)	1		OUTERWEAR	1	
OTHER					
OTHER					
OTHER					

I have received 1 segregation uniform. I understand that malicious destruction of this uniform will result in disciplinary action. Furthermore, I have checked the above list of my personal property and agree that the inventory is true and correct.

INMATE'S SIGNATURE DATE

I / we have personally inventoried the above listed items and find this to be true and correct.

OFFICER'S SIGNATURE DATE OFFICER'S SIGNATURE DATE

I hereby acknowledge that I have received the above listed property.

INMATE'S SIGNATURE DATE

I have reviewed the above listed items and certify that they were issued to the above-named inmate.

OFFICER'S SIGNATURE DATE

Distribution: Original - Outside Property Bag
Copy - Inmate