



Division of Correction

A handwritten signature in blue ink, reading "Randall Watson".

Authorized by:
Randall Watson
Assistant Commissioner

A handwritten signature in blue ink, reading "J. Michael Stouffer".

Approved by:
J. Michael Stouffer
Commissioner

Title: Commissary Over the Counter (OTC) Medication	Directive Number: DOC.175.0004
Related MD Statute/Regulations: Correctional Services Article, §§10-501 through 10-503, Annotated Code of Maryland	Supersedes: <u>EmD.DOC.175.0004 dated September 11, 2008</u>
Related ACA Standards: 4-4379 Nonprescription Medication	Authorized By: <u>Administrative Services</u>
Related MCCS Standards: MCCS .02.I	Issue Date: May 1, 2009
Related DOC Directives: <u>DOC.175.0001</u> and <u>DOC.220.0004</u>	Expiration Date: Not applicable
Related Code of Maryland Regulations: 12.14.04.02 and 12.14.03.03	Number of Pages: <u>2</u>

Division of Correction Directive

.01 Purpose.

This directive establishes guidelines for developing, reviewing, modifying and communicating approved list of over-the-counter (OTC) medications.

.02 Scope.

This directive applies to all commissaries for Division of Correction facilities.

.03 Policy.

- A. All Division of Correction commissaries shall limit the sale of OTCs to items supported by the Office of Inmate Health Services.
- B. All Division of Correction inmates shall have consistent choices of OTCs regardless of the inmate's facility location.
- C. The Division of Correction and the Office of Inmate Health Services shall jointly review the list of approved OTCs yearly and make any appropriate changes.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) "Approved OTC" means over-the-counter medication approved for commissary operations.
- (2) "Commissary" means a service operation from which an inmate may purchase food, health items, and other sundry merchandise to enhance an inmate's health, welfare, and enjoyment.
- (3) "OIHS" means the Office of Inmate Health Services. This office is the medical authority for the Department of Public Safety and Correctional Services.
- (4) "OTC" means any over-the-counter medication sold without a prescription.

.05 Responsibility.

- A. The director, Office of Policy Development, Analysis and Management, with guidance and support from the OIHS is responsible for developing and maintaining an approved OTC list.
- B. A commissary supervisor or designee is responsible for using the approved OTC list to purchase OTC items for sale in commissary operations.
- C. A managing official, or designee is responsible for ensuring:
 - (1) OTCs available in commissary are on the approved OTC list; and
 - (2) Commissary receives a copy of the approved OTC list (Appendix 1).
- D. An officer is responsible for permitting an inmate to maintain OTCs not listed on Appendix 1 to this directive if an inmate purchased OTCs prior to implementing this directive.

.06 Attachment(s).

- A. Appendix 1, Over-the-Counter Medication List.
- B. Appendix 2, Policy Management Audit Form.

.07 History.

This directive supersedes EmD.DOC.175.0004 dated September 11, 2008.

.08 Distribution.

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