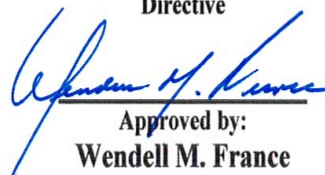




Division of Pretrial  
Detention and Services  
Directive

  
Approved by:  
Wendell M. France  
Commissioner

<b>Title:</b> Handling, Analysis and Disposition of Suspected CDS	<b>Directive Number:</b> DPDS.110.0017
<b>Related MD Statute/Regulations:</b> Annotated Code of Maryland, Article 27, § 277	<b>Supersedes:</b> DPDS.110.0017 titled, Handling, Analysis and Disposition of Suspected CDS and issued on May 25, 2009
<b>Related Standards:</b> ACA 4-ALDF-2C-06 MCCS .01J	<b>Authorized by:</b> Warden
<b>Related Manuals:</b> Maryland State Police Operations Manual, Chapter 30, Section I and Correctional Indicators Data Reporting and Collection Manual	<b>Related Directives:</b> DPDS.020.0003
	<b>Effective Date:</b> February 23, 2011
	<b>Number of Pages:</b> 3

**.01 Purpose.**

- A. This directive establishes procedural guidelines for the handling, analysis, control and disposition of suspected controlled dangerous substances obtained in connection with a violation of law and/or institutional regulation.
- B. This directive establishes responsibility for the control and management of all suspected control dangerous substances obtained in connection with a violation of law and/or institutional regulation.

**.02 Scope.**

This directive applies to all facilities of the Division of Pretrial Detention and Services.

**.03 Policy.**

It is the policy of the Division that all CDS be handled in a manner which will properly preserve evidence for possible administrative proceedings and criminal prosecution.

**.04 Definitions.**

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
  - (1) "Controlled Dangerous Substance" (CDS) means any substance as outlined in the Annotated Code of Maryland, Article 27, § 277.

**.05 Responsibility.**

**A. Initial Discovery and Seizure**

When suspected CDS is seized, the officer who personally seized the CDS shall be responsible to immediately:

- (1) Notify the supervisor; and
- (2) Request the assistance of the Contraband Control Officer, (CCO). If the CCO is not available, the officer shall, in the presence of the supervisor:
  - (a) In a clear plastic bag place:
    - (i) The suspected CDS;
    - (ii) A copy of the Matter of Record; and
    - (iii) A copy of a completed Maryland State Police Chain of Custody Form 67A
  - (b) Secure to the outside of the plastic bag:
    - (i) A copy of the Matter of Record; and
    - (ii) A copy of a completed Maryland State Police Chain of Custody Form 67A
  - (c) Place the bagged and documented suspected CDS in the designated vault;
  - (d) Record the deposit into the appropriate logbook;
  - (e) Notify the CCO of the seizure;
  - (f) In accordance with DPDS.020.003:
    - (i) Prepare a Serious Incident Report; and
    - (ii) Comply with all procedures related to the reporting of confiscation to the Facility Incident Report Manager (FIRM) as noted in the Correctional Indicators Data Reporting and Collection Manual.

**B. Contraband Control Officer**

The Contraband Control Officer shall be responsible for

- (1) The processing of all suspected CDS in accordance with the Maryland State Police Operations Manual; and

- (2) The development and annual review of standard operating procedures for the handling of suspected CDS, At a minimum, procedures shall address the following:
  - (a) Chain of custody;
  - (b) Evidence handling;
  - (c) Location and storage requirements;
  - (d) Laboratory analysis;
  - (e) Initiation of criminal charges, after positive testing, in accordance with current practices in effect between the Division and the Office of the State's Attorney;
  - (f) Manner of disposition; and
  - (g) Accountability measures to include audits, inventories and reports.

**.06 Attachment(s).**

There is no attachment to this Directive

**.07 History.**

- A. This directive replaces DPDS.110.0017, titled Handling, Analysis & Disposition of Suspected CDS issued on May 25, 2009.
- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.

