

## EXECUTIVE DIRECTIVE



**Stephen T. Moyer**  
Secretary

<b>Title:</b> Inmate Packages and Catalog Orders	<b>DOC Directive Number:</b> OPS.220.0007
<b>Related MD Statute/Regulations:</b> COMAR 12.02.17	<b>Supersedes:</b> DOC.220.0007 (Formerly DCD 220-007) dated January 1, 1997
<b>Related ACA Standards:</b> 4-4493, 4-4495, and 4-4496	<b>Responsible Authority:</b>  Executive Director, Field Support Services
<b>Related MCCS Standards:</b> .04 I	<b>Effective Date:</b> January 03, 2017 <b>Number of Pages:</b> 5

**J. Michael Zeigler**  
Deputy Secretary  
for Operations

### .01 Purpose.

This directive updates policy and procedures for the Department of Public Safety and Correctional Services (Department) for inmates to receive packages and catalog orders.

### .02 Scope.

This directive applies to all Department units responsible for the custody, security, and supervision of individuals under the authority of the Department.

### .03 Policy.

The Department shall allow initial packages and catalog order purchases twice a year.

### .04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Initial package" means a package received for an inmate within 90 days of the date of the inmate's admission to the Department.
- (2) "Catalog order" means an order made by an inmate directly from an authorized catalog.

### .05 Responsibility.

A. A correctional or detention facility managing official shall:

- (1) Determine the process for an inmate to receive an initial package based on the operational limitations of the correctional or detention facility.

**Executive Directive Number: OPS.220.0007**

- (2) Ensure that inmates are informed of allowable items.
- (3) Ensure that an inmate's personal property is in compliance with limits established in the Inmate Personal Property Matrix.
- (4) Ensure that initial packages are inspected to prevent contraband from entering the facility.
- (5) Except an inmate on disciplinary segregation, permit an inmate to make a catalog order twice during a calendar year.
- (6) Determine:
  - (a) When regular catalog orders may be made; and
  - (b) Consistent with the Inmate Personal Property Matrix, allowable items and amounts.

**B. An inmate:**

- (1) Except under provisions of §§.05B(3) and (4) of this directive, is eligible to receive an initial package if the inmate is serving a sentence of 6 months or more.
- (2) May have an initial package mailed to the correctional or detention facility.
- (3) On disciplinary segregation may not:
  - (a) Receive any type of package; or
  - (b) Place a catalog order.
- (4) An inmate's package privilege may be suspended or denied to maintain the security of the facility.

**C. Authorized staff:**

- (1) May not open an inmate package until after staff determine that the inmate is assigned to the facility receiving the package.
- (2) Having verified the inmate is assigned to the facility, shall inventory the contents of a package using an Inmate Package Receipt form.
- (3) Arrange for the inmate to receive authorized contents.
- (4) Ensure that the inmate receiving the contents signs the Inmate Package Receipt form indicating items received.
- (5) Ensure that the completed Inmate Package Receipt form is distributed as follows:
  - (a) Original in inmate's base file; and
  - (b) Copy in the property file prior to transfer to another facility to ensure that an inmate does not receive additional initial packages after transfer.

**Executive Directive Number: OPS.220.0007**

- (6) If a package is received for an inmate who has been transferred to another facility or released, the package shall be returned to the sender.
- D. All clothing items received in an initial package shall be new.
  - E. Except for an authorized catalog purchase received as an initial package, an initial package shall display an official date stamp (for example a postmark) indicating that the initial package is received within 90 days of the inmate's intake by the Department.
  - F. Staff shall process a catalog order made as an initial package in accordance with facility procedures within 90 days of an inmate's intake by the Department.
  - G. An inmate returned from escape may receive an initial package within 90 days of date of return to the Department.
  - H. An inmate participating in the Liaison Agent Waiver II (LAW II) process may receive an initial package within 90 days of the date of the revocation hearing.
  - I. An inmate housed under circumstances that make the inmate ineligible to receive an initial package during this 90 day period may receive an initial package within 90 days of becoming eligible.
  - J. Authorized facility staff shall:
    - (1) Open and inspect each package, initial and catalog order, received for delivery to an inmate.
    - (2) If a package contains an unauthorized item, or an item that creates an excess of authorized property, withhold the package from being delivered to the inmate.
    - (3) Excluding weekends, holidays, emergencies, or the package contains an unauthorized item in accordance with §05J(2) of this directive, incoming and outgoing packages may not be delayed for more than 5 business days.
    - (4) Under provisions of §.05J(2) of this directive, notify the affected inmate that:
      - (a) Delivery of a package is being withheld;
      - (b) If an inmate does not respond to the notice under §.05J(4)(a) of this directive within 30 days after receiving notice, the entire package is considered to be abandoned property and, if permitted by federal or State law or regulation, the managing official shall authorize disposition in accordance with Department and facility procedures for disposition of inmate personal property (separate directive).
      - (c) The inmate may receive the authorized item only and, with authorization by the managing official in compliance with federal and State law and regulations, may:
        - (i) Return the unacceptable item to the sender at the inmate's expense;
        - (ii) Donate the unacceptable item to charity; or
        - (iii) Authorize destruction of the unacceptable item in accordance with Department and facility procedures for the disposal of inmate personal property; or

**Executive Directive Number: OPS.220.0007**

(d) Return entire package to the sender at the inmate's expense.

**K. Catalog Orders.**

- (1) An inmate may place catalog orders twice during each calendar year.
- (2) A managing official shall notify inmates of the provisions for placing catalog orders at least 30 days before the catalog order period begins.
- (3) An inmate may only place a catalog order from a catalog approved by the managing official.
- (4) The managing official, or a designee, shall ensure that copies of the authorized catalog are available in the inmate library and additional copies may be maintained at other locations in the facility.
- (5) If an inmate provides a catalog that has been authorized by the managing official, the inmate may only possess two authorized catalogs, which is to be considered in the allowable space for books and papers in accordance with the Allowable Inmate Property Matrix.
- (6) When ordering from an authorized catalog, the inmate shall:
  - (a) Complete the catalog order form associated with a catalog order;
  - (b) Forward the completed catalog order form along with an approved facility money voucher in an unsealed envelope addressed to the catalog company with the appropriate postage on the envelope to the property officer that:
    - (i) Includes the full amount of purchase and all associated costs; and
    - (ii) Is made payable to the catalog company.
- (7) A property officer receiving a catalog order in accordance with §.05K(6)(b) of this directive:
  - (a) Shall review the catalog order to ensure the items ordered are in compliance with the Allowable Inmate Property Matrix; and
  - (b) Forward the approved catalog order form and the facility money voucher along with the stamped and addressed envelope to the facility finance officer for processing.
- (8) A finance officer receiving a catalog order under §.05K(7)(b) of this directive shall:
  - (a) Verify that the inmate has sufficient funds to make the purchase.
  - (b) If the inmate has sufficient funds for the purchase:
    - (i) Complete a Retailer Notification form; and

**Executive Directive Number: OPS.220.0007**

- (ii) Using the stamped and addressed envelope provided by the inmate, mail a copy of the Retailer Notification form with the authorized catalog order and check for the purchase to the address on the envelope.
- (c) If an inmate has insufficient funds to make the catalog purchase, return the catalog order form, envelope and voucher to the inmate indicating that funds were not available to cover the requested voucher.
- (9) Authorized staff shall handle an incoming catalog purchase in accordance with §.05J of this directive.
- (10) A managing official, or a designee, may permit a catalog order for an inmate that is placed and paid for the inmate by an individual outside the facility if:
  - (a) The inmate makes a written request to the managing official, or a designee, for the catalog order to be made and paid for by an individual outside of the facility;
  - (b) The written request shall list the items to be ordered; and
  - (c) The catalog order is to be shipped directly from the vendor to the facility.
- (11) Authorized staff shall refuse and return to the vendor a catalog order package authorized under §.05K(10) of this directive that:
  - (a) Displays evidence of tampering; or
  - (b) Contains items that the managing official did not previously approve as part of the catalog order.
- L. A managing official may permit an inmate to receive a replacement item in a regular package and:
  - (1) Require an immediate exchange of the similar item being replaced; and
  - (2) Have the replaced item returned to the sender at the inmate's or company's expense.

**.06 Attachments.**

- A. Retailer Notification
- B. Inmate Package Receipt

**.07 History.**

This directive supersedes DOC.220.0007 (formerly DCD 220-007), dated January 1, 1997 and provisions of any other prior existing Department or unit communication with which it may be in conflict.

**.08 Correctional Facility Distribution Codes.**

- A
- L
- S - Inmate bulletin boards

## RETAILER NOTIFICATION

### ATTENTION RETAILER:

An inmate at the Maryland Department of Public Safety and Correctional Services is placing this order. Department policy is to reject all partial orders, damaged orders, or substitute orders.

The Department will return to you orders received under any of those conditions.

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

FACILITY: \_\_\_\_\_

INMATE PACKAGE RECEIPT

Inmate Name: \_\_\_\_\_ Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of Package: \_\_\_\_\_ INITIAL \_\_\_\_\_ CATALOG ORDER Date: \_\_\_\_\_

Received From: \_\_\_\_\_ Address: \_\_\_\_\_

Method of Receipt: \_\_\_\_\_

	ITEM	AMOUNT		ITEM	AMOUNT
1			13		
2			14		
3			15		
4			16		
5			17		
6			18		
7			19		
8			20		
9			21		
10			22		
11			23		
12			24		

UNAUTHORIZED ITEMS/EXCESSIVE AMOUNT OF ITEMS (RETURN TO SENDER)

	ITEM	AMOUNT		ITEM	AMOUNT
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

Inventoried By: \_\_\_\_\_ Inmate's Signature: \_\_\_\_\_

White – Base file    Canary – Property file    Pink – Inmate    Gold - Visitor