



Department Directive

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Title: Commissary Over-the-Counter (OTC) Medication	Directive Number: OPS.175.0004
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Rescinds and replaces: DOC.175.0004 dated May 1, 2009
Related ACA and MCCS Standards: ACA: 5-ACI-6A-44 MCCS: .02I	Approved By: Andrew Lipchak Director, Security Operations
Related Directives: OPS.175.0002 – No Cost Admission, Menstrual Hygiene, and Welfare Kits OPS.220.0004 - Incarcerated Individual Personal Property	Issued Date: November 14, 2025 Effective Date: November 19, 2025
Variance: No facility directive is required to implement and comply with this directive.	Number of Pages: 3

.01 Purpose.

The purpose of this directive is to establish and maintain guidelines for developing, reviewing, modifying and communicating the approved list of over-the-counter (OTC) medications.

.02 Scope.

This directive applies to all units of the Department of Public Safety and Correctional Services (Department) responsible for the custody and care of incarcerated individuals under the authority of the Department.

.03 Policy.

- A. The Department shall ensure commissary services limit the sale of OTC medications to items supported by the Office of Clinical Services and Incarcerated Individual Health.
- B. The Department and the Office of Clinical Services and Incarcerated Individual Health shall jointly review the list of approved OTCs yearly and make any appropriate changes.

- C. All incarcerated individuals shall have consistent choices of OTCs regardless of the incarcerated individual's correctional facility location.

.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 incarcerated individual may purchase food, health items, and other sundry merchandise to enhance an incarcerated individual's health, welfare, and enjoyment.
- (3) Incarcerated Individual.
 - (a) "Incarcerated individual" has the meaning stated in CSA, §1-101, Annotated Code of Maryland which states, "'Incarcerated individual' means an individual who is actually or constructively detained or confined in a correctional facility."
 - (b) "Incarcerated individual" includes the term "inmate" as stated prior to October 1, 2023 CSA, §1-101, AMC.
 - (c) "Incarcerated individual" includes the term incarcerated person.
- (4) "Managing official" has the meaning stated in the Correctional Services Article, §1-101, Annotated Code of Maryland: 'Managing official means the administrator, director, warden, superintendent, sheriff, or other individual responsible for the management of a correctional facility.'
- (5) "OCSIH" means the Office of Clinical Services and Incarcerated Individual Health. This office is the medical authority for the Department.
- (6) "OTC" means any over-the-counter medication sold without a prescription.

.05 Responsibility.

- A. The Department's Commissary Contract Manager shall:

- (1) With guidance and support from the OCSIH and Department Contract Manager, develop and maintain an approved OTC list;
- (2) Review the *OTC list - Appendix A* annually to ensure that the items are maintained in accordance with recommendations provided by the OCSIH;
- (3) Forward the approved OTC list to the authorized service contractor or designee; and

(4) Ensure the authorized service contractor or designee adheres to the provisions of this directive.

B. An authorized service contractor or designee is responsible for using the approved OTC list to purchase OTC items for sale in commissary operations.

.06 Appendix.

A. Over-the-counter Medication List

.07 History.

A. This directive rescinds and replaces DOC.175.0004 dated May 1, 2009 and the provisions of any other prior existing Department, Division, or Unit communication with which it may be in conflict.

.08 Distribution.

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S – Managing Official, Medical

Approved OTC - Medication List

Description of OTC Offered	Examples of these descriptions (Brand names and generic categories listed may be changed according to future procurement contracts with the State)
Acne medication	Benzoyl Peroxide 10% and Good Sense Acne 10 Gel
Antacid	Tums, Milk of Magnesia, Mylanta and Good Sense
Antihistamine	Clear Choice Allergy Relief tablets
Cough Drops	Halls Cherry Flavor
Mild Laxative (tablet form)	Milk of Magnesia and Good Sense
Topical analgesic	Muscle Rub, Hydrocortisone Cream and Good Sense
Topical anti-fungus (any brand with a maximum of 2% main ingredient in cream)	Any brand with a maximum of 2% main ingredient in the cream
Oral analgesic	Aspirin, Ibuprofen, Acetaminophen and Clear Choice Pain Relief
Rectal suppositories/ointments	Hemorrhoid Ointment and Good Sense

Signature on File

Dr. Contah Nimely
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11/14/2025

Date