
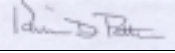



STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	<b>PROGRAM:</b>	<b>SUPPLY AND SERVICES</b>		
	<b>DCD #:</b>	<b>75-2</b>		
	<b>TITLE:</b>	<b>Excess Personal Property Disposition</b>		
	<b>ISSUED:</b>	<b>October 3, 2005</b>		
	<b>AUTHORITY:</b>		<b>ASSISTANT COMMISSIONER</b>	
	<b>APPROVED:</b>		<b>COMMISSIONER</b>	

- I. References:
  - A. DGS Inventory Control Manual
  - B. DCD 75-5, Missing and Stolen Personal Property
- II. Applicable to: DOC Headquarters, Maryland Correctional Enterprises, and All Institutions
- III. Purpose: To establish procedures for disposing of excess personal property.
- IV. Definitions:
  - A. Excess personal property means property that is no longer needed by the custodial agency. The term includes usable and unusable items that have been replaced or that are obsolete. It also includes property that is in excess of current requirements of the custodial agency or is damaged, inoperable, or not economical to repair. Excess personal property does not include any personal property of an inmate, nor does it include surplus goods, as that term is used with reference to Maryland Correctional Enterprise in Correctional Services Article, §3-516, Annotated Code of Maryland.
  - B. Personal property refers to capital equipment items, non-capital equipment items, and materials and supplies, as defined in the DGS Inventory Control Manual.
  - C. Scrap means property no longer useful with no value other than the market value of its base material.
- V. Policy: It is the policy of the Division of Correction to comply with the policy and procedures set forth in the Inventory Control Manual published by the Department of General Services.

## VI. Procedures:

## A. General

1. To obtain approval to declare an item excess personal property, a designated individual (property officer), shall list the item or items on an Excess Property Declaration (Form DGS 950-9) in triplicate, retain one copy and forward the original and one copy through the warden to the Assistant Commissioner for Administrative Services and Professional Development/designee. The Excess Property Declaration, when approved, shall be forwarded to the DGS Inventory Management Division. Once DGS returns the signed Excess Property Declaration, the facility shall be authorized to proceed with the instructions contained herein.
2. The DGS Inventory Management Division shall determine the method of property disposition.
3. The DGS Inventory Management Division shall forward the Excess Property Disposal Order (Form DGS 950-11) authorizing disposition and instructions regarding disposal by the custodial agency.
4. The item may be dropped from the Property Ledger and Property Control Account Card when approval from the DGS Inventory Management Division has been obtained. The written approval of equipment droppage or transfer with the property card shall be retained in an active file for audit purposes.

## B. Means of Disposal (refer to DGS Manual)

1. Interagency Transfers
2. Motor Vehicle Disposition
3. Firearms and Other Law Enforcement Weapons
4. Scrap
5. Dismantling for Usable Parts
6. Destruction
7. Donations
8. Personal Property Acquired Under a Federal Grant or Cooperative Agreement

## C. Notification Requirements

1. For all transfers of equipment between facilities, the Assistant Commissioner for the region shall review and forward the request to the Assistant Commissioner for Administrative Services and Professional Development/designee who shall review and approve such transfers. DGS need not review such requests.

2. For all transfers of equipment from a facility or DOC Headquarters to another DPSCS agency, the Assistant Commissioner for the region shall review and forward the request to the Assistant Commissioner for Administrative Services and Professional Development/designee who shall review and approve such transfers prior to the declaration being forwarded to the recipient agency for review, approval, and return. DGS is not required to review DPSCS intra and interdepartmental transfers.
3. For all transfers of equipment from a facility or DOC Headquarters to another state agency outside DPSCS, the Assistant Commissioner for Administrative Services and Professional Development/designee shall review and approve such transfers prior to submitting the request to DGS for final approval.
4. For all requests to dispose of broken or unserviceable equipment from any facility or DOC Headquarters, the Assistant Commissioner for Administrative Services and Professional Development/designee shall review and approve such transfers prior to submitting the request to DGS for final approval.
5. Upon completion of DGS Form 950-9, the excess property shall be loaded onto a vehicle and transported to the facility's property depot for storage until disposal approval is received from DGS. The vehicle operator shall have a copy of the Excess Property Declaration form in his/her possession. The vehicle driver shall stop, on the way to the property depot, at the sally port where the assigned correctional officer shall physically compare the items listed on the Excess Property Declaration form with the items in the vehicle, matching the property numbers. Once the property has been confirmed, the vehicle is authorized to proceed to the property depot. If the property does not match the list, the vehicle is prohibited from leaving the facility. The correctional officer assigned to the sally port shall contact the facility's property officer.
  - a. Commodities shall also be included with the above. No bulk commodities shall leave the facility without the proper paperwork. (NOTE: Processed food being transferred to another facility for consumption is the exception).
  - b. If an item becomes a security risk, the item may be removed immediately and placed in the property depot with the following procedures to be completed immediately:
    - (1) Completion of paperwork indicating that the item is a security risk to be signed by the department head, chief of security, assistant warden and warden.

(2) A signed copy shall be forwarded to the property officer within twenty-four hours of the item being moved.

6. All excess property requests shall be forwarded to the Assistant Commissioner for Administrative Services and Professional Development/designee for review and approval.

D. The warden shall develop an institutional directive to ensure limited and controlled access to the property depot in accordance with DGS procedures.

VII. Attachment: None

VIII. Rescission: DCD 75-2, dated March 15, 2004

Distribution:

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