
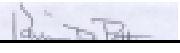



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM: SUPPLY AND SERVICES
	DCD #: 75-5
	TITLE: Missing and Stolen Personal Property
	ISSUED: October 3, 2005
	AUTHORITY:  ASSISTANT COMMISSIONER
	APPROVED:  COMMISSIONER

I. References:

- A. DGS Inventory Control Manual
- B. State Treasurer's Insurance Manual
- C. ACA standard 4-4037

II. Applicable to: DOC Headquarters, Maryland Correctional Enterprises and All Institutions

III. Purpose: To establish procedures to be followed if property is determined to be missing or stolen.

IV. Definitions:

- A. Missing property means property that has been reported missing as the result of an audit or inventory reconciliation and is more frequently associated with items in storage.
- B. Stolen property means the sudden or conspicuous disappearance of property. Whether or not there is evidence of theft or forced entry, an item shall be presumed stolen by its sudden or conspicuous disappearance.
- C. Personal property refers to capital equipment items, non-capital equipment items, and materials and supplies, as defined in the Department of General Services (DGS) Inventory Control Manual.

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. Procedure:

- A. If personal property, including vehicles, is determined to be missing or stolen, the warden shall designate one or more individuals to conduct a thorough search of all areas to attempt to locate the property.

1. In conjunction with the search, a thorough investigation shall be instituted in an attempt to ascertain the following:
 - a. The method of theft or reason why the property is missing;
 - b. Whether security measures were breached;
 - c. Whether security was lax; and
 - d. Whether security measures were sufficient (if security measures are deemed insufficient, an explanation of shortcomings or a plan for new and/or additional security shall be formulated).
 2. If a search fails to locate the property, the Internal Investigative Unit shall be notified of the loss and requested to investigate.
 3. In addition, the procedure for reporting theft of a motor vehicle, as prescribed in the State Treasurer's Insurance Manual, shall be followed.
- B. The warden shall forward a written report of the loss to the Assistant Commissioner for Administrative Services and Professional Development, describing the type of incident in detail. A copy of the report shall also be forwarded to the Assistant Commissioner for the region for review to determine if an investigation is required. The report shall include the results of investigation(s), the steps taken to assure that similar incidents do not occur in the future, and a recommendation for administrative or legal action to be taken by the appointing authority. This report shall be filed within five working days of the date of discovery of the loss.
- C. Recovery of Property - the warden shall ensure that:
1. If the missing or stolen items are recovered within 90 days of the loss, the Assistant Commissioner for Administrative Services and Professional Development is advised by letter regarding the circumstances of recovery;
 2. If the property is recovered after it is dropped from accountability, a request for authority to pick it up on the records as "recovered" is made; and
 3. All agencies that were involved in the original notification of the missing property are notified of its recovery in writing.
- D. Property Not Recovered
- If the items are not recovered within 90 days of the date of the loss, the warden shall submit an original and two copies of completed Department of General Services form DGS 950-8, Report of Missing or Stolen State Property, along with the Internal Investigative Unit report to the Assistant Commissioner for Administrative Services and Professional Development for approval and processing.

E. No institutional directive is required.

VII. Attachment: None

VIII. Rescission: DCD 75-5, dated November 15, 1999

Distribution:

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