
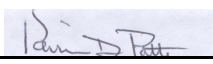
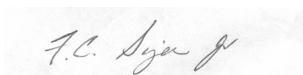


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM: SUPPLY AND SERVICES
	DCD #: 75-7
	TITLE: Gifts, Contributions and Donations
	ISSUED: August 1, 2006
	AUTHORITY:  Kevin D. Patten ASSISTANT COMMISSIONER
	APPROVED:  Frank C. Sizer, Jr. COMMISSIONER

- I. References:
 - A. State Finance and Procurement Article, §2-201, ACM
 - B. Department of Budget and Management Manual Directive .02.01.08.
 - C. DCDs 75-1 and 220-004

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

- III. Purpose: To establish policy and procedure by which gifts, grants, donations, and contributions may be accepted.

- IV. Definitions: None

- V. Policy:

The Division and its institutions may accept cash and material gifts, grants, contributions and donations that will benefit the agency’s general inmate population or specific program areas within an institution. Such gifts, contributions, and donations may be accepted from individuals, inmates, relatives and friends of inmates, and from any group or organization. A gift, bequest or offer shall be for the Division of Correction itself either for use anywhere in the Division or in a particular institution, and may not be for the benefit a particular employee or inmate.

- VI. Procedures:
 - A. Only written offers of gifts shall be accepted. Official agency or corporate letterhead and the signature of the appropriate representative will be required where applicable.

 - B. The warden shall be advised of offers of gifts, grants, contributions and donations, and if deemed beneficial to the State, shall recommend acceptance of same. When the warden deems the offer not to be beneficial to his/her institution, but determines that the gift may benefit another institution or DOC Headquarters, the warden is encouraged to refer the interested party to the

Assistant Commissioner – Administrative Services and Professional Development for possible consideration by other units in the Division.

- C. If a gift, contribution, or donation is recommended for acceptance, an individual designated by the warden shall obtain from the donor the information necessary to complete the form in Appendix 1, DBM Gift/Grant Acceptance Form (DBM-OBA-1-88).
 - D. Regardless of the dollar value of the donation, the warden shall submit the form, with all sections completed except section G. Required Approval Signatures, and supporting documents, to the Assistant Commissioner – Administrative Services and Professional Development for approval and forwarding to the Secretary, DPSCS.
 - E. If the donor is an inmate disposing of contraband in accordance with DCD 220-004, Appendix 5, Notice of Confiscation and Inmate Personal Property Disposition, shall be completed.
 - F. Upon receiving the Secretary’s approval, the warden may accept the donated item and shall write a letter of appreciation to the donor within 10 days of receiving the donation, copying the Assistant Commissioner – Administrative Services and Professional Development.
 - G. Accepted items are subject to standard property accountability in accordance with the provisions of DCD 75-1.
 - H. No institutional directive is required.
- VII. Attachment: Appendix 1, DBM Policies and Procedures for Gifts and Grants
- VIII. Rescission: DCD 75-7, dated November 10, 1993

Distribution:

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