


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

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	INMATE PROPERTY AND CLOTHING
	DCD #:	220-001
	TITLE:	General Property Policy
	ISSUED:	February 1, 1995
	APPROVED:	<i>[Signature]</i> COMMISSIONER

I. References:

- A. MCCS COMAR Standards - 12.14.04.02D (10 and 11) and .05.02D (10 and 11)
- B. COMAR 12.02.17
- C. DCDs 220-003, 220-004, 220-006, 245-1

II. Applicable to: All Institutions except the Home Detention Unit and Boot Camp

III. Purpose: To provide general policy and procedure concerning inmate property.

IV. Definitions: None

V. Policy: It is the policy of the Division of Correction that inmates be permitted to retain a reasonable amount of personal clothing and items that do not pose a threat to order and security of the institution, and that procedures are established and carried out to minimize the Division's liability for inmate property.

VI. Procedure:

A. New Inmates

The Division of Correction accepts new inmates with only authorized personal property items. The wardens of MCIW and MRDCC shall forward to each local jurisdiction a copy of the allowable personal property list for their respective institutions, and any updates. Upon an inmate's reception into the Division, assigned staff shall inventory the inmate's personal property. Only those items which are allowable shall be returned to the inmate. In accordance with a reciprocal agreement with the local jurisdictions, items that are not allowable will be returned to the jurisdiction with the deputy or the transporting officer.

1. The inmate shall be given a receipt for any money in his/her possession.
2. The money shall be placed in the inmate's account in accordance with DCD 245-1.

B. Valuables

1. Items of value which are retained by the inmate as outlined in Appendix 1 (DC Form 220-001aR) and that meet the value requirements of Appendix 1 to DCD 220-004 shall be registered with the institution.
2. Any registered property found in another inmate's possession shall be confiscated. The property shall be returned to the registered owner only if it had previously been reported lost or stolen. If the property had not been reported lost or stolen, an investigation shall be conducted and a written recommendation shall be made to the warden whether the valuable should be handled as abandoned property in accordance with DCD 220-003, returned to the registered owner to be retained, or sent home at the owner's expense.
3. Each time an inmate is transferred within the Division, the inmate's valuables shall be re-registered and any change in the condition of the valuables shall be noted. The property officer shall complete a new DC Form 220-001aR and have the inmate sign again. The old form shall be retained in the inmate's base file.

C. Restricted Use of Property

Where applicable, the warden may restrict the use of certain property items (i.e., radio/cassette/compact disc player, television, typewriter, and musical instrument) to certain times and locations.

D. Repair of Registered Valuables

1. Required servicing and maintenance of items such as a typewriter, television, radio/cassette/compact disc player, watch, or musical instrument shall be at the inmate's expense.
2. The institution shall develop procedures governing the manner in which an inmate may have the articles repaired.

E. Property Held by the Institution

1. The institution shall store the inmate property that is withdrawn from the inmate's use for a specified period of time (such as due to an inmate's disciplinary status), or when an inmate is temporarily housed out of the institution (such as out in the custody of another agency or hospitalized), or when an inmate is released from custody while physically out of the institution.
2. The institution shall otherwise store property for an inmate including valuable or confiscated property for no more than 30 days from the date on which the inmate is advised that the property shall be sent out of the institution. During this time, the inmate may dispose of the property by electing to either:
 - a. have the property mailed out at his/her expense; or
 - b. have the institution dispose of the property, with proper documentation.
3. With the warden's approval, a relative or friend may receive the property at a designated approved time.
4. After the 30-day period, the property shall be disposed of in accordance with DCD 220-003 unless the warden grants an extension based on sufficient justification.

F. Transfer of Ownership

An inmate may not trade, sell, give away or loan any property to another inmate.

G. Receipt of Property

Each warden shall issue an institutional directive governing the manner in which an inmate may receive property. These procedures shall provide for notice to the inmate and accountability in the handling of the property.

VII. Attachments:

- A. Appendix 1, Inmate Valuables Registration (DC Form 220-001aR)
- B. Appendix 2, Management Audit Form (not reprinted for SafetyNet)

VIII. Rescission: DCD 220-1, dated August 29, 1988

Distribution:

- A
- L
- S - Property Officer