
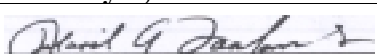


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	INMATE PROPERTY AND CLOTHING
	DCD #:	220-007
	TITLE:	Inmate Packages/Catalog Orders
	ISSUED:	January 1, 1997
	APPROVED:	 COMMISSIONER

I. References:

- A. DCDs 110-17; 110-26; 220-001; 220-003; 220-004; 220-006; 245-1; and 250-1
- B. COMAR 12.02.17
- C. MCCS Standard .04I

II. Applicable to: All Institutions except MCAC, the Central Home Detention Unit and MRDCC (except cadre)

III. Purpose: To establish procedures for inmates to receive packages and/or catalog orders.

IV. Definitions:

- A. INITIAL PACKAGE - A package received by a newly incarcerated inmate within 90 days of the date of admission to the Division. For an inmate returned from escape, an initial package may be received within 90 days from his/her date of return to the Division of Correction. An inmate shall be serving a sentence of six (6) months or more to be eligible for an initial package.
- B. REGULAR PACKAGE - A package received directly from a catalog order only by an inmate (not including inmates on disciplinary segregation) twice during a calendar year. The regular package period, allowable items and amounts shall be determined by the warden.

V. Policy: It is the policy of the Division of Correction to allow an inmate to receive an initial package of designated personal property items from family and friends, and to purchase from catalogs twice during the calendar year. A package shall comply with DCDs 220-004 and 250-1.

VI. Procedure:

- A. The warden of each facility shall determine the means of receiving initial packages based on the operational limitations of the facility. The warden shall authorize initial packages via one or more of the following procedures:

1. Visitors;
 2. U.S. mail; or
 3. Commercial delivery (i.e., UPS, Federal Express, etc.)
- B. Institutional staff are responsible for ensuring that inmate property limits remain in compliance with DCD 220-004.
- C. An initial package which is received during a visit shall be opened and inspected in the presence of the visitor. A receipt (see Appendix 2) shall be provided to the visitor and a copy to the inmate. A copy of the receipt shall be placed in the inmate's base file and in the property file.
- D. An initial package, with the exception of a catalog purchase, shall be postmarked by the 90th day of the inmate's admission into the Division. A package received which is not in compliance with this time frame shall be disposed of as outlined in subsection E. below.
- E. A package shall be opened and inspected for unauthorized items. A package found to contain an unauthorized item (or items that create an excess of property) shall be withheld from the inmate. The inmate shall have the option to receive the acceptable items, or return the package as a whole to the sender. If the package is returned, it shall be at the inmate's expense.
1. If an inmate chooses to receive the acceptable items, an unacceptable item shall be disposed of by an option selected by the inmate and approved by the warden. The warden may approve any combination of the following options provided it does not breach the security and order of the institution:
 - a. Return the item to the sender at the inmate's expense.
 - b. Arrange to have the item picked up at the institution by a visitor.
 - c. Donate the item to charity.
 - d. Destroy the unauthorized/excessive item in accordance with DCD 220-003.
 2. These options shall be a part of a notice given to the inmate upon withholding a package. If the inmate does not respond within 30 days after receiving notice, the entire package shall be considered abandoned property. The warden shall, in accordance with DCD 220-003, convert the package contents to institutional use for the inmate population, donate the contents to charity, or have the items destroyed.
- F. A clothing item received in an initial package may be new or a clean used item, except for undergarments, which shall be new and received in factory-sealed packages.
- G. An inmate on disciplinary segregation shall not receive any type of package.
- H. An inmate package privilege may be suspended/denied to maintain the security of the institution.

- I. No package shall be opened until it is positively determined that the inmate is assigned at the receiving institution. All packages received at the institution shall be inventoried using the Inmate Package Receipt form (Appendix 2). An inmate receiving a package shall sign the form indicating those items received. The original (white) Inmate Package Receipt form will be placed in the inmate's base file and a copy (canary) to the property file prior to transfer to another institution to ensure that an inmate does not receive additional packages after transfer.
- J. A package received after an inmate is transferred or released from the Division shall be returned to the sender.
- K. Regular packages.
 - 1. The inmate population shall be made aware of the provisions and restrictions of the procedure for ordering regular packages 30 days prior to the regular package period.
 - 2. An inmate may order from any catalog that is not prohibited by DCD 250-1, section VI.G.
 - a. All items purchased shall be sent directly from the company to the institution housing the inmate in whose name the items were ordered.
 - b. Packages may be ordered at specific time periods, to be determined by the warden, not to exceed one package during the regular package period, twice per calendar year.
 - 3. Inmates shall be responsible for providing their own catalogs, but shall not be allowed more than three in their possession. All catalogs shall be considered in the allowable 1.5 cubic feet of books and papers in accordance with Appendix 1 to DCD 220-004.
 - 4. An inmate shall be responsible for filling out all catalog order forms associated with any catalog purchase. The inmate shall forward this form with an approved institutional money voucher to the property officer. The institutional money voucher shall be made payable to the particular catalog ordering company/store. This shall include the full amount of the purchase and all associated costs in a stamped, addressed envelope.
 - 5. The property officer shall review the catalog orders to ensure compliance with DCD 220-004.
 - 6. Upon approval by the property officer, the order form and the institutional money voucher will be forwarded to the finance officer for processing, along with a stamped envelope, in accordance with DCD 245-1. The finance officer shall mail the order form, a copy of the Retailer Notification (Appendix 1) and the check to the designated catalog company/store for all money vouchers with sufficient funds. Catalog orders with vouchers having insufficient funds shall be returned to the inmate, indicating that funds were not available to cover the requested voucher.

7. An incoming catalog purchase shall be handled in accordance with section VI.E. of this directive.
8. An inmate shall be allowed to receive a replacement item in a regular package as approved by the warden, but shall be required to exchange those like items to remain in compliance with DCD 220-004. An item exchanged shall be returned to the sender.
9. Damaged, exchangeable and returnable items shall be processed as appropriate by the institutional property officer at the inmate's expense.
10. A catalog purchase received after the inmate's release from the Division shall be returned to the sender.

L. Special Procedure for Herman L. Toulson Correctional Boot Camp Inmates

1. Boot camp inmates will not be routinely permitted to receive packages as all clothing and equipment required for program participation is provided upon arrival.
2. The boot camp commander may approve packages to meet special needs of inmates preparing to enter or who are participating in the program, i.e. medical-related needs such as running shoes, prosthetics, electric shavers, corrective lenses, etc.

- M. Each warden shall issue an institutional directive to implement and comply with this DCD.

VII. Attachments:

- A. Appendix 1 - Retailer Notification
- B. Appendix 2 - Inmate Package Receipt (DC Form 220-007a)
- C. Appendix 3 - Management Audit Form (not reprinted for SafetyNet)

VIII. Rescission: DCD 220-007, dated February 1, 1995

Distribution:

- A
L
S - Inmate bulletin boards

RETAILER NOTIFICATION

ATTENTION RETAILER:

THIS ORDER IS BEING PLACED BY AN INMATE AT A MARYLAND DIVISION OF CORRECTION INSTITUTION. IT IS THE POLICY OF THE DIVISION OF CORRECTION TO REJECT ALL PARTIAL, DAMAGED AND/OR SUBSTITUTE ORDERS.

ANY SUCH ORDER SHALL BE RETURNED TO YOU.