
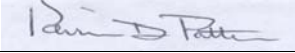



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

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|--|-------------------|---|-------------------------------|--|
|  DIVISION OF CORRECTION DIRECTIVE | PROGRAM: | INMATE FINANCES | | |
| | DCD #: | 245-6 | | |
| | TITLE: | Cash and Personal Checks | | |
| | ISSUED: | July 20, 2005 | | |
| | AUTHORITY: |  | ASSISTANT COMMISSIONER | |
| | APPROVED: |  | COMMISSIONER | |

I. References:

- A. DPSCS Financial Operations Manual
- B. DCD 245-1
- C. MCCS standard .08C
- D. ACA standard 4-4031

II. Applicable to: All Division of Correction Facilities

III. Purpose: To provide policy and procedures regarding receipt of cash and personal checks for inmates.

IV. Definitions: None

V. Policy: It is the policy of the Division of Correction that funds accepted through the mail for deposit to an inmate's account are restricted to money orders, cashier's checks, government checks, certified checks or the inmate's paycheck.

VI. Procedures:

A. Cash or personal checks shall not be accepted by institutional staff when received through the mail. Cash or personal checks received in the mail shall be returned to the sender using the following procedure:

- 1. A printed notice shall be prepared to accompany the return of such funds, with a copy to the inmate, which shall read as follows:

“Funds intended for an inmate will be acceptable in the form of money orders, cashier's checks, or certified checks only. Cash or personal checks will be returned. The state accepts no responsibility for cash or personal checks lost in return to the sender.”

- 2. A log of all cash and personal checks received by mail shall be maintained. This log shall contain at a minimum the following information:

- a. Date received;
- b. Employee who opened the mail and received the cash;
- c. Date, identification number of personal check;
- d. Dollar amount;
- e. Sender of funds;
- f. Intended receiver of funds;
- g. Date returned;
- h. Name of employee who returned the funds; and
- i. Countersignature of another employee to verify log entry

3. Cash or personal checks shall immediately be placed in an envelope and mailed together with the policy statement in section VI.A.1. above.

- B. At the warden's discretion, cash may be accepted by institutional authorities during inmate visits, at which time a receipt shall be prepared.
- C. Information concerning the refusal of cash or personal checks shall be included in the institutional inmate handbook and discussed during inmate orientation.
- D. Each warden shall establish an institutional directive to implement and comply with this DCD.

VII. Attachment: None

VIII. Rescission: DCD 245-6, dated January 15, 1987

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