



Patuxent Institution
Directive

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Approved By:
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Director

Title: Indigent Inmates	Directive Number: PATX.175.0002
Related MD Statute/Regulations: DOC.175.0001; DOC.250.0001	Supersedes: PID 175-2
Related ACA Standards:	Authorized By: Randall Nero, Ph.D., Director
Related MCCS Standards: D-6, E-13	Effective Date: June 12, 2014 Number of Pages: 3

.01 Purpose.

To establish procedures for supplying indigent inmates with certain commissary items.

.02 Scope.

Applicable to all Correctional Supply Officers

.03 Policy.

It is the policy of Patuxent Institution to recognize its responsibility to provide basic personal hygiene articles, as well as writing materials, for inmates who are indigent and therefore unable to purchase these items through the commissary.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms defined.

(1) Indigent Inmate – An indigent inmate is:

(a) An inmate, who at reception, has less than \$4.00 in his/her active and commissary accounts.

(b) An inmate who in the previous 30 days has not received pay for an assignment and has not had \$4.00 in his/her active commissary accounts.

(c) An inmate who meets the above criteria but has a pattern of receiving and spending funds in a 30 day period that shows manipulation of the accounts balances to maintain indigence will not qualify as an

indigent inmate; and the value of a welfare commissary package received during that 30 day period may be deducted from the inmate's active or commissary accounts.

(2) Welfare Commissary – Welfare commissary is any set of basic personal hygiene items and writing materials given to an inmate. A welfare commissary package is a pre-packed, standardized assortment of basic hygiene items and writing materials in quantities sufficient for one month's use.

.05 Responsibility.

A. Upon reception at the Institution, issue of welfare commissary to any inmate may include only items that the inmate does not possess. Monthly, after reception, a welfare commissary package shall be issued only to indigent inmates.

B. Indigent inmates may order a welfare commissary package using the Welfare Commissary Request (Appendix 1), consistent with Institutional procedures.

C. The welfare commissary package shall contain the following items:

<u>Item</u>	<u>Quantity</u>
Envelopes	30
Writing Tablet (50 pages)	1
Pen	1
Toothpaste	1
Toothbrush	1
Comb (hair)	1
Soap	2
Shaving Cream	1
Disposable Razor	2
Deodorant	1
Shampoo	1

D. Postage shall be provided under the guidelines of DOC.250.0001.

E. Additional paper and envelopes for legal correspondence shall be provided as necessary to insure access to legal services. The staff shall insure that this provision is not abused.

F. The Director shall ensure that an out-of-schedule requisition for the estimate annual quantity of welfare commissary packages is prepared and submitted for processing no later than May 31st each year.

G. Welfare commissary for mental health inmates may be modified by treatment staff consistent with program limitations and the welfare of the inmate.

.06 Attachments/Links.

Appendix 1: Welfare Commissary Request, PI Form 412 (revised)

.07 History.

A. This directive rescinds Patuxent Institution Directive 175-2 issued October 1, 2000.

B. This directive supersedes provisions of any other prior existing Agency communication in which it may conflict.

.08 Distribution

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S – Supply Officers