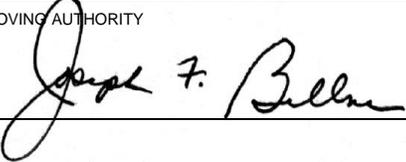


 Corrections and Community Supervision DIRECTIVE	TITLE Inmate Property		NO. 4913
			DATE 10/27/2016
SUPERSEDES DIR #4913 Dtd. 12/1/2014	DISTRIBUTION A B	PAGES PAGE 1 OF 6	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #4917, "Transferring Inmate Property"	APPROVING AUTHORITY 		

- I. DESCRIPTION:** This procedure provides Departmentally consistent and reasonable standards that regulate the accumulation of personal property for inmates in general confinement. When appropriately applied, these standards will provide for the health and safety of employees and inmates alike while ensuring the secure and orderly operation of facilities.
- II. POLICY:** While the following limitations are directed for all facilities, Superintendents at individual facilities may further limit the amount of inmate property based on physical, security, programmatic, disciplinary, or other considerations with the approval of the Deputy Commissioner for Correctional Facilities.
- III. PROCEDURE:** No inmate shall possess property (combined State and personal property), including legal material, in excess of that which can be placed in four (4) standard Departmental draft bags.

A. Exceptions

1. An inmate with excess legal material may possess one (1) additional draft bag of legal material upon demonstrating that such material pertains to active legal cases by providing court names and case number. The facility administration is advised to consult with Office of the Counsel when considering the exception;
2. One (1) typewriter (by permit only);
3. One (1) musical instrument (by permit only); and
4. One (1) personal television (at designated television facilities).

NOTE: State-issue sheets, pillowcases, blankets, towels, or washcloths will not be included in the noted limits.

- B. General Restrictions and Limits:** Within the four (4) bag limit, specific items are limited as described below and in the following Sections, and the maximum allowable quantities of others are listed on [Form #2064](#), "Personal Property Transferred." This directive is not to be construed as authorization to possess the maximum quantity of all the items listed; the total property possessed is LIMITED AS DESCRIBED ABOVE, and must include all State-issued clothing and footwear. Specific items of personal property will be limited as follows:

Baseball Caps	4	Hot Pot	1	Shirts (personal)	6
Bathrobe	1	Jacket, Rain	1	Shoe (shower)	1
Belts	2	Jacket, Summer (personal)	1	Shorts (Bermuda)	2

Blanket (personal)	1	Jacket, Winter (personal)	1	Shorts, Gym	2
Books (all types)	25	Lamp (25 watt max.)	1	Slippers	1
Bow Ties	2	Lamp Shade	1	Snuff	30oz.
Bowls	2	Lighter, Butane	2	Stamps	50
Bucket (Plastic) 3 gal.	1	Lotions, All Types	6	Sweat Pants (personal)	2
Calculator	1	Magazines	14	Sweat Shirts/No Hoods (personal)	3
Can Opener	1	Musical Instrument	1	Sweater	2
Cigarettes, Packs	30	Nail Clippers	1	Tapes (cassette)	25
Cigars	80	Newspapers	7	Thermos Bottle	1
Cups	2	Pajamas	2	Tobacco, Chewing	30oz.
Drinking Container	2	Pillow Case (personal)	2	Tobacco, Pouch	18oz.
Electric Razor/Trimmer	1	Prayer Rug	1	Tweezers	1
Fan	1	Radio/Tape Player Combo	1	Typewriter	1
Footwear (personal)	4	Rug 3x5	1	Watch	1
Gloves, Mittens	2	Scarves (solid color only)	2	Wedding Band	1
Hairdryer/Blower (female only)	1	Sheets (personal)	4		
Headphones	1	Shirts ("T") (personal)	6		

C. Specific Restrictions and Limits

1. Newspapers, Magazines, Books, and Audio Tapes: Inmates enrolled in a college program may possess up to ten (10) additional books, provided the books are required for the college course.

NOTE: Newspapers, magazines, books, and audio tapes shall be stored in a locker and/or in authorized storage containers which can be neatly stored under the bed to reduce their potential fire hazard.

2. Electrical Devices
 - a. All electrical devices shall be UL approved.
 - b. All coverings over lights and any lamp shades must be commercially manufactured for that purpose. Any such covering or lamp shade which, in the opinion of the facility Fire and Safety Officer, or in their absence an appropriately qualified employee, constitutes a fire hazard is not allowed.
 3. Hobby Craft Supplies and Equipment
 - a. Where hobby craft supplies and equipment are permitted in cells or rooms, they must be kept in a neat and orderly manner. The issuing and control of hobby and craft supplies and equipment is outlined in Directive #4405, "Inmate Art & Handicrafts."
 - b. The Superintendent may further restrict hobby craft supplies by facility policy.
 4. Food
 - a. Food received in packages or purchased in the Commissary may be stored in living quarters. Food permitted to be taken from the Mess Hall is perishable and must be consumed by day's end.
 - b. Extreme care must be exercised when keeping any of the food allowed in Section III-C-4-a above, especially when opened, to protect against spoilage and possible illness.
 - c. Returnable Deposit Containers: Inmates may accumulate up to two cases (48) of EMPTY AND CLEAN returnable deposit containers in their living areas, and must redeem them during their next Commissary buy.
 - d. Cooking will not be permitted in any cell, however, the heating of food will be permitted in the Department approved hot pot.
 5. Wearing and Use: All State-issued and personally owned items or clothing must be properly sized, used for its intended purpose and worn in its intended manner (i.e., pants to be worn pulled up to the wearer's waist, shoes tied, belts buckled, shirts buttoned properly, no blousing of pants, etc.). Determination of questions of the "intended use" or "intended manner" is as decided by the Superintendent or designee.
- D. Corrective Action: When an inmate is found to possess in excess of what may be contained in four (4) draft bags OR possess property surpassing approved facility limits, or possess individual items exceeding maximum limits, the inmate must dispose of excess property as described in Section III-E below and may be subject to the disciplinary process.

If necessary, the appropriate Security Supervisor will meet with the inmate to discuss corrective action to be taken. The inmate will be allowed to identify what excess property will be disposed of and to select from the options outlined on [Form #2068](#), "Authorization for Disposal of Personal Property." Failure to identify personal property to be disposed of and/or failure to select an option or refusal to sign [Form #2068](#) will result in the facility identifying and disposing that amount of personal property found to be in excess of Department guidelines pursuant to Section III-E below.

- E. Disposal of Excess Property: All surplus or disallowed property shall be disposed of as indicated on [Form #2068](#).
1. The inmate must complete [Form #2068](#) in quadruplicate entering the appropriate data in the heading.
 - a. The inmate must choose the appropriate option(s) in Section 2 and fill in all required data (name, address, item description, etc.). If option A is chosen, the inmate must also choose a second disposal option in the event that they do not have sufficient available spendable funds.
 - b. If the inmate chooses option A, the inmate will sign a disbursement form that is clearly marked "Excess Property." The disbursement form will be sent, along with the excess property, to the Package Room.
 - c. If the inmate chooses option B, the excess property will be sent to the Package Room to be held a maximum of 14 days pending the arrival of a visit. If the inmate selects option B, he or she shall also select a second choice for disposition in case the visitor does not come or accept the items.
 - d. If the inmate chooses option C, the excess property will be sent to the Package Room until donated.
 - e. If the inmate chooses option D, the excess property will be destroyed by the Package Room staff.
 2. *Replacement of Personal Property*: Once maximum limits have been met, replacement will be by the same process described in Section III-D above. Replacements are to be allowed within timeframes as established by the Superintendent or designee.
 3. Whenever an inmate refuses to complete the form or refuses all of the options on [Form #2068](#), this fact shall be noted on the form, and signed by the inmate and/or the employee witness. The Deputy Superintendent for Security, First Deputy Superintendent, or Superintendent shall then either give the property to a charitable organization or have it destroyed. See Section 6, "Record of Disposition," on [Form #2068](#).
 4. The employee witness must ALWAYS sign the form, regardless whether the inmate signs or refuses to sign the form.
 5. Distribution instructions are at the bottom of the form.
- F. Packing of Property and Transportation of Property on Transfer to Another Facility, When Inmate is Present
1. All State and personal property that is to be transferred must be contained in four (4) State-issue draft bags or suitable substitute bags of comparable size and construction quality. These bags may be purchased from CORCRAFT and should measure approximately 23" x 40", or have a 100 lb. capacity designation. When packing inmates for transfer, follow and complete [Form #2076](#), "Packing Officer's Checklist," per Directive #4917, "Transferring Inmate Property."

- a. One (1) musical instrument OR typewriter may be taken in addition to the four (4) bags of property. (Note: If both are possessed, one will be shipped at the State's expense and the other will be shipped at the inmate's expense.)
 - b. One (1) additional bag of approved (see page 1, Section III-A-1) active legal documents may be shipped at inmate's expense. The inmate will have the option of selecting from their personal property the bag to be shipped. Bag #1 containing State clothing is exempt from selection.
 2. Each item of personal property to be transferred shall be recorded on [Form #2064](#). The inmate must acknowledge that the list of personal property is correct and complete by signing the form. The inmate will also sign the form at the receiving facility, acknowledging receipt of all items. The inmate will be given a copy of the signed form at the receiving facility at the time the property is issued.
 3. One (1) personal television may be shipped at the inmate's expense or disposed of as per Directive #4921, "Inmate Television Sets," and recorded on [Form #2068](#).
 4. Returnable Deposit Containers: Upon transfer, empty returnable deposit containers will be returned to the facility Commissary prior to transfer. If necessary, a commissary refund (transaction code/type 522) will be processed in accordance with instructions in the ICAS Manual.
 5. If it is necessary to pack an inmate's personal property to be shipped at the facility's expense, documentation and recording are required in the same manner as when the property is shipped at the inmate's expense. (Refer to [Form #2068](#).)
- G. Packing of Property and Transportation of Property on Transfer to Another Facility, When Inmate is Not Present
1. If it is necessary to pack and itemize an inmate's property in the inmate's absence, documentation and recording are required. If the property exceeds four (4) draft bags, all State property, legal work, items listed with quantity limits of [Form #2064](#), and religious articles will have priority and will be packed into the four (4) draft bags that are permitted.
 - a. Property exceeding the four (4) bag limit will be confiscated and processed as below:
 - (1) If the inmate remains at the packing facility (e.g., SHU admission), the inmate will be contacted and permitted to decide disposition of excess property as per [Form #2068](#). If the inmate refuses to make a determination, the property will be disposed of as per Section III-E above.
 - (a) One (1) additional bag of approved (see page 1, Section III-A-1) active legal documents may be shipped at inmate's expense. The inmate will have the option of selecting from their personal property the bag to be shipped. Bag #1 containing State clothing is exempt from selection.
 - (b) One (1) personal television may be shipped at the inmate's expense or disposed of as per Directive #4921, "Inmate Television Sets," and recorded on [Form #2068](#).

- (c) One (1) musical instrument OR typewriter may be taken in addition to the four (4) bags of property.

NOTE: If both are possessed, one will be shipped at the State's expense and the other will be shipped at the inmate's expense.

NOTE: State-issue draft bags are for transferring inmate property from one facility to another or from one location to another within the same facility. Except as provided in Section IV below, inmates may not possess draft bags in their cells or living quarters.

IV. PERSONAL PROPERTY LIMITS - DOUBLE CELL HOUSING (CONVERTED SINGLE CELLS)

Personal property possessed by an inmate assigned to double cell housing (a converted single cell) is limited to the amount that will fit into three (3) standard draft bags (including legal material). Inmates will be responsible for proper storage of property and for the neat and orderly appearance of the cells.

- A. Property Storage: An inmate assigned to double occupancy cell housing will be allowed to possess in his or her cell two (2) draft bags provided by the Department for storage of property. Property beyond what can be stored in the locker or storage device may be stored in these bags.

The floor space under the bottom bunk bed may be used by both inmates for storage. Of this, the half closest to the cell door will be utilized by the inmate assigned to the bottom bunk. The remainder may be utilized by the inmate assigned to the top bunk.

B. Temporary Storage of Property

1. Inmates assigned to double occupancy cell housing may elect to store one (1) standard draft bag of personal property in a secure area designated by the Superintendent for the duration of their assignment to a double cell. All stored property will be returned to the inmate as soon as possible upon assignment to single occupancy cell housing.

If the inmate possesses one (1) additional draft bag of legal material, in accordance with Section III-A-1 on page 1, it may be stored or substituted for one (1) of the three (3) draft bags allowed in cell. In this circumstance an inmate will be able to store two (2) draft bags as described in this Section.

2. [Form #2064](#) will be utilized to inventory all stored property.
3. Inmates may request access to this stored property once every 30 days to withdraw or store items.