

PACKING OFFICER'S CHECKLIST

FOLLOW THIS CHECKLIST AND USE THESE FORMS:

Form #2063, "Cert. of Search/Personal Property/Body Receipt"
Form #2075, "Inmate Clothing Issue - Pack-Up for Transfer"

Form #2064, "Personal Property Transferred"
Form #3607, "Inmate Property Transfer"

NAME: \_\_\_\_\_ DIN: \_\_\_\_\_

A correction officer will search & pack all property. Inmates will not pack property. The destination is not to be listed on Form #2064, nor are destination tags to be placed on property bags in the inmate's presence.

- 1. Advise the inmate that all state and personal property that is transferred must be contained in 4 state issued draft bags. One musical instrument OR 1 typewriter may be taken in addition to the 4 bags. See Directive #4917, "Transferring Inmate Property". Exception: An inmate with excessive legal material may possess one additional draft bag of legal materials upon demonstrating that such material pertains to active legal cases by providing court names and case numbers. The facility administration is advised to consult with the office of counsel when considering the exception. The one additional bag of approved active legal documents may be shipped at the inmate's expense; however, 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. (Note: If both typewriter and musical instrument are possessed, one will be shipped at the State's expense and the other at the inmate's expense.) Inmates owning personal televisions may have the TV shipped, at their own expense, to their new facility, ONLY IF the new facility is a TV facility, (Directive #4921).
2. All surplus or disallowed property shall be disposed of as indicated on "Authorization for Disposal of Personal Property" (Form #2068). The inmate must complete Form #2068 and must choose the available option(s) in Section 2. If the inmate chooses option A, the inmate will sign a disbursement form that is clearly marked "Excess Property." The disbursement form and the excess property will be sent to the package room.
3. If the inmate is not present or refuses to comply with disposal of property procedures, pack the property as per the following priority: all state property, legal work, items listed with quantity limits on Form #2064 and religious articles will be packed into the 4 bags, (legal work is to be placed into a 5th bag as stated in #1).
4. Foodstuffs must be in their original, commercially sealed containers. Open containers of food stuffs must be disposed of.
5. Complete Form #2075, following instructions on the form and place the NCR copy in Bag #1. Ensure that the inmate has a complete standard issue of state clothing as listed on Form #2075. If there are missing or altered items, take action (physically obtain the necessary item(s), obtain voluntary restitution, and/or issue a misbehavior report as appropriate).
6. Return any excess and special State issue to the State Shop along with the original of Form #2075. Confiscate all library & school books, or other loaned State property. Notify a supervisor if contraband is recovered.
7. Complete Form #2064, list all personal property as it is being packed. Property exceeding the 4\* bag limit (or 5 bags as cited in #1 above) must be separately inventoried using a separate Form #2064.
8. Ensure that all personal property is listed on Form #2064, that the number of bags is listed & that copies are readable.
9. Check the appropriate box concerning express mail notification on Form #2064.
10. Pack the inmate's copy of the complete, signed Form #2064 in Bag #1 and forward the extra copies to the IRC. Pack a separate, complete and signed Form #2064 in each bag in excess of the 4 transported by the Department.
11. If applicable, pack release clothing, musical instrument, or typewriter separately.
12. Prepare and sign the proper tag for each bag, clearly marking the tags for release clothing, musical instrument, or typewriter so that they are not counted against the 4 bag limit.
13. Prepare Form #3607, "Inmate Property Transfer" and place a copy in each bag.
14. Tag and seal each bag, make sure bags are not torn, and take them to a secure area.
15. Make sure the inmate is wearing only green State clothing. He/She must wear State pants, green State shirt, State undershirt and under shorts, State socks and State boots. NO CIVILIAN CLOTHING; No personal undergarments. NOTE: During transit, identified members of the Muslim, Jewish or Rastafarian faith may wear an approved kufi or tsalot-kob or khimar, or yarmulke and talit katan (fringed undergarment) following an examination of the item for contraband. The talit katan must NOT be visible under the state clothing.
16. Possessed personal items are restricted to ONLY the following: 1 wedding band, 1 handkerchief, hearing aid(s) with Battery(ies), prescription eyeglasses, & dentures. No religious medals, watches or jewelry.
17. During winter make sure inmate has winter coat on his or her person.
18. Frisk the clothing the inmate will wear in transit, ensuring there is no contraband. Advise the inmate that possession of any jewelry, I.D., or medication, etc. will result in a disciplinary report.
19. Bag all medications in the inmate's possession for hand carry to the draft bus.
20. COMPLETE AND SIGN THIS CHECK LIST! When complete, turn it into the assigned Security Supervisor. Note - packing officer should be sure all copies are readable.

Packing Officer Name (Print)

Packing Officer's Signature

Date