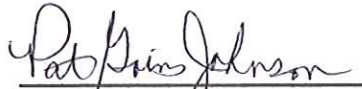



Change Notice




**Executive Director,
Field Support Services**

Title: Inmate Personal Property	Directive Number: OPS.220.0004 Dated 12/30/2016
Related MD Statute/Regulations: Correctional Services Article, §2-103; Annotated Code of Maryland COMAR 12.14.04.04A(5) and (8)	Supersedes: OPS.220.0004 Dated 10/01/2016
Related ACA Standards: 4-4292, 4-4293, 4-4294, 4-4335, and 4-4336	Responsible Authority:  Director, Security Operations
Related Directives: OPS.250.0002 - Inmate Mail	Number of Pages: 17

OPS CHANGE NOTICE 02-19 EFFECTIVE DATE April 2, 2019

CHANGE NOTICE #2 TO THIS DIRECTIVE

1. An amendment is being made to the above referenced directive. The amendment addresses that the Commissioner of Correction is the responsible authority who will review and approve the abandoned or unclaimed property instead of the Executive Director of Field Support Services.
2. Replace §.05F(13)(a)—(b) with the following:
 - F. Handling Personal Property Considered Contraband.
 - (13) A managing official may convert abandoned or donated property or contraband to use by the inmates at a facility according to the following:
 - (a) The managing official, or a designee, intending to convert donated, abandoned, or confiscated property for use by inmates at the facility shall:
 - (i) Complete a Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal form (appendix 2) recording the property to be converted describing the condition, estimated value, and planned use for the property; and
 - (ii) Forward the completed form to the Commissioner of Correction, or a designee, for review and approval.
 - (b) If the Commissioner of Correction, or a designee, does not approve an item for conversion, the item shall be disposed of according to procedures for handling and disposing of personal property.
3. Replace §.05F(13)(d)(i)—(ii) with the following:
 - (d) At the time converted property becomes unserviceable, the managing official, or a designee shall:

Executive Directive Number: OPS.220.0004

- (i) Complete a Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal; and
- (ii) Submit the completed form to the Commissioner or Correction, or a designee, for approval.

4. Replace §.05H(1)—(2) with the following:

H. Disposition of Abandoned Personal Property.

- (1) A managing official may dispose of abandoned inmate property by submitting a completed Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal form to the Commissioner of Correction, or a designee, for review and approval.
 - (2) Once approved by the Commissioner of Correction, or a designee, the managing official, or a designee, may dispose of the property by:
5. Replace Appendix 2, Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal (DC Form 220-0004aR) Revised 03/19.

.08 Operations Distribution.

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D
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Operations

DECLARATION OF ABANDONED OR UNCLAIMED INMATE PROPERTY FOR CONVERSION OR DISPOSAL

INSTRUCTIONS: Part I of this form is to be completed by the institution declaring the abandoned or unclaimed property. If required, attach a continuation sheet for listing. Submit form in duplicate.

Send to: Commissioner of Corrections
 Division of Correction
 6776 Reisterstown Road
 Baltimore, Maryland 21215

PART I: The items listed are certified to be abandoned or unclaimed personal property of inmates as defined in Correctional Services Article, §10-801, ACM. This declaration is hereby submitted to the Commissioner of Correction for approval for this institution to convert or destroy said property.

Agency Code _____ Institution _____ Warden's Signature _____ Date _____

Quantity	Item Description	Condition	Estimated Value	Conversion Used	Destroyed	Donated to Charity

PART II: The Commissioner/designee authorizes the conversion and/or disposal of the above-listed items.

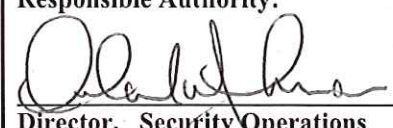
Comments: _____

Signature: _____ Date: _____

Change Notice




**Executive Director, Field
Support Services**

Title: Inmate Personal Property	Directive Number: OPS.220.0004 Dated 12/30/2016
Related MD Statute/Regulations: Correctional Services Article, §2-103; Annotated Code of Maryland COMAR 12.14.04.04A(5) and (8)	Supersedes: OPS.220.0004 Dated 10/01/2016
Related ACA Standards: 4-4292, 4-4293, 4-4294, 4-4335, and 4-4336	Responsible Authority:  Director, Security Operations
Related Directives: OPS.250.0002 - Inmate Mail	Number of Pages: 17

OPS CHANGE NOTICE 01-19 EFFECTIVE DATE April 2, 2019

CHANGE NOTICE #1 TO THIS DIRECTIVE

1. Amendments are being made to the above referenced directive in order to comply with the requirements established in OPS.250.0001 – Inmate Mail and with Code of Maryland Annotated Regulations (COMAR) 12.02.20. The amendments address the issue of permissible personal photographs and non-permissible sexually explicit materials.
2. The COMAR definition of “sexually explicit mail” currently excludes the terms “nude” and “partially nude” from its meaning. The COMAR definition of “sexually explicit mail” also includes language that is a violation of State Government Article, § 20-901, Annotated Code of Maryland. Therefore, the Department’s definition of “sexually explicit *material*” as shown below, makes an accommodation for adherence to the State’s anti-discrimination laws by ensuring that no class of individual is treated differently with regard to “sexually explicit mail”. The COMAR regulating this definition is in the process of being updated.
3. Managing officials are encouraged to update facility directives to with regard to how personal photographs are stored and/or displayed.
4. Add the following definition to § .04B(12)

(12) “Sexually explicit material” means images that graphically depict or communicate:

(a) Sexual intercourse (whether between individuals of the same or opposite sex) including:

(i) Genital to genital;

(ii) Oral to genital;

(iii) Anal to genital; or

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- (iv) Oral to anal;
- (b) Bestiality;
- (c) Masturbation;
- (d) Sadistic or masochistic abuse;
- (e) Sexually stimulated exhibition of the genitals or pubic area;
- (f) Depicts nudity of a minor child; or
- (g) Any act listed under §§.04(8)(a) — (e) of this directive that involves a minor child.

5. Replace §.05C(6) with the following:

C. Inmate Personal Property.

(6) Personal Photographs.

- (a) An inmate may possess only personal photographs that:
 - (i) Are of family and friends;
 - (ii) Are not detrimental to personal safety or security, or to the orderly operation of the facility; and
 - (iii) Do not contain sexually explicit material as defined in § .04B(12) of this directive.
- (b) Personal photographs that do not contain nudity may be stored or displayed in the inmate's housing area according to facility sanitation and housekeeping guidelines.
- (c) Personal photographs that do contain nudity may be stored, but not displayed in the inmate's housing area.
- (d) No "Polaroid" or instant photographs are permitted.


.08 Operations Distribution.

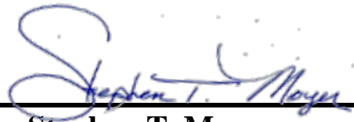
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S — Property Room Officers

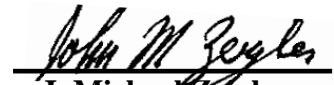
Executive Directive



Title: Inmate Personal Property	Directive Number: OPS.220.0004 Revised
Related Md. Statute/Regulations: Correctional Services Article, §2-103; Annotated Code of Maryland	Supersedes: OPS.220.0004 Dated 10/01/2016
Related ACA Standards: 4-4292, 4-4293, 4-4294, 4-4335, and 4-4336	Authorized By:  Director, Security Operations
Related MCCS Standards: COMAR 12.14.04.04A(5) and (8)	Effective Date: December 30, 2016 Number of Pages: 17



Stephen T. Moyer
Secretary



J. Michael Zeigler
Deputy Secretary
for Operations

.01 Purpose.

This directive updates current minimum procedural requirements related to inmate personal property at a Department of Public Safety and Correctional Services (Department) correctional facility.

.02 Scope.

- A. This directive applies to Division of Correction (Division) correctional facilities, except for the Maryland Reception Diagnostic & Classification Center (MRDCC).
- B. At the managing official's discretion, certain restrictions established under this directive may apply to Division minimum security and pre-release facilities.

.03 Policy.

- A. An inmate may possess property that was authorized for the inmate to retain at the time the inmate was admitted to a Department correctional facility.
- B. An inmate may possess property while the inmate is confined in a Department correctional facility that was:
 - (1) Issued to the inmate by the Department;
 - (2) Purchased by the inmate at or through the facility commissary; and
 - (3) Approved for the inmate to receive by mail or other sources.

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- C. An inmate may only possess property in the amount or quantity authorized by the Department.
- D. The Department shall properly manage inmate property to maintain a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems related to inmate personal property.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) Abandoned Property.

- (a) “Abandoned property” means:

- (i) Inmate personal property that ownership is known and remaining in control of the facility for more than 30 days after the inmate’s release, escape, or death.
 - (ii) Inmate personal property that ownership is unknown and remaining unclaimed by any inmate after the required 30-day notice has elapsed.
 - (iii) Inmate personal property that the inmate has failed to provide the facility with an authorized address to send the property at the inmate’s expense after 30 day notice to the inmate.

- (b) “Abandoned property” includes inmate personal property that the inmate requests to be destroyed.

- (2) “Appliqué” means decoration or trim made of one material and attached to another by sewing, gluing, ironing, or other means.

- (3) “Civilian clothing” means clothing that was not issued to the inmate by the Department or purchased by the inmate from commissary.

- (4) Contraband.

- (a) “Contraband” means an item, material, substance, or other thing that:

- (i) Is not authorized for inmate possession by a managing official;
 - (ii) Is not permitted in a correctional facility as established by statute, regulation or prohibited by the managing official;
 - (iii) Is brought into a correctional facility in a manner prohibited by the managing official; or
 - (iv) Exceeds the quantity of the item, material, substance, or other thing that the managing official has authorized an inmate to possess.

- (b) “Contraband” includes, but may not be limited to:

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- (i) An alcoholic beverage;
 - (ii) A controlled dangerous substance;
 - (iii) An unauthorized telecommunication device; and
 - (iv) A weapon.
- (5) Correctional Facility.
- (a) “Correctional facility” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
 - (b) “Correctional facility” includes a:
 - (i) Detention facility; and
 - (ii) Pre-release facility.
- (6) “Donated property” means inmate personal property that an inmate chooses to donate to the Department for use by inmates.
- (7) “Registered property” means inmate personal property that is owned by an inmate recorded on the inmate’s Inmate Valuables Registration form.
- (8) Inmate.
- (a) “Inmate” means an individual charged with or convicted of a crime detained or sentenced to confinement in a Department correctional facility.
 - (b) Inmate includes individuals referred to as a:
 - (i) Detainee; or
 - (ii) Resident.
- (10) “Managing official” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.
- (11) “Personal photograph” means a photographic image intended for individual viewing, as opposed to a photograph published for commercial use.

.05 Responsibility.

A. Limitations on Inmate Personal Property.

- (1) Authorized inmate personal property is subject to limitations established in the Allowable Inmate Property Matrix that shall be provided to the inmate as part of orientation following initial commitment or transfer to a correctional facility.

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- (2) Property in the possession of an inmate that exceeds established limits is subject to confiscation and disposition according procedures for handling and disposition of inmate property.
- (3) Permitting an inmate to retain excess personal property creates the potential for damage to or loss of personal property and claims against the Department.
- (4) An inmate using otherwise authorized inmate property for a purpose that violates inmate rules or concealing contraband shall lose the privilege of ownership of that property indefinitely.
- (5) If an inmate receives or accumulates segregation time of more than 180 days, the inmate's personal property in excess of that permitted according to the Allowable Inmate Personal Property Matrix based on the inmate's direction:
 - (a) May be mailed, at the inmate's expense, to an address designated by the inmate;
 - (b) May be donated to the facility (not another inmate); or
 - (c) If the inmate refuses mailing or donating, shall be disposed of according to procedures for handling and disposing of inmate property.
- (6) If an inmate receives any segregation time, un-opened food items that:
 - (a) Have not exceeded the manufacturer's expiration date shall be:
 - (i) Mailed, at the inmate's expense, to an address designated by the inmate; or
 - (ii) If the inmate refuses to mail food items under §.05A(6)(a) of this directive, disposed for health reasons.
 - (b) Exceed the manufacturer's expiration date shall be destroyed according to procedures for handling and disposition of inmate property.

B. Storing Inmate Personal Property.

- (1) An inmate shall be provided space to store authorized personal property.
- (2) Storage space in a cell or dormitory in the form of a locker or other suitable container shall:
 - (a) Be assigned to a specific inmate; and
 - (b) Permit the assigned inmate to safeguard personal property from other inmates by using an authorized combination lock with facility key access that is purchased by the inmate at the commissary.
- (3) An inmate is not permitted to accumulate property to the degree where the property, in the opinion of the managing official, or a designee, constitutes a fire or sanitation hazard, threatens security, or impairs general cleaning and housekeeping requirements.
- (4) The availability of secured space for an inmate's personal property places the responsibility for maintaining authorized personal property on the inmate.

C. Inmate Personal Property.

(1) Clothing

- (a) Except at a facility that has not transitioned to inmate uniforms, an inmate may not retain civilian clothing.
- (b) Civilian clothing for an inmate may be maintained in the receiving facility's property room during the last 7 days of the inmate's confinement.
- (c) Except at a facility that has not transitioned to inmate uniforms, an inmate shall only wear State issued clothing or clothing items purchased from the commissary.
- (d) Except for chambray long and short sleeve shirts and denim blue long and short pants provided by Maryland Correctional Enterprises (MCE) and religious headgear, an inmate is not permitted to possess dark blue, black, red, or camouflage clothing or pieces of cloth.
- (e) An inmate released from a Department correctional facility shall be released in personal clothing or appropriate State issued clothing.
- (f) At least one week before an inmate is scheduled for release, the facility shall notify the inmate that the inmate's family may bring suitable personal clothing to the facility on the date of release.
- (g) If an inmate's family member brings personal clothing to the facility on the date of the inmate's release, a staff member shall accept and search the clothing before delivering the clothing to the inmate.
- (h) The inmate shall be provided a private area to change clothes.
- (i) Department issued clothing and clothing purchased by the inmate that displays Department or facility identification shall be taken from the inmate being released after the inmate has changed into personal clothing.
- (j) If an inmate's family is unable to provide personal clothing for release, the facility shall provide the inmate with:
 - (i) A dietary uniform that does not display Department or facility identification; or
 - (ii) Other civilian attire that does not pose a security risk at the facility.
- (k) The managing official shall ensure that an adequate supply of dietary uniforms is available for inmates scheduled for release.
- (l) An inmate may purchase the following clothing items that meet inmate uniform requirements through the catalog system:
 - (i) Under shorts;
 - (ii) Under shirts;

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- (iii) Under pants;
 - (iv) Brazier (Bra);
 - (v) Socks;
 - (vi) Sweatshirts; and
 - (vii) Sweatpants.
- (2) Legal Materials. An inmate is permitted to possess legal materials in accordance with established policy and procedures on inmate legal activities.
- (3) Hobby, Craft and Recreation Materials.
- (a) Except when otherwise approved by the managing official, an inmate's hobby and craft materials shall be limited to items that can be stored in the inmate's secure storage space established under §.05B of this directive.
 - (b) A managing official may make an exception for hobby and craft materials (for example, a painting) where the size of the item would prohibit placing the item in the inmate's secure storage space.
 - (c) If the managing official grants an exception under §.05C(3)(b) of this directive, it is the inmate's responsibility for the safekeeping of the item.
 - (d) A managing official shall ensure that hobby and craft materials are:
 - (i) Removed from the inmate's living area when the related project is completed; and
 - (ii) Disposed of in accordance with the provisions of this directive.
- (4) Appliances and Watches.
- (a) An inmate is required to demonstrate proof of ownership of appliances and watches.
 - (b) An inmate may purchase an authorized appliance or watch through the commissary.
 - (i) If an inmate who purchased an authorized appliance or watch is transferred to another State facility and the new facility does not permit the inmate to possess the appliance or watch, staff at the new facility shall arrange with the inmate and, if necessary at the new facility's expense, for the appliance or watch to be sent to a destination determined by the inmate.
 - (ii) If an inmate refuses to provide a mailing address for the appliance or watch required under §.05C(4)(b)(i) of this directive, the appliance or watch may be disposed of according to procedures for handling and disposing of personal property.
 - (c) An inmate's appliance shall be engraved with the inmate's identification number as part of the purchase and before being delivered to the inmate.
 - (d) An appliance is considered to be contraband if the appliance:

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- (i) Does not bear the possessing inmate's correct identification number; or
 - (ii) Has an altered inmate identification number.
 - (e) A watch cannot have stones or be electronically sophisticated (able to send signals, or have multiple functions such as cell phone, calculator, camera, or recorder).
- (5) Education Program Materials.
- (a) An inmate shall only possess education, religious study materials, and correspondence materials related to current course work.
 - (b) An inmate is not required to secure education program materials or current correspondence course materials in the inmate's secure storage space.
 - (c) After an inmate completes an educational course, associated education program materials shall be removed from the inmate's living area or be included as part of an inmate's correspondence and reading materials.
- (6) Personal Photographs.
- (a) An inmate may possess personal photographs that are:
 - (i) Of family and friends;
 - (ii) Not detrimental to personal safety or security, or to the orderly operation of the facility;
 - (iii) Not nude or sexually explicit images such as where the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy.
 - (b) Personal photographs may be stored or displayed in the inmate's housing area according to facility sanitation and housekeeping guidelines.
 - (c) No "Polaroid" photographs are permitted.
- (7) Religious Items.
- (a) An inmate shall be permitted to retain religious items in accordance with the procedures established for religious services and the Allowable Inmate Property Matrix.
 - (b) An inmate shall be permitted to retain one religious medallion and chain without stones, with a maximum combined value established for religious jewelry in the Allowable Inmate Property Matrix.
 - (c) Inmates may not receive religious items from home.
 - (d) Authorized religious wearing apparel includes, but may not be limited to:
 - (i) Prayer shawl or robe;

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- (ii) Kurda or ribbon shirts;
- (iii) Medals or pendants;
- (iv) Beads;
- (v) Medicine pouches; and
- (vi) Head gear.

(8) Awards.

- (a) Department units such as education, MCE, and recreation may provide awards to recognize inmate achievements.
- (b) Items such as soda, cookies, hygiene products, and paper certificates replace property awards such as trophies, hats, tee shirts, mugs, or pens.

(9) Packages from Home.

- (a) An inmate may only receive packages from home that contain personal clothing for the purpose of release.
- (b) Release clothing packages may only be received within the last 7 days of confinement.
- (c) Clothing received for the purpose of release, shall be stored by the facility and not be given to the inmate until the time of release.

(10) Mouth Jewelry.

- (a) Mouth jewelry (Grills) shall be permanently attached before incarceration.
- (b) If subsequent to incarceration the jewelry becomes detached, the inmate shall:
 - (i) Mail the jewelry to an address chosen by the inmate at the inmate's expense; or
 - (ii) Authorize the item to be destroyed by the facility.

D. Personal Property List and Records.

- (1) The Allowable Inmate Property Matrix includes personal property items and limitations on the number of each item that an inmate is authorized to have at a Department correctional facility.
- (2) An inmate is not permitted to possess or store personal property that exceeds the capacity of the inmate's assigned personal storage space for clothing and property.

E. Contraband.

- (1) Items possessed by an inmate are not contraband if the:
 - (a) Inmate was authorized to retain the item at the time of admission to the facility;

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- (b) Item was issued by facility staff authorized to issue property;
 - (c) Inmate purchased the item from the commissary from the approved facility form; or
 - (d) Item was purchased or received through approved channels that include items approved for receipt by an authorized staff member or authorized by facility guidelines.
- (2) Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the facility, such as:
- (a) A manual describing the operation of Department data processing equipment;
 - (b) An item which poses a serious threat to the security of a facility and is not approved for an inmate to possess, including:
 - (i) Weapons;
 - (ii) Intoxicants;
 - (iii) Currency (where prohibited);
 - (iv) Tools which may be used to aid in an escape (e.g., rope);
 - (v) Ammunition or explosives;
 - (vi) Combustible or flammable liquids; or
 - (vii) Hazardous or poisonous chemicals and gases.
- (3) Nuisance contraband is an item that has not ever been authorized or, which previously was authorized for an inmate to possess, but possession presents a threat to security or the condition or quantity of the item presents a health, fire, or housekeeping hazard, such as:
- (a) Personal property no longer permitted by the facility or not permitted for sale in the commissary;
 - (b) Altered personal property;
 - (c) Excessive accumulation of commissary, newspapers, letters, or magazines that cannot be stored neatly and safely in the designated area;
 - (d) Food items that are spoiled or retained beyond the point of safe consumption;
 - (e) State-issued items which have been altered; or
 - (f) Other items made from State property without authorization.

F. Handling Personal Property Considered Contraband.

- (1) Facility staff shall seize contraband found in the physical possession of an inmate, in an inmate's living area, or in common areas of the facility.
- (2) Contraband shall be handled as follows:
 - (a) Except when contraband is evidence for disciplinary action or criminal prosecution, facility staff seizing contraband that is State property shall, if the item has not been altered and is suitable for re-issue, return the item to the facility's issuing authority.
 - (b) Contraband seized as part of an administrative action or criminal investigation shall be recorded and stored according to Department procedures for processing and storage of evidence.
- (3) The facility employee taking possession of inmate personal property shall inventory and store the property and take steps to identify the rightful owner.
- (4) After inventorying and storing inmate personal property and identifying the rightful owner, the facility employee shall:
 - (a) Ensure the owner is provided a copy of the inventory as soon as practicable after completion; and
 - (b) Ensure a copy of the inventory is placed in the inmate's base file.
- (5) An inmate receiving a personal property inventory under §.05F(4) of this directive has 7 days following receipt of the inventory to provide evidence of ownership of the inventoried items.
- (6) Items made from the unauthorized use of State property may not be returned to an inmate.
- (7) If an inmate establishes ownership of the inventoried personal property and the item is contraband only because it is not authorized by the managing official, or exceeds the limitation on authorized personal property and may be legally possessed outside of a correctional facility, facility staff shall arrange with the inmate and, if necessary at the inmate's expense, for the item to be sent to a destination determined by the inmate.
 - (a) The managing official may authorize the facility to pay the cost of mailing inmate personal property under §.05F(7) of this directive if the item:
 - (i) Has not been altered, was originally permitted for admission to the facility or had been purchased from commissary; and
 - (ii) The inmate has insufficient funds and no likelihood of new funds being received to cover the cost of mailing.
 - (b) If the inmate established ownership of contraband that is eligible to be mailed, but will not pay for the mailing, although financially able to pay or refuses to provide a mailing address for the property, the facility staff shall comply with procedures for handling and disposal of personal property.

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- (8) If an inmate is unable to establish ownership of personal property, facility staff shall make reasonable efforts to identify the owner of the property before any decision to dispose of the property.
- (9) The managing official, or a designee, shall:
 - (a) Determine if an item is contraband and subject to destruction.
 - (b) Prepare written documentation describing the item subject to destruction and the reasons for destruction.
 - (c) Hold property identified for destruction for 120 days before destroying the property to permit an inmate the opportunity to obtain proof of ownership or appeal the decision through the Administrative Remedy Procedure.
- (10) The facility employee assigned to destroy property shall ensure that:
 - (a) At least one other facility staff member witnesses the destruction; and
 - (b) The witness signs a written statement indicating that the property was destroyed.
- (11) A managing official, or a designee, shall ensure that records of disposal of property remain on file at the facility for at least two years to address potential tort claims
- (12) If property is held as part of a pending disciplinary action or criminal proceeding, disposition of the property shall be delayed until after the action or proceeding is completed, including appeals.
- (13) A managing official may convert abandoned or donated property or contraband to use by the inmates at a facility according to the following:
 - (a) The managing official, or a designee, intending to convert donated, abandoned, or confiscated property for use by inmates at the facility shall:
 - (i) Complete a Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal recording the property to be converted describing the condition, estimated value, and planned use for the property; and
 - (ii) Forward the completed form to the Executive Director, Field Support Services, or a designee, for review and approval.
 - (b) If the Executive Director, Field Support Services, or a designee, does not approve an item for conversion, the item shall be disposed of according to procedures for handling and disposing of personal property.
 - (c) If the property is approved for conversion, the managing official, or a designee, shall ensure that:
 - (i) The property is included in the facility property inventory and remains facility property; and
 - (ii) Records are maintained documenting the use of the property by an inmate on the inmate's

property form and the facility property form.

- (d) At the time converted property becomes unserviceable, the managing official, or a designee shall:
 - (i) Complete a Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal; and
 - (ii) Submit the completed form to the Executive Director, Field Support Services, or a designee, for approval.
 - (e) Personal property approved for disposal shall be:
 - (i) Disposed of according to procedures for handling and disposition of personal property; and
 - (ii) Removed from the facility property inventory.
- (14) Property that is donated to the facility by an inmate shall be processed, using procedures for gifts, contributions, and donations.

G. Forfeiture of Property.

- (1) Inmate personal property and currency, confiscated as contraband, may be subject to forfeiture.
- (2) If currency is confiscated as contraband, the managing official, or a designee, shall:
 - (a) Require that an investigation be conducted to determine the source of the currency.
 - (b) If the investigation determines that the currency has a rightful owner who was the victim of loss or theft, the managing official, or a designee, may return the currency to the rightful owner.
 - (c) A managing official shall initiate forfeiture procedures for currency confiscated as contraband unless subject to return to the rightful owner under §.05G(2)(b) of this directive.
- (3) When forfeiture is appropriate, the managing official, or a designee shall:
 - (a) Ensure the appropriate inmate is notified that the property has been confiscated as contraband using completed Part I and Part II of a Notice of Confiscation and Inmate Personal Property Disposition.
 - (b) Ensure that the inmate is notified of the right to a hearing on the forfeiture by:
 - (i) A supervisor signing Part II of the Notice of Confiscation and Inmate Personal Property Disposition form; or
 - (ii) Serving the inmate with a completed Notice of Inmate Rule Violation and Disciplinary Hearing form in accordance with established policy and procedures for inmate rule violations.

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H. Disposition of Abandoned Personal Property.

- (1) A managing official may dispose of abandoned inmate property by submitting a completed Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal form to the Executive Director, Field Support Services, or a designee, for review and approval.
- (2) Once approved by the Executive Director, Field Support Services, or a designee, the managing official, or a designee, may dispose of the property by:
 - (a) Donating the property to an appropriate charitable organization and obtaining a signed and dated descriptive receipt for the donated items that will be filed with facility property records.
 - (b) Public sale through established procedures.
 - (c) Destroying the property according to procedures for handling and disposition of property.
- (3) The Department does not recognize claims by or on behalf of an inmate to abandoned, donated or confiscated property or to proceeds from the sale of abandoned, donated or confiscated property.

I. Completing a Notice of Confiscation and Inmate Personal Property Disposition Form.

(1) Voluntary Compliance.

- (a) The property officer shall complete Part I and Part III as requested by the inmate, and both shall sign in Part III.
- (b) The property officer shall document the date when the items are disposed of as indicated, and sign in the space provided in Part III.

(2) Confiscated Property.

- (a) The confiscating officer shall:
 - (i) List all items confiscated in numerical sequence in Part I (if additional space is required, list items on the back of the form and attached pages or use additional forms);
 - (ii) Sign in the space provided;
 - (iii) Forward the completed form and if applicable a completed Notice of Inmate Rule Violation and Disciplinary Hearing Report to a supervisor for review
- (b) The supervisor reviewing forms received under §.05I(2)(a)(iii) of this directive shall:
 - (i) List the item number on the space provided in Part II for property to be considered for forfeiture; and
 - (ii) Sign as the reviewer in the space provided.
- (c) The officer serving the forms on the inmate shall:
 - (i) Check the area indicated in Part I if the inmate elects to waive the right to a hearing on the

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property considered for forfeiture;

- (ii) Note the inmate's requested disposition for each item listed that is not considered for forfeiture;
 - (iii) Have the inmate sign the form in Part III (if the inmate refuses to sign, a second officer shall witness the refusal and sign the form, and write "REFUSED TO SIGN" in the area for the inmate's signature);
 - (iv) Sign the form in Part III in the space provided; and
 - (v) Ensure that the completed form and, if applicable a completed and signed Notice of Inmate Rule Violation and Disciplinary Hearing report is forwarded to the hearing officer.
- (d) Property considered for forfeiture shall be forfeited, returned to the inmate, or disposed of as determined by the hearing officer.
 - (e) The property officer shall document the date when the items are disposed of as indicated, and sign in the space provided in Part III.
 - (f) The facility shall retain items of contraband considered to be evidence in a disciplinary action or criminal prosecution.
 - (i) Evidence contraband shall be maintained according to procedures for handling and storing evidence.
 - (ii) When evidence is not required for criminal prosecution, the evidence shall be destroyed in accordance with this directive maintaining written documentation of the destruction for at least two years.

J. Inmate Transfer Between Facilities and Inmate Release.

- (1) Except as provided for in this section, staff shall ship all authorized inmate personal property to the receiving facility.
- (2) The managing official shall permit an inmate transferring to another facility to transport personal items determined necessary or appropriate by facility staff including, legal materials for an active court case.
- (3) The sending facility staff shall inventory an inmate's personal property before leaving the sending facility.
- (4) Inmate personal property, including appliances, subject to transfer is limited to items that fit in a total of three boxes (each box measures 13.5 inches by 25.5 inches by 18.5 inches).
- (5) An inmate who is being released:
 - (a) May arrange to ship personal property at the inmate's expense.
 - (b) Is responsible for transporting any personal property not shipped.

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- (6) Except for provisions under §.05J(7) of this directive, a facility receiving a transferred inmate shall accept inmate personal property that was approved for the inmate to possess at the sending facility and that property:
 - (a) Is permitted by the Inmate Allowable Property Matrix (for example jeans which may be State issue or store bought);
 - (b) May be retained by the inmate until no longer serviceable; and
 - (c) When unserviceable, may only be replaced with property approved by the receiving facility.
- (7) If the transferred inmate's security level changes to a higher level at the receiving facility than that at the sending facility and the transferred inmate's personal property authorized by the sending facility is not authorized for possession by the receiving facility, staff at the receiving facility shall arrange for the inmate's, now unauthorized personal property to be mailed, at the inmate's expense, to a destination determined by the inmate.
- (8) If an inmate refuses to provide a mailing address for return of personal property or, when required, refuses to bear the expense of mailing the property, the property is to be disposed of according to procedures for handling and disposition of personal property.

K. New Commitment.

- (1) When an inmate is committed to Department correctional facility, the inmate shall be permitted to retain only the following personal items:
 - (a) Plain wedding band;
 - (b) One pair of earrings for females;
 - (c) Medical or orthopedic devices approved by Department's medical provider;
 - (d) Legal documents;
 - (e) Social Security card and other forms of personal identification (to be retained in the inmate's base file);
 - (f) Religious items as approved in the Religious Services Manual; and
 - (g) Prescription eye glasses.

L. Limitations on Inmate Personal Property – Medical Transfers. The managing official shall establish limits for the amount of personal property that an inmate may take when transferring to a medical facility.

M. Inmate Death. In the event of the death of an inmate, the facility shall inventory and secure the inmate's personal property as established under this directive.

- (1) Facility staff shall:
 - (a) Notify the emergency contact person for the deceased inmate of personal property being held

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by registered mail with a return receipt requested.

- (b) Advise the emergency contact person to contact the local office of Register of Wills as the property can only be released to the appropriate court-designated individual.
- (2) Personal property of a deceased inmate shall only be released to an individual who presents Letters of Administration issued by a court designating the individual as the deceased inmate's personal representative with the following documents placed in the deceased inmate's base file:
 - (a) A copy of the Letters of Administration; and
 - (b) A receipt for property released to the court-designated individual that is signed by the individual receiving the property.
- (3) The inmate's personal representative has 30 days from the date of the registered mail receipt to claim the property, after which, the property is considered abandoned and disposed of in accordance with this directive.

N. Inmate Escape

- (1) A facility shall hold an escaped inmate's personal property for 30 days from the date of escape, after which the property shall be considered abandoned and disposed of according to procedures established in this directive.
- (2) If the escaped inmate is returned to Department custody within 30 days of the escape, the facility holding the inmate's personal property shall ensure that the property is delivered to the inmate upon the inmate's request in accordance with procedures established in this directive.
- (3) Funds remaining in an escaped inmate's facility account shall be held for 2 years after an escape and then shall be turned over to the State Treasurer's Office.

O. Abandoned Property for Which Ownership Is Unknown.

- (1) A managing official, or a designee, shall ensure that a notice is posted in a conspicuous location within the facility available to inmates for 30 days that describes the property and details for submitting a claim of ownership for the property.
- (2) A managing official, or a designee, shall ensure that the property is delivered to the inmate who, within the prescribed 30-day period, satisfactorily establishes ownership for the property.
- (3) Accepting property under this section shall be in accordance with authorized personal property and limits established for the personal property in the appropriate Allowable Personal Property Matrix.
- (4) A managing official, or a designee, shall ensure that:
 - (a) The inmate signs a receipt for the property at the time the property is delivered to the inmate; and
 - (b) The signed receipt is filed in the inmate's base file.

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P. Facility Directive.

- (1) A managing official shall develop procedures necessary to implement requirements established under this directive.
- (2) Procedures developed by a managing official shall be approved by the Executive Director Field Support Services, or a designee, before the procedures are implemented.
- (3) At a minimum, the following shall be addressed when developing facility procedures:
 - (a) Inmates shall be advised as part of the intake and orientation program of allowable personal property;
 - (b) Designating storage space for inmate personal property that:
 - (i) Is capable of being secured;
 - (ii) Offers limited access to staff; and
 - (iii) Prevents access by other inmates.
 - (c) Filing of Inmate Personal Property Inventory forms; and
 - (d) Filing personal property related documents in the inmate's base file.

.06 Attachment(s).

- A. Appendix 1, Allowable Inmate Property Matrix
- B. Appendix 2, Declaration of Abandoned or Unclaimed Inmate Property for Conversion or Disposal (DC Form 220-004aR) Revised 09/26/16
- C. Appendix 3, Personal Property Inventory (DC Form 220-004a)
- D. Appendix 4, Inmate Personal Property Shipping Form (DC Form 220-004cR)
- E. Appendix 5, Notice of Confiscation and Inmate Personal Property Disposition (DC Form 220-004dR)

.07 History.

- A. This directive replaces DOC.220.0004 dated 09/04/15 by updating the Allowable Inmate Property Matrix concerning make up and sewing kits.
- B. This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

- A
- C
- D
- L

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Allowable Inmate Property Matrix

Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

Clothing													
Belt, max 2" buckle, \$20 no logos, insignia or designs	1	0	0	1	0	0	1	0	0	0	1	0	0
Bras, State-issue	0	0	0	0	0	0	7	7	3	3	0	0	0
++Coat, Jacket- 3/4 or fingertip length max (no leather, fur, overstuffed, "puffy", reversible, black liners, or hoods); (segregation inmates will be issued as needed) <u>State Issue only</u>	1	0	0	1	0	0	1	0	0	1	1	0	0
Footwear (any combination, max 2" heel, 8" high boots, athletic shoes, shower shoes, slippers, sandals, shoes); no battery-powered or pump-type tennis shoes, metal, plastic, or fiberglass shanks in shoes; \$100 per pair	4	2	2	4	2	2	4	2	2	2	4	2	2
Handkerchiefs, white only, max size 16" x 18"	6	0	0	6	0	0	6	0	0	6	6	0	0
+Hat (knit style), \$10 each	1	1	1	1	1	1	1	1	1	1	1	0	0
++Hat (baseball style hat), \$10	1	0	0	1	0	0	1	0	0	1	1	0	0
Hat (stretch nylon style); No strings; White or Gray only	2	1	0	2	1	0	0	0	0	0	2	1	1
Hat (rain bonnet), commissary only	0	0	0	0	0	0	1	0	0	1	0	0	0
Jumpsuit or hospital-type scrubs (set)	0	1*	1*	0	1*	1*	0	1*	1*	2**	0	1*	1*
Pajamas (nightgown, female only), sets - \$20 each	2	0	0	2	0	0	2	2	2	2	2	0	0
Rain poncho or raincoat (clear) - \$15	0	0	0	1	0	0	1	0	0	1	0	0	0
++Shirts & Sweatshirts only; \$25 each); Sweatshirts & sweatpants – Gray no pockets only (combined total)	6	1*	1*	6	1*	1*	6	1*	1*	2**	6	1*	1*
++Shorts, athletic, Gray only (no pockets, cargo pockets, or logos) -\$25 each	4	1	1	4	1	1	4	1	1	0	4	1	1
Shower robe - \$20	1	0	0	1	0	0	1	1	0	1	1	0	0
Socks, white or gray - pair - \$4 per pair	9	9	9	9	9	9	9	9	9	9	9	9	9
Special work clothing	I. AS PERMITTED												
Thermal underwear, white or gray (set) - \$15 each	2	2	2	2	2	2	2	2	2	2	2	2	2
++Trousers, pants, sweat pants/leisure-style pants, (no cargo pockets) (skirts, female only) \$50 each (combined total)	4	2	1*	4	2*	1*	4	2*	1*	2**	4	2*	1*

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Allowable Inmate Property Matrix

Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

Undershirts/Tee-shirts, \$4.02-\$11.36 each, short sleeve, no sleeveless or tank tops (plain white or gray - males) (plain gray - females)	8	8	8	8	8	8	8	8	8	8	8	8	8
Underpants, white or gray, \$2.89-\$5.22 each Boxers/Briefs (or any combo)	8	8	8	8	8	8	8	8	8	8	8	8	8
Jewelry and Personal Accessories													
Clothes hangers (plastic)	0	0	0	0	0	0	0	0	0	0	0	0	0
Lock, available from Commissary (as necessary)	0	0	0	2	0	0	2	0	0	0	0	0	0
Earrings, pair, \$50 (female only)	0	0	0	0	0	0	1	1	1	1	0	0	0
Religious articles (Bible, Koran, etc.)													
Jewelry, Religious only, \$25	1	1	1	1	1	1	1	1	1	1	1	1	1
Clothing, white, gray, cream only (Seg – Headwear Only)	3	1	0	3	1	1	4	1	1	1	3	1	1
Other	4	1	1	4	1	1	4	1	1	1	4	1	1
Ring, wedding - \$75													
Plain – No stones	1	1	1	1	1	1	1	1	1	1	1	1	1
Shoe/boot laces (spares)	1	0	0	1	0	0	3	0	0	0	3	0	0
Shoe polish – no wax	1	0	0	1	0	0	1	0	0	0	1	0	0
Shoeshine brush	1	0	0	1	0	0	1	0	0	0	1	0	0
Shoeshine cloth	1	0	0	1	0	0	1	0	0	0	1	0	0
Sunglasses (no wraparound or mirrored)	1	0	0	1	0	0	1	0	0	0	0	0	0
Trash can – max 3 gallons (plastic or fiberglass only)	0	0	0	1	0	0	1	0	0	0	0	0	0
Wristwatch (No larger than 2” x 2” & ½” thick - \$50)	1	1	1	1	1	1	1	1	1	1	1	1	1
APPLIANCES AND ACCESSORIES													
Alarm clock, clear case, battery or wind-up only \$15 (no clock radios)	1	0	0	1	0	0	1	0	0	0	0	0	0
Antenna, TV (as needed)	0	0	0	1	1	0	1	1	0	0	1	1	0

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Allowable Inmate Property Matrix

Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

	I. AS REQUIRED												
Batteries, (to include watch battery, plus 1 additional set AA & AAA only)													
Beard and mustache trimmer (cordless, battery-operated, plastic clipper attachment), commissary or catalog – clear; No re-chargeable	1	1	0	1	1	0	1	1	0	0	1	1	0
Book lights, clip-on, clear \$15 battery operated; No Metal Springs	1	0	0	1	1	1	1	1	1	1	1	1	1
Calculator (pocket size-battery only) - \$10	1	0	0	1	0	0	1	0	0	0	1	0	0
Cassette tapes, compact discs commercially recorded, factory-sealed, any combination (NO DVD)	8	0	0	8	0	0	8	0	0	0	8	0	0
Surge Protector – 6 or less outlets, 9 ft. max cord based on need, no power strips; UL approved.	1	1	0	1	1	0	1	1	0	0	0	0	0
Fan, where electrical system allows or battery-operated - max 8 inch, plastic (clear only).	1	1	0	1	1	0	1	1	0	0	0	0	0
***Play Station Console (new or re-furbished), or Xbox for inmates with authorized televisions only; or Hand Held Game System – Stationary or Game Boy Type; or accessories except AC adaptor; \$375, clear case if available; Items may not have Internet, Ethernet or Wi-Fi capacity	1	1	0	1	1	0	1	1	0	0	0	0	0
***Game Cartridges, \$50 each. (Permissible rating: “E” for everyone, and “T” for Teen games, “M” for Mature from approved list only).	6	6	0	6	6	0	6	6	0	0	0	0	0
Electronic Dictionary (Item may not have Internet, Ethernet, Wi-Fi or expandable memory capability) Clear case, if available.	1	1	0	1	1	0	1	1	0	0	0	0	0
Headphones (clear) - \$25	1	1	0	1	1	0	1	1	0	0	1	0	0
Play Station or Xbox - Controller	2	2	0	2	2	0	2	2	0	0	0	0	0
Play Station or Xbox - Memory Card	1	1	0	1	1	0	1	1	0	0	0	0	0
Play Station or Xbox Adapter (proper adapter for T.V.)	1	0	0	1	0	0	100	0	0	0	0	0	0
Radio, AM or AM/FM, Walkman/MP3 type (clear case only) with or w/o cassette or compact disc, or headset (No recording capability or detachable speakers) - \$75. Prior to March 1, 1998: maximum dimensions 22" L (left to right) x 12" W (front to back) x 10" H (top to bottom) After March	1	1	0	1	1	0	1	1	0	0	1	1	0

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Allowable Inmate Property Matrix

Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

Over the counter Meds - includes: Antacid (pack); Cough drops (bag); Acne medication (container); Antihistamine (pack); Mild laxative (tablet form) Topical analgesic (container); Topical antifungal - any brand with a maximum of 2 percent main ingredient cream (container); Oral analgesic (pack) Rectal suppositories/ointments (pack)													
Total in any combination	8	8	8	8	8	8	8	8	8	8	8	8	8
Razor (disposable only) (Issued/loaned at Warden's discretion)	0	0	0	2	2	0	2	2	0	0	2	2	0
Roach/Ant motel (If available on Commissary form)	0	0	3	3	3	3	3	3	3	3	3	3	3
Calendar Wall (8.5" x 11") or pocket	0	0	0	1	0	0	1	0	0	0	1	0	0
Soap dish (plastic)	1	1	1	1	1	1	1	1	1	1	1	1	1
Toothbrush (Disc. Seg. flexible only)	2	2	1	2	2	1	2	2	1	1	2	2	1
Toothbrush Holder or Cap (Facility Specific)	1	1	1	1	1	1	1	1	1	1	1	1	1
HYGIENE ITEMS – NO GLASS. CLEAR SUBSTANCES OR CONTAINERS ONLY													
Soap	2	2	1	2	2	1	2	2	1	2	2	2	1
Body Wash	1	1	1	2	2	1	2	2	1	2	2	2	1
Tooth Paste	1	1	1	1	1	1	1	1	1	1	1	1	1
Deodorant ; (non-flammable, non-aerosol)	1	1	1	1	1	1	1	1	1	1	1	1	1
Hair Care	1	1	1	1	1	1	1	1	1	1	1	1	1
Other Hygiene items not listed above but sold in commissary: Aftershave; Bunion and Callus Pads (box); Chapstick; Contact lens cleaner; Contact lens solution; Cotton swabs (box); Dental flossing instruments with floss less than 3"; Dental loops; Denture adhesive; Denture cleaner; Eye wash; Mouthwash; Shampoo; Shaving cream (non-aerosol); Skin cream or lotion (no baby oil); Talcum powder.													
Number permitted for EACH item listed as Other Hygiene:	1	1	0	1	1	1	1	1	1	1	1	1	1
Total permitted for all Hygiene Items Combined:	25	25	0	25	25	15	25	25	15	25	25	25	15

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Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

Toilet paper rolls	3	3	1	3	3	1	3	3	1	1	3	3	1
STATIONERY ITEMS													
Approved extension course material	II. AS REQUIRED												
Binder (notebook/no metal)	1	1	0	1	1	0	1	1	0	0	1	1	1
Books and papers (personal, legal, etc.); Magazines & Newspapers – 4 total max. by subscription; Legal CD/DVD. – Maximum of 1.5 cu ft. (e.g. 12” x 12” X 18”)	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.	1.5 cu ft.
Books, school	III. AS REQUIRED												
Greeting cards	AS APPROVED												
Pens (ballpoint) - plastic refills only or flair). Disc. Seg – Flexible only. Number permitted for Each Item:	4	4	1	4	4	1	4	4	1	4	4	4	1
Photo album (no metal)	1	1	0	1	0	0	1	0	0	0	1	0	0
Photograph w/plastic frame	1	0	0	1	0	0	1	0	0	0	1	0	0
Postage stamps/stamped envelopes	20	20	20	20	20	20	20	20	20	20	20	20	20
Ruler, plastic – Flexible only	1	1	0	1	1	0	1	1	0	0	0	0	0
Scotch tape, rolls	2	2	0	2	2	0	2	2	0	0	0	0	0
Writing paper tablets (no metal)	2	2	2	2	2	2	2	2	2	2	2	2	2
LINEN ITEMS													
Laundry bag (Commissary only)	2	2	1	2	2	1	2	2	1	0	0	0	0
Personal sheets and pillow cases – 1 set as permitted. No white or banned colors (self-laundered only)	1	0	0	1	0	0	1	0	0	0	0	0	0
Towels, hand or bath	6	2	2	6	2	2	6	2	2	2	3	0	0
Washcloths	4	2	2	4	2	2	4	2	2	2	3	0	0
RECREATIONAL MATERIALS													
Art brushes (storage to be determined by facility)	5	5	0	5	5	0	5	5	0	0	0	0	0
Art sets (chalk/water colors/charcoal coloring pencils/non-	1 Set	1 Set	0	1 Set	1 Set	0	1 Set	1 Set	0	0	0	0	0

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Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

toxic) where permitted - commissary only.													
Board games/Dominos (no dice) - \$20	1	1	0	1	1	0	1	1	0	0	0	0	0
Chess set (flexible preferred) - \$20	1	1	0	1	1	0	1	1	0	0	0	0	0
Guitar (no electric), \$150 with or without case	1	1	0	1	1	0	1	1	0	0	0	0	0
Guitar strings, exchange only	IV. EXCHANGE												
Harmonica, \$25 with case	1	1	0	1	1	0	1	1	0	0	0	0	0
Jigsaw puzzles (must fit available inmate personal storage)	0	0	0	2	0	0	2	0	0	0	0	0	0
Playing cards	2	2	2	2	2	2	2	2	2	2	2	2	0
Support belt/athletic supporter	V. AS REQUIRED												
MEDICAL ITEMS	VI. AS PRESCRIBED												
Dentures and container	AS PRESCRIBED												
Eyeglasses/contact lenses and case	VII. AS PRESCRIBED												
Other items (braces, etc.) elastic joint support, other medical items or equipment	VIII. AS PRESCRIBED												
Prosthetics	VIII. AS PRESCRIBED												
FOOD/DRINK ITEMS – NO GLASS CONTAINERS	VIII. AS PRESCRIBED												
Beef Jerky	6	6	0	6	6	0	6	6	0	0	6	6	0
Candy, bags	5	5	0	5	5	0	5	5	0	0	2	2	0
Candy bars	24	24	0	24	24	0	24	24	0	0	24	24	0
Packaged meals (tuna fish/soup, potted meat); No cans or foil; sealed packets only.													
Combined Total:	15	15	0	15	15	0	15	15	0	0	10	10	0
Cereals	2	2	0	2	2	0	2	2	0	0	2	2	0
Coffee, Hot Chocolate individual packs	24	24	0	24	24	0	24	24	0	0	24	24	0
Crackers/cookies/cakes (boxes) combined total	3	3	0	3	3	0	3	3	0	0	3	3	0
Creamer-non-dairy (50 pack box)	2	2	0	2	2	0	2	2	0	0	1	1	0
Instant drinks (containers)	5	5	0	5	5	0	5	5	0	0	5	5	0

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Allowable Inmate Property Matrix

Max II			Male (Except Max II)			Female				Pretrial/ Reception		
GP	ADM SEG	DISC SEG	GP	AD SEG	DISC SEG	GP	AD SEG	DISC SEG	ADM IS	GP	ADM SEG	DISC SEG

Potato chips/popcorn/pretzels/nuts													
Combined Total:	8	8	0	8	8	0	8	8	0	0	8	8	0
Pudding (packages)	2	2	0	2	2	0	2	2	0	0	2	2	0
Soft drinks/juice (case of 24 or as permitted) – No cans, Plastic only	1	1	0	1	1	0	1	1	0	0	1	1	0
Soup noodles	14	14	0	14	14	0	14	14	0	14	14	14	0
Spreads -condiments/ mayo/honey/ cheese/jelly													
Combined Total:	6	6	0	6	6	0	6	6	0	0	6	6	0
Sweetener (box)	1	1	0	1	1	0	1	1	0	0	1	1	0
Tea bags – 1 box	1	1	0	1	1	0	1	1	0	0	1	1	0
Plastic bowl (1 quart maximum)	1	1	0	1	1	0	1	1	0	0	1	1	0
Plastic fork and spoon (1 pack commissary only)	1	1	0	1	1	0	1	1	0	0	1	1	0

Allowable Inmate Property Matrix

NOTES:

Dollar figures represent maximum permissible values. Items above these value amounts are not allowable.

Any item not clearly approved by this document or not made available through the commissary is prohibited.

- + For facilities utilizing inmate uniforms, personal articles of these clothing items are not allowable. No hoods except those issued by the facility.
- ++ Excludes colors of outer wear or any type of clothing that conflicts with security or that could be construed as a uniform, military or medical garb, etc. No logos, writing, insignia or appliques, except a professional sports or college logo, a manufacturer's logo, or a facility logo when supplied by the facility.
- * Segregation inmates shall be issued one jumpsuit or one set of separate top (shirt) and bottom (pant).
- ** Female inmates in admission status shall be issued either two jumpsuits or two sets of separate tops (shirt)s and bottoms (pants).
- *** Effective 12/13/16:

X-Box 360 and PlayStation 2 - may only be purchased from Walkenhorst, Game Dude or Estarland with Wi-Fi capability disconnected. (NOTE: Inmates ordering these items are at the risk of having the warranty voided.

PlayStation 2 must have controllers with cords (wireless controllers are unauthorized).

MP3 Players (Walkenhorst model #38428-918 only) with pre-loaded music (this model does not have a USB port).

MP3 players with USB ports shall be confiscated and inmates shall be permitted to order the approved model.

USB cords/cables are deemed as contraband with the exception of the X Box 360 controller cord which only attaches to the console and the controllers, other cords or cables shall be confiscated.

An inmate found to possess an unauthorized USB cord or cable shall be charged with possession of contraband and have the inmate's electronic devices confiscated and sent home at the inmate's expense.

The inmate shall lose the privilege to possess any of the above electronic items for an indefinite period.

- **** Security Operations shall maintain and distribute a list of "M" for "Mature" rated game cartridges that an inmate may possess.

An inmate may not possess an audio or video appliance, in any combination, that has Ethernet, Internet or WiFi connectivity regardless of the type of case.

An inmate may not possess a flash drive or similar media storage device. This equipment shall be confiscated and the inmate may decide that the item is to be:

- (a) Mailed to inmate's home address on record at the inmate's expense;
- (b) Donated to the facility; or
- (c) Destroyed under provisions for handling and disposition of property.

Electric typewriters are authorized only at facilities that have the electrical capacity or capability to accommodate the item.

Allowable Inmate Property Matrix

An inmate with registered ownership of a radio prior to March 1, 1998 may continue to possess that radio after March 1, 1998. Should the radio be confiscated for disciplinary reasons or in accordance with the provisions of property directives, the radio shall not be returned. However, a radio confiscated solely because of assignment to disciplinary segregation shall be returned with any other property when the inmate is released from segregation status. Any radio registered on or after March 1, 1998 must be a Walkman type radio only.

If at the time an inmate is obtaining an audio/visual appliance (TV, Walkman type radio, Walkman type radio/cassette player or Walkman type CD player, Video game console) authorized for an inmate to possess and the item is available in a clear case model, the inmate may only obtain the clear case model.

An inmate may have registered ownership of a previously authorized audio/visual appliance that is not a clear case model (clear case was not available at the time the inmate obtained the item) until any of the following circumstance occur and the item is to be replaced, the item shall be replaced with, based on availability, a clear case model:

- (a) The item becomes unserviceable **unless** the item is under a manufacturer's warranty and can be repaired. The inmate is responsible for registering the warranty with the manufacturer and for presenting proof of warranty should the item need repair. The facility shall allow for warranty repair services under these circumstances **only**.
- (b) The inmate wants to transfer ownership; or
- (c) The item is confiscated as the result of disciplinary action.

Clear Case is described as: Transparent, may be colorless or tinted (internal components must be visible).

Inmate allowable personal property that is provided as part of an authorized program shall be managed according to program requirements.

Footwear (State issued footwear is not affected by the color restrictions):

- (a) Athletic shoes: white, gray, white on gray, or gray on white only.
- (b) Boots: brown or tan only.
- (c) Shower shoes: white, gray, brown, or black only.

Except for legal materials, an inmate may not possess a magazine, newspaper, comic book, book or similar item that has a value more than \$25.

An inmate (male or female) may not possess or wear face or body make-up (includes items specifically manufactured as or other substances modified to be) items such as, lip stick, rouge, eye liner, eye shadow, mascara, face or body paint, or fingernail polish.

Operations

DECLARATION OF ABANDONED OR UNCLAIMED INMATE PROPERTY FOR CONVERSION OR DISPOSAL

INSTRUCTIONS: Part I of this form is to be completed by the facility declaring the abandoned or unclaimed property. If required, attach a continuation sheet for listing. Submit form in duplicate.

Send to: Executive Director, Field Support Services
 Department of Public Safety and Correctional Services Office of Operations
 6776 Reisterstown Road
 Baltimore, Maryland 21215

PART I: The items listed are certified to be abandoned or unclaimed personal property of inmates as defined in Correctional Services Article, §10-801, ACM. This declaration is hereby submitted to the Deputy Secretary for Operations to approve this facility to convert or destroy said property.

Agency Code _____ Facility _____ Managing Official's Signature _____ Date _____

Quantity	Item Description	Condition	Estimated Value	Conversion Used	Destroyed	Donated to Charity

PART II: The Commissioner/designee authorizes the conversion and/or disposal of the above-listed items.

Comments: _____

Signature: _____ Date: _____

PERSONAL PROPERTY INVENTORY

Appendix 3

(Allowable quantity listed is the maximum for General Population, combination of State-issued & personal property.)

Inmate Name _____ Number _____ Facility _____
 Inventory Reason: () Transfer In () Transfer Out () Segregation () Release from Segregation () Hospital () Escape
 () Out in Custody () Other _____

Item	Allow Quant.	Item	Allow Quant.	Item	Allow Quant.	Item	Allow Quant.		
CLOTHING		APPLIANCES & ACCESSORIES		TOILET & HYGIENE		RECREATIONAL MATERIALS			
Belt, 2" buckle (no logos)	1	Alarm clock	1	Toothbrush Holder	1	Art brushes	5		
Bras, state issue	7	Antenna, TV	1	Over the counter Meds- includes: Aspirin/Tyleno (pack), Antacid (pack)	8	Art set	1 set		
Coat, Jacket	1	Batteries (as needed plus 1 additional set)	As Req.	Cough drops (bag), Vitamins -Multiple (container), (no amino or creatine) (Total combine			Board games / Dominos (no dice)	1	
Footwear (any combo athletic shoes, shower shoes, slippers, sandals)	4	Beard/mustache trimmer and attachments	1	HYGIENE ITEMS		Chess set (solid) \$20	1		
Handkerchiefs	6	Book lights	1	Hygiene items (aftershave lotion, bunion & callus pads, chapstick, contact lens cleaner, contact lens solution, cotton swabs, dental loops, denture adhesive & cleaner, deodorant, eye wash, hair conditioner & dressing, mouthwash, shampoo, shaving cream, skin cream & lotion, soap, talcum powder, toothpaste (Total Combo)	25	Guitar w/wo case \$150	1		
Hat (knit style)	1	Calculator	1			Guitar strings (exchange only)		Guitar strings (exchange only)	1
Hat (baseball style)	1	Cassette tapes, or CD's commercially recorded factory sealed-no DVD	8			Harmonica w/case \$25	1	Jigsaw Puzzle	2
Hat (stretch style) Male	2	Extension cord or 1- out surge protector (9 ft max)	1			Playing cards	2	Support belt/athletic supporter	As Req.
Hat (rain bonnet) Female	1	Fan	1			MEDICAL ITEMS		(Quantities Only As Prescribed)	
Pajama sets (nightgown female only)	2	Handheld Game System	1			Dentures and containers		Eyeglasses / Contacts and Case	
Rain poncho or raincoat	1	Game Cartridges \$35	6			Other items (braces, etc.), elastic joint support, other medical items		Prosthetics	
Shirts (jerseys, sweatshirts, sweaters)	6	Headphones (Clear) \$25	1			FOOD/DRINK ITEMS - NO GLASS		Beef Jerky	6
Shorts, athletic	4	Radio, AM or AM/FM, w/ cassette or CD no recording capability or detachable speakers \$7	1			Books, school (As required)		Candy, bags	5
Shower robe	1	Television or TV/AM/FM Combo, w/wo remote \$2	1			Greeting Cards (As approved)		Candy Bars	24
Socks (pair)	9	Typewriter (or word processor, no detachable monitor or disk) \$250	1	Pens	4	Canned goods & Packaged Meals (Total)	15		
Special work clothing	As per.	Other accessories for appliances (typewriter ribbon, earphone extensions, AC adaptor, no universal adaptors, coax connectors. (As	As Req.	Photo album (no metal)	1	Cereals	2		
Thermal underwear (set)	2	MISCELLANEOUS		Photograph with frame	1	Coffee, Hot Chocolate Individual packs	24		
Trousers, Pants, Sweatpants, leisure-style pants (Skirts, female only)	4	Air Freshener, solid	2	Postage stamps / Stamped envelopes	20	Crackers, cookies, cake (box)	3		
Undershirts/Tee-shirts	8	Comb	1	Ruler, plastic	1	Creamer-non-dairy (box)	2		
Underpants, Boxers/Briefs	8	Drinking cup 16 oz. max.	1	Scotch tape rolls	2	Instant drinks (containers)	5		
JEWELRY & PERSONAL ACCES.		Hair Brush	1	Writing paper tablets	2	Potato chips, popcorn, pretzels, nuts	8		
Clothes Hangers (plastic)	0	Laundry Soap	2	LINEN ITEMS		pudding (packages)	2		
Combination lock	2	Mirror (plastic)	1	Laundry Bag	2	Soft drinks, juice (case)	1		
Earrings, pair (females)	1	Nail clipper (small)	1	Personal Sheets & Pillow Cases (set)	1	Soup noodles	14		
Religious Articles		Razor (Disposable only)	2	Towels, hand or bath	6	Spreads - condiments, mayo, honey, cheese, jelly	6		
Jewelry \$25	1	Roach/Ant motel	3	Washcloths	4	Sweetener (box)	1		
Clothing (Female 4)	3	Soap Dish (Plastic)	1			Tea bags (box)	1		
Other	4	Toothbrush	2			Plastic bowl	1		
Ring, Wedding \$75	1					Plastic fork & spoon (pair)	1		
Shoe/boot laces (spare)	3								
Shoe polish - no wax	1								
Shoeshine brush	1								
Shoeshine cloth	1								
Sunglasses	1								
Trash can- max 3 gal.	1								
Wrist watch \$50	1								

I/we, _____, Date _____, have personally inventoried the above listed items and find this to be true and correct.

I, inmate _____, ID# _____, have checked the above list of personal property and agree that all the items hereon are mine, and consist of all my personal property.

I, _____, Date _____, have checked the above list of property and certify that the items were received into my custody and issued to the above-named inmate.

I, inmate _____, ID# _____, have received these items on date _____

INMATE PERSONAL PROPERTY SHIPPING FORM

- INSTRUCTIONS:
- 1. Boxes or bags are to be sealed and clearly labeled with the inmate’s name and number.
 - 2. The shipping facility is responsible for filling out columns 1 through 5.
 - 3. The transporting officer is responsible for column 6.
 - 4. The receiving facility is responsible for column 7.
 - 5. Use column 8 as necessary.

1. Name	2. Number	3. Amount of Bags/Boxes	4. Amt of Items Too Big To Box	5. Shipping Facility	6. Transport Officer	7.Receiving Officer	8. Comments

Transporting Officer Signature _____ Facility: _____ Date: _____

NOTE: Affixing of officer’s signature does not indicate or imply knowledge of specific contents in shipping containers, only receipt of said shipping containers.
Distribution: White – Shipping Inst. • Canary – Receiving Inst. • Pink – Transporting Officer

Notice of Confiscation and Inmate Personal Property Disposition

PART I

NAME: _____ DOC #: _____ DATE: _____

() Excess Property () Contraband

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

If necessary, add additional items on reverse side of form.

Confiscating Officer (Signature) Date

PART II

() Forfeiture

The property listed above as item number(s) _____ has been determined to be contraband and as such, may be subject to forfeiture. You have a right to a hearing to determine the issue of forfeiture. If a Notice of Inmate Rule Violation and Disciplinary Hearing has been served on you, the issue of forfeiture may be determined at the disciplinary hearing.

Reviewing Supervisor (Signature) Date

PART III

() I waive my right to a hearing on the issue of forfeiture.

() Dispose of the above property as follows:

() A. Item(s)# _____ Mail to the following within thirty (30) days of the date indicated on this form at the inmate's expense Date: _____

() B. Item(s)# _____ Destroy Date: _____

() C. Item(s)# _____ Donate to Charity Date: _____

() D. Item(s)# _____ Donate for Institutional Use Date: _____

() E. Item(s)# _____ Other _____ Date: _____

Inmate's Signature/DOC #

Institutional Property Officer (Signature) Date

cc: Property Officer
Inmate
Base File

Served by (Signature) Date