

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 6.10	Effective Date 06/26/2013	Page 1 of 18
	Supersedes Inmate Property, dated 6/19/2012		
Approved By  Commissioner James E. Dzurenda	Title Inmate Property		

1. Policy. An inmate may possess only that property authorized for retention upon admission to the facility, issued while in custody, purchased in the facility commissary, or approved at the facility in accordance with this Administrative Directive. An inmate's property shall be managed in a manner, which contributes to a safe, secure and sanitary environment for staff and inmates.

2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Regulations of Connecticut State Agencies, Sections 4-157-1 through 4-157-17.
 - C. Administrative Directives 3.5, Correctional General Welfare Fund; 3.7, Inmate Monies, 3.8, Commissary; 3.12, Fees for Programs and Services; 5.3, Life and Fire Safety; 6.9, Control of Contraband and Physical Evidence; 6.14, Security Risk Groups; 9.4, Restrictive Status; 9.5, Code of Penal Discipline; 9.6, Inmate Administrative Remedies; 10.7, Inmate Communications; 10.8, Religious Services; and 10.15, Inmate Personal Identification Procurement and Storage.
 - D. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4164, 4-4292 through 4-4294 and 4-4446.
 - E. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-20, 4-ALDF-2A-21, 4-ALDF-2A-23, 4-ALDF-2A-24.

3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
 - A. Bulk Storage. Civilian clothing and effects not authorized for retention by a pretrial inmate.
 - B. Contraband. An item (1) not authorized to be in a facility, the grounds of a facility, a vehicle, a contract program area or in a inmate's possession; (2) that is authorized, but used in an unauthorized or prohibited manner; (3) that is authorized, but altered; or (4) ownership cannot be established.
 - C. Facility Incoming Property Review Coordinator (FIPRC). The Unit Administrator at each facility shall designate a Facility Incoming Property Review Coordinator. The Facility Incoming Property Review Coordinator shall be at the rank of Deputy Warden and be responsible for the authorizing or denying of all requests for incoming property items, including but not limited to, outside tapes and compact discs (CDs).
 - D. Facility Tape/CD Reviewer. An employee designated by the Unit Administrator to assess the content of incoming outside tapes and compact discs for safety and security concerns in accordance with the provisions of this Directive.
 - E. Indigent Inmate. An inmate shall be considered indigent when he or she has less than five dollars (\$5.00) on account at admission or when the monetary balance in his or her inmate trust account, or in any other known account, has not equaled or exceeded five dollars (\$5.00) at any time during the preceding ninety (90) days.

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- F. Inmate Property. Inmate property is property that is (1) issued by the facility; (2) authorized by this directive; (3) purchased through the commissary; or (4) authorized by a physician for health care reasons.
- G. Legal Materials. All documents including an inmate's notes and petitions related to any pending administrative action relative to the inmate's incarceration or any documents related to pending legal action involving the inmate.
- H. Media Review Board. A group of designated Department personnel convened to review with uniformity any and all publications and/or outside tapes and CDs that are received by the facilities and are deemed questionable as to their admissibility by the Unit Administrator or designee.
- I. Outside Tapes and Compact Discs (CDs). The term "Outside Tapes and CDs" shall refer to educational or religious cassette tapes and compact discs not available through the commissary.
- J. Personal Identification. Forms of personal identification shall include, but are not limited to: a birth certificate; social security card; driver's license; non-driver identification card; state identification card; social services identification card; military identification card; passport; and Form I-551, Permanent Resident Card (i.e., green card). Credit cards and non-official identification papers shall not be considered valid forms of identification.
- K. Property Officer. An employee designated by the Unit Administrator to oversee the handling of inmate property in accordance with this Directive.
- L. Religious Article. Any inmate property, other than authorized published materials (i.e., written, audio or video), having spiritual significance, which is used in individual or congregational religious activity.
- M. Sexually Explicit Material. Any pictorial depiction of sexual activity or nudity or any written depiction of sexual activity. Details can be referenced in Sections 4(N)(1) and 4(N)(2) of AD 10.7.
- N. Storage Property. Property owned by an inmate that the facility shall maintain in secure storage. There are three (3) types of storage property: valuable, bulk and personal identification.
- O. Temporary Storage Property. Property which an inmate is not permitted to possess because of assignment to a temporary restrictive status.
- P. Unauthorized Property. Property which is either not allowed by the terms of this Directive or is in excess quantity of property permitted by this Directive.
- Q. Unclaimed Property. Inmate property that:
1. is not claimed at discharge or within 30 days after discharge;
 2. is not claimed by the inmate's next of kin within 30 days of notification of an inmate's death;
 3. belongs to an inmate who has escaped/absconded; or,
 4. is contraband property that has not been disposed of pursuant to this Directive.
- Q. Valuable Storage. Jewelry, wallets, purses, keys, cellular phones, pagers, etc. which an inmate may not retain in the inmate's personal possession.
4. Inmate Property Matrix. The type and quantity of inmate property shall be governed by the security level of the facility or unit, inmate status and

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the designation of the facility (e.g., pretrial, sentenced, male or female). A Unit Administrator shall adhere to and limit personal property in accordance with Attachment A, Property Matrix and Attachment B, Female Property Matrix or Attachment C, Male Property Matrix, as appropriate. Attachment B, Female Property Matrix and Attachment C, Male Property Matrix shall be posted conspicuously in each housing unit and be accessible to inmates. Each item authorized by the appropriate Property Matrix as "commissary purchase only" shall be available at each Department commissary, except as noted in the Property Matrix.

5. Admissions. Upon arrival at any facility, each inmate shall be allowed to retain personal property in accordance with Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate. Each item specified shall be itemized during admission and recorded on CN 61001, Inmate Property Inventory Form.

A. Inventory Details. Any retained item, which requires inventory by Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate, shall be listed using accurate descriptive information including size, color, make or brand, and serial or identification number.

B. Unauthorized Property. Any item not permitted to be retained by an inmate shall be inventoried using CN 61001, Inmate Property Inventory Form. Any such item shall be appropriately disposed of in accordance with Section 30 of this Directive and CN 61002, Inmate Property Status and Receipt shall be completed. No inmate shall be permitted to retain any item which does not conform to Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate or is in excess of the quantities allowed in Section 18 of this Directive.

If an inmate has in his/her possession medication and/or medical equipment upon admission, health services staff shall be contacted for disposition.

C. Inmate Signature. Each inmate shall be required to review and sign CN 61001, Inmate Property Inventory Form; CN 61002, Inmate Property Status and Receipt; and CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt, unless unable to do so based on facility safety and security. A staff member shall witness the signature.

D. Inventory and Receipt Filing. A central property file for each inmate with a complete record of all property transactions shall be maintained by the property officer. All inmate property inventory forms, property receipts and any other information regarding an inmate's property record shall be maintained in the inmate's central property file.

Inmates who are transferred out-of-state and return shall be authorized to keep only those articles that comply with Section 5(B) of this Directive.

6. Markings. Inmate property shall be permanently marked, when required, with the inmate's name and number in accordance with Attachment A, Property Matrix. Markings shall be made unobtrusively with indelible ink, or an engraver as appropriate.

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7. Inmate Responsibility. An inmate's property is retained at the inmate's own risk. The Department shall not be responsible for any property personally retained by the inmate which is lost, stolen, damaged, consumed or discarded while in the inmate's possession (e.g., living quarters or on person). An inmate shall not loan, trade, sell, give or transfer property to another inmate.
8. Additions and Deletions. A running inventory of each item, designated as category "B" per Attachment A, Property Matrix, shall be maintained by the facility's designated property officer. CN 61001, Inmate Property Inventory Form shall be updated when an inmate receives, purchases, or sends home any authorized personal property. Any change including additions or deletions which involve a running inventory item required in accordance with the Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate, shall be appropriately recorded on CN 61001, Inmate Property Inventory Form. Any deletion shall be crossed off the running inventory and recorded in the Addition/Deletion Section. CN 61002, Inmate Property Status and Receipt shall be completed and a copy given to the inmate and a copy retained in the inmate's central property file.
9. Contraband. Any property found in the inmate's possession consistent with Section 3(B) of this Directive shall be considered contraband and disposed of in accordance with Section 31 of this Directive.
10. Bulk Storage.
 - A. Unless approved by the Unit Administrator on a temporary, case-by-case basis, storage of property meeting the definition of "Bulk" shall not be allowed. Pretrial inmates who are sentenced and granted temporary storage shall have to meet the requirements of this Directive and to dispose of bulk storage property in accordance with Section 30 of this Directive.
 - B. Each bulk storage item shall be tagged with the inmate's name and number and recorded on CN 61001, Inmate Property Inventory Form as a storage item. CN 61002, Inmate Property Status and Receipt shall also be completed by listing the items being stored. The original CN 61002, Inmate Property Status and Receipt shall be retained in the inmate's central property file; a copy shall be stored with the property; and another copy given to the inmate.
11. Monies. Inmate monies shall be received by the Inmate Trust Office in accordance with procedures issued by the Director of Fiscal Services. At a minimum, the following shall be observed:
 - A. All monies shall be recorded on Attachment D, Official Receipt (COR-9). Monies shall be placed in a sealed envelope. A copy of Attachment D, Official Receipt (COR-9) shall be kept with the envelope, a copy given to the inmate and a copy retained in a secure area.
 - B. A drop safe shall be managed by Fiscal Services. All items placed into the drop safe shall be recorded in a logbook. The envelopes shall be removed each business day for deposit in the appropriate accounts. Fiscal Services staff shall compare items and money amounts on the receipt against envelope contents, Attachment E, Receipt Journal and the logbook, before depositing the monies in the account. If there is any discrepancy between the receipt and envelope contents, the Shift Commander shall be notified immediately and CN 6601, Incident Report completed.

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- C. Any drops made to the safe shall be signed by two (2) staff members and entered into the log. The log shall be reviewed by the Shift Commander or designee at the start of each shift.
- D. Any discrepancies between the log and the audited amounts shall be reported immediately to the Unit Administrator who shall in turn notify the Director of Fiscal Services and the Office of the Comptroller, as appropriate. Prior to notification by the Unit Administrator to the administrators listed in this subsection, a preliminary investigation should be conducted to determine if reporting or other minor errors are involved. However, no such preliminary investigation should delay a report by the Unit Administrator more than one (1) business day.
12. Documents and Valuables. Upon admission, personal documents and valuables shall be inventoried on CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt. Documents and valuables shall be sealed in an envelope not used for any other purpose, marked with the inmate's name and identification number and deposited in a locked container (i.e., cabinet, drawer or safe). A copy of CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt shall be kept with the envelope, a copy retained in the inmate's central property file and a copy given to the inmate. If the envelope containing documents and valuables cannot be deposited in the place normally used for such materials, then the procedures of Section 11(B through D) of this Directive shall be followed in tracking such items until they are placed in the designated secure area. Unless approved by the Unit Administrator on a temporary case-by-case basis, storage of valuable property shall not be authorized and disposed of in accordance with Section 30 of this Directive.
13. Management of Inmate Personal Identification. Inmate personal identification shall be managed and secured in accordance with Administrative Directive 10.15, Inmate Personal Identification Procurement and Storage.
14. Clothing. Clothing, other than footwear, which features a logo, trademark, picture or lettering shall not be allowed. Any clothing article with a hood or that may be utilized as a hood shall not be allowed. Personal sneakers shall be black, white, gray or any combination of the three colors and shall not exceed an estimated retail price of one hundred (\$100.00) dollars. Footwear shall not contain compartments, steel toes or any metal that can be used as a weapon or escape tool.
- In addition, the Unit Administrator may restrict on an individual basis any specific article of clothing otherwise allowed, and dispose of it as provided in Section 30 of this Directive, if the article of clothing is likely to result in its use for bartering or other illicit purposes. The Unit Administrator may require clothing which is considered valuable (i.e., over \$100.00) to be disposed of as provided in Section 30 of this Directive and not retained or stored at the facility.
15. Jewelry. Jewelry may be permitted in accordance with Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate. The facility shall dispose of all other jewelry in accordance with Section 30 of this Directive. An item may be disallowed if the size and/or design is deemed to be a threat to safety and security. No single item of allowable jewelry may have a claimed value greater than fifty dollars (\$50.00), except a wedding ring or set. Wedding rings shall be plain, without stones of any kind, and not have a value exceeding two hundred dollars (\$200.00). The

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inmate, upon admission to a facility, must sign the CN 61001, Inmate Property Inventory Form stating that the value of the items in the inmate's possession does not exceed the authorized value.

16. Religious Articles. An inmate may retain a religious article on admission in accordance with the following criteria:

- A. The article conforms to Attachment B, Female Property Matrix or Attachment C, Male Property Matrix, as appropriate, and to the approved commissary list;
- B. The value of the article does not exceed fifty dollars (\$50.00); and,
- C. The size, volume, design or other characteristics are not deemed a threat to safety and security.

Religious articles shall be available for commissary purchase in accordance with Administrative Directive 3.8, Commissary. Inmates requesting to purchase religious articles not available through the commissary may be allowed to purchase these items via mail order with the written authorization of the Director of Programs and Treatment (Division) or designee, in accordance with Administrative Directive 10.8, Religious Services. Religious articles shall be worn or carried under the inmate's clothing, and shall not be openly displayed.

Inmates who are transferred out-of-state and returned to Connecticut may be allowed to maintain in their possession only those religious articles that were authorized and documented on the inmate's property matrix prior to the out-of-state transfer provided the article is authorized at the time of return.

When an inmate is confined to a Restrictive Housing or Mental Health Unit, a review shall be conducted by the unit manager and/or mental health professional, in consultation with the Institutional Religious Facilitator, when possible, regarding the inmate's continued possession of religious articles. Religious articles that may pose a threat to the safety and security of the inmate, staff or other inmates shall either be stored in the inmate's property or sent out of the facility. The decision to remove religious property from an inmate assigned to a Restrictive Housing or Mental Health Unit shall be documented on CN 61002, Inmate Property Status and Receipt. An inmate may grieve the decision in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.

17. Eyeglasses/Contact Lenses.

- A. Eyeglasses. Upon admission, new commits shall be allowed to retain their eyeglasses unless a security concern exists. If the eyeglasses are confiscated due to security concerns, they shall be handled in accordance with Section 30 of this Directive. Inmates may request to have a pair of eyeglasses mailed into or out of the facility when any one of the following conditions is met:
 - 1. The eyeglasses are confiscated upon admission due to security concerns;
 - 2. The inmate does not have his/her eyeglasses upon admission;
 - 3. A new prescription needs to be filled; or,
 - 4. An existing pair needs to be repaired or replaced.

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The inmate's unit counselor shall review and approve the inmate's request before the eyeglasses can be sent into the facility. Each facility shall develop procedures for approving and coordinating the movement of eyeglasses into, or out of, the facility. Upon receiving the eyeglasses, the facility's property officer shall inspect the eyeglasses before the inmate receives them (questions regarding eyeglasses shall be directed to health services staff). If the eyeglasses need to be repaired or replaced, the inmate may send the eyeglasses home or to an authorized repair facility. In such case, the property officer shall inspect the eyeglasses and approve them before the inmate receives them. No eyeglasses may have a claimed value greater than \$100.00.

- B. Contact Lens. Upon admission, new commits shall be allowed to retain their contact lenses if they have no eyeglasses. Health services staff shall provide contact lens cleaning/soaking solution and a lens container. Inmates may continue to wear their contact lenses until seen by an optometrist. The optometrist shall determine if:
1. eyeglasses can be ordered to replace the contact lenses; or,
 2. the inmate has a medical condition that necessitates the need to wear contact lenses.
18. Limitations on Property. The total amount of property permitted in Sections 19 through 22 of this Directive and the items so indicated on the Property Matrix shall not exceed six (6) cubic feet at Level 2 through Level 4 general population facilities and five (5) cubic feet in Level 5 facilities. Property items shall be stored in the locker or designated area as indicated on Attachment A, Property Matrix and shall not exceed the authorized cubic footage requirements even if the excess is an allowable item within allowable quantities. Items authorized under Sections 22 and 23 of this Directive shall not comprise more than two (2) cubic feet of the authorized six (6) cubic feet. Any amount in excess of such materials shall be disposed of in accordance with Section 30 of this Directive. Unit Administrators shall establish procedures to monitor and audit inmate's compliance with this Directive and these property limitations.
19. Legal Materials. Each inmate shall be allowed to maintain legal materials in the inmate's living area. The Unit Administrator may allow additional short-term storage outside the cell/living area and the inmate shall be allowed controlled access. An inmate shall be required to demonstrate that any legal material permitted in short-term storage is related to pending litigation. All legal materials retained in a housing unit shall be considered inmate property and shall be subject to search for contraband, but the content of such material shall not be read.
20. Paper Materials. Paper materials, including but not limited to, religious publications, program materials, books, periodicals, and correspondence shall be permitted in accordance with this Directive and Administrative Directives 6.14, Security Risk Groups; 9.5, Code of Penal Discipline; and 10.7, Inmate Communications. Paper materials may be limited in accordance with this Directive and Administrative Directive 5.3, Life and Fire Safety based upon potential fire, sanitation, security and housekeeping hazards presented by an excess of such materials. Paper materials shall be stored in the inmate's locker or a designated area when not in use.
21. Hobby Craft Materials. Each Unit Administrator shall develop unit directives to address storage for arts and crafts projects if such

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programs are permitted at the facility. If the Unit Administrator permits storage of hobby craft items in the cell/living area, the items shall be stored in a secure manner and shall not present a fire, sanitation, security or housekeeping hazard. If the inmate transfers to a facility, which does not authorize hobby craft materials, the inmate shall dispose appropriately of the materials in accordance with Section 30 of this Directive. If, upon transfer, the total volume of the inmate's hobby craft materials exceeds one cubic foot, the material shall not be transferred and shall be disposed of at the inmate's expense in accordance with Section 30 of this Directive.

22. Commissary. Commissary items, other than appliances and clothing, shall not accumulate in the cell/living area in excess of the limitation as outlined in Section 18 of this Directive. Unit Administrators may restrict the quantity of any single commissary item that may be kept in the cell/living area or purchased at one time.
23. Food. Unless authorized by the Unit Administrator on a temporary basis, such as a holiday, food shall not be stored in housing units. Items purchased from the commissary shall be exempted from this provision, but shall be subject to the volume limitation imposed in Sections 18 and 21 of this Directive.
24. Pictures and Wall Decorations. In dormitory housing units, not more than five (5) pictures or decorative items may be displayed on the wall or other area open to public view in an inmate's immediate living area. In celled or cubicle units, not more than six (6) square feet of designated wall space per inmate, shall be permitted to display pictures or wall decorations. Nothing attached to a wall shall mar or deface the wall. Neither nudity nor sexually explicit pictures shall be displayed anywhere in the facility (e.g., walls, in lockers), nor will an inmate be permitted to retain any nude or sexually explicit materials. Inmates shall not be permitted to display pictures or wall decorations while assigned to a restrictive housing unit.
25. Temporary Storage Property. When an inmate is placed on restricted status, admitted to an inpatient infirmary or transferred/released from court without returning to the facility, an employee shall be assigned to pack all property that can reasonably be determined to belong to the inmate. The employee shall complete and sign CN 61001, Inmate Property Inventory Form for the packed items. Property shall be stored in a designated, secure storage area when it becomes known that the inmate shall not return to the housing unit. Perishable items shall be discarded if the original packaging is opened. If an inmate cannot or refuses to sign the inventory form, the inventorying staff member shall sign and acknowledge the action taken. When property is returned to an inmate after temporary storage, a new CN 61001, Inmate Property Inventory Form shall be completed and signed by the inmate to indicate that all temporary storage property was returned to the inmate.
26. Confiscation of Property Items. Possession of excessive quantities as defined by this Directive, unauthorized use of an allowable item, or creating a nuisance such as playing a radio, cassette player or television too loudly or during a time when such items may not be used, shall be cause for confiscation. Confiscation shall require that a disciplinary report be issued in accordance with Administrative Directive 9.5, Code of Penal Discipline. A copy of the disciplinary report shall serve as the inmate's receipt. The item may be confiscated pending the outcome of the disciplinary investigation and subsequent disposition of the disciplinary report. If an inmate is found guilty such items may be disposed of in

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accordance with Section 30 of this Directive. After the conclusion of the investigation, appliances (e.g., televisions, radios, video games, fans, etc) shall be forwarded to the Enfield property disposal location.

27. State Issued Items. Each inmate shall be provided state-issued clothing, footwear, and linen in accordance with the Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate.
- A. In addition, an indigent inmate as defined in Section 3(E) of this Directive, shall, when needed, be provided the following items:
1. toothbrush;
 2. toothpaste or toothpowder;
 3. soap;
 4. shampoo;
 5. comb;
 6. disposable razor;
 7. sanitary napkins/tampons, as appropriate;
 8. two (2) stamped envelopes weekly for social correspondence and five (5) stamped envelopes monthly addressed to the court or attorneys;
 9. writing instrument; and,
 10. writing paper (no more than 20 sheets of paper to the courts or attorneys per month. Additional sheets of paper to the courts or attorneys may be authorized by the Unit Administrator based upon the reasonable needs of the inmate).

In the event that an inmate does not have sufficient funds in his/her trust account to pay for the items listed in Section 27(A) (1 through 7) above, but does not meet the definition of indigence, the items shall be provided to the inmate and an obligation to pay established on the inmate's trust fund. Subsequent funds shall be fully credited against the obligation until satisfied.

- B. State issued items shall not be removed as punishment. However, any item may be removed or restricted for legitimate health, safety or security reasons.
- C. All uniforms provided for work assignments by a facility shall be used only for the purposes intended and shall not be counted as part of the totals listed in Attachment A, Property Matrix. However, work uniforms shall be limited to the amount necessary for the work assignment.

Whether property is inmate owned or state issued, the total amount in the inmate's possession shall not exceed the maximum amount allowed in accordance with Section 18 of this Directive and Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate.

28. Inter-Facility Transfers. When an inmate is transferred from one facility to another, the following procedures shall be observed:
- A. Inventory and Packing. Each inmate shall be provided with a maximum of five (5) container(s) to pack the inmate's own property. Inmates shall bring it to a designated area for inventory by an assigned employee. Exceptions to this procedure may be authorized by the Shift Commander when:

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1. the inmate's behavior or physical condition prevents the inmate from packing;
2. the inmate has been transferred from court without returning to the facility; or,
3. an inmate is moved to a restrictive housing or level 4 close custody unit where authorized property is limited.

When these exceptions occur, an employee shall be assigned to pack all items to be stored and/or transferred. The employee shall complete and sign the CN 61001, Inmate Property Inventory Form for the items. Property shall be packed and stored when it becomes known that the inmate shall not return to the housing unit. If medication and/or medical equipment are found in the inmate's property, health services staff shall be contacted for disposition. Perishable items shall be discarded if the original packaging is opened.

All inmate property, whether from storage or from the housing unit, shall be inventoried and secured in boxes. No inmate shall pack or store another inmate's property. The completed inventory shall be compared to the inmate's existing CN 61001, Inmate Property Inventory Form. Any item not recorded on the existing inventory form shall be disposed of in accordance with Section 30 or 31 of this Directive, as appropriate. In such cases the CN 61002, Inmate Property Status and Receipt shall be completed for any unauthorized property. A copy of both inventory forms shall be placed in one (1) of the inmate's property boxes that is being transferred. The original inventory sheets shall be maintained in the inmate's central property file. Each inmate property box shall be sealed with tape and marked with the inmate's last name, number, and total number of boxes being transferred. Property too bulky to be boxed (e.g., television) shall be tagged with a 3" x 5" Property Identification Card and prepared form which shall have the inmate's name and number attached with a string or taped to the property as appropriate.

- B. Security Prior to Transport. Property shall remain in a designated storage area until transporting staff are ready to leave. Valuable property shall remain in a designated secure area and be checked and recorded by designated staff before it is turned over to transporting staff.
- C. Transport Staff Responsibility. For each inmate being transferred, the sending facility shall complete and the transporting staff shall sign CN 61004, Inmate Property Transfer Receipt acknowledging receipt of the number of container(s) and bulk items, when accepting custody of the property. Security of property shall be the responsibility of the transporting staff until such items are accepted at the receiving facility. During transport, inmate property shall not be accessible to inmates.
- D. Receiving Facility. Assigned staff at the receiving facility shall sign the CN 61004, Inmate Property Transfer Receipt, accepting such property as indicated on the form. The designated employee shall check all property items against the CN 61001, Inmate Property Inventory Form and Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male Property Matrix as appropriate. The designated employee shall complete a new CN 61001, Inmate Property Inventory Form in accordance with Section 5 of this Directive. If an item is not authorized at the receiving facility in accordance with the Attachment A, Property Matrix and either Attachment B, Female Property Matrix or Attachment C, Male

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Property Matrix as appropriate, the inmate shall dispose of the item as provided in Section 30 of this Directive. Any discrepancy, from the CN 61002, Inmate Property Status and Receipt or from the CN 61001, Inmate Property Inventory Form shall be noted by completing a CN 6601, Incident Report and notifying the Shift Commander or designee. The Shift Commander or designee shall notify the sending facility and shall forward a copy of the CN 6601, Incident Report and the appropriate property forms to the sending facility Unit Administrator to initiate an investigation. Completed CN 61004, Inmate Property Transfer Receipts shall be placed in the inmate's central property file.

- E. Transfer to Halfway House. When an inmate is transferred to a halfway house the inmate's property shall be inventoried by a staff member at the halfway house upon the inmate's arrival. Halfway houses shall develop a system for inventorying inmate property, which shall be approved by the Director of Parole and Community Services. Any discrepancy in the inventory conducted at the sending facility and the halfway house inventory shall be handled through the appropriate parole manager and the sending facility Unit Administrator. Funds in an inmate's account shall be made available in accordance with Administrative Directive 3.7 Inmate Monies. If an inmate escapes from a halfway house, the inmate's funds shall be forfeited and immediately transferred to the Correctional General Welfare Fund.
- F. Time Frames. An inmate's property, to include the inmate's files (except funds in the inmate's personal account), shall be transferred with the inmate. In cases of an emergency or if transported by judicial marshals or outside law enforcement agencies, an inmate may be transferred without personal property. In such cases the property shall be forwarded as soon as possible but not later than four (4) days after transfer and all property forms shall be completed as required.

Facility staff shall have inmate property ready for transport. If the inmate's property is not ready at the time of transfer, the facility shall be responsible for the delivery of the inmate's property to the inmate's new location. The Correctional Transportation Unit (CTU) shall be responsible for delivering the property of inmates the unit transports. If CTU staff cannot fit all inmate property in the transport vehicle, it shall be CTU's responsibility to transport the remaining inmate property the next business day.

29. Discharges.

- A. Prior to an inmate's release from custody, all stored property (i.e., valuable, bulk and/or personal identification) shall be brought to a designated location and a verification of the most recent inventory of the inmate's property shall be conducted. A new inventory shall normally be completed in the presence of the inmate. The inmate shall sign the new CN 61001, Inmate Property Inventory Form to verify receipt of the property. The inmate normally shall take all property at the time of departure.
- B. All authorized personal property shall be returned to the inmate. All state issue items and any other property belonging to the Department shall be returned to the facility.
- C. All stored valuables, bulk property and personal identification shall be claimed at the time an inmate is released from custody. The inmate shall check the items and sign the appropriate inventory form

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(CN 61002, Inmate Property Status and Receipt or CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt) to acknowledge receipt of all personal items prior to discharge. An inmate's failure to claim personal property at the time of discharge or within 30 days after discharge shall result in a forfeiture of any claim to the property (the 30-day requirement shall not apply to personal identification, which shall be handled in accordance with Administrative Directive 10.15, Inmate Personal Identification Procurement and Storage).

- D. The balance of the inmate's monies shall be given to the inmate or made available by next business day. If the funds are not picked up the next business day, the check is mailed to an address provided by the inmate. Inmate pay, or other funds, once reconciled, shall be made available or forwarded to the address provided by the inmate. Upon notice of release or discharge and receipt of authorizing documentation, a check for the inmate's account balance shall be prepared. The check shall be mailed to an address provided by the inmate. The inmate may receive the check upon discharge at the facility if 30 days notification is provided.
 - E. Any property discrepancies shall result in CN 6601, Incident Report being completed and an investigation shall be initiated by the Unit Administrator.
 - F. The time frames listed in Section 28(F) shall also apply to inmates who discharge.
30. Disposal of Unauthorized Property. Unauthorized property shall be subject to the following:
- A. The inmate shall be given a receipt for the items if the property is confiscated.
 - B. If the inmate is the rightful owner the inmate shall be given written notice via CN 61002, Inmate Property Status and Receipt to:
 - 1. identify an approved visitor to whom the items may be released within 30 days;
 - 2. provide an address to which the items may be mailed at the inmate's expense utilizing Attachment F, Special Request Form, unless the inmate is indigent (in such case, the facility shall pay the postage);
 - 3. identify an approved charity to which the items may be donated; or,
 - 4. authorize the facility to discard the item. Under no circumstances shall the property be used by or given to a department employee.
 - C. Failure to elect one of the options as listed in Section 30(B) of this Directive and the failure to dispose of the property within 30 days shall represent a forfeiture of any claim to the property. The property shall be considered unclaimed and shall be disposed of in accordance with Section 32 of this Directive. Identification placed into long-term storage shall be exempt from the 30-day disposal policy.
31. Disposal of Contraband Property.
- A. A disciplinary report shall serve as a receipt for confiscated contraband as appropriate.

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- B. Any property for which the inmate is not the rightful owner shall be returned to the rightful owner (only if the property was stolen from the rightful owner).
 - C. Illicit drugs and weapons shall be disposed of in accordance with Administrative Directive 6.9, Control of Contraband and Physical Evidence.
 - D. All other contraband property shall be disposed of in accordance with Section 32 of this Directive.
 - E. Unauthorized monies shall be confiscated and deposited in the Inmate Welfare Fund via the Fiscal Services Unit. All unauthorized monies shall be placed in a see-through evidence bag.
The following documentation shall accompany the funds:
 - 1. A copy of CN 6601, Incident Report (contaminated funds shall be noted in the body of the report);
 - 2. CN 6901, Physical Evidence Tag and Chain of Custody; and,
 - 3. The yellow copy of Attachment G, Official Receipt (CO-99).
32. Unclaimed Property. Unclaimed property that the Unit Administrator deems of reasonable market value shall be inventoried and transferred to the possession of the Department of Administrative Services by the Enfield disposal area staff in accordance with the following guidelines as established by the Deputy Commissioner of Operations:
- A. All CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt envelopes containing valuables shall be recorded on CN 61005, Inmate Property Monthly Disposal Report with the inmate's name, number and receipt control number - not contents.
 - B. Bulk property items considered to be of reasonable market value are to be recorded on CN 61005, Inmate Property Monthly Disposal Report with the inmate's name, number and a brief description in the bulk storage section. Clothing items, commissary and legal/paper materials are deemed to have no reasonable market value and therefore, subject to disposal at the facility level.
 - C. Contraband property that is deemed to have reasonable market value (e.g., televisions, radios, video games, appliances, etc.) and subject to disposal as outlined in Section 30 of this Directive shall be recorded on CN 61005, Inmate Property Monthly Disposal Report with the inmate's name and number (if known), a brief description of the item(s) and location of origin. When applicable, the CN 6901, Physical Evidence Tag and Chain of Custody shall be closed out upon the signature of the facility property officer and recording of the contraband property on CN 61005, Inmate Property Monthly Disposal Report.
 - D. Upon completion, the facility property officer and Unit Administrator or designee shall sign and date CN 61005, Inmate Property Monthly Disposal Report to verify accuracy. Copy distribution is as follows - Original to facility and a copy with the unclaimed property.
 - E. On the date of transfer to the Department's designated disposal area, facility staff shall complete CN 61004, Inmate Property Transfer Receipt, as appropriate. Receiving staff at the disposal area shall acknowledge receipt of the unclaimed items by signature.
 - F. The assigned disposal area staff shall be responsible for the disposal and/or transfer of unclaimed inmate property to the possession of the Department of Administrative Services in accordance with prescribed procedures.
 - G. To ensure accountability, unclaimed property shall be disposed of on a quarterly basis.

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Unclaimed inmate property that the Unit Administrator deems of no reasonable market value shall be discarded in accordance with this section. CN 61005, Inmate Property Monthly Disposal Report shall be utilized to record unclaimed, unauthorized or contraband property that is disposed of at the facility level. Any funds in the inmate's account not claimed within one (1) year from date of discharge shall be forfeited by the inmate. Forfeited funds shall be transferred to the Correctional General Welfare Fund in accordance with Administrative Directive 3.5, Correctional General Welfare Fund. Any funds of inmates on escape or abscond status shall be forfeited and transferred to the Correctional General Welfare Fund immediately following the inmate being placed on such status.

33. Staff Prohibition. No department employee shall use any inmate property or enjoy any benefit for any such property in any way. An employee may not sell, give, loan or otherwise transfer unclaimed inmate property to another inmate or employee unless it is to resolve a legitimate property grievances or claims.
34. Inmate Review. When possible, an inmate should be present during any property inventory. Inmates shall sign all forms indicating receipt of property and/or the results of any inventory. If an inmate cannot sign or refuses to sign, the staff member conducting the inventory or preparation shall sign acknowledging the action taken.
35. Outside Tapes and Compact Discs CDs. An inmate may purchase tapes and CDs from outside the Department of Correction in accordance with the provisions of this section. Outside tapes and CDs must be educational or religious in nature and not be available through the commissary. Outside tapes and CDs shall not include music unless such music is solely educational or religious in nature. All outside tapes and CDs must be purchased from a commercial distributor. Outside tapes and CDs may be ordered by a non-inmate third party provided the ordered items conform to the provisions of this Directive. Tapes and CDs available through the commissary shall not be ordered through this process.
 - A. Requirements for Accepting Outside Tapes and CDs. All outside tapes and CDs must be new, factory sealed and shipped directly from a commercial distributor. An outside tape or CD may be rejected only if it is determined to be detrimental to the security, good order, or discipline of the facility or if it might facilitate criminal activity. An outside tape or CD shall not be rejected solely because its content is religious, philosophical, political, social or sexual, or because its content is unpopular or repugnant. The facility may not establish an excluded list of outside tapes and CDs. An outside tape or CD may be rejected when it:
 1. depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
 2. depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of DOC facilities;
 3. depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs;
 4. is written (referring to any labeling of the tape or CD as well as the tape or CD case) or is spoken in code;
 5. depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;

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6. encourages or instructs in the commission of criminal activity; or,
7. is sexually explicit material which is any pictorial depiction of sexual activity or nudity, except those materials which, taken as a whole, are literary, artistic, educational or scientific in nature.

The Facility Incoming Property Review Coordinator shall determine that sexually explicit material of the following types shall be excluded:

- a) Sexual activity is defined as conduct, which includes but is not limited to:
 - sexual intercourse, including genital-genital, oral-genital, or oral-anal contact, whether between persons of the same sex or opposite sex, with any artificial device, or any digital penetration;
 - bestiality;
 - masturbation;
 - sadistic or masochistic abuse;
 - depiction of bodily functions, including urination, defecation, ejaculation or expectoration;
 - conduct involving a minor, or someone who appears to be under the age of 18; and
 - sexual activity which appears to be non consensual, forceful, threatening or violent.
- b) Nudity is the pictorial depiction or display of genitalia, pubic region, buttock, or female breast at a point below the top of the areola that is not completely and opaquely covered.

The Facility Incoming Property Review Coordinator shall determine whether material is sexually explicit and whether it should be rejected or confiscated.

- c) Possession or transferring of sexually explicit materials will result in the issuance of a Class 'A' Discipline in accordance with Administrative Directive 9.5 Code of Penal Discipline.

Tape and CD enclosures not ordered through the procurement process as outlined in this section shall not be allowed. No donated tapes or CDs from any source shall be allowed. No tape or CD shall be authorized from any other source without prior approval of the Facility Incoming Property Review Coordinator or higher authority.

- B. Requesting Outside Tapes and CDs. The inmate's request shall include the following documents:

1. CN 61006, Request for Outside Tapes/CDs (to include a detailed description of the requested tape or CD);
2. Attachment F, Special Request Form; and,
3. An order form from the commercial distributor.

All required documentation shall be reviewed by the Facility Incoming Property Review Coordinator prior to approval.

- C. Review of Outside Tapes and CDs. All outside tapes and CDs shall be reviewed for safety and security concerns as follows:

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1. Facility Tape/CD Reviewer. All incoming outside tapes and CDs shall be forwarded to the facility Tape/CD Reviewer for review. The Tape/CD Reviewer shall review all incoming tapes and CDs in accordance with the provisions of this Directive. If the Tape/CD Reviewer determines that the tape or CD conforms to the provisions of Section 35(A) of this Directive, the tape or CD shall be forwarded to the inmate. If the Tape/CD Reviewer determines that the tape or CD does not conform to the aforementioned provisions, the Tape/CD Reviewer shall reject the tape or CD in accordance with Section 35(E and F) below. If the Tape/CD Reviewer determines that the material or content of the tape or CD is questionable, the tape or CD shall be forwarded to the FIPRC for further review and action.
 2. Facility Incoming Property Review Coordinator. Any tape or CD forwarded to the Facility Incoming Property Review Coordinator shall be reviewed for safety and security concerns in accordance with the provisions of this Directive. If the FIPRC determines that the tape or CD conforms to the provisions of this Directive, the tape or CD shall be forwarded to the inmate. If the FIPRC determines that the tape or CD does not conform to the aforementioned provisions, the FIPRC shall reject the tape or CD in accordance with Section 35(E and F) below. If the FIPRC determines that the material or content of the tape or CD is questionable, the tape or CD shall be forwarded to the Media Review Board for final review and action.
 3. Media Review Board. Any tape or CD forwarded to the Media Review Board shall be reviewed for safety and security concerns in accordance with the review guidelines established for the Media Review Board. The Media Review Board shall review all submitted tapes and CDs deemed questionable by the facility and subsequently notify the Facility Incoming Property Review Coordinator of the decision.
- D. Quantity Limitations. An inmate may not have in his/her possession and/or property more than 20 tapes or CDs or any combination thereof totaling more than 20 tapes/CDs unless authorized, in writing, by the Facility Incoming Property Review Coordinator. Such authorization shall be annotated in the inmate's central property file. Multiple copies of the same tape or CD shall not be allowed. Legal tapes and/or CDs related to an inmate's pending court case or an administrative hearing shall not count toward the authorized limit as outlined in this subsection.
- E. Notice of Rejection. Any rejection of outside tapes and CDs shall be documented using CN 61007, Outside Tape/CD Rejection Notice. A copy of the rejection notice shall be forwarded to the inmate in lieu of the property. The reason for the denial shall be specifically stated on the rejection notice. The notice must contain reference to the specific material(s) considered objectionable and deemed to pose a threat or detriment to the security, good order or discipline of the facility or to encourage or instruct in criminal activity.
- F. Retention of Rejected Tapes and CDs. The Facility Incoming Property Review Coordinator shall retain a rejected tape or CD for a period of 30 days after the date of the CN 61007, Outside Tape/CD Rejection Notice. Rejected tapes and CDs shall be retained in the event of an appeal by the inmate or request for an independent review by the commercial distributor.

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- G. Notification to Commercial Distributer. The Facility Incoming Property Review Coordinator shall also provide the commercial distributor of an unacceptable outside tape or CD a copy of the CN 61007, Outside Tape/CD Rejection Notice. The FIPRC shall advise the commercial distributor that an independent review of the rejected tape or CD may be obtained by writing to the Commissioner or designee within 15 days of receipt of the CN 61007, Outside Tape/CD Rejection Notice.
- H. Appeal. An inmate may appeal the decision to reject outside tapes and CDs in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
- I. Final Disposition. If the appeal (filed by the inmate) or independent review (requested by the commercial distributor) is not upheld, the Facility Incoming Property Review Coordinator shall return the rejected tape or CD to the commercial distributor at the inmate's expense. If the appeal or independent review is upheld, the tape or CD shall be forwarded to the inmate.
36. Inmate Dress Code. Inmate dress shall conform with the following standards:
- A. Body shall remain clean and free of odor;
 - B. Hair shall be clean and appropriately groomed;
 - C. Trousers shall be fully buttoned and zipped, properly fitted at the waist and not allowed to hang off the hips;
 - D. Trouser legs shall not be tucked into socks or footwear;
 - E. Footwear shall be worn in a clean fashion and laces shall not drag on the floor;
 - F. All clothing shall be commercially purchased, unaltered and of a cloth fabric;
 - G. Clothing shall not be tight, short or revealing;
 - H. Shirts/blouses shall be properly buttoned, not expose the midriff, and tucked in at the waist, except that sweatshirt and shirts with short squared off tails designed for exterior wear may be worn outside the waist;
 - I. Hats shall be worn in an appropriate manner with the brim in the front. Religious headwear may be worn at all times. All headwear shall be removed upon demand for inspection. Doo rags shall not be worn outside the housing unit, and a head covering which could serve as a hood shall be prohibited; and,
 - J. Inmates shall be:
 - 1. in the appropriate facility attire when leaving the housing unit;
 - 2. appropriately dressed, at a minimum in recreation wear, while in the housing area; and,
 - 3. appropriately covered when going to or coming from a shower.
37. Property Claim. Prior to filing a property claim, an inmate shall attempt to resolve the property issue by completing CN 9601, Inmate Request Form, and forwarding the completed form to the appropriate facility staff member. If the property issue is unresolved after submitting CN 9601, Inmate Request Form, and the inmate elects to pursue resolution, the inmate may file a claim for damaged or lost personal property in accordance with Administrative Directive 9.6, Inmate Administrative Remedies.
38. Property Form Maintenance. All original property forms, as required by this Directive, shall be maintained in each inmate's central property file

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by the facility's designated property officer. All inmate central property files shall be sealed and transported with the inmate's property. Central property files for inmates who are discharged, placed on community release status or transferred to a another jurisdiction shall be retained and stored by the last facility housing the inmate.

39. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:

- A. CN 61001, Inmate Property Inventory Form;
- B. CN 61002, Inmate Property Status and Receipt;
- C. CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt;
- D. CN 61004, Inmate Property Transfer Receipt;
- E. CN 61005, Inmate Property Monthly Disposal Report;
- F. CN 61006, Request for Outside Tapes/CDs;
- G. CN 61007, Outside Tape/CD Rejection Notice;
- H. Attachment A, Property Matrix;
- I. Attachment B, Female Property Matrix;
- J. Attachment C, Male Property Matrix;
- K. Attachment D, Official Receipt (COR-9);
- L. Attachment E, Receipt Journal;
- M. Attachment F, Special Request Form; and,
- N. Attachment G, Official Receipt (CO-99).

40. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.