



## DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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# Program Statement

**OPI:** OPERATIONS  
**Number:** 4050.1E  
**Date:** June 22, 2011  
**Supersedes:** 4050.1D (12/14/10)  
**Subject:** Inmate Property

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1. **PURPOSE AND SCOPE.** To establish standardized procedures governing receipt, retention, storage, accountability and disposition of inmate personal property at the Central Detention Facility (CDF).
2. **POLICY.** It is the policy of the District of Columbia Department of Corrections (DOC) to ensure that the personal property of inmates is free from contraband, secured and does not exceed the property limits.
3. **APPLICABILITY.** This policy applies to all inmates committed to the custody of the DOC and DOC employees.
4. **PROGRAM OBJECTIVES.** The expected results of the program are:
  - a. Safety and security will be facilitated by ensuring that inmates are only allowed to possess personal property that is designated on the property list. Any exceptions due to special circumstances such as court orders or medical requirements shall be approved by the Warden.
  - b. Accountability will be maintained by ensuring that inmates are only allowed to possess personal property that is designated on the property list. Any exceptions due to special circumstances such as court orders or medical requirements shall be approved by the Warden.
  - c. Liability exposure will be reduced by limiting the value of individual items of inmate personal property.
5. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (hereinafter, "the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities,

matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

PS 4050.1D                      Inmate Property (2/29/08)

### b. Directives Referenced

- 1) PS 2000.2                      Retention and Disposal of Department Records
- 2) PS 4030.1                      Inmate Grievance Procedures (IGP)
- 3) PS 4070.4                      Inmate Correspondence and Incoming Publication
- 4) PS 5010.3                      Contraband Control

## 7. AUTHORITY

- a. DC Code § 24-211.02, Powers; Promulgation of Rules.
- b. District Personnel Manual Chapter 16, General Discipline and Grievances

## 8. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4th Edition Standards Adult Local Detention Facilities: 4-ALDF-2A-20, 4-ALDF-2A-21, 4-ALDF-2A-23, 4, ALDF-2A-24, 4-ALDF-6A-07, 4-ALDF-6B-02.

## 8. DEFINITION

- a. *Contraband*. Any items possessed by an inmate that is illegal, or is not on the inmate's Authorized Property List, issued by the facility, purchased from the canteen or specifically authorized by the Warden.

## 9. PROPERTY INVENTORY DURING ADMISSION

### a. Search and Inventory

- 1) An inmate's personal property shall be searched and inventoried during admission into the CDF.

- 2) An inmate's personal property shall be recorded on a Clothing, Personal Property and Cash Record (Attachment 1). The form shall be completed in its entirety. The inmate shall sign and date the form. The inmate shall be provided a copy of the completed and signed form.
  - 3) The original Clothing, Personal Property and Cash Record shall be filed in the inmate's official institutional record. A copy shall be retained in the Property or Receiving and Discharge (R&D) Unit.
- b. **Value Limitations**
- 1) The value of each individual item of inmate's personal property shall be limited to \$50.00. Exceptions to this requirement include, but are not limited to:
    - a) eyeglasses,
    - b) contact lenses,
    - c) dentures,
    - d) medical appliances and
    - e) wedding bands.
  - 2) Inmates shall list any item of personal property valued at more than \$50.00 on the Inmate Personal Property Valuation Form (Attachment 2). Staff shall sign the form accepting full responsibility in the event of loss, theft or damage while in their possession.
  - 3) If the inmate refuses to list the items and/or sign the valuation form, the property shall be considered as unauthorized and released to the person authorized by the inmate or disposed of in accordance with this directive.
- c. **Personal Identification Documents.** An inmate's personal identification documents, (i.e., driver's license, non-driver's license, other identification cards, social security card, birth certificate, credit cards) shall be closely safeguarded and only released to the person authorized by the inmate after positive identification has been established. If items containing personal identification information become eligible for destruction they shall be shredded or destroyed in a manner that prevents identity theft or other authorized use of the information.

## 10. PROPERTY INVENTORY FOR RESTRICTIVE HOUSING

- a. When an inmate is transferred from general population to administrative segregation or other restrictive housing, property shall be searched and inventoried.
- b. The inmate's property shall be recorded on Inmate Personal Property Inventory Receipt (Attachment 3). The staff member who inventoried the property shall sign and date the receipt. The inmate shall also sign and date the receipt. The inmate shall be provided a copy of the completed and signed receipt.
- c. The original property inventory receipt shall be retained in the Property Office for six (6) months and then stored in a designated area in accordance with *PS 2000.2, Retention and Disposal of Department Records*.
- d. A copy of the property receipt shall be placed in the inmate's official institutional record.
- e. Upon release from restrictive housing, the property shall be returned to the inmate and he/she shall sign the Inmate Personal Property Inventory Receipt acknowledging receipt of his/her property. A staff member shall also sign the receipt as a witness that the property has been returned.

## 11. AUTHORIZED PROPERTY

- a. **Authorized Inmate Property List.** Inmates shall only be allowed to possess personal property items that are listed on the Authorized Inmate Property List (Attachment 4), issued by the facility, purchased from the canteen or approved by the Warden or designee.
- b. **Contraband.** Any item possessed by an inmate that is illegal, or is not on the inmate's Authorized Property List, issued by the facility, purchased from the canteen or specifically authorized by the Warden shall be considered contraband and shall be confiscated. Any inmate found in possession of unauthorized items may be subject to disciplinary action.
- c. **Prohibitions.** Inmates are prohibited from selling, giving, trading or lending his/her personal property to another inmate. Any inmate found in possession of personal property belonging to another inmate, regardless of the reason, may be subject to disciplinary action. The property shall be confiscated as contraband and disposed of. If the property was reported stolen, ownership shall be established and the property shall be returned to the owner if confirmed.

- d. **Canteen.** Inmates may only purchase \$50.00 dollars worth of canteen items per week and shall not have more than \$100.00 dollars worth of canteen items in his/her possession at any given time.
- e. **Reading Materials.** Except for education reading material associated with an authorized course of study, reading materials shall be limited in accordance with the authorized property list and PS 4070.4, *Inmate Correspondence and Incoming Publications*. At the conclusion of a course, the reading materials associated with that course shall be subject to the general reading materials limitations.
- f. **Legal Documents**
  - 1) Inmates shall be permitted to possess legal documents pertaining to an active case to which he/she is a party.
  - 2) Legal documents pertaining to inactive cases or cases to which the inmate is not a party are subject to the property storage requirements of this directive.

## 12. UNAUTHORIZED/EXCESS PROPERTY

- a. All unauthorized or excess property shall be recorded on a Disposition/Release of Unauthorized or Excess Property Form (Attachment 5). The inmate shall record the name and address of the person authorized to pick up his/her property and sign and date the form. A staff member shall also sign and date the form as a witness. The inmate shall be provided a copy of the completed form.
- b. If the inmate refuses to complete and/or sign the property release form, staff shall record the inmate's name and DCDC number on the form, write "refused to complete or sign" as appropriate in the inmate signature block and sign and date the form.
- c. All original property disposition forms shall be filed in the inmate's official record. A copy shall be retained in the Receiving and Discharge Unit and a copy shall be given to the inmate.

## 13. PROPERTY STORAGE

- a. The Warden or designee shall ensure space is provided to safely and securely store unauthorized or excess personal property until released to the authorized party or disposed of.
- b. The Warden or designee shall also ensure an assigned area or approved storage space is provided for inmates to store their authorized property.

- c. Each inmate shall store his/her property, including excess legal materials, within the approved storage area provided by the DOC. Cardboard and paper boxes are prohibited.
- d. Improperly stored property can constitute a safety, security and sanitation hazard. Improperly stored property is contraband and shall be confiscated. Any inmate who fails to comply with the property storage requirements may be subject to disciplinary action.

#### **14. RELEASE OF PROPERTY**

- a. An inmate's property shall only be released to the person authorized by the inmate. The staff releasing the property shall request a photo identification to verify the individual's identity before surrendering the property. The photo identification must be current.
- b. When the property is released to the authorized party, he/she shall sign and date the property release form (Attachment 5) acknowledging receipt of the property. The staff releasing the property shall also sign and date the form.

#### **15. DISPOSING OF PROPERTY**

- a. Unauthorized or excess property may be disposed of fifteen (15) calendar days after the inmate completes and signs the Disposition/Release of Unauthorized or Excess Property Form.
- b. The staff disposing of an inmate's property shall indicate the method of disposal and sign and date the form.
- c. Unauthorized or excess property shall be disposed of by:
  - 1) Donating it to a qualified charitable organization; or
  - 2) Disposal at a landfill or in a dumpster, compactor or by other appropriate method.
- d. Unauthorized or excess property shall not be converted to the personal use of any DOC employee.

#### **16. MISHANDLING INMATE PERSONAL PROPERTY**

- a. Officers shall exercise ordinary care in the handling of inmate property so as to avoid property damage to the extent possible.
- b. Staff who fail to handle, store and account for inmate property in accordance with this directive shall be subject to corrective or adverse action in accordance with Chapter 16 of the District Personnel Manual (DPM).

- c. Inmates shall utilize the Inmate Grievance Procedure in accordance with *PS 4030.1, Inmate Grievance Procedure* to file claims for property loss, theft or damage while in the possession of DOC staff.

17. **RECORDS RETENTION.** The Warden or designee shall ensure that inmate personal property records are indexed and retained in accordance with *PS 2000.2, Retention and Disposal of Department Records*.



Thomas P. Hoey  
Interim Director

#### **Attachments**

- Attachment 1 – Clothing, Personal Property and Cash Record
- Attachment 2 – Inmate Personal Property Valuation Form
- Attachment 3 – Inmate Personal Property Inventory Receipt
- Attachment 4 – Authorized Inmate Property List
- Attachment 5 – Disposition/Release of Unauthorized or Excess Property