

 POLICY AND PROCEDURE	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		EFFECTIVE DATE:	June 5, 2013	Page 1 of 9	
			SUPERSEDES:	4050.1E June 22, 2011		
			OPI:	OPERATIONS		
			REVIEW DATE:	June 5, 2014		
			Approving Authority	Thomas Faust Director		
	SUBJECT:		INMATE PROPERTY			
NUMBER:		4050.1F				
Attachments:		Attachment 1-5				

SUMMARY OF CHANGES:

Section	Change
Page 3, §10	<i>Section #10 has been revised in its entirety.</i>
Page 5, §11	<i>Section #11 has been revised in its entirety.</i>
Page 5, §12	<i>Section #12 has been added to the policy.</i>
Page 6, §13	<i>Section #13 has been revised in its entirety.</i>

APPROVED:

Signature on File



Thomas Faust, Director

6/5/2013

Date Signed

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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.

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6. DIRECTIVES AFFECTED

a. Directives Rescinded

PS 4050.1E Inmate Property (06/22/11)

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.

9. 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.

10. 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

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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) Inmate's personal property received from the US Marshal and other law enforcement agencies shall be inventoried and recorded on a Clothing, Personal Property and Cash Record Form (Attachment 1). The inmate shall sign and date the form and be provided a copy of the form.
- 4) The original Clothing, Personal Property and Cash Record shall be filed in the inmate's official institutional record and/or scanned into Paperclip. 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.
 - f) cell phones
- 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.

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- 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. Personal identification documents shall be returned to the inmate upon release; if not released to an authorized person. Personal identification information becomes eligible for destruction after two (2) years and shall be shredded or destroyed in a manner that prevents identity theft or other unauthorized use of the information.

11. PROPERTY INVENTORY FOR STATUS HOUSING UNITS

- a. When an inmate is transferred from general population to a status unit, 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 folder in the respective status unit and scanned into PaperClip.
- e. Upon release from a status unit, 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.

12. PROPERTY INVENTORY FOR INMATES RELEASED FOR COURT

- a. When an inmate is released for court,, the inmate's personal property and government issued property shall been inventoried , bagged and an inmate personal property inventory receipt shall be signed and dated by the inmate and staff who conducted the inventory.
- b. Once the inmate returns from court, the personal property and government issued property shall be inventoried and returned to the inmate.

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- c. If the inmate does not return from court, the inmate's personal property shall be returned to the Property Office for retention for fifteen (15) days. If the inmate or authorized person does not claim the personal property; the property will be destroyed in accordance with this directive. All government issued property shall be returned to the Clothing and Issuance Officer for re-distribution.

13. AUTHORIZED PROPERTY

- a. *Authorized Inmate Property List.* Inmates shall only be allowed to possess personal property and government issued property that are listed on the Authorized Inmate Property List (Attachment 4), 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, government issued property, 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 or government issued property to another inmate. Any inmate found in possession of personal property belonging to another inmate, or excess government issued property 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. Government Issued Property shall be confiscated and returned to Clothing and Issuance Office for re-distribution if warranted.
- d. *Canteen.* Inmates housed in general population, protective custody total separation and youthful offenders may purchase \$75.00 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. Inmates who are on disciplinary segregation or based upon a disciplinary hearing sanction received Loss of Privileges (LOP) shall be allowed to spend \$25.00 weekly for personal hygiene products and writing materials.
- f. *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*

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Incoming Publications. At the conclusion of a course, the reading materials associated with that course shall be subject to the general reading materials limitations.

g. 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.

14. 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 and/or scanned into PaperClip. A copy shall be retained in the Receiving and Discharge Unit and a copy shall be given to the inmate.

15. 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.

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- 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.

16. 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.

17. 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.

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18. 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.

19. **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*.

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



**Government of the District of Columbia
DC DEPARTMENT OF CORRECTIONS**

CLOTHING, PERSONAL PROPERTY AND CASH RECORD

DATE: _____ **NAME:** _____ **DCDC#** _____
(PRINT NAME)

CLOTHING	DESCRIPTION	CLOTHING (cont)	DESCRIPTION	IDENTIFICATION DOCUMENTS	YES/NO
BELT		T-SHIRT		DRIVER'S LICENSE	
BLOUSE		SWEAT SHIRT		NON-DRIVER'S LICENSE	
BOOTS		SWEAT PANTS		ID CARD	
BRAs		WIG		SOCIAL SECURITY CARD	
CAP				BIRTH CERTIFICATE	
CHANGE PURSE		OTHER		CREDIT CARD	
COAT		OTHER		OTHER	
DRESS		OTHER		OTHER	
GIRDLE				OTHER	
GLOVES					
HAT		JEWELRY			
HOUSECOAT		BRACELET		MISCELLANEOUS	DESCRIPTION
JACKET		EARRINGS		CHECK BOOK	
PANTS		MEDALLION		KEYS	
PURSE		NECKLACE		WALLET/BILLFOLD	
RAINCOAT		RINGS		CONTACT LENS	
SCARF		WATCH		DENTURES	
SHIRT				EYE GLASSES	
SHOES				EYE GLASSES CASE	
SKIRT		RELIGIOUS ITEMS		PROSTHETICS	
SLIP				CELL PHONE	
SOCKS				Other	
STOCKINGS				Other	
SWEATER					
TIE					

I, _____, DCDC# _____, certify that when committed to the Central Detention Facility on _____, I had \$_____ and the property and clothing listed above. I further understand that any property unclaimed after fifteen (15) days of my commitment or that is returned by the US Postal Service for any reason will be destroyed.

Inmate's Signature/Date

Receiving Officer's Name (Print)

Receiving Officer's Signature



Government of the District of Columbia
DC DEPARTMENT OF CORRECTIONS

AUTHORIZED INMATE PROPERTY LIST

DESCRIPTION	QTY.	DESCRIPTION	QTY.	DESCRIPTION	QTY
TOILETRIES		CLOTHING		MISCELLANEOUS	
Washcloth	1	Bras	7	Bible/Koran (Soft Bound)	
Body Powder	1	Religious Headgear	1	Books (Soft Bound)	5
Deodorant	2	Shower Shoes	1 pr.	ID Card	1
Comb	1	Tennis Shoes	1 pr.	Legal Papers Current Case	
Hairbrush	1			Magazines	7
		Boots (no steel toes)	1 pr.		
		Socks	7 pr.		
		Bra/Panties	7 pr.		
Shampoo	1	Undershirt/undershorts	7 pr.		
Soap (Bar)	2	INSTITUTIONAL CLOTHING		Newspaper	3
Soap Holder	1			Pens/Pencils	3
Toothbrush	1	Coat	1	Personal Papers	
Toothpaste	2	Jumpsuits	2	Photographs	10
JEWELRY	2	Shower Dress	1	Stamps (book)	1
Religious Medallion	1	Socks	7	CANTEEN ITEMS	
Rosary	1	Under shorts/Panties	3		
Wedding Band	1	Under shirts	3		
MEDICAL		LINENS			
Dentures	1	Blankets	1		
Prescription Sunglasses	1	Sheets	2		
Eye Glasses	1	Towels	1		
Eye Glasses Case	1	Washcloths	1		
Prosthetics	1	Walkman Radio	1		
Hair Grease	1	Cup	1		
Religious Rug	1	Storage Bag	1		
Gym Shorts	1				

*Boots - Steel Toe Boots shall only be authorized for designated inmate work details.

**Canteen Items - \$75.00 limit.



**Government of the District of Columbia
DC DEPARTMENT OF CORRECTIONS**

DISPOSITION/RELEASE OF UNAUTHORIZED OR EXCESS PROPERTY

Inmate Name: _____ **DCDC#** _____

The personal property listed below is unauthorized by the D.C. Department of Corrections and must be removed from this facility. This property may be released to the person you designate on this form. If the person you designate fails to pick up the property, it will be disposed of 15 days after the date of this form.

Description	Qty.	Description	Qty.

I authorize the D.C. Department of Corrections to release the personal property listed above to the following person:

Name: _____ **Telephone:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Inmate: _____

(Name) (Signature) (DCDC #)

Staff Witness: _____

(Name) (Title)

(Signature) (Date)

Received By: _____

(Name) (Signature)

Staff Witness: _____

(Name) (Title)

(Signature) (Date)

Disposed of By: _____

(Name) (Title)

(Signature) (Date)

Disposal Method: _____ **Date:** _____