



DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

POLICY AND PROCEDURE

**EFFECTIVE
DATE:**

August 23, 2017

Page 1 of 13

SUPERSEDES:

4050.1G
April 26, 2016

OPI:

OPERATIONS

REVIEW DATE:

August 23, 2018

**Approving
Authority**

Quincy L.
Booth
Director

SUBJECT:

INMATE PROPERTY

NUMBER:

4050.1H

Attachments:

Attachment 1 – Clothing, Personal Property and Cash Record
Attachment 2 – Inmate Personal Property Valuation Form
Attachment 3 – Chain of Custody
Attachment 4 – Inmate Personal Property Inventory Receipt
Attachment 5 – Authorized Inmate Property List
Attachment 6 – Disposition/Release of Unauthorized or
Excess Property

SUMMARY OF CHANGES:

Section	Change
	<i>Major changes throughout policy.</i>

APPROVED:

Quincy L. Booth, Director

8/23/2017

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 for inmates housed at the Central Detention Facility (CDF) and Correctional Treatment Facility (CTF).
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.** 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

PP 4050.1G Inmate Property (6/5/13)

b. Directives Referenced

- 1) PS 2000.2 Retention and Disposal of Department Records
- 2) PP 4030.1 Inmate Grievance Procedures (IGP)
- 3) PP 4070.4 Inmate Correspondence and Incoming Publication
- 4) PP 5030.5 Canine Unit
- 5) PP 5010.3 Contraband Control

7. AUTHORITY

- a. DC Code § 24-211.02, Powers; Promulgation of Rules.
- b. District Personnel Manual Chapter 16, Corrective and Adverse Actions; Enforced Leave; and Grievances.
- c. D.C. Act 20-565, Legalization of Possession of Minimal Amounts of Marijuana for Personal use Initiative of 2014, effective February 26, 2015; D.C. Code §§ 48-904.01(a), 48-1103(a).

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.

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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.
- b. *Leafy Substance.* A plant like substance of color with the physical characteristics of marijuana.

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. All inmate property shall be stored at 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) 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.
- 5) All item(s) considered as evidence in an administrative or criminal proceeding recovered from an inmate's person or property shall be confiscated in accordance with PP 5010.3, Contraband Control.

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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,
 - e) wedding bands, and
 - 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.

c. Personal Identification Documents. An inmate's personal identification documents, (e.g., 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 one (1) year from intake, and shall be shredded or destroyed in a manner that prevents identity theft or other unauthorized use of the information.

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11. CLAIM AND STORAGE OF MARIJUANA AS PERSONAL PROPERTY

a. Claims

- 1) The DOC Canine Unit or DOC certified drug examiners shall be responsible for the testing of any leafy substance in the possession of an inmate for a controlled substance in accordance with PP 5030.B, Canine Unit.
- 2) Once it has been determined that the leafy substance is marijuana:
 - a. The Property Officer or Processing Officer shall verify the exact weight amount of marijuana by using a scale.
 - b. Inmates twenty-one (21) years of age or older initially entering the CDF with Marijuana weighing two (2) ounces or less in their possession shall have the opportunity to claim it as their lawful personal property. The property officer or designee shall inventory marijuana and record it, including the weight of the marijuana, on the Clothing, Personal Property and Cash Record form (Attachment 1).
 - c. Inmates under the age of twenty-one (21) initially entering the CDF with marijuana, regardless of amount, in their possession shall not have an opportunity to claim it as property. Marijuana shall be treated as contraband and bagged in an Evidence/Property Bag and logged properly, including recording the weight of the marijuana, on the Chain of Custody Form (Attachment 3). The search or property officer shall follow the procedures outlined in PP 5010.3, Contraband Control.
 - d. Inmates initially entering the CDF with marijuana weighing over two (2) ounces in their possession shall not have an opportunity to claim it as property. Procedures outlined in Section 11 (a)(2) (c) shall be followed.

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- 3) Any attempts to introduce marijuana into the CDF through methods of concealment, regardless of amount, during admission shall be treated as contraband. The inmate will be subjected to disciplinary action and shall not have an opportunity to claim it as property. Procedures outlined in Section 11 (a)(2) (c) shall be followed.
- b. **Storage:** If an inmate who is 21 years of age or older is in possession of the allowable amount of marijuana and the Property Officer has documented all of the inmate's personal property as outlined in Section 10, the officer shall:
- 1) Place the marijuana inside of a evidence/ property bag;
 - 2) The evidence/property bag shall be placed inside an inmate property bag along with any additional personal property (e.g., cell phone, wallet, keys, clothing) and heat sealed;
 - 3) After fifteen (15) business days, if the inmate or an authorized person has not picked up his/her personal property and the seized marijuana, the Property Officer shall write "destruction" across the front of the bag and place in the contraband safe in accordance with PP 5010.3, Contraband Control; and
 - 4) The destruction of such shall be in accordance with Section 18 of this directive.

12. PROPERTY INVENTORY FOR RESTRICTIVE HOUSING UNITS

- a. When an inmate is transferred from general population to restrictive housing, property shall be searched and inventoried.
- b. The inmate's property shall be recorded on an Inmate Personal Property Inventory Receipt (Attachment 4). 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.

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- 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 restrictive housing unit and scanned into PaperClip.
- e. Upon release from a restrictive housing 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.

13. PROPERTY INVENTORY FOR INMATES RELEASED FOR COURT. When an inmate is released for court, the inmate's personal property and government issued property shall be inventoried, bagged and an Inmate Personal Property Inventory Receipt shall be signed and dated by the inmate and staff who conducted the inventory.

14. 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 5), 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.

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- c. *Prohibitions.* Inmates are prohibited from selling, giving, trading or lending their 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 restrictive housing or pre-hearing detention status that 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 educational reading material associated with an authorized course of study, reading materials shall be limited in accordance with the authorized property list and PP 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.
- g. *Legal Documents*
- 1) Each inmate 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.

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15. UNAUTHORIZED/EXCESS PROPERTY

- a. All unauthorized or excess property shall be recorded on a Disposition/Release of Unauthorized or Excess Property Form (Attachment 6). 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.

16. 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. When it becomes necessary to confiscate and impound the authorized personal property of an inmate subsequent to his reception in the institution, it will be immediately inventoried by an officer in the presence of the inmate, and a written, signed receipt, itemizing the property (Attachment 1) will be given to the inmate.

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- e. 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.

17. 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 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 6) acknowledging receipt of the property. The staff releasing the property shall also sign and date the form.
- c. The authorized person must be of the age of eighteen (18) or older.
- d. The authorized person must be twenty-one (21) years of age or older if the inmate's property contains two ounces or less of marijuana as outlined in Section 11. (The Property Officer shall remove the contents from the evidence bag and retain the evidence bag).
- e. If an inmate does not return from court, the inmate's personal property shall be returned to the Property Office for retention for fifteen (15) business 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.

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18. DISPOSING OF PROPERTY

- a. DOC will retain unauthorized or excess personal property, without regard to value, for a period of fifteen (15) business days after the inmate signs the Disposition/Release of Unauthorized or Excess Property Form.
- b. The Office of Investigative Services (OIS) will coordinate the disposal of all drugs and controlled dangerous substances.
- 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 by a landfill, dumpster, compactor, or by other appropriate method.
- d. Unauthorized or excess property shall not be converted to the personal use of any DOC employee.

19. 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 consistent with the safety, security, and order of the facility.
- 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 if the District Personnel Manual (DPM).
- c. Inmates shall utilize the Inmate Grievance Procedure in accordance with *PP 4030.1, Inmate Grievance Procedure* to file claims for property loss, theft or damage while in the possession of DOC staff.

20. **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*.

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**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				Cigarettes	
SOCKS				Leafy Substance	# OF OUNCES
STOCKINGS				Other	
SWEATER					
TIE					

I, _____, DCDC# _____, certify that when committed to the 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**

INMATE PERSONAL PROPERTY VALUATION FORM

Description of Property	Quantity	Estimated Value

I understand that the items of personal property listed above exceed the \$50.00 per item value limit established by the DC Department of Corrections. I have been given an opportunity to release this property to the person of my choice. I have elected to keep this property in my possession. I understand that the safety and security of this property is my responsibility. The DC Department of Corrections shall not be liable if this property is lost, stolen or damaged.

Inmate's Name: _____ **DCDC#** _____

_____	_____
(Signature)	(Date)

Staff Witness: _____

_____	_____
(Name)	(Title)

_____	_____
(Signature)	(Date)



CHAIN OF CUSTODY

CONTRABAND # _____

DATE: _____ TIME _____ OF DISCOVERY OF CONTRABAND STAFF

MEMBER WHO DISCOVERED CONTRABAND (Print) _____

NAME OF INMATE/CIVILIAN SUSPECTED OF HAVING THE CONTRABAND _____

DESCRIPTION OF CONTRABAND _____

WHERE CONTRABAND WAS FOUND _____

NAME OF VICTIM (IF APPLICABLE) _____

INCIDENT NUMBER (IF APPLICABLE) _____

CONTRA.BAND SECURED LOCATION _____

I, being the staff member who recovered the contraband, do hereby certify that the above information is correct to the best of my knowledge.

STAFF SIGNATURE _____ DATE _____

IF CONTRABAND WAS SUBSEQUENTLY MOVED FROM THE ABOVE WRITTEN LOCATION, THE FOLLOWING CHAIN OF POSSESSION IS TO BE DOCUMENTED BY EACH STAFF MEMBER HANDLING THE CONTRABAND

STAFF RELINQUISHING (PRINT) _____ SIGN _____ DATE _____

STAFF RECEIVING (PRINT) _____ SIGN _____ DATE _____

REASON FOR TRANSFER _____

STAFF RELINQUISHING (PRINT) _____ SIGN _____ DATE _____

STAFF RECEIVING (PRINT) _____ SIGN _____ DATE _____

REASON FOR TRANSFER _____

STAFF RELINQUISHING (PRINT) _____ SIGN _____ DATE _____

STAFF RECEIVING (PRINT) _____ SIGN _____ DATE _____

REASON FOR TRANSFER _____

STAFF RELINQUISHING (PRINT) _____ SIGN _____ DATE _____

STAFF RECEIVING (PRINT) _____ SIGN _____ DATE _____

REASON FOR TRANSFER _____

DISPOSAL DATE _____ METHOD OF DISPOSAL _____

DISPOSING OFFICIAL (SIGN) _____ DATE _____

WITNESS TO DISPOSAL (SIGN) _____ DATE _____

APPROVED BY (SIGN) _____ DATE _____



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

INMATE PERSONAL PROPERTY INVENTORY RECEIPT

DESCRIPTION	QTY.	DESCRIPTION	QTY.	DESCRIPTION	QTY
TOILETRIES		CLOTHING		MISCELLANEOUS	
Aftershave		Bras		Bible/Koran/equivalent	
Body Powder		Religious Headgear		Books (Soft Bound)	
Comb		Shower Shoes		ID Card	
Conditioner		Tennis Shoes		Legal Papers	
Deodorant				Magazines	
Hairbrush		INSTITUTIONAL		Newspaper	
Lotion		CLOTHING		Pens/Pencils	
Shampoo		Boots (No Steel Toes)		Personal Papers	
Shaving Cream		Coat		Photographs	
Soap (Bar)		Jumpsuits		Stamps (book)	
Soap Holder		Shower Dress			
Toothbrush		Socks			
Toothpaste		Under shorts/Panties			
		Under shirts			
JEWELRY				CANTEEN ITEMS	
Religious Medallion		LINENS		**\$100.00 Limit**	
Rosary/prayer beads		Blankets			
Wedding Band		Sheets			
		Towels			
MEDICAL		Washcloths			
Contact Lens					
Dentures					
Eye Glasses					
Eye Glasses Case					
Prosthetics					

SECTION 1: Facility: _____	Date: _____	Time: _____
Inmate's Name (Print) _____	DCDC#: _____	
Inmate's Signature: _____		
Inventoried By (Print): _____	Title: _____	
Signature: _____		

SECTION 2 (To be completed when property is returned to the inmate upon release from restrictive housing)	
Received By: _____	_____
(Inmate's Name/DCDC#)	(Signature)
Staff Witness: _____	_____
(Name)	(Title)
Signature: _____	Date: _____





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/Equivalent (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/prayerbeads	1	Under shorts/Panties	3		
Wedding Band	1	Under shirts	3		
MEDICAL		LINENS			
Dentures	1	Blankets	1	JUVENILE CLOTHING	
Prescription Sunglasses	1	Sheets	2	Polo Shirt	5
Eye Glasses	1	Towels	1	Khaki Pant	5
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.



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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 designee fails to pick up the property, it will be disposed of 15 days after the date of this form. Designee must be over the age of twenty-one (21) if the personal property contains a controlled substance.

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:** _____