

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Personal Property Standards		
Policy Number: 206.01	Effective Date: 3/19/2018	Page Number: 1 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

Offenders may possess only specifically authorized quantities and types of personal and state issued property items. All personal and issued property shall also be limited to quantities which can be neatly and safely stored in the offender's locker or storage area, so long as the property does not pose a fire, sanitation, security, or housekeeping problem.

II. Authority:

- A. Georgia Department of Corrections (GDC) Board Rules: 125-2-3-.04(7), 125-2-4-.06, 125-2-4-.17(e), 125-3-1-.06(e) 3, 125-3-2-.04(d), 125-3-3-.04, 125-3-4-.10, 125-4-6-.03, and 125-4-6-.05;
- B. GDC Standard Operating Procedures (SOPs): 407.02, Inmate Trust Account; 407.02, Inmate Store Account Guidelines; 227.05, Offender Visitation; 226.02, Entry Security Procedures; 227.06, Offender Mail; 206.02, Management of Offender Property or Contraband; 209.07, Segregation - Tier I: Disciplinary, Protective Custody and Transient Housing; 209.08, Administrative Segregation - Tier II; 209.09, Special Management Unit – Tier III; 209.03, Disciplinary Isolation; 106.09, Marriage Procedures; 227.04, Offender and Staff Communications; 406.19, Offender Financial Transactions and Business Activities; 208.06, Prison Rape Elimination Act (PREA); and 204.10, Offender use of the Goal Device and J-Pay Kiosk; and
- C. ACA Standards: 4-4164, 4-4292, 4-4293, 4-4294, and 4-4494

III. Definitions:

- A. **Offender Property** - Articles of value in the possession of an offender, acquired through authorized methods.
- B. **Authorized Methods of Acquiring Offender Property** -
 - 1. Property in the offender's possession upon arrival into GDC custody may become authorized personal property if it meets the requirements of this procedure.

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2. The institution may issue state property or specially approved medical or health devices to the offender.
 3. The offender may purchase property directly or by order through the institution's offender commissary.
 4. The offender may receive items from the GDC approved vendor(s) in accordance with this procedure.
 5. The offender may receive books, magazines, and newspapers through the mail in accordance with this procedure.
- C. **Contraband** - Property items which are not explicitly authorized for possession; which were acquired through unauthorized means; which exceed personal property limitations on value or amount; which cannot be maintained in a neat and safe manner; or which present a fire, sanitation, security, or housekeeping problem.
- D. **Nuisance Contraband** - Any item or article which may be or may have been previously authorized for possession but which now is prohibited because of excessive quantities or otherwise presents a fire, sanitation, security or housekeeping problem.
- E. **Offender Property Inventory** - The official inventory of an offender's personal and authorized issue property.
- F. **Offender Personal Property** - Only those items purchased by the offender in the commissary or authorized to be received through GDC approved vendor(s), or authorized upon arrival into GDC custody.
- G. **State Issued Property** - Items issued by GDC to the offender for use while incarcerated. Items remain property of state even in possession of offender.
- H. **Property Limitation** - Limitations placed on the amount, type, size or value of item(s) of property.

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- I. **Commissary Items** - Items available for purchase from the offender commissary.
- J. **Georgia Offender Alternative Learning Device (GOAL Device):** An electronic mobile device used by offenders for educational purposes, sending and receiving email messages, ordering store items, filing grievances, and purchasing entertainment. This device is also known as a J-Pay tablet.

IV. Statement of Policy and Applicable Procedures:

- A. Overview: Together, the "Offender Authorized Personal Property Items" list, the Master Products List, the GDC Authorized Vendor's Order Form, and an offender's "Initial Offender Personal Property Inventory" (Form PI-1176 or discontinued variants) constitute the total set of items authorized for offender possession. Many consumable items appear on the Master Products List and the GDC authorized Vendor's Order Form but not on the property list, The Offender Authorized Personal Property list is not an exhaustive list. The Master Products List can be accessed by following the link: <http://captiva.dcor.state.ga.us/pdf/MPL.pdf>
 - 1. Items that are State Issued Items only and quantities allowed are noted next to an item on the Male and Female Offender Authorized Personal Property Items lists (also herein referred to as the "Property List"). The offender may choose to obtain personal property versions of a particular item that is issued by the state, unless the Property List explicitly indicates the item is "state issue only." If the offender obtains a personal item that is also issued by the state, the institution shall recover excess state issue items until the total amount of state issue and personal items meet the limit indicated on the Property List for that item.
 - 2. General Property Limits: Where no specific amount limitation is indicated below, on Attachment 1, Male Offender Authorized Personal Property Items or on Attachment 3, Female Offender Authorized Personal Property, items may not be accumulated to the point they become fire, sanitation, security, or housekeeping problems.

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Tier II and Tier III Program offenders shall be limited to the amount of property or commissary items allowed per Attachment 4, Tier II Program Handout, SOP 209.08, Administrative Segregation -Tier II and 209.09, Special Management Unit –Tier III.

Tier I Program offenders’ property limitations shall be governed by 209.03, Disciplinary Isolation, if offenders are housed there for disciplinary reasons. Otherwise, when offenders are placed in Tier I for Segregation an offender shall normally be assigned all of their personal property, contingent upon the security needs of the unit. The Warden/Superintendent at individual institutions shall determine and limit the quantity of personal property items and commissary or exclude specific items, depending on the security needs of the unit and the sanitation and fire safety requirements of that facilities Segregation Unit.

An offender’s ability to receive property or Commissary Items due to disciplinary loss of privilege shall be verified. If offenders are on restriction, the specific sanction (package, store, etc.) shall be entered into SCRIBE during the Disciplinary process. For Tier II offenders, “SecurePak Restriction-Tier Program” sanction shall be entered in the Security Profiles Section of SCRIBE for each restricted offender.

All items found in an offender's possession which are not authorized by this SOP shall be considered Contraband. Authorized items found in excessive amounts shall be considered Nuisance Contraband. In both cases, the items shall be confiscated in accordance with SOP 206.02, Management of Offender Property or Contraband.

3. Legal Materials: Offenders shall be allowed to maintain legal materials so long as the quantity of such materials (combined with other property held in their possession) does not create a fire, sanitation, security, or housekeeping problem.
4. Religious or Education Materials: Offenders shall be allowed to maintain a Bible, Koran or other sacred text, religious literature, non-legal books and

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study materials in their possession. The quantity of such materials (combined with other property held) must remain within the limits described below, and it must not create a fire, sanitation, security or housekeeping problem.

5. Personal Letters, Magazines, Books, and Newspapers:
 - a. Offenders may keep personal letters, clippings, etc., provided they fit into one 10" x 13" manila envelope, so that the envelope can be closed properly.
 - b. Offenders may keep any combination of magazines, books, and newspapers in their personal possession; up to eight (8) total items (religious books are included in the total number). All magazines, newspapers, and books shall come direct from the publisher or a dealer. Any exception shall be approved by the Warden/Superintendent. Books, magazines, and newspapers do not count as packages and crossword puzzles and word games do not count as books. They count as games.
 - c. Offenders must have prior approval before ordering books. Attachment 2, Request/Authorization to Receive Book, Magazines, and Newspapers, shall be utilized. The form shall be maintained by the designated staff until the literature is received. Books, magazines, and newspapers received shall be the same as those that have been listed on the form. Staff shall note on the utilized form which approved items were received and a copy shall be placed in the offender's file. This procedure shall allow an on-going record of items the offender receives so that the offender does not exceed the property limits. Offenders shall be required to present proper identification and sign for all literature when it is received.

6. Portable Music Devices and GOAL Devices: GOAL Devices are provided by GDC and are not the personal property of the offender. It is a privilege and not a right to be given a GOAL Device. An offender may possess a GOAL Device and one other Portable Music Device. An offender may not possess or own more than one (1) music device at any time. All portable music devices shall be engraved with the offender's GDC ID number and name prior to being issued to the offender. GOAL Devices do not need to be engraved. Engraving will damage this device and the name of the offender and GDC ID number is

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displayed on the screen of the device. Proof of ownership may be required wherever there is a dispute over ownership of a particular item. Portable Music Devices may be excluded as an Offender Personal Property item in situations where central music systems are available. Offenders may not alter or modify Portable Music Devices or GOAL Device in any way. Institutional staff may remove power cords from Portable Music Devices, if appropriate. Portable Music Devices with power cords removed shall not become Contraband merely because the offender was transferred. Refer to SOP 204.10, Offender Use of the GOAL Device and J-Pay Kiosk, for management of the device, offender release procedures, and sex offender usage of the Device.

- a. **Size:** Any size sold in the Offender Commissary or by an approved vendor is appropriate or that which is provided by GDC;
 - b. **Characteristics:** 1) Combination AM/FM Radio with/Cassette Player or Compact Disc Player (not separate radio and tape player or separate radio and Compact Disc Player) and GOAL Device; 2) Headphones only (no external speaker); 3) No recording capability. Only authorized music and data may be downloaded to the GOAL Device; 4) May have a belt clip. 5) The GOAL Device may have a USB cord and a power cord;
 - c. The only authorized radios are those sold through the Offender Commissary.
7. **Rings, Wristwatches, and Religious Pendants with Necklace:** An offender may not possess nor own more than one (1) approved religious pendant with necklace, one (1) ring or wedding band set (females), and one (1) watch. The combined value of wristwatch, ring or wedding band set, and religious medals or pendants cannot exceed \$200.00. Again, proof of ownership may be required anytime there is a dispute over ownership of a particular article (or its assessed value). A necklace is Contraband if worn without the religious pendant or medallion. The necklace and medallion shall not be homemade (for example from leather or string beads). The pendant or medallion shall be in recognition of an accepted recognized religion as determined by the Chaplain.

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The offender shall properly dispose of any watch, religious pendant, ring, or necklace through the Property Officer.

8. **Other Jewelry:** Women only may possess two (2) pairs of earrings (post or clip-on only, no dangles), but can only wear one (1) pair at a time with one (1) earring in each ear. The combined value of the ring or wedding band set, earrings, wristwatch, and religious pendant with chain may not exceed \$250.00. If not all four (4) items, then the value limit is \$200.00.
9. **Tennis Shoes (Description and Limitations):**
 - a. **Value:** Not to exceed \$75.00 retail;
 - b. **Color:** Solid black or white (logo must be the same color of the shoe);
 - c. **Characteristics:** No hollow cavities, inserts, heel pads, gel pads, air cushions, air pumps, hollow spaces, or other features in which Contraband can be carried;
 - d. Hiking shoes, deck shoes, or any other type of athletic shoe shall not be allowed;
 - e. Tennis shoes shall be ordered only through the GDC approved vendor(s) by the offender or by their approved for financials Contacts/Visitors; and
 - f. Attachment 1, The Offender Miscellaneous Withdrawal Form, SOP 406.19 Offender Financial Transactions and Business Activity, shall be used by the offender to order Tennis Shoes. The offender shall obtain the form from their counselor or other staff member, complete it, and return it to the designated staff member with any descriptive information required by the institution. The designated staff member shall verify, in person, the identity of the offender submitting the Offender Miscellaneous Withdrawal Form. This form will serve as the request to withdraw money from the offender's account for Consolidated Banking to order and pay for the shoes and to deduct funds for a stamped envelope, if necessary. In every case,

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upon receipt of the shoes, the Property Officer shall confirm by comparing the Property Inventory of the offender before allowing the offender to receive the new items. It shall be necessary to manage the property in accordance with SOP 206.02, Management of Offender Property or Contraband so that an offender does not exceed the property limits. The one (1) exception to these requirements for Tennis Shoes shall be shoes prescribed and ordered by the Medical Section. Institutions may use their own procedures for ordering medically prescribed shoes.

10. Photographs: Offenders may possess up to twenty (20) tangible loose photographs and an additional eighty (80) additional tangible photographs as long as they are in a photo album and meet the requirements below. Offenders shall be allowed any photographs downloaded to the GOAL Device, if they meet the requirements below and those of SOP 204.10, Offender use of the Goal Device and J-Pay Kiosk:
 - a. Photographs of relatives, personal friends, or acquaintances may NOT contain nudity or sexually provocative poses or material. For the purposes of this procedure, nudity shall mean exposed breasts, genitals, or buttocks of any gender. Photographs shall not contain images of alcohol or drugs, the use of alcohol or drugs, weapons, or gang related images. This is not an exhaustive list. Photographs shall be inspected at their point-of-entry into the institution, the same as any other property or mail arriving for the offender. Photographs which pass based on the technical definition of nudity, such as swimsuits, lingerie, and similar clothing, or fully clothed provocative poses, shall be judged on a case by case basis. That is, photographs which become the subject of a disturbance or fight, or which become an object of trade, shall be confiscated as Contraband and disposed of accordingly. Photographs downloaded to the GOAL Device shall be deleted if they do not meet the above conditions.
 - b. Polaroid style photographs with hollow backs shall no longer be allowed to be received in the institution. However, offenders may keep Polaroid style photographs with hollow backs already in their possession in the institution, provided they already have been inspected and approved as of

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11/1/95 or were taken at institution which participated in a picture program, after this date, which utilized Polaroid style photographs. Polaroid style photographs without hollow backs may be kept by offenders in the institution.

c. Marriage ceremonies may be photographed according to SOP 106.09, Marriage Procedures, with digital cameras that do not have recording capabilities.

11. Hobby/Craft Items: Hobby/craft items shall be allowed only if approved by the Warden/Superintendent or designee. GDC Rule 125-4-6-.03 addresses hobby/craft items in detail.

B. Receipt of Packages: The procedure for offenders to receive items in packages is outlined below.

1. Offenders shall be allowed to receive one (1) package via a GDC approved vendor(s) on a monthly basis. If eligible, offenders may be able to receive a combination of multiple packages per month during certain months. For example, one (1) from the Quarterly Food Program and one (1) consisting of property, those months are March, June, September, and December. The prescribed months and limits are set by the vendor(s) and are subject to change. The program ordering information is specified by the vendor(s). Orders shall be consolidated not to exceed item limits. All packages must be ordered by a Personal Contact/Visitor that is approved for financials. If the offender has no one approved for financials, but has his own funds, the offender shall be able to order property packages from the GDC approved vendor.

Note: Offenders cannot order Food Program Packages for themselves. Offenders in Tier III (SMU) and Tier II may not receive packages. GDC Staff will not be involved in ordering packages.

2. Items found only on the GDC Approved Vendor’s order form or website may be ordered in packages in accordance with procedures outlined above.

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3. All packages shall be opened and inspected for Contraband by mailroom personnel and scanned with the X-Ray Machine per SOP 226.02, Entry Security Procedures before packages are carried into security area of the institution.
 4. Once packages are inspected, the packing slip shall be utilized to verify all items are present and not damaged. All damaged merchandise or missing merchandise shall be reported and returned by the designated staff. Once verified, one (1) copy of the packing slip shall be placed in the offender's institutional file, one (1) copy goes to the offender receiving the package, and one (1) copy is maintained by the facility or as requested by the vendor(s).
 5. Offenders shall be required to present proper identification and sign for all packages when they are received.
 6. Any unauthorized and unapproved items received at the facility shall be rejected. The Property Officer shall confirm, by comparing the Property Inventory for the offender before allowing the offender to receive the new items. It shall be necessary to turn in state items so that an offender does not exceed the property limits. Any package found to contain Illegal Contraband shall be brought to the attention of the Warden/Superintendent or his or her designee for disposition. All of the above shall be completed in accordance with SOP 206.02, Management of Offender Property or Contraband.
 7. Eyeglasses or other essential health devices shall be ordered, received, and distributed only with the prior approval of the institution's Medical Director (or D.O.N.) and Warden.
- C. Offender Commissary: Procedures for the operation of Commissaries are established below:
1. Commissary personnel, at their discretion, may limit the quantities of specific products that may be purchased by a single customer at any one time, due to shortage and inventory capacities for a particular item.

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2. The prices of Commissary items are subject to change without advance notice. Pricing must be in accordance with SOP 407.02, Offender Store Account Guidelines. In addition, Commissary selling prices for all store items shall be set by the Department and shall be uniform statewide at all Offender Commissaries. Price lists shall be available to facilities as needed due to price changes and adjustments.
 3. The items approved for sale in the Offender Commissary are listed in the Master Products List. Wardens and Superintendents at individual institutions may limit the items on this list, but may not add to the list except as specified below.
 4. Each institution's Offender Commissary will maintain and publish a list of the specific items normally kept in inventory available for sale, in accordance with SOP 407.02, Offender Store Account Guidelines.
 5. The Offender Commissary may stock seasonal items during the month of December.
 6. GDC will establish a weekly Commissary spending limit for offenders. The limit is \$60.00 per week. (The total value of accumulated consumable commissary items, excluding special purchases and designated items such as headphones, fans, CD Players, etc. shall not create a fire, sanitation, security, or housekeeping problem.)
- D. Changes to The Authorized Personal Property List or Master Products List: The items listed on Attachment 1, Male Offender Authorized Personal Property Items and on Attachment 3, Female Offender Authorized Personal Property Items are specifically authorized for offender possession. The items on the Master Products List are specifically authorized for sale in the Offender Commissary. Requested changes to Authorized Personal Property Items list shall be presented in memorandum form to the Director, Field Operations via the Regional Director. Any changes to the Master Products List must be submitted in writing to the Administration and Finance Division before a final review by the Director, Field Operations.

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V. Attachments:

- Attachment 1: Male Offender Authorized Personal Property Items
- Attachment 2: Request/Authorization to Receive Books, Magazines, and Newspapers
- Attachment 3: Female Offender Authorized Personal Property Items

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 2 shall become part of the offender's institutional file and be retained according to the official records retention schedule for that file. Attachments 1 and 3 shall be destroyed once they are obsolete and have been replaced.