

State of Utah - Department of Corrections



Department Manual

<i>FD14 - Inmate Property</i>	<i>PROCEDURE</i>
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<u><i>Table of Contents:</i></u> <i>01.00 GENERAL INMATE PROPERTY PROCEDURES</i> <i>01.01 Receiving Property</i> <i>01.02 Incoming Property for Inmates</i> <i>01.03 Outgoing Inmate Property</i> <i>01.04 Property of Inmates Transferring to an IPP Status</i> <i>01.05 Property of Inmates Returning From IPP Status</i> <i>01.06 Issuing Inmate Property</i> <i>01.07 Final Destination of Inmate Property</i> <i>01.08 Legal Material</i> <i>01.09 Religious Items</i> <i>01.10 Commissary Items</i> <i>01.11 Inmate Property Storage</i> <i>01.12 Law Books and Religious Books Not Available through Approved Vendors</i> <i>01.13 Medications</i> <i>02.00 INCOMING INMATE MAIL: PACKAGES</i> <i>02.01 Personal Package Packages Received from Other Correctional Facilities</i> <i>02.03 Denying Inmate Packages</i> <i>02.04 Authorization for Packages</i> <i>02.05 Incoming Package Delivery to Inmates</i> <i>02.06 Circumventing Package Procedures</i> <i>02.07 Packages Addressed to Staff Members</i> <i>03.00 INMATE PROPERTY REGULATIONS</i> <i>03.01 Standards Governing Inmate Property Retention</i>	<u><i>Cross Reference:</i></u> <i>AG50 Religious Worship</i> <i>AH02 Evidence</i> <i>FC13 Property Pick-up</i> <i>FD20 Privilege Level System</i> <i>FD06 Legal Access</i> <i>FD14 Property Matrix</i> <i>FC04 Classification</i> <i>FF16 Transportation of Inmates</i> <i>AG13 Incident Reporting</i> <i>FD19 Clothing Issue</i> <i>FD21 Contraband</i>

<p>03.02 Inmate Living Area Property</p> <p>03.03 Inmate-to-Inmate Transfers</p> <p>03.04 Regulation of Used Property</p> <p>03.05 Property Contract Items</p> <p>04.00 PROPERTY CART PROCEDURE</p> <p>04.01 Property Cart Storage and Security</p> <p>04.02 Property Deposited in Property Carts by Housing Unit Staff for Processing by the DPO Property Unit</p> <p>04.03 Property Call to Issue and Receive Inmate Property</p> <p>04.04 Issuing Property for Unavailable Inmate</p> <p>05.00 INMATE PROPERTY MATRIX REGULATION</p> <p>05.01 Publication of the Authorized Property Matrix</p> <p>05.02 Review and Revision of Inmate Property Matrix</p> <p>05.03 Inmate Property Limits/Modification</p> <p>06.00 R&O AND COUNTY JAIL REASSIGNMENT PROCEDURE</p> <p>06.01 R&O Intake Property</p> <p>06.02 Inmate Reassignment</p> <p>06.03 Inmate Property</p> <p>07.00 SPECIAL CLEARANCES</p> <p>07.01 Special Clearances</p> <p>07.02 Specialty Shoes</p> <p>08.00 PROPERTY UNIT SCHEDULE</p> <p>08.01 Property Issue</p> <p>08.02 Property Days of Operation</p> <p>08.03 Property Call at Housing Units</p> <p>09.00 PROPERTY PICK-UP LOCATION</p> <p>09.01 Property Pick-Up Location</p> <p>10.00 INMATE PROPERTY MATRIX</p> <p>10.01 Inmate Property Matrix</p>	
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01.00 GENERAL INMATE PROPERTY PROCEDURES

01.01 Receiving Property

- A. Approved property for inmates entering the Division of Prison Operations (DPO) shall be appropriately received through the official channels and processed for issuance to the inmate through the DPO Property Unit.
- B. The Property Unit shall accept and deliver only those items listed on the Property Matrix by inmate classification/privilege standards, pre-authorized contract, or medically authorized clearance items.
- C. Inmates are allowed to have only those items authorized by the Property Matrix for their housing unit, classification, and current contract clearances and listed in the individual's property file.

- D. Property contracts and package pre-authorizations shall be initiated from the housing unit for approval by the site Warden/designee.
- E. Property contracts and package pre-authorizations shall not be transferable and, depending on the item, are valid for 90 days.
- F. Upon receipt of approved, authorized property, the inmate shall assume full responsibility for that property. The DPO shall not accept responsibility for lost, stolen, or damaged property while in the inmate's care.
- G. Items received shrink-wrapped shall have the shrink-wrapping removed and inspected for contraband.
- H. Books received with dust covers shall have the covers removed and disposed of for security reasons.
- I. Inmate personal property and controlled items shall have the inmate's offender number engraved/written to allow staff to identify the authorized owner correctly.
- J. Property accepted for delivery to an inmate shall be recorded on a property receipt by the DPO Property Unit.
- K. Clearances for inmate property, other than those addressed by policy, shall be signed by the Warden/designee of the housing unit.
- L. Distribution of the Property Receipt shall be as follows:
 - 1. the white original shall be placed in the inmate's property file;
 - 2. the yellow copy shall be given to the inmate; and
 - 3. the pink copy shall be given to the person leaving the property at the Property Unit.
- M. Inmates can purchase books from an approved vendor, paid for through inmate accounting. Books must be purchased directly by the inmate (i.e. no friends or family).

01.02 Incoming Property for Inmates

Inmates may receive authorized property in the following ways:

- A. direct delivery by an authorized vendor to the Property Unit that shall comply with the following:
 - 1. Property and privilege matrix; and
 - 2. Facilities Property Contracts. Copies shall be on file in the DPO Property Unit before receipt of contract property items.
- B. through the U.S. Postal Service:
 - 1. Property received through the mail must comply with "Incoming Inmate Mail: Packages";
 - 2. Package pre-authorization shall be a special request for health and welfare items usually not supplied by the Institution or available through the commissary and shall be:
 - a. authorized by the Medical Administrator/designee and Warden/designee if required for medical reasons; or
 - b. approved by the DPO Director/designee for all other packages.
- C. direct delivery to the warehouse during prescribed receiving hours from licensed vendors shall comply with procedures in "B" above; or
- D. property from another correctional institution shall be processed as follows:
 - 1. property received for inmates having been inventoried from county jails, state or federal correctional facilities shall be accepted and authorized property processed following this procedure; and
 - 2. unauthorized property shall be processed and released following this procedure.

01.03 Outgoing Inmate Property

- A. Time Limits for Release or Disposition of Personal Property

1. Property for release or disposition shall be processed within the prescribed time frames.
2. 30-Day Time Limit
 - a. Inmate personal property received at the Property Unit shall be removed from the Institution within 30 days from the date on the Property Release/Disposition Form.
3. 30-Day Extension
 - a. Inmates who do not have family or visitors within the state, are indigent, or have other extraordinary circumstances, may petition the Property Unit in writing for a 30-day extension, not to exceed 60 days from the First Notice.
4. The 30-day rule shall not apply to the donated property at the inmate's request.

B. Release of Property

When an inmate desires or is required to remove an item of personal property from his possession, the following options are available.

1. Release to a Designated Person
 - a. An inmate may authorize the Property Unit to release personal property to any designated person by completing and signing a Property Release/Disposition Form.
 - b. The property released shall be approved by the Housing Unit Captain/designee.
 - c. Persons picking up inmate property must verify their identity by showing a valid driver's license or picture ID before receiving the property.
 - d. The designated person obtains property in compliance with FC13 "Property Pick-up."
- C. U.S. Postal Service
 1. The inmate must prepay postage by submitting a valid, signed, and witnessed Inmate Money Transfer requesting the property to be mailed.
 2. Suppose the inmate is indigent and has no person within a 100-mile radius of the facility where the property will be released. In that case, the inmate may request and qualify for one property mailing per year at the Division's expense.
 3. No property on Disposition or Release to be mailed will be accepted without a complete, legible address of the person to whom the property will be sent and a valid/signed/witnessed Inmate Money Transfer.
 4. When inmates elect to use the U.S. Postal System to remove the property, they do so at their own risk. They must specify all costs associated with mailing, including certifying, registering, or insuring the parcel.
 5. The property to be mailed shall be processed and prepared for mailing by the DPO Property Unit.
 6. Inmate property received at the DPO Property Unit, on Disposition or Release to be mailed, where the inmate has insufficient funds in their inmate account, shall receive a notice to provide funds for mailing within 30 days from the original date signed; failure to comply by the inmate shall be authorization for the property to be donated to a charitable organization.
 7. The housing unit is responsible for preparing all property to be released or disposed of in a secure, closed, sturdy container with the appropriate, completed paperwork affixed to the package.
- D. Donation to a Charitable Organization
 1. Donations of authorized or unauthorized personal property to a charitable organization shall be approved by the unit captain/designee.
 - a. Voluntary donations - the completion of a Property Release/Disposition Form, with the inmate authorizing donation and the form signed and dated by the inmate and witnessed by a staff member.

- b. Involuntary donations - the date on the disposition/release or 30-day Extension has passed without the property being removed, or no action taken by the inmate to comply with the disposition of their property shall constitute authorization for the Department to donate their property.
- E. Items of identification (State Identification Card and driver's license) will be kept by the UDC Records office.
- F. Government/State oriented items other than driver's licenses (i.e., social security cards, birth certificates, titles, etc.) will be kept by the UDC Records office.
- G. All items retained by the Records office shall be returned to the inmate upon release.
- H. Personal items, such as photographs, credit cards, etc., will be destroyed to protect the inmate's privacy.
- I. The remaining items will be donated to a local charity.
 - 1. Charitable organizations receiving donated property shall be rotated between local organizations that have agreed to accept these donations.
- J. Dispositioned Property Not Authorized for Return to Inmate
 - 1. Unauthorized inmate property on disposition that is not picked up or a 30-day Extension has passed without the property being removed, or the inmate takes no action to comply shall constitute authorization to donate.
 - 2. Inmate property inventoried and placed on disposition due to a change in housing unit assignment where the property is unauthorized shall be disposed of after 30 days following 02.05.
- K. Abandoned Property
 - 1. Property shall be deemed abandoned by an inmate who has been:
 - a. Released from custody for over 60 days with no forwarding address or no action taken to retrieve their property;
 - b. Released to parole status or a Community Corrections Center, has their sentence terminated, or the inmate's property is found and received at the DPO Property Unit later after release.
 - 2. Abandoned property shall be processed and donated to a charitable organization using the same process used for the property on release or disposition.
- L. Escape Status
 - 1. The property of an inmate on escape status shall be confiscated by the housing unit and given to the on-site investigator for evidentiary purposes.
 - a. If the property is not kept for evidence, the investigator/designee shall release the proprietary and send it to the DPO Property Unit. The DPO Property Unit shall store the property in the DPO Property Unit storage area for 30 days.
 - b. Suppose the inmate returns within 30 days from the time the inmate escapes. In that case, property held by the DPO Property Unit shall be placed on disposition and removed from the Institution except for legal material.
 - c. If the inmate is not returned within 30 days, at the end of 30 days, the property shall be disposed of and indicated in the inmate's record.
 - i. If time frames expire, the property shall be donated if no disposition is indicated.
- M. Death
 - 1. Property of inmates who die while in the custody of the DPO shall be secured and inventoried by the housing unit when released by the officer in charge and the DPO Property Unit notified.
 - 2. The DPO Property Unit shall pick this property up on the following scheduled property call.

3. Department administration's notification of next of kin shall follow department policy and procedure.
4. Deceased inmates' property shall be held in the DPO Property Unit for 30 days before being authorized for release (UCA 75-3-1201 and 1202).
5. The Deceased or Escape Manifest shall be completed during R&O, which designates the next of kin or personal representative to whom the personal property and inmate account will go in case of death (UCA 75-02-503).
6. Suppose there is no Deceased or Escape Form in the inmate's record 30 days after the decedent's death. In that case, any person claiming to be the successor or personal representative of the decedent may present or complete an Affidavit at the DPO Administration Office. After providing proper picture identification, the person shall be authorized to receive the decedent's property (UCA 75-3-1201 and 1202).
7. If the property is not claimed within one year of death, it becomes the state's property and may be used for correctional purposes or donated to a charity within the state (UCA 64- 13-15 and 75-2-105).

N. Confiscated Property

1. All property confiscated by staff shall be identified on the Property Report Form PR-1. The property and the PR-1 Form shall be placed in the property holding area or the on-site investigating staff evidence locker.
2. When inmates are found to possess excess numbers or amounts of property items listed in the official property matrix, staff members shall place the excess property items on disposition or require the inmate to release the property.
3. Inmate property items damaged beyond repair or altered (e.g., electrical items and accessories) shall be placed on disposition by housing staff.
4. When inmates have nuisance contraband (e.g., including, but not limited to, items made from scraps of paper, wood, plastic, metal, wire, paper clips, two-hole fasteners, hair ribbons, spent containers), these items shall be donated without notice or opportunity for appeal.
5. The property of an inmate found in possession of another inmate shall be confiscated and placed in the unit's property holding area to be picked up by the Property Unit.
6. Property found in an inmate's possession that is not on their property list or for which they cannot produce proof of ownership shall be confiscated and placed in the unit's property holding area.
7. The property referred to on-site investigating staff shall be handled and disposed of following AH02 "Evidence."
8. Money instruments shall be sent to the Law Enforcement Bureau (LEB) and disposed of following AH02 "Evidence."
9. Confiscated property received in the DPO Property Unit shall:
 - a. be retained in the DPO Property Unit for the required days for processing completion;
 - b. be processed to identify the rightful owner; and
 - c. be donated at the end of 30 days if proof of ownership cannot be established.
10. Property of an inmate found in the possession of another inmate shall be placed on disposition and removed from the Institution.

O. Lost or Damaged Property

1. Inmates desiring to replace lost or damaged controlled item(s) shall:
 - a. sign a Property Release/Disposition Form requesting the lost or damaged property be donated or disposed of; and
 - b. waive the 30-day waiting period and have the replacement property placed on their list.

2. Lost property shall be documented on a PR-1 Report by staff.
 3. If an inmate is compensated for the property due to a valid grievance, and if the original property is received later, the DPO is deemed the owner of the actual property.
 4. The original property shall be donated to charitable organizations, disposed of, or used for department training and educational purposes.
- P. When inmates are found to possess nuisance contraband as defined in this policy or alterations of nuisance contraband having no intrinsic value, these items shall be disposed of by staff without notice or opportunity for appeal.

01.04 Property of Inmates Transferring to an IPP Status

- A. The sending housing facility staff shall complete a Property Inventory Form to the IPP matrix.
- B. The inmate shall dispose of unauthorized property items following this procedure.
- C. Inmates transferred to IPP housing units shall be subject to the policy and procedure governing property at the unit in which they are assigned.

01.05 Property of Inmates Returning from IPP Status

- A. The property of every inmate returning to a DPO facility from IPP placement shall be inventoried before being accepted by the Property unit.
- B. Inmate property items shall be inventoried and reviewed following incoming property procedures.
- C. Property not on the approved inmate property matrix shall not be allowed onto the housing unit.
- D. The property of inmates returning from IPP status will be processed to the unit when the inmate has been placed with all consumable items being placed on disposition.
- E. Once an inmate with an IPP status returns to any facility of the DPO, all of his property shall conform to the UDC policies.
- F. The Property Unit shall not accept property for an inmate returning from IPP status until the sending agency inventories the property.
 1. The inventory shall be verified by staff upon receiving the inmate; and
 2. Any discrepancies shall be resolved before accepting the inmate's property.
 - a. suppose the sending agency fails to inventory the property, and the DPO transportation officer accepts and transports the property. In that case, the transportation officer shall inventory the property before leaving it at the Property Unit.

01.06 Issuing Inmate Property

Once the inmate's property has been appropriately processed as outlined in this chapter, the property shall be issued to the inmate by the Property Unit or Housing Unit Officer.

01.07 Final Destination of Inmate Property

- A. Other than property defined as nuisance contraband, staff members, regardless of assignment, shall not "trash" inmate property items irrespective of value or condition.
- B. All inmate property items shall reach a final destination per policy and procedure, without exception.

01.08 Legal Material

- A. Inmates are not entitled to act as jail-house lawyers. Because the UDC provides free legal assistance in the form of contract attorneys or electronic law libraries, inmates are not permitted to receive representation or service from another inmate or UDC staff.

1. The UDC neither creates nor recognizes an entitlement for inmates to assist other inmates in their legal cases or to be assisted.
2. Because no such entitlement exists, inmates shall not be entitled to possess the legal papers of another.
- B. The UDC has no intent or authority to deny inmates access to legal decisions, orders, etc., bearing another inmate's name in the caption since such documents are public and accessible through typical legal research.
- C. During the R&O intake process, inmates shall be issued two - 13" x 18" clear plastic pouches to store legal materials only. One pouch shall be for "legal-public" materials, and one shall be for "legal-privileged" materials as described in E below.
- D. Pouches shall be marked and contain legal information as outlined below:
 1. Legal - Public: case copies, court rules, discovery responses (but not books) which are necessary to process the case and may otherwise exceed the applicable property matrix; and
 2. Legal - Privileged: attorney-client correspondence and other non-public material could compromise the inmate's legal position if disclosed.
- E. Inmates may possess CD-formatted (Compact Disc) privileged legal materials if:
 1. the inmate obtained the privileged legal CD following FD03 Mail;
 2. the privileged legal CD has been approved by an Offender Management Review (OMR) team using a property contract:
 - a. generally limited to 30 days;
 - b. after 30 days, the inmate must send out the material following FD03 Mail; or
 - c. if a legitimate legal need exists, the inmate may apply for a property contract extension; and
 3. privileged legal CDs shall be kept in the inmate's approved legal pouches when not being reviewed.
- F. Use of Department equipment to review privileged legal CDs
 1. Where available, inmates can utilize electronic equipment to access an electronic law library database.
 2. Any use of electronic equipment for legal access may be dependent on the following:
 - a. the housing unit or facility availability of electronic equipment options; and
 - b. inmate compliance with regulations associated with the use of electronic equipment.
- G. If an inmate has excess legal material, the Warden's Office shall determine whether the inmate's request for additional pouches is valid.
 1. A determination shall be made within 72 hours by the Warden's Office.
 2. If the Warden's Office grants the request, additional legal pouches shall be issued by the Housing Unit Sergeant before the end of the shift (on the same date as notified).
 3. The Housing Unit Sergeant shall complete a chronological note documenting that additional pouches were issued.
- H. Legal - Privileged: pouches may be inspected, but contents shall not be read.
- I. Legal - Public: pouches shall be subject to routine inspection rules and have no privilege against reading.
- J. Inmates have the potential to use legal pouches to hide contraband; therefore, the legal pouches can be searched or inspected at any time, consistent with UDC security requirements.
- K. Legal pouches belonging to inmates transferring to IPP status, community correctional centers, interstate compact, or other inmate housing locations may be searched or inspected.
- L. Specific justification for confiscating the legal pouch shall be evidence or suspicious items that may be considered contraband, including, but not limited to:

1. escape plans or materials;
2. criminal conspiracies;
3. any information that might endanger the lives or safety of staff, inmates, or others;
4. plans to disrupt or encourage disruption of order, security, or safety in the Institution;
5. encoded messages;
6. any material that may impact negatively upon the safety, security, order, and rehabilitation goals of the Institution;
7. any items not defined as legal material;
8. non-English material; or
9. claimed legal material of questionable legal status.

M. Responsibility of the Housing Unit Staff

The Housing Unit Staff shall:

1. give the inmate a direct order to comply with the requirements outlined in this section if non-authorized items are found in the pouch;
2. issue a chronological note;
3. issue a disciplinary report if the inmate does not comply with the direct order following the review process;
4. confiscate the non-authorized items in the legal pouches consistent with confiscation procedures if the inmate fails to remove the non-authorized item or violates the rules a second time; and
5. allow the inmate to retain possession of the legal pouch when the non-authorized items have been removed.

N. Review Process

The Housing Unit Staff shall:

1. inspect the inmate's legal pouches to ensure the inmate has complied with the direct order within 72 hours;
2. make a chronological note entry if the inmate has complied; and
3. advise the inmate that failure to comply with the direct order shall result in disciplinary action and shall confiscate the offending materials if the inmate has not complied.

O. Documentation

The Housing Unit Staff shall:

1. enter the housing unit, log the date and time the inmate was allowed to comply;
2. document any other actions that are taken;
3. submit a chronological note;
4. the Housing Unit Staff shall make a chronological note indicating the date and time the inspection process was completed, whether the inmate complied with the direct order, and what, if any, action was taken; and
5. if the inmate does not comply, the Housing Unit Staff shall issue a disciplinary report.

P. Handling of Confiscated Legal Pouch

1. If the legal pouch is confiscated, it shall be listed on a Confiscation Form by the staff member completing the search.
2. The legal pouch and its contents shall be immediately sealed in an evidence bag by the staff member completing the search.
3. The staff member who confiscated the legal pouch shall complete an Incident Report outlining the reasons for confiscation.
4. The report and legal pouch shall be secured in an area designated by the Deputy Warden.
5. The following working day, the Deputy Warden/designee shall pick up the legal pouch and report it at the designated area.

6. The Deputy Warden/designee shall forward the evidence bag, incident reports, and other pertinent information identifying the reason for the confiscation to the Warden's office.
7. The Warden's office shall inspect the contents of the evidence bag and decide if the contents shall be returned to the inmate.
8. Suppose it is determined that the legal pouch has been improperly seized from an inmate. In that case, the items should be returned within five working days of a determination that the inmate can legitimately possess the things.
9. If items were seized properly, the Contract Attorneys shall inspect the legal pouches, and the inmate's legal material should be returned to the inmate within 14 calendar days.
 - a. If non-legal materials are found within the legal pouch, they shall be handled following this chapter and other applicable policies depending on what's found in the pouch.

01.09 Religious Items

- A. Inmates shall be allowed to possess religious items, including books, magazines, jewelry, etc., consistent with FH03, "Access to Religious Programs."
- B. Inmates are allowed to have one approved religious symbol in their possession.
 1. Religious symbols shall conform to the Inmate Property Matrix.
 2. Exceptions are:
 - a. A Native American eagle feather;
 - b. prayer beads;
 - c. rosary beads (plastic only); and
 - d. neck chain (one only) for religious medallions.
- C. Authorized religious volunteers or ecclesiastical visitors desiring to leave literature stamped "Chaplains Office" should leave the literature with the unit staff to distribute to all inmates.
- D. Ecclesiastical visitors desiring to leave the book(s) for permanent retention by an inmate may petition the Warden for a special clearance for the book(s). The book(s) shall be distributed through the DPO Property Unit to ensure documentation and to identify ownership.
- E. Inmates may receive an approved religious symbol in one of the following ways:
 1. request a religious symbol from a staff Chaplain;
 2. receive a religious symbol already approved and available through a staff Chaplain/designee; or
 3. purchase a religious symbol through the Volunteer Services religious procedure.
- F. Ecclesiastical visitors desiring to give an inmate a religious item not identified in the "Inmate Property Matrix" and FH03, "Access to Religious Programs," may petition the DPO designee through the Volunteer Services Coordinator and request a special clearance for the item, consistent with requirements outlined in the "Special Clearances" section of this procedure.
 1. If the request is approved, the DPO designee shall provide a written clearance to the DPO Property Unit.
 2. If the request is denied:
 - a. the reason shall be documented, and written notification of the reason for denial shall be forwarded to the religious representatives; and
 - b. the DPO designee shall ensure documentation is placed in the inmate's property file articulating the reason for the denial.

01.10 Commissary Items

- A. An inmate may maintain in his possession commissary items not identified on the approved property list if:
 1. proof of purchase can be provided;

2. items were purchased through the commissary; and
3. the items are on the inmate's approved commissary list for the facility.
- B. Commissary slips for perishable items (i.e., food, etc.) will only be honored for 60 days after the date of purchase.
- C. Commissary items released to visitors or through the mail shall only be removed through the DPO Property/Mail Unit. This will be allowed only:
 1. when the commissary item is not authorized in the inmate's current housing assignment;
 2. when the inmate is released from DPO custody; or
 3. with approval from the housing unit captain/designee, the captain/designee shall notify the Property Unit of the approval.
- D. Commissary items purchased by an inmate with the knowledge that they are not authorized in his current housing assignment shall not be released through the property release process. The purpose of this policy is to avoid circumventing the commissary process. The disposition of all commissary items purchased in this manner will be under the direction of the Security/Support Deputy Warden/designee.

01.11 Inmate Property Storage

Property placed for storage and released from storage within the DPO Property Units shall be prepared under the guidelines of the following procedures:

- A. property sent to the Property Unit shall be inspected to ensure that health issues or safety issues are addressed during the inspection;
- B. if any food property is found to have its factory seal compromised in any way, that food item shall be disposed of;
- C. any food item disposed of following this directive shall be documented on the Property Inventory Form and signed off by two-unit staff members; and
- D. if any food property inspected before release after being stored by the unit is found to have its factory seal compromised, that food item shall likewise be disposed of following "B" above to ensure the unit does not release infected food items that were at one time placed in the unit storage.

01.12 Law Books and Religious Books Not Available through Approved Vendors

Inmates requesting law books or religious books not available through the approved vendor's process may order books utilizing the following process:

- A. inmates will send book orders to IFAO with an order form or letter and a money transfer for the exact amount;
- B. book orders shall contain the following information:
 1. Order form or letter specifying:
 - a. proof the inmate attempted to obtain the book from an approved vendor;
 - b. name of the book/author/publisher, etc.;
 - c. specific religion this book represents (if a religious book);
 - d. cost of the book;
 - e. cost of applicable taxes; and
 - f. cost of shipping and handling charges.
 2. Money transfer authorizing the use of inmate's funds to cover:
 - a. cost of the book;
 - b. applicable taxes; and
 - c. shipping and handling charges.
- C. upon receipt at IFAO:

1. Funds will be confirmed.
 2. IFAO will cut the check and send the order to the DPO Mail Unit for mailing.
 3. The order shall be returned to the inmate if the book request does not contain all the items described in 01.12, B.
- D. books are shipped by the vendor to the inmate through the DPO Mail Room and Property Unit;
1. If the property unit or mail room finds security issues or concerns with the book, they will further investigate to ensure the inmate can have the book.
 2. If it is determined that the book presents safety or security concerns, it shall be disposed of per FD14.
- E. approved books are delivered to the inmate on the following property call;
- F. if an inmate circumvents this procedure and successfully has a book sent in that does not meet this standard, the book will be placed on disposition per FD14; and
- G. as outlined in the FD14 Property Matrix, inmates are allowed to have a maximum of ten books. It is the inmate's responsibility to keep their book count within the matrix guidelines.

01.13 Medications

- A. Unless inmates are housed in a restrictive unit or while at UCI internal operations, they should be allowed to possess and keep their prescribed "keep-on-person" medications.
- B. Inmates being "rolled up" for a housing change should be advised to keep their medications easily accessible with their property.
- C. Inmates who arrive at a housing unit with their property pin bag should be given their medications.
- D. If other than in "A" above where an inmate may be separated from his property, the inmate should be told and allowed to retrieve his medications from his property.
- E. In cases where an inmate is being moved to a housing location where "keep-on-person" medications are not allowed, the receiving housing officer shall retrieve any medicines from the inmate's property and give them to assigned medical staff or deposit the medication at a designated location.
- F. In cases where an inmate was involved in an incident or transported to a medical facility and was moved without his property, any medications should be given to medical staff assigned to the unit or deposited at a designated location.
- G. Prescription medications shall not be sent to the property unit.
- H. The property unit shall:
1. review the property inventory form while picking up the property from the property call;
 2. if medications are listed on the property form, notify the housing supervisor to ensure that medications are returned to the inmate if possible, or if not given to assigned medical staff; and
 3. hold the medication in the medication box until recovered by medical staff, if medications are discovered with the inmate's property, but not listed on the property form while processing the property at the property building.
- I. Inmates brought to a UDC facility by Transportation for temporary or in-transit housing shall be given access to their medications before being separated from their property.
- J. In all cases where medications are removed from an inmate's pin bag, the property inventory form shall be updated to reflect that the inmate retained the medicines, prescription, or over-the-counter medications.

02.00 INCOMING INMATE MAIL: PACKAGES

02.01 Personal Packages

- A. Inmates have no right to receive packages.
 - 1. Packages present problems for the Institution, which include:
 - a. introduction of contraband;
 - b. loss of substantial staff time in receiving, inventorying, searching, and other processing;
 - c. burdening the limited storage areas available for inmate property; and
 - d. reimbursement claims and other related problems when the property is alleged to have been lost, stolen, or damaged.
- B. Generally, packages for inmates shall not be received at the DPO.
- C. Only when exigent or other special conditions warrant an exception may the DPO Director/designee authorize the receipt of a package. Such exceptions shall be prearranged when allowed:
 - 1. packages for inmates received at the DPO with prior authorization on file from the DPO Director/designee shall be accepted, and all others shall be refused and returned to sender;
 - 2. packages containing privileged correspondence shall comply with FD03 "Inmate Mail"; and
 - 3. Currency, personal checks, money orders, and non-personal checks received in packages shall be denied and returned to the sender.

02.02 Packages Received from Other Correctional Facilities

- A. Packages received from other correctional facilities (e.g., county jails, state or federal correctional facilities) containing pre-inventoried authorized or unauthorized inmate property shall be accepted and forwarded to the DPO Property Unit for processing.
- B. Before agreeing to accept an inmate from another correctional facility, DPO officials should notify the sending facility/agency of the types of property that are authorized and request that they forward no other property.

02.03 Denying Inmate Packages

- A. General
 - 1. Packages for inmates received at the DPO that have not previously been authorized by the DPO Director/designee shall be denied and returned to the delivering agency or source.
 - 2. To obtain prior authorization, the inmate shall complete the inmate section of the Property Contract/Package Pre-Authorization Form (see 03.05) and give the completed form to the housing manager, who will direct the form to the site Warden/designee.
 - 3. The DPO Director/designee shall grant or deny the application in writing to the applicant setting forth the basis of the decision.
 - 4. Books and newspapers shall be sent following the publisher-only rule.
- B. Procedure
 - 1. DPO mail and property staff are expressly prohibited from accepting inmate packages without an approved Property Contract/Package Pre-Authorization Form. Exception: privileged correspondence.
 - 2. Inmate packages delivered to the DPO shall be refused, marked "refused mail," and returned unopened to the sender.

02.04 Authorization for Packages

- A. Items received through this section shall be special request, health, and welfare items, usually not supplied by the Institution or available through the commissary, and shall be:
 - 1. authorized by the Medical Administrator and Warden/designee if required for medical reasons; or

2. approved by the DPO Director/designee for all other packages.
- B. The inmate shall complete the Property Contract/Package Pre-Authorization Form by entering the following:
 1. the inmate's full commitment name, Offender number, and assigned housing;
 2. date of request;
 3. classification level; and
 4. property to be received, including the quantity, brand name, model, and color of each item listed.
- C. After completing the items listed under B, the inmate shall submit the form to the housing manager, who will direct the form to the site Warden/designee.
- D. Following a review by the DPO Director/designee of the Inmate Property Matrix, a determination shall be made on which items shall have prior authorization.
- E. After the appropriate authorizations have been obtained, the unit manager shall retain the pink copy and provide additional copies to the following:
 1. DPO Property Unit (white); and
 2. inmate (yellow).
- F. Upon receipt of the original (white) copy, the Property Unit shall assign a package pre-authorization number (which could be the pre-printed number on the form) and notify the inmate of the given number.
- G. It is the inmate's responsibility to notify the sender of which property items have received prior authorization and the package pre-authorization number to be placed on the package in an obvious manner for mailing purposes.
- H. It is the responsibility of the inmate to inform the package sender that:
 1. no items other than those specifically authorized may be included in the package; and
 2. the sender shall ensure the package pre-authorization number is placed on the outside of the package in a clear, readable, obvious manner.

02.05 Incoming Package Delivery to Inmates

- A. After the package has been inspected, if everything is in order, the contents of the package shall be individually identified and delivered to the inmate.
- B. Property shall be delivered to inmates according to the posted property schedule for each facility.
- C. Each inmate receiving property shall be required to show their inmate ID and sign and date the Property Receipt Form, thus documenting that the inmate has acquired the property.

02.06 Circumventing Package Procedures Prohibited

- A. The inmate package procedure shall not be circumvented by having packages delivered to the DPO in the care of or addressed to staff members.
- B. Attempts to circumvent the inmate package procedure shall be considered a breach of security regulations by the inmates or staff members responsible. If appropriate, disciplinary or criminal actions shall be initiated. Information concerning such acts shall be forwarded to the Security/Support Deputy Warden on an ICR and IR-1 Report. LEB shall be contacted.

02.07 Packages Addressed to Staff Members

- A. Incoming packages addressed to staff members shall be opened and inspected for contraband by the DPO Mail/Property Unit before delivery.
- B. Exceptions to the open-and-inspection policy for staff packages include those packages exempted in writing by the DPO Director/designee.

03.00 INMATE PROPERTY REGULATIONS

03.01 Standards Governing Inmate Property Retention

Standards provided by the Utah State Fire Prevention Board for property retention are:

- A. no personal furniture of any type shall be approved for inmate retention;
- B. heat-producing equipment of any kind (floor heaters, hot plates, coffee pots, etc.) shall be prohibited; and
- C. electrical extension cords/appliances shall be UL-approved and allowed only in pre-approved areas.

03.02 Inmate Living Area Property

Inmate living area property requirements shall address the following issues:

- A. safety;
- B. property that independently or collectively violates established fire and safety codes shall not be authorized;
- C. health;
- D. property shall not be permitted to accumulate to the extent that it results in a health hazard to the inmate or the housing unit;
- E. security;
- F. inmate property shall not be permitted to accumulate to the point that it diminishes the ability of staff to conduct thorough shakedowns in a reasonable amount of time;
- G. rapid transfer;
- H. inmates shall limit their property accumulation to accommodate the Institution's capacity to secure, inventory, and store their property;
- I. financial Responsibility; and
- J. inmates shall assume financial responsibility for property accumulated over and above the standards set by the Institution.

03.03 Inmate-to-Inmate Transfers

- A. Inmate-to-inmate sales, transfers, exchanges, loaning, borrowing, and similar transactions, **are prohibited**.
- B. Legal material may be transferred between inmates with written consent and approval from the Warden/designee. When necessary, the contract attorney or the inmate's attorney of record shall review the matter and recommend whether transferring the legal material between inmates is appropriate.

03.04 Regulation of Used Property

- A. When processing used televisions and radios that have been previously cleared into the Institution and are processed through the DPO Property Unit, the following requirements shall be observed:
 - 1. personal audio/visual devices not meeting current policy standards shall be placed on disposition and removed from the Institution;
 - 2. personal items requiring proof of ownership (i.e., televisions & radios) shall be engraved with the inmate's name and OFFENDER number;
 - 3. if it appears to staff that a name or serial number has been removed, erased, altered, or otherwise changed, the item in question shall be confiscated using the PR-1 form and sent to the DPO Property Unit; and

4. if ownership cannot be determined, the item(s) in question are subject to immediate donation.
- B. All items shall be in good working condition and meet Institutional guidelines.

03.05 Property Contract Items

- A. The Facility Unit Manager/designee shall authorize Property contract items.
- B. Property granted as a result of a contract shall be consistent with the standards outlined in the UDC manual, General Orders, Special Orders, or Facility Directives.
- C. A property contract is not required on a book of any value but is required if the book exceeds the number of books allowed for inmate retention as outlined in the Property Matrix (refer to 'Inmate Property Matrix').
- D. A copy of the Property Contract/Package Pre-Authorization Form shall be placed in the inmate's property file outlining the decision with a copy being:
 1. maintained in the housing unit manager's file; and
 2. a copy is given to the inmate.
- E. Property contracts should be reviewed at least every ninety days, and Hobby Craft every thirty days.
- F. A contract may be reviewed, modified, or terminated by the Unit Manager/designee when it is determined that continued authorization of the agreement may be detrimental to the safety, security, management, and control of the housing unit/facility.
- G. Property items that are allowed by contract shall meet privileged matrix criteria. See FD20, "Privilege Level System."
- H. A Property Contract/Package Pre-Authorization Form shall be completed by the inmate and given to the unit manager, who then forwards the form to the facility Warden.
 1. The property allowed by contract shall be processed according to the procedures in this chapter; and
 2. medically-ordered property shall be processed through the Clinical Services Director's Office and not regulated by the Inmate Property procedure.
- I. The unit manager shall immediately suspend property contract items if the inmate's classification or matrix level is reduced. Appropriate documentation concerning any suspension of property contract items shall be placed in the inmate's record file by the unit, and a copy forwarded to the DPO Property Unit.

04.00 PROPERTY CART PROCEDURE

04.01 Property Cart Storage and Security

- A. Property carts shall be stored in the unit's property room or another secure area where unit staff or Property Unit staff can:
 1. store incoming, outgoing, and confiscated property awaiting processing;
 2. issue incoming property to the inmate; and
 3. pick up outgoing and confiscated property for processing at the DPO Property Unit.
- B. Property cart compartments shall be secured and locked at all times.

04.02 Property Deposited in Property Carts by Housing Unit Staff for Processing by the DPO Property Unit

- A. Property deposited in property carts for processing by the DPO Property Unit shall:
 1. be in a heavy-duty plastic bag or box that is taped closed; and

2. have a completed Inmate Property Inventory Form, Property Release/Disposition Form, Property Report Form (PR-1), or Confiscation/Determination Form.
- B. Property placed in or removed from the property cart shall be logged on the Property Cart Log maintained with the Property Cart, with the following information:
 1. inmate name and offender number;
 2. form number;
 3. brief description; and
 4. receiving staff's name and date logged in.

04.03 Property Call to Issue and Receive Inmate Property

The DPO Property staff shall conduct property calls at each facility to issue property received at the DPO Property Unit and to receive property from the inmate for release weekly.

04.04 Issuing Property for Unavailable Inmate

- A. When inmates are unavailable for property calls, the DPO Property staff shall list on the Property Cart Log all inmates with property in the Property Cart, indicating inmates' names, offender numbers, dates, and property descriptions.
- B. Upon an inmate's return, the Housing Unit Officer shall:
 1. have the inmate sign the Property Receipt Form;
 2. issue the property to the inmate;
 3. give the inmate the pink copy of the form; and
 4. return the original (white) copy of the Property Receipt Form to the Property Cart and complete the Log.

05.00 INMATE PROPERTY MATRIX REGULATION

05.01 Publication of the Authorized Property Matrix

The UDC shall publish and distribute to the Institution by way of the reference manual the revised matrix, additions, deletions, etc., in the property policy within 15 days after receipt from the publisher.

05.02 Review and Revision of Inmate Property Matrix

- A. As needed, the Wardens, Commissary Contract Coordinator, Education Coordinator, Property Program Manager, and other affected Institutional representatives shall collectively review, modify and approve the Inmate Property Matrix.
- B. The approved, updated property matrix shall be finalized and distributed to the housing units through the reference manual.
- C. It shall be the responsibility of each housing unit to ensure that all inmates housed on the unit are made aware of the changes and to place a copy of the changes in the unit manual of procedures.
- D. Inmates shall be responsible for removing the property from their possession that has been deleted from the property matrix within 30 days from the date the notification is published and posted.

05.03 Inmate Property Limits/Modifications

- A. The approved Inmate Authorized Personal Property Matrix sets the maximum limit of authorized items and quantities.

- B. The maximum dollar value of responsibility the DPO shall accept for an inmate's property while in the Division's care and custody shall not exceed seventy-five dollars (\$75.00) for each qualifying item, regardless of how it is received and irrespective of the item's actual value.
 - 1. A declaration of value shall be made on the Property Receipt Form, hand-written, dated, and signed by the person delivering the property.
 - 2. A copy of the purchase receipt shall be filed in the Inmate Property file.
 - 3. The value of commissary purchase items shall be limited to replacing the article through the commissary.
 - 4. Although an inmate can retain a book of any value as stated in this procedure, the value placed by the DPO on that book shall be limited to the maximum dollar value of responsibility stated above.
 - 5. The values determined in items 1, 2, and 3 above shall be the maximum values for which the DPO shall accept responsibility while an inmate's property is in the care and custody of the DPO.
- C. Any items that, in the opinion of the facility Warden/designee, threaten the facility's safety, security, management, or control may be prohibited from being in an inmate's possession.

06.00 R&O AND COUNTY JAIL REASSIGNMENT PROPERTY PROCEDURE

06.01 R & O Intake Property

- A. The Intake Officer shall separate all inmates' intake property into two categories:
 - 1. the property the inmate may retain in his possession; and
 - 2. the property the inmate may not have in his possession.
- B. The property an inmate had upon arrival at the Institution, which he is authorized to have in his possession, shall be given to him according to intake procedures.
- C. Only legal paper and medical devices (glasses, hearing aids, dentures, etc.) and ADA accommodation items are allowed into R&O.
- D. Property inmates may not retain shall be placed on disposition.
- E. The inmate shall have the property on disposition removed within 30 days.

06.02 Inmate Reassignment

- A. Inmates transferring to a county jail will conform to the IPP matrix in gray on the inventory form.
 - 1. The non-IPP property will be put on disposition.
 - 2. The remaining authorized property shall be processed per the procedures listed in this chapter.
 - 3. Property to be stored for less than 30 days (inmate out to trial, etc.) shall be held in the housing facility property room.
- B. Procedures for Inmates transferring between USCF/CUCF are as follows:
 - 1. authorized items to be taken with an inmate upon transfer are:
 - a. one uniform -- state issue;
 - b. seven pairs of socks;
 - c. seven pairs of underwear;
 - d. pairs shoes - personal/state issue;
 - e. coat (if needed) -- state issue;
 - f. 13" x 18" legal pouches (containing legal material only), one privileged, one public personal; and
 - g. hygiene items, to include but not limited to:
 - i. toothbrush;

- ii. toothpaste;
 - iii. comb/brush;
 - iv. deodorant;
 - v. shampoo; and
 - vi. lotion.
 - 2. items shall be placed in a state-issued laundry bag and taken with the inmate when transported; and
 - 3. the remaining authorized property shall be processed following the procedures listed in this chapter.
- C. Procedures for inmates who have been classified or re-classified are as follows:
- 1. inmates (other than those being moved to a level I or level II facility) who are classified or re-classified following FC04, "Classification," shall be allowed to take authorized property items upon transfer to another facility;
 - 2. when an inmate is transferred from one facility to another, all of the inmate's property shall be inventoried by the sending facility staff and then taken with the inmate to the new housing facility;
 - 3. ownership shall be verified with the Commissary for controlled items such as radios, fans, TVs, rings, and watches;
 - 4. the sending housing unit staff shall immediately complete a Property Inventory Form on all the properties requiring an inmate's signature in the housing facility;
 - 5. when an inmate is moved to a level I or level II facility, the following items shall be inventoried and go with him:
 - a. two (2) 13" x 18" legal pouches (containing legal material only), one privileged; one public;
 - b. all whites (t-shirts, underwear, socks, towels, washcloths, etc.);
 - c. personal hygiene items (shaving cream, razor, hand soap, etc.); and
 - 6. items listed on the property inventory form shall be removed and secured in the housing unit until the property can be placed in the control of the DPO Property Unit for processing or storage (should be at most five working days).
- D. Procedures for inmates on pending status are as follows:
- 1. when an inmate (other than an inmate being transferred to a level I and level II facility) is moved to another facility on pending status, the following items shall be inventoried to go with him:
 - a. two (2) 13" x 18" legal pouches (containing legal material only), one privileged; one public;
 - b. all whites (t-shirts, underwear, socks, towels, washcloths, etc.), and
 - c. personal hygiene items (shaving cream, razor, hand soap, etc.). Exception: an inmate being transferred to level I and II facilities.
 - 2. the sending housing unit staff shall immediately complete a Property Inventory Form on all the properties requiring an inmate's signature in the housing unit;
 - 3. the items listed on the Property Inventory Form shall be removed and secured in the housing unit until the property can be placed in the control of the DPO Property Unit for processing or storage (should not exceed five working days);
 - 4. suppose an inmate's property is removed while serving punitive isolation. In that case, the housing unit staff shall inventory and secure the property in the housing unit for a period not to exceed 15 days, and the housing unit staff shall return the property to the inmate upon completion of isolation time; and

5. upon admittance for over 15 days to a medical facility or other unforeseen absence of the inmate from the facility, property items shall be inventoried and stored at the DPO Property Unit.

06.03 Inmate Property Inventory

- A. Inmate property inventory should be completed by two officers/staff members;
 1. one officer/staff member should complete the property inventory; and
 2. one officer/staff member should verify and document the inventory on the appropriate property form.
- B. Confiscated property shall be handled consistently with the requirements outlined in this chapter.
- C. If possible, the inmate should be present during a property inventory and must sign the completed property forms. If the inmate cannot be present, the staff member conducting the inventory shall document it on the form.
- D. Both the officer/staff member shall sign the Property Inventory Form.
- E. It is the responsibility of the sending housing staff to process the inmate's property, verify ownership of controlled property items, and send all authorized property to the inmate's new housing assignment.
- F. Property that has been confiscated (unauthorized or found in excess) shall be immediately secured by officers completing the inventory and placed in the housing unit's Property Room for pick-up by the DPO Property Unit on the next scheduled property day (not to exceed five (5) working days).
- G. The original (white) completed and signed Property Inventory Forms shall be forwarded to the DPO Property Unit by the facility completing the inventory.

07.00 SPECIAL CLEARANCES

07.01 Clearance Responsibility

Decisions regarding inmate property other than those addressed within this policy shall be made by the Warden/designee responsible for the facility for which the request for clearance is generated.

07.02 Specialty Shoes

Shoes authorized for purchase must come from a vendor and be more than 85% white, preferably with no coloring.

08.00 PROPERTY UNIT SCHEDULE

08.01 Property Issue

The DPO Property Unit shall issue inmates personal property per the facility's operating schedule.

08.02 Property Days of Operation

Property shall be processed through the DPO Property Unit on weekdays, excluding holidays.

08.03 Property Call at Housing Units

Property shall be issued on a regular schedule as listed in housing units.

09.00 PROPERTY PICK-UP LOCATION

Inmates can designate civilians to pick up property in compliance with FC13.

09.01 Property Pick-Up Location

"Property Pick-up." The policy further details the process, including the following:

- A. property pick-up location designated outside of the security fence;
- B. scheduled time frames of property delivered and picked up from the location by the USCF Property Room;
- C. scheduling procedures for civilians to arrange specific times and days to pick up property in conjunction; with the location's operating hours;
- D. the actions that are taken with the property if not picked up on scheduled days; and
- E. security and staffing requirements.

10.00 INMATE PROPERTY MATRIX

The property matrix in this procedure outlines the maximum number of each item an inmate can have. The FD20 Privilege Level policy and procedure outline the specific things an inmate may or may not possess based on their privilege level. An inmate's privilege level may restrict property items to a lower quantity than outlined in this chapter.

10.01 Inmate Property Matrix

UTAH DEPARTMENT OF CORRECTIONS DIVISION OF PRISON OPERATIONS INMATE PROPERTY MATRIX

General Information - Revised May 2022

The Property Matrix sets the maximum limit on authorized items and must follow those directives outlined in FD14, "Inmate Property." Personal and state-issued items shall not be counted separately and must be included in the maximum limits identified in the matrix. For example: If ten books are allowed within the personal area of the matrix, and ten books are allowed within the matrix's state-issued area, only ten books are permitted for inmate retention.

Inmates shall be permitted to retain only that property authorized by the Property Matrix, a facility directive, or a contract approved by the facility where the inmate is currently housed. The real property allowed for Level I, II, and R&O inmates is those items that can be contained within 2-pin bags, excluding the bedding and mattress.

The total property allowance for Level III and IV inmates are the items that can be contained within 2-pin bags, excluding the bedding and mattress.

The real property allowed for the infirmary will be the clothes the inmate wears upon admission to the infirmary. The clothes will be removed, and a jumpsuit will be issued. The infirmary staff will store the clothing taken from the inmate. All other property shall be inventoried and sent to the site's property unit unless authorized differently in writing by the Clinical Services Director/designee.

All educational and programming supplies shall be determined on a case-by-case review by a Unit Manager and an Educational or Programming Coordinator. Items allowed must be inspectable (able to be shaken down and visibly inspected). School supplies are not permitted for R&O.

All completed hobby craft items shall be released through the site's property unit within 30 days of completion. Inmates may not retain hobby craft items in their cell or possession.

Items ordered through the commissary vendor shall be submitted on the regular commissary order day using the approved process. Commissary items allowed for inmate retention are affected by the privilege level matrix.

DIVISION OF PRISON OPERATIONS INMATE PROPERTY MATRIX

ITEM	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	IPP	COMMENTS
Adapter	1	1	1	1	1	Commissary purchase only.
Address Book	1	1	1	1	1	Commissary purchase only.
Belt	1	1	1	1	0	Commissary purchase only.
Binder	1	1	1	1	0	Commissary purchase only. No metal.
Blush	1	1	1	1	1	Commissary purchase only. (Female only)
Books	10	10	10	10	2	No hardcover in Level 1&2. 10 total, including religious, legal, and educational.
Bowl and Lid	2	2	2	2	1	Commissary purchase only.
Bra	7	7	7	7	7	Commissary purchase only. (Female only)
Calendar	1	1	1	1	1	Commissary purchase only.
Comb/Brush	1	1	1	1	1	Commissary purchase only.
Clock Radio	1	1	1	1	1	Commissary purchase only.
Cup and Lid	2	2	2	2	1	Commissary purchase only.
Deodorant	1	1	1	1	1	Commissary purchase only.
Envelope	15	15	15	15	5	Commissary purchase only.

Expandable File Keeper	1	1	1	1	0	Commissary purchase only.
Eyebrow Pencil	1	1	1	1	1	Commissary purchase only. (Female only)
Eye Shadow	1	1	1	1	1	Commissary purchase only. (Female only)
Foundation	1	1	1	1	1	Commissary purchase only. (Female only)
Glasses w/case	2	2	2	2	1	No red, blue, or multi-color. No hard case.
Hangers	5	5	5	5	0	Commissary purchase only.
Hat	1	1	1	1	0	Commissary purchase only.
Headphones	2	2	2	2	1	Commissary purchase only.
Headphones Adapter/Splitter	1	1	1	1	0	Commissary purchase only.
Headphones Extension Cord	1	1	1	1	0	Commissary purchase only.
Hot Pot	1	1	1	1	0	Commissary purchase only.
Hygiene Bag (Clear Zippered)	1	1	1	1	0	Commissary purchase only.
Legal Material (BOPP Packet)	1	1	1	1	1	
Legal Material (Privilege Pouch)	1	1	1	1	1	13"x18" Clear pouch
Legal Material (Public Pouch)	1	1	1	1	1	13"x18" Clear pouch
Lip Salve	1	1	1	1	1	Commissary purchase only.
Lock	1	1	1	1	0	Commissary purchase only.

Lotion	1	1	1	1	1	Commissary purchase only.
Mail/Paperwork	4	4	4	4	4	Measured in inches.
Magazine /Newspapers	10	10	10	10	0	10 total. Commissary purchased only.
Mascara	1	1	1	1	1	Commissary purchase only. (Female only)
Medical Supports	1	1	1	1	1	As needed per medical if more than 1.
Medication	1	1	1	1	1	As needed per medical if more than 1.
MP3 Player	1	1	1	1	1	Commissary purchase only.
Pen	2	2	2	2	0	Commissary purchase only.
Pencil	2	2	2	2	2	Commissary purchase only.
Pencil Sharpener	1	1	1	1	0	Commissary purchase only.
Playing Cards	2	2	2	2	0	Commissary purchase only.
Photographs	25	25	25	25	25	
Razors	5	5	5	5	0	Commissary purchase only.
Religious Medallion	1	1	1	1	1	Not metal.
Ring	1	1	1	1	1	It must be plain and smooth, not red, blue, or b
Sanitary Napkin/ Tampons	1	1	1	1	1	1 Package, or a moderate amount.
Sewing Kit	1	1	1	1	0	Commissary purchase only.
Shampoo	1	1	1	1	1	Commissary purchase only.
Shorts (Grey)	2	2	2	2	1	Commissary purchase only.

Shoes (White)	2	2	2	2	1	Commissary purchase only. Must be more than 85% white.
Shower shoes /flip flops	2	2	2	2	1	Commissary purchase only.
Soap	2	2	2	2	1	Commissary purchase only.
Soap Dish	2	2	2	2	1	Commissary purchase only.
Socks (Personal)	7	7	7	7	2	Commissary purchase only.
Spork (Orange)	2	2	2	2	1	Commissary purchase only.
Sweatshirt	2	2	2	2	1	Commissary purchase only.
Sweatpants	2	2	2	2	1	Commissary purchase only.
T-shirt (White)	7	7	7	7	2	Commissary purchase only.
Toothbrush w/ holder	1	1	1	1	1	Commissary purchase only.
Toothpaste	1	1	1	1	1	Commissary purchase only.
Towel (Personal)	2	2	2	2	0	Commissary purchase only.
TV	1	1	1	1	0	Commissary purchase only.
Underwear (Personal)	7	7	7	7	2	Commissary purchase only.
Watch (Plastic)	1	1	1	1	1	Commissary purchase only.