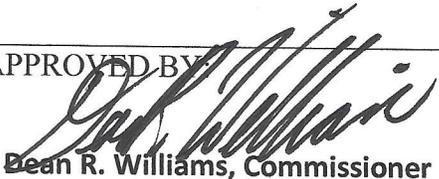


**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

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CHAPTER: 811	NUMBER: 811.05	P&P TYPE: Public
TITLE: Prisoner Personal Property And Release Clothing		
APPROVED BY:  Dean R. Williams, Commissioner		DATE: 09/28/18
ATTACHMENTS / FORMS: (A.) Prisoner Property Inventory Form. (B.) Declaration Of Valuable Property Form. (C.) Prisoner Authorized Property List. (D.) Prisoner Property Disbursement Form. (E.) Report Of Lost Or Damaged Property Form. (F.) Notification Of Excess Property Form.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 44.28.030 22 AAC 05.660 (b) AS 44.68.110 AS 33.05.010 AS 47.30.700 AS 33.16.180 AS 47.37.170 AS 33.30.011 DOC P&P 807.05 AS 33.30.015 DOC P&P 809.02 AS 33.30.017 DOC P&P 810.03 AS 33.30.021 DOC P&P 816.01 AS 33.30.251 DOC P&P 1208.08 AS 33.30.261 DOC P&P 1208.11

EFFECTIVE DATE:

This policy will have a future effective date of 10/05/2018.

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have Department-wide standards for the type and amount of personal property a prisoner may have within an institution owned and operated by the Department. The type and amount of property a prisoner may have, is based on numerous factors including, but not limited to, their custodial status, sentence, housing and behavior.
- II. It is the policy of the Department to also have standards for the volume of property institutions will maintain in secure storage, as well as standards and procedures for the safekeeping, storage, access to and disposal of prisoner personal property.
- III. It is the policy of the Department of Corrections (DOC) to have in place procedures to ensure that prisoners have adequate outer clothing for the weather upon their release from a DOC institution.
- IV. It is the policy of the Department that each institutional Superintendent will develop and maintain a Standard Operating Procedure (SOP) for their institution that covers the issue of suitable outer clothing to those prisoners that need such clothing upon their release. The SOP will also cover the return of issued clothing to the institution for re-use.
- V. Further, it is the policy of the Department that the provisions set out in this policy and procedures will be strictly followed so that prisoner property is consistently addressed at all institutions across the State.

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APPLICATION:

This policy and procedure will apply to all Department employees and prisoners.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Contraband:

Items which prisoners are not authorized to possess, as defined in 22 AAC 05.660 (b) and applied in DOC P&P 809.02, Prohibited Conduct And Penalties.

Indigent Prisoner:

A prisoner who has less than \$20.00 presently available in his or her account and who has had no more than \$50.00 in his or her account during the preceding 30 days. A prisoner with more than \$50.00 in his or her account during the preceding 30 days will still be considered indigent if no more than \$50.00 remained after mandatory deductions such as restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgments or other deductions made for education, counseling or health care.

Jail / Pre-Trial Facility:

A facility or component of an institution normally used for the holding or detention of persons pending disposition of criminal charges, pending probation or parole revocation, persons remanded for mental health holds under AS 47.30.700 or due to intoxication under AS 47.37.170 or prisoners serving terms of imprisonment of less than one (1) year.

OMP Complete:

An offender is OMP Complete when they have completed all programming identified by their assessment or PO.

OMP Compliant:

An offender is OMP Compliant when they are actively working toward completion of all programming identified by their assessment or PO, or they are on a waiting list for programming such as substance abuse treatment, parenting or another program if they can obtain the programming in a community setting and they have demonstrated a willingness to participate in their management plan.

Personal Property:

Items authorized for prisoners to possess in an institution, or which are stored in institution storage. [This definition does **not** include prisoner funds deposited in the Offender Trust Account (OTA) system. Prisoner funds are governed by DOC P&P 302.12, Prisoner Accounts.]

Prison Facility:

A facility or component of an institution normally used for the confinement of sentenced prisoners serving terms of imprisonment of one (1) year or more.

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Prisoner Authorized Property List:

A uniform list of personal property, authorized by DOC, for retention based on a prisoner’s custodial status, sentence, housing, program compliance, employment and behavior.

Property Box:

A box, container, drawer, closet, locker, etc. provided by the institution for prisoner personal property storage. The container will provide at least 1890 cubic inches of space, which is available in a standard 10.5” x 12” x 15” “banker” box.

Working Day:

Per 22 AAC 05.660, “working day” means a 24-hour period of which no portion includes a Saturday, Sunday, or holiday; in computing a period of time prescribed or allowed by this chapter and pertaining to a "working day," the day of the act, event, or default from which the designated period of time begins to run is not to be included; the last day of the period is to be included, unless it is a Saturday, a Sunday or a legal holiday, in which case the period runs until the end of the next working day; a half-holiday is considered as other working days and not as a holiday.

PROCEDURES:

I. Property Inventory:

When a prisoner is remanded to a correctional institution, a property inventory shall be completed during the booking process:

- A. Any property or funds in the possession of a prisoner remanded into custody shall be immediately inventoried on the *Prisoner Property Inventory Form* (Attachment A) to establish an accurate property inventory, determine what items are authorized for retention by the prisoner pursuant to Procedures sections II, III and IV of this policy, determine what property will be accepted for storage pursuant to Procedures section V of this policy, and to take necessary steps to dispose of unauthorized property under Procedures section XII of this policy.
- B. Information recorded on the *Prisoner Property Inventory Form* (Attachment A) will be added to the Department’s offender management system for access and tracking purposes.
- C. Firearms, ammunition, knives, explosives and combustible liquids will not be accepted if found prior to remand and will be turned over to the remanding authority at the time of admission. If such items are found after the remand is signed, the contraband will be seized and documented in accordance with DOC P&P 1208.08, Searches Of Prisoners And Institutional Areas.
- D. The prisoner shall sign both the *Prisoner Property Inventory Form* (Attachment A) and the “booking sheet form” generated by the DOC offender management system to acknowledge the accuracy of the property inventory. If a prisoner is unable or unwilling to sign either form it shall be noted on the form and then the admitting employee will sign and print their name clearly on the form. The prisoner shall be provided with a copy of their property inventory and the original will be filed in the prisoners’ institutional file.

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E. Jewelry in possession of the prisoner at the time of booking shall be processed as follows:

1. Jewelry shall be photocopied and the photocopy shall be placed in the prisoner's institutional file.
2. Prisoners shall not be allowed to retain in their possession eye glasses with designer frames whose value is in excess of \$100. Such eye glasses with designer frames shall be treated as jewelry per (3) and (4) below and shall be documented and secured in a locked unit such as a safe. Any prisoner that insists on keeping eye glasses with designer frames in their custody shall sign a liability waiver.
3. Jewelry which is not allowed to be retained in a prisoner's possession under Procedures section II, E., of this policy below shall be sealed in a plastic bag or an envelope. The bag shall be secured in a locked unit such as a safe, and recorded in the Safe Log according to DOC P&P 1208.11, Permanent Records Logs.
4. A *Declaration Of Valuable Property Form* (Attachment B) shall be completed for all jewelry that a prisoner values at more than \$100.00.
5. When a prisoner claims a jewelry value of over \$100, a second employee shall verify the jewelry inventory.

F. Regardless of the items authorized for retention, the employee performing the inventory shall ensure the prisoner's property is free of contraband.

G. A prisoner shall not be allowed to retain money, driver's licenses, credit or debit cards, social security cards, identification cards or important documents such as birth certificates, passports, etc. Non-cash financial instruments such as debit or credit cards shall be listed on the inventory and secured in a locked unit such as a safe.

H. All medications shall be inventoried at the time of intake and provided to medical staff for review pursuant to DOC P&P 807.05, Use Of Pharmaceutical Products. All medical equipment or devices shall be inventoried and provided to medical staff for review. Medical equipment and devices that a prisoner may not have on their person shall be stored and returned to them upon their release.

I. If the prisoner is not immediately released, food items, beverages including bottled water, tobacco products, etc., in possession of the prisoner at the time of remand shall not be authorized for retention and must be disposed of. Basic hygiene items not issued by DOC may be inventoried, stored and a note shall be entered in to the DOC offender management system not to issue said items.

J. A numbered property box shall be provided for property storage at the time of property inventory and the box number(s) entered on the booking record in the DOC offender management system.

II. Authorized Personal Property Storage:

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- A. Prisoners will be allowed to possess any items off the *Prisoner Authorized Property List* (Attachment C), provided that **all** of the items fit in to the property box(es) issued to that prisoner.
- B. The number of property boxes issued to a prisoner will be based on their status, as well as the institution they reside in, and will be as follows:

<u>Status / Institution:</u>	<u>Number Of Property Boxes Allowed:</u>
Pre-Sentence Prisoner.	1
Sentenced Prisoner.	2
Offender Management Plan (OMP) Compliant Prisoner.	3
Offender Management Plan (OMP) Complete Prisoner.	4
Transitional Work Opportunity (TWO) / Remote Work Opportunity (RWO) / Point Mackenzie Correctional Farm.	5

- C. Once prisoners earn a higher number of property boxes, they shall maintain that status for their current sentence.
- D. Any disagreement as to a prisoner's status may be resolved by filing a request for interview per DOC P&P 808.03, Prisoner Grievances.
- E. In addition to the number of property boxes listed above that a prisoner may possess, all prisoners shall also be authorized to possess one (1) legal paperwork box.

III. Authorized Personal Property:

- A. Prisoners housed in a DOC institution shall be authorized personal property items as specified on the *Prisoner Authorized Property List* (Attachment C). Personal property in the possession of the prisoner is the responsibility of that prisoner and not the institution. Prisoners may be allowed to possess a television and authorized educational, vocational and rehabilitative program materials in addition to their personal property box(es) at certain institutions.
- B. Property in excess of that authorized for prisoner possession in Procedures section II, above shall be considered contraband and seized. Paperwork per DOC P&P 1208.08, Searches Of Prisoners And Institutional Areas shall be completed within 48 hours of the seizure, signed by the prisoner and a copy shall be given to the prisoner. A disciplinary incident report may be written for the possession of this contraband. Any property seized during an institutional emergency shall be tagged, separated, and secured as soon as the emergency is under control. Officers will complete a *Property Seizure Report / Receipt Form* (See DOC P&P 1208.08) for all seized property, and are responsible to ensure the prisoner signs the form. If a prisoner is unwilling or unable to sign the form, the reason shall be noted on the form and the form shall be signed by the staff member. Staff will then give a signed copy to the prisoner. Originals are filed in the prisoners' institutional file, and a copy of the report shall be attached to the

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property being returned to the property area so the DOC offender management system can be updated.

- C. All prisoner personal property must be acquired through a vendor approved by the Director of Institutions. Property acquired through a vendor, already in possession of prisoners must conform to this policy or be disbursed under Procedures section XII below unless otherwise authorized in writing by the institution's Superintendent or designee.
- D. Prisoners shall not be allowed to possess items with an individual value over \$100.00 with exception for electronics, shoes, musical instruments, RX glasses, dentures and other property as approved by the Superintendent or their designee. For approved property with a value over \$100 the property must be listed on the *Declaration Of Valuable Property Form* (Attachment B) which should be placed in the prisoner's institutional file with a copy to the property officer, prior to the property being released to the prisoner.
- E. Prisoners are authorized to retain jewelry consisting of a wedding band which must be constructed of plain metal or other material such as ivory, with no gemstone(s) or imitation gemstone(s). Jewelry must be listed on the *Prisoner Property Inventory Form* (Attachment A) which should be placed in the prisoner's institutional file with a copy to the property officer, prior to the property being released to the prisoner.
- F. Prisoners are authorized to possess books (no more than six (6) in personal possession at one time), magazines or newspapers received by mail directly from a vendor approved by the Director of Institutions or their designee, as specified on the *Prisoner Authorized Property List* (Attachment C) and consistent with DOC P&P 810.03, Prisoner Mail.
- G. Video game systems may be requested and issued when they are available at an institution. Only certain institutions can support video game systems (due to building structure and operational needs of the institution) and as such, they will not be available at all institutions. The Superintendent or designee at each institution will be the final authority for approving any video game system requests.

Note: Any video game systems, accessories and video games approved and issued count towards the prisoner's personal property allowance and as such, must fit in the property boxes issued to them along with their other personal property.
- H. It is the responsibility of the prisoner to request written permission from the appropriate institution staff when the prisoner seeks to obtain and possess additional property. If approved and acquired, the additional items shall be added to the prisoner's inventory list.
- I. A prisoner may not give property to or receive property from another prisoner. A prisoner may not possess property which belongs to another prisoner under any circumstances. A disciplinary report may be written when a prisoner is in possession of another prisoner's property; the property shall be considered contraband and seized.
- J. Property that has been deemed a security risk may not be retained by the prisoner and shall be

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considered contraband and seized. Any contraband shall be seized and disposed of per DOC P&P 1208.08, Searches Of Prisoners And Institutional Areas.

IV. Authorized Religious Property:

Prisoners are authorized to possess the following religious property from a vendor approved by the Superintendent or designee:

- A. One (1) religious necklace and / or set of prayer beads constructed from plain beads, string or braided material, with no wire, gemstones, glass or imitation gem stones. The necklace must have apparent religious significance or be approved by the Chaplaincy Program Coordinator's Office after consultation with an appropriate religious representative. The attached emblem / pendant may not exceed 1.5 inches in length, diameter, depth, or width. Any necklace / set of prayer beads that is deemed to be a potential security risk may be denied.
- B. One (1) medicine bag no larger than 2.5 inches long and 2.5 inches wide which must attach to a necklace constructed pursuant to Procedures section IV, A., above. Medicine bags are subject to inspection by having the prisoner empty the contents of the bag into the open palm of his or her hand. The prisoner shall hold the bag open, which will allow staff to inspect inside with a flashlight. Refusal of a prisoner to allow staff to search the medicine bag will result in the seizure of the medicine bag. If the prisoner is not present, a medicine bag may be secured for inspection in the presence of the prisoner.
- C. One (1) prayer rug, no larger than 24 inches wide and 48 inches long. Prayer rugs may be subject to inspection by having the prisoner unroll the rug in the presence of staff so that both sides of the rug may be inspected at the same time. Only rugs in good repair shall be allowed. Any rugs falling in to disrepair and thereby posing a potential security risk may be prohibited.
- D. One (1) designated religious text of the prisoner's choosing. The designated religious text shall count towards the prisoner's total allowance of six (6) books they may have in their personal possession. The designated religious text may be swapped out for another designated religious text at any time the prisoner requests it.
- E. Additional religious items must be approved in writing by the Chaplaincy Program Coordinator's Office and Director's Office pursuant to DOC P&P 816.01, Faith-based Programming And Chaplaincy Services.
- F. Unless approved by the Director in writing, religious items must fit in a prisoner's personal property storage box pursuant to Procedures section II, above.
- G. All religious property retained by a prisoner must be documented on the *Prisoner Property Inventory Form* (Attachment A). If religious property is issued to a prisoner, the prisoner shall be responsible for its safe-keeping.

V. Authorized Legal Property:

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- A. A prisoner may possess one (1) box of legal property in his or her cell unless more is approved by the Superintendent (or their designee) in writing. Such approval shall be for pending litigation and limited to a specified time period to complete a motion or brief for this litigation. The prisoner shall be required to submit a request for additional legal property which includes the specific case which requires the possession of additional legal property and the reason the additional legal property is necessary. The Attorney General’s Office may be contacted to verify that litigation is pending and legal work necessitates the possession of the additional property box.
- B. When the litigation is complete, the excess legal property boxes shall be disbursed under Procedures section XIII of this policy. The prisoner may exchange legal property between the box(es) possessed in the prisoner’s cell and box(es) in storage once per week or as otherwise approved by the Superintendent (or their designee) for verified litigation needs.

VI. Storage Of Personal Property:

- A. Each institution shall maintain a separate room or secure area for the storage of prisoner property. The Superintendent will develop Standard Operating Procedures (SOP) to govern access and develop other safeguards to ensure accountability.
- B. Temporary secure storage shall be provided for property not authorized for personal retention pending the disbursal of such property pursuant to Procedures section XIII of this policy.
- C. Permanent secure storage of personal property consisting of one (1) property box or its equivalent shall be provided under the following parameters:
 - 1. Property such as cell phones, checkbooks, and credit or debit cards may be stored for pre-sentenced prisoners. These items may be stored for a sentenced prisoner with less than one (1) year to release.
 - 2. Secure storage may not be used as a means to rotate property with the exception of legal paperwork.
 - 3. Magazines and newspapers shall not be held in secure storage for the prisoner and must be donated to the institution, disposed of, or disbursed at the prisoner’s expense.
 - 4. Excess property which is not allowed in secure storage shall be disbursed pursuant to Procedures section XIII of this policy.
 - 5. No more than five (5) books may be held in secure storage at any one time.
- D. Electronic devices and other property temporarily forfeited due to placement in restrictive housing shall be inventoried and stored. Allowable property shall be returned to the prisoner upon appropriate housing placement. If the electronic devices are not returned to the prisoner and they cannot be stored in the prisoner’s storage box, they shall be disbursed pursuant to Procedures section XIII of this policy.
- E. Staff shall inventory and store a prisoner’s personal property when the prisoner’s housing status

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temporarily changes as a result of segregation, hospitalization, program participation, or court appearances. A *Prisoner Property Inventory Form* (Attachment A) shall be completed and signed by the prisoner, if possible. In cases where the prisoner cannot sign, the employee completing the form shall indicate why the prisoner is unable to sign.

- F. Once the prisoner's property has been received into Department custody, a search warrant or court order is required before law enforcement agencies may inspect or seize the property. Property inventory sheets however, may be reviewed without a search warrant or a court order.

VII. Transfer Of Prisoner Personal Property:

- A. One (1) property box of personal property and any approved medical appliance(s) shall be transferred with the prisoner at the time of transfer, unless said medical appliance(s) are assigned to the institution the prisoner is leaving. In that case the medical appliance(s) will remain behind at the institution that assigned them.
- B. The prisoner shall be allowed to decide which property, including legal property, shall be contained in the property box which is transferred with the prisoner.
- C. A prisoner transferring within the state will also be allowed to ship one (1) box of stored personal property and one (1) box of legal property, at their expense. At the time of transfer a prisoner shall complete a *Prisoner Property Disbursement Form* (Attachment D) and / or a *Commissary Request Form* (Per DOC P&P 302.11), to ensure excessive property does not remain at the sending institution.
- D. A television may also be shipped (at the prisoner's expense) in addition to the box of legal property and the box of personal property. All boxes (legal property box, personal property box and television if applicable) should be shipped at the same time, so as to lessen the risk of property becoming lost or misplaced during transit and by the receiving institution.
- E. Unsealed or unwrapped food items, drinks or other perishable foods will not be shipped or mailed in a transfer box. Items will not be taped to the outside of the box. Sealed food items, particularly food purchased through the commissary, that is sealed in a wrapper or container, will be allowed for transfer.
- F. The sending institution shall inventory the contents of the personal property box which is being transferred with the prisoner and the contents of any property boxes which are shipped using a *Prisoner Property Inventory Form* (Attachment A) and the prisoner shall sign this form. The inventory information in the DOC offender management system should be verified (and updated, if necessary) to ensure it matches the newly-completed *Prisoner Property Inventory Form*. A copy of the inventory shall be placed in the personal property box and another copy in the prisoner's institutional file. Upon arrival at the receiving facility, the received property shall be verified against the inventories (including the updated inventory in the offender management system) and the prisoner will sign the form to verify that all property has been received. If a prisoner claims that property is missing, refer to Replacing Lost / Damaged Personal Property in Procedures section X, below.

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- G. Prisoners being returned from out of state shall be allowed to ship two (2) boxes of personal property and one (1) box of legal property. Legal property may be shipped in lieu of personal property. Additional legal property may be shipped at the discretion of the Director's Office for verified pending legal proceedings as specified in Procedures section IV above.
- H. Only property boxes (banker box size) shall be used as travel boxes for the actual transport unless approved by the Superintendent or designee. Only property boxes (banker box size) shall be used for the shipment of property unless approved by the Superintendent or their designee.
- I. Property in excess of the above shall be handled as follows:
 1. The prisoner has ten (10) working days from his or her arrival at the designated institution to make a written request to the sending institution for the shipment or pickup of all property remaining at the sending institution. The prisoner may request a one-time extension of up to 30 calendar days in order to make arrangements to have the property disbursed from the sending institution or to obtain funds to ship the property. All shipments of excess property shall be at the prisoner's expense.
 2. The Department shall ship one (1) box of legal materials (2 lb. weight limit) at no cost to indigent prisoners unless additional boxes are approved by the Director's Office for verified pending legal proceedings as specified in Procedures section V, above.
 3. Any property that is mailed will be sent at the least expensive rate available unless the prisoner requests and pays for higher priority service or as approved by the Superintendent.
 4. All mailed property should be sent with a 'signature confirmation' request, so that the sending institution has proof of delivery via the receiver's signature.

VIII. Restricted Use Of Property:

- A. The Superintendent may restrict the possession and use of certain personal property items such as electronic devices, typewriters, video game systems, and musical instruments or designate certain times and locations for their use in order to ensure orderly administration of the institution.
- B. Pursuant to AS 33.30.015 (G) a prisoner shall not possess a coffee pot, hot plate, appliance or heating element for food preparation, or more than three (3) electrical appliances of any kind. The Superintendent may limit the use of appliances / devices and electrical power within a prisoner's cell or living unit to ensure the safe, secure and orderly administration of the institution.

IX. Repair Of Personal Property:

- A. Any servicing and maintenance of personal property shall be at the prisoner's expense and as approved by the Superintendent.
- B. Superintendents shall develop Standard Operating Procedures (SOP) governing the way a prisoner may

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have such articles repaired, providing repair is an option.

- C. Any vendor used to service or maintain personal property shall be approved by the Director of Institutions.

X. Replacing Lost / Damaged Personal Property:

- A. If a prisoner claims that property is lost or damaged, the Superintendent shall have the claim investigated and a *Report Of Lost Or Damaged Property Form* (Attachment E) will be completed.
- B. The Department shall not be liable for prisoner personal property that is lost or damaged as a direct result of the prisoner's actions, such as fighting.
- C. If prisoner personal property is lost or damaged as a result of Department action, the Department shall assume responsibility for only personal property which has been documented on a *Prisoner Property Inventory Form* (Attachment A).
- D. A prisoner shall have up to 60 days after an item is lost to file a *Report Of Lost Or Damaged Property Form* (Attachment E).
- E. The institution has 20 working days to investigate a report of lost / damaged property. If the investigation involves more than one (1) institution, the time period may be extended an additional 30 days before a final resolution must be made.
- F. A copy of all *Report Of Lost Or Damaged Property Forms* shall be maintained at the institution where the claim originated and / or was settled.
- G. Substantiated claims in excess of \$250 shall be submitted to the Director of Institutions. The Director shall submit claims in excess of \$1000 to the State's Division of Risk Management for disposition.
- H. When the claim is resolved, the prisoner will sign the original *Report Of Lost Or Damaged Property Form* (Attachment E) to say they were notified of the investigation results. A copy of the form shall be distributed to the prisoner and the original placed in the prisoners' institutional file.

XI. Property of Prisoners on Escape Status

The property of any prisoner who escapes shall be considered abandoned and will be disposed of in accordance with Procedures section XIV, below.

XII. Property Of A Deceased Prisoner:

Immediately upon the death of a prisoner, the shift supervisor will ensure that:

- A. The prisoner's cell or bunk area in a day room shall be secured and treated as a crime scene to prevent the contamination of any evidence. Once the scene is released by investigating law enforcement the shift supervisor shall have the prisoner's property inventoried using the *Prisoner Property Inventory Form*

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(Attachment A). Employees shall then place the property, with a copy of the inventory, in a property box (or boxes) and secure the property with any property already held in secure storage.

- B. Any prisoner property held in secure storage is to be inventoried using the *Prisoner Property Inventory Form* (Attachment A) and sealed in a banker box with a copy of the inventory. If property is removed from an institution by law enforcement personnel, a notation shall be made on the *Prisoner Property Inventory Form* (Attachment A) identifying the property taken and the name of the officer and agency taking possession of the property.
- C. In all other cases, the property shall be held in storage at the institution until disposed of per instructions from the Chaplaincy Program Coordinator's Office.
- D. The Superintendent shall direct claimants of the deceased's property to the Chaplaincy Program Coordinator's Office.
- E. If the deceased's property is released directly to the claimant, the claimant shall sign for all property received.
- F. If the deceased's property is mailed to the claimant it shall be by a shipping method requiring return receipt and a delivery signature from the claimant only. Copies of the signed inventory or proof of delivery shall be placed in the prisoner's file. The originals shall be sent to the Department Chaplain's Office and maintained in a file there, with a copy placed in the deceased prisoner's file.
- G. If there is no claim filed for the deceased prisoner's property within 90 days, the property shall be disposed of in accordance with Procedures section XIV, below.

XIII. Disposal Of Excess Or Unauthorized Personal Property:

- A. For property determined to be in excess of that which is allowed under Procedures sections II, III and IV above, the *Notification Of Excess Property Form* (Attachment F) will be completed and the prisoner then has 90 days in which to deal with the excess property. When notification or shipment of property is attempted via U.S. Mail, return-receipt will be used so that a record is produced. The property officer will maintain a record of all attempts at notification and / or shipment of excess property.
- B. When property is picked up at the institution it will be signed for on the *Prisoner Property Disbursement Form* (Attachment D). A copy will be forwarded to the prisoner and the original will be placed in the prisoners' institutional file.
- C. Excess or unauthorized property held at an institution that has not been disbursed within 90 days per Procedures section XIII A, above, will be considered abandoned.

XIV. Disposal Of Abandoned Personal Property:

Abandoned personal property shall be disposed of as follows:

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1. Institutional program staff shall be notified when textbooks, library books, equipment, and supplies that might be of use in an institutional program are declared abandoned.
2. Items which appear to have value shall be delivered to the Department of Administration under AS 44.68.110. The Surplus Property Warehouse should be contacted for their interest in receiving these items. If they are not interested, these items are to be donated to an area charity.
3. All papers will be shredded.
4. No DOC employee, directly or indirectly, shall take possession of any abandoned property.

XIV. Release:

- A. All personal property held by the institution or in personal possession of the prisoner shall be disbursed to the prisoner upon release. Prior to release the prisoner shall be required to mail out property in excess of one (1) box if DOC transport is necessary to return to the place of arrest. Under no circumstances will property be stored for a prisoner after release. If the prisoner makes no arrangements to disburse excess property prior to release, it shall be considered abandoned property and disposed of pursuant to Procedures section XIV, above.
- B. Medical Equipment / Devices:
Prior to releasing a prisoner (including a prisoner's movement from an institution to a Community Residential Center), staff shall ensure that any medical equipment / devices that are in a prisoner's possession are returned to the Department's medical staff unless:
 1. The prisoner has an official note from medical staff allowing them to keep the Department's equipment / devices; or
 2. The medical equipment / devices were purchased by the prisoner and do not belong to the Department.
- C. Clothing Upon Release:
 1. During weather where the prisoner does not have adequate outer clothing of their own for the conditions, the institution will provide outer clothing consistent with the weather conditions. Such outer clothing may be obtained from charitable or surplus sources such as the Chaplaincy Coordinator, Salvation Army, Government Surplus, etc. If outer clothing must be purchased, it must be procured by the most economical means available to the institution.
 2. All prisoners issued outer clothing per this policy shall sign a receipt for same and bear responsibility for returning the clothing to the Department:
 - a. Issued clothing loaned to the prisoner at release must be returned within 30 days of release.
 - b. Return may be through the supervising community corrections Probation Officer or the

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closest DOC office, institution or unit to the destination or residence of the prisoner to whom the clothing was issued.

3. Creation of Institutional SOP:

Each institutional Superintendent will establish and maintain an SOP for their institution that covers:

- a. The issue of suitable outer clothing to releasing prisoners;
- b. The return of issued clothing; and / or
- c. The billing reimbursement for clothing issued and not returned under this policy.

D. Once prisoners are released from incarceration, they relinquish all claims to any property that DOC holds.

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