

Idaho Department of Correction  	Standard Operating Procedure	Title: Property: State-Issued and Inmate Personal Property		Page: 1 of 21
		Control Number: 320.02.01.001	Version: 10.0	Adopted: 06-06-1997

**Jeffery Zmuda, chief of prisons division, approved this document on  
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Open to the public:  Yes

**SCOPE**

This standard operating procedure applies to all inmates housed in Idaho Department of Correction correctional facilities and community reentry centers and to staff who manage inmate property.

<b>Revision History</b>
<p>Revision date (6/17/2015) version 10.0: Administrative change to remove the phrase “therapeutic community” from section 8.</p> <p>Previous revision date (06/17/2015) version 9.0: Added Two decks of pinochle cards, and one deck of poker cards to appendix A, <i>Authorized Personal Property</i>, clarified that inmates can have two caps any combination of styles, clarified the possession headphone, earbud, and standard equipment with electronic device. Light editing to improve readability and formatting to meet current standards. Edited Appendix E, Property Disposition Form to improve readability.</p>

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**BOARD OF CORRECTION IDAPA RULE NUMBER**

None

**POLICY CONTROL NUMBER 320**

Property: Control of State-Issued and Inmate Personal Property

**PURPOSE**

The purpose of this standard operating procedure (SOP) is to establish standardized procedures for managing property the Idaho Department of Correction (IDOC) issues to inmates and property personally owned by inmates.

**RESPONSIBILITY**

***Facility Heads***

Facility heads (or designees) are responsible for:

- Implementing this SOP and ensuring staff members adhere to the guidelines, standards, and procedures provided herein; and
- Designating staff authorized to handle, store, and dispose of property in accordance with the guidance provided herein.

***Authorized Staff***

Staff members are responsible for managing state-issued and inmate personal property in accordance with the guidance provided herein.

**STANDARD PROCEDURES**

**1. Introduction**

The IDOC allows inmates to possess state-issued and personal property to include legal materials, correspondence, items purchased from the commissary, and other approved sources. To maintain a safe environment, the management of inmate property is essential to reduce fire risk, hazards caused by clutter and excess property, and prevent the introduction of contraband into facilities.

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## 2. Handling Inmate Property

When searching or inventorying inmates' property, staff members must exercise care to ensure that items are not lost or damaged and that inventories are accurate. Unless the inmate is in restrictive housing, staff members conduct inventories with the inmate present when possible.

If during the course of handling an inmate's property staff recognizes that property has been damaged or lost, the staff member should make supervisory and/or administrative staff aware of the situation so that proper steps can be taken to rectify the situation.

Staff must treat searches of religious property with professionalism and respect. Whenever possible the inmate should be allowed to display religious items for inspection. However, religious property, like other property, is subject to search including chemical analysis for illegal substances.

## 3. Inmate Property Limits

Inmates can possess a total of six cubic feet (1' x 2' x 3') of authorized property, excluding the items listed in this section, to include not more than three cubic feet of personal papers such as legal materials, personal mail, magazines, books, and brochures. (See appendix A, *Authorized Personal Property*.)

Items not included in the six cubic feet measurement include the following:

- Bedding
- Television
- Radio (Only the older super-tuner types. All other radios are included.)
- Guitar
- Typewriter
- Fan (Only the large fan. The small clip-on type is included.)

The property lists (appendixes A through C) establish limits on allowable items. Non-food, consumable items are limited to one partially used item and one new or unopened item (such as hygiene items, razors, or batteries). The one item designation is based on the type of unit in which items are sold via the commissary.

For example, the unit for shampoo would be one bottle, and the unit for razors or batteries would be one package.

The IDOC maintains an inventory of significant items as well as items that might pose a security risk. Items that are inventoried are identified in appendix B, *Authorized State-issued Property*, and appendix C, *Restrictive Housing Property*.

Inmates must store their property in a safe and orderly manner and not allow property to create a fire hazard, sanitation hazard, security risk, or housekeeping problem.

Inmates are responsible not to exceed established property limits. An inmate's failure to stay within established property limits may result in disciplinary action in accordance with SOP 318.02.01.001, *Disciplinary Procedures: Inmate*.

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### ***Retained Jurisdiction Property Limits***

Personal property is limited for retained jurisdiction inmates because of the short duration of their sentences and the emphasis on programming and education. Before purchasing personal property, retained jurisdiction inmates must have sufficient funds in their inmate trust account to cover shipping the property home and have submitted a signed *Inmate Personal Funds Withdrawal Slip* (hereinafter referred to as a 'withdrawal slip') to pay for the shipping costs. Retained jurisdiction inmates are limited to the retained jurisdiction property limits established in appendix A, regardless of which facility they are housed in.

### ***Community Reentry Center (CRC) Property Limits***

The CRC mission requires less restrictive property limits. Inmates are allowed additional personal clothing and other work-related items.

The facility head (or designee) must approve the sources used to obtain personal property.

Inmates are limited to a total of six cubic feet of property. CRCs may exclude additional work-related clothing such as coveralls, welding sleeves, lunch boxes, and water jugs from the six cubic feet property limit. If an inmate returns to a higher custody level, property not allowed at the higher custody level is handled in accordance with section 10.

CRCs may elect not to allow specific property items due to safety or space limitation reasons. Facility heads or designees must describe any restrictions or allowances in a field memorandum.

### ***Vocational Work Crews***

Inmates assigned to vocational work projects crews may be issued additional work-related clothing (see SOP 611.02.01.003, *Vocational Work Projects: Inmate Selection and Crew Management for*). Work camp facilities may exclude additional work-related clothing from the six cubic feet property limit.

### ***Facility Workers***

Inmates assigned as facility workers may, at the discretion of the facility head (or designee), be issued a third set of state-issued clothing.

## **4. Miscellaneous Property**

### ***Commissary***

Inmates may purchase consumable commissary. The dollar amounts inmates may purchase each week are as follows; however, facility heads (or designees) may ask the chief of the prisons division for an exception for a different amount when the reason is justifiable.

- General population (retained jurisdiction, close, medium, and minimum custody) = eighty dollars (\$80)
- Administrative segregation = As established in SOP 319.02.01.003, Administrative Segregation.
- CRCs = eighty dollars (\$80)

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### ***Group Photographs (Security Threat Group Symbols)***

To prevent and control security threat groups (STGs), group photographs of inmates are generally not allowed. However, group photographs are permitted for events such as a graduation (to include the completion of a General Education Development (GED) certificate) or religious event, but must be approved by the facility head (or designee). When group photographs are permitted, staff must monitor photographs to ensure that STG symbols are not displayed. Inmates must pay for the photographs in accordance with SOP 604.02.01.001, *Visiting*. Inmates can retain or mail out approved group photographs.

### ***Hobby Craft Items***

Hobby craft items are authorized if approved in writing in accordance with SOP 608.02.00.001, *Hobby Craft*, and field memorandum.

Completed hobby craft must be mailed out and handled in accordance with section 10.

### ***Identification (ID) Cards***

Inmate ID cards are state-issued and must be displayed visibly on the inmate's person during waking hours in accordance with custody level and facility requirements. Inmates retain their ID cards upon release to ensure they have a form of picture ID. If an inmate damages or loses his identification card, or if the inmate alters his appearance to the extent that the picture on the ID no longer provides a good likeness or the barcode is no longer readable, the inmate must replace the ID card at his expense. The replacement cost of the card is three dollars (\$3). Inmates are not charged when the card needs replaced because of normal wear and tear.

CRC facility heads or designees may allow inmates to keep their IDs on their person in accordance with facility requirements.

### ***Medical Items***

Medical and dental orthotics or prosthetics and other aids to impairment must be approved in accordance with SOP 401.06.03.059, *Aids to Impairment, Orthotics, and Prosthetics*. Other medical items must be approved in accordance with SOP 401.04.03.004, *Healthcare: Community Reentry Center (CRC) Inmates*, and SOP 411.06.03.001, *Medical Co-pay*.

The contract medical provider's healthcare services administrator (HSA) and IDOC's facility head or designee must approve medical items not identified in this SOP before they are provided to the inmate. Written authorization must be placed in the inmate's healthcare record and documented in the corrections integrated system (CIS) property module. A copy of the written approval must be given to the inmate.

### **Medical Footwear**

Inmates who arrive at a reception/diagnostic unit (RDU) with personal medical footwear (footwear designed to correct or assist with a physical impairment), are allowed to keep the footwear if the contract medical provider's HSA determines that the footwear is required and the facility head or designee determines that the footwear does not pose a security risk. If the facility head or designee determines that the medical footwear is not allowed, the contract medical provider must provide acceptable footwear for the inmate. (For additional information, see SOP 401.06.03.059, *Aids to Impairment, Orthotics, and Prosthetics*.)

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Family members are not allowed to provide medical footwear. However, the facility head or designee may authorize that an inmate's medical footwear be sent to the facility, provided the inmate already owns the footwear and the contract medical provider has confirmed the need.

If the inmate is approved to have the medical footwear, the facility head or designee must ensure that adequate security measures are in place, to include, but not limited to, consideration of the source, a close visual inspection, canine drug detection (when available), and the use of x-ray and/or metal detection technology.

### **Prescription Eyeglasses**

Inmates who arrive the RDU with personal prescription eyeglasses may be allowed to keep the glasses if the facility head or designee determines that the glasses do not pose a security risk. Normally, IDOC does not reimburse an inmate if his personal prescription eyeglasses are lost, stolen, or damaged, but replaces the glasses with state-issued glasses provided by the contract medical provider. The inmate must sign appendix D, *Waiver of Liability for Replacement of Personal Eyeglasses*, which is then placed in the inmate's property file. If an inmate does not want to keep his personal prescription glasses, he can complete appendix E, *Property Disposition Form* to send them out or donate them.

### **Medical Alert Medallions**

Inmates housed at minimum custody facilities who have medical conditions and work (or otherwise leave the facility), may be allowed to wear a medical alert medallion on either a necklace or bracelet. Generally, the medical alert medallion on a necklace is used; however, a facility head or designee may approve a medical alert bracelet if it is in the best interest of safety, based on the inmate's work assignment and other conditions.

Inmates are responsible to contact the contract medical provider and request a medical alert medallion. When the contract medical provider determines that the inmate has a medical need that requires wearing the medical alert medallion, healthcare services staff notifies the facility head or designee and provides the inmate's name and the medical alert needed.

Facility heads or designees must determine the best method to obtain the medical alert medallion such as purchase from a vendor or approve to be mailed in from an outside source.

### **Religious Items**

Inmates are allowed access to religious items to practice the faith of their choice (see *Property: Religious*, SOP 320.02.01.002 and *Religious Activities*, SOP 403.02.01.001). Requests for religious property and items must be made in accordance with SOP 320.02.01.002. Religious property levels must be in accordance with SOP 320.02.01.002 and this SOP.

### **Special Items**

The facility head or designee may approve special items. Examples of such items include: (a) books and other materials needed for an approved educational program, (b) an item related to a medical condition, or (c) treatment associated with a medical condition but not required for medical treatment such as a hairpiece or wig for a cancer victim undergoing chemotherapy.

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Special items must be documented with a memorandum signed by the facility head or designee and must specify an expiration date, which cannot exceed one year. At the end of the expiration date, the facility head or designee can issue another memorandum if appropriate, or remove the special item from the facility in accordance with section 10.

### **Legal Materials**

Legal materials in excess of three cubic feet must be stored in accordance with SOP 405.02.01.001, *Access to Courts*.

If legal material is confiscated, each piece of legal material must be inventoried, citing the caption name or document and the number of pages. Confiscated legal material must be immediately forwarded to the property officer or designee.

By the next working day, the property officer must notify paralegal staff of the confiscated material. The paralegal must inspect the material. If the legal material is not contraband, the paralegal must inform the property officer or designee, and the property officer or designee must return the material to the inmate. If confiscated legal material appears to belong to another inmate, the paralegal contacts that inmate to check deadlines.

The paralegal must contact the prison division's access to courts coordinator regarding the disposition of any confiscated legal materials. When needed, the access to courts coordinator must contact the deputy attorney generals (DAGs) who represent IDOC for additional advice.

Confiscated legal material is stored for 45 days. The facility head or designee must give written approval to dispose of legal material.

## **5. Contraband and Other Unauthorized or Not Allowed Types of Property**

### **Contraband**

Contraband is defined as: anything (of any kind) that is prohibited by the Idaho Board of Correction; IDOC; or facility rules, policies, directives, or SOPs. Contraband also includes anything (of any kind) that a facility head or designee has (a) not approved for possession by an inmate, or (b) not approved to be brought into a facility or onto IDOC property.

Examples of contraband include, but are not limited to, the following:

- Items that were not authorized at an IDOC facility, county jail, IDOC contract facility, or out-of-state facility.
- Authorized items for which the inmate cannot provide a receipt to prove ownership. For CRC inmates, ownership may be established from a *Starter Property Request Form* or *Regular Property Request Form* that is maintained in the inmate's property file in accordance with *Intake, Orientation, and Personal Property: Community Reentry Center (CRC) Inmates* SOP 301.04.03.001.
- Items that have been loaned, sold, traded, borrowed, or given from one inmate to another.
- Role-playing games and related materials.
- Prohibited items described in *Mail Handling in Correctional Facilities* SOP 402.02.01.001.

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Staff must confiscate contraband and process it in accordance with section 10. Inmates may use the grievance process (see *Grievance and Informal Resolution Procedure for Inmates* SOP 316.02.01.001,) to challenge the confiscation of items deemed as contraband.

### ***Unauthorized Property***

Allowable items become unauthorized under certain conditions. The following are examples:

- Completed hobby craft.
- Televisions not authorized at the facility or in the housing unit.
- Allowable items that are in excess of authorized property limits.
- Items once sold in the commissary but are no longer authorized. If the inmate can show proof of purchase, such items the facility pays for mailing the item out.
- Allowable items that are not allowed at the inmate's present custody level, facility, or housing unit.
- Items purchased while housed at a CRC or vocational work project unit that are not allowable if moved to a higher custody level such as a hand-held electronic game and other item not purchased from the commissary.
- Items obtained while housed out-of-state or in a county jail that do not have an authorized IDOC equivalent.
- Personal shoes except medical footwear as described in section 4 and shoes purchased in IDOC correctional facility commissaries. Work shoes/boots purchased at work camps must be sent out if the inmate leaves the work camp and returns to another IDOC prison facility.

### ***Altered Property***

Altered property is generally described as allowable items that have been altered, modified, or used for purposes other than originally intended. Altered, modified, or used does not include normal wear and tear.

For example, to ensure that state of Idaho property is not destroyed, such as library items, altered property includes books, magazines, or other publications which have had pages (either in full or in part) clipped, cut, or torn from them.

Altered property does not include things such as photocopies of items from magazines, books, etc. that are then clipped, cut, or torn and then added to a journal. Nor does altered property include things such as cards, personal photographs, or post cards that are added to a journal.

### ***Items Purchased While in County Jail, Contract Facilities, and/or Out-of-State Facilities***

Items that an inmate has obtained from an authorized source while housed out-of-state, in a county jail, or other facility where IDOC commissary is not available are handled as follows:

- Shoes not allowed.

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- Items (other than shoes) that have a similar or equivalent to IDOC commissary items are allowed.

Other examples of items that may or may not be allowed are:

- A t-shirt of similar value and color purchased while in a county jail that is a different brand than those sold by IDOC commissary are allowed.
- Ray Ban® sunglasses are not allowed because Ray Ban® sunglasses are dissimilar in value and cost compared to sunglasses the commissary sells. However sunglasses that are similar in value and composition that were purchased in a county jail or contract facility are allowed.
- Both personal property and consumable items with an IDOC equivalent are allowed such as cookies purchased while in a county jail even if IDOC commissary does not sell the same brand of cookies.

Although IDOC commissary may sell a similar item, the item is not allowed if it fails to meet IDOC safety standards. For example, shampoo, conditioner, lotions, and other products in non-transparent containers, glass containers, canned goods, and televisions, radios, etc. with non-transparent coverings/housings.

If a personal property item is allowable but not sold by IDOC commissary, staff must document the item in the CIS property screen.

If a staff member is uncertain whether an item is allowable, the facility head or designee must make the determination. The facility head (or designee) may choose to mail out (at IDOC's expense) the questionable item.

If an item is clearly not authorized, see section 10.

## 6. Evidence

Inmate property that has been seized as evidence must be managed according to directive 116.02.01.001, *Custody of Evidence*.

## 7. Issuing State-issued Property

Inmates are transported with a minimum amount of state-issued property (such as sandals/shower shoes, socks, underwear, t-shirt, and coveralls). (See appendix B, *Authorized State-issued Property*.) Each receiving facility issues a full set of state-issued clothing. The IDOC labels all state-issued items with the inmate's name and IDOC number. The facility head or designee must designate, by field memorandum, where and how to mark these items so that the markings can be clearly seen by staff.

### ***Replacing State-issued Property with Personal Property***

Property items purchased through the commissary replace similar state-issued items. However, inmates cannot exceed the total number of items authorized in appendix B, *Authorized State-issued Property*. For example, an inmate could purchase one blanket and have one state-issued blanket, or purchase two blankets and not have a state-issued blanket.

IDOC staff mark all personal property with the inmate's name and IDOC number. The markings must be on the inside of the waistband or collar and added to the inmate's property inventory before giving it to the inmate. Any writing, lettering, symbols, etc. on

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personal property that was not marked by IDOC staff are considered altered, and must be confiscated and processed in accordance with section 10. (Also see section 5 for additional information regarding altered property.)

CRC staff members are exempt from all marking requirements described above.

## 8. Property Storage

### ***Long-term Restrictive Housing***

Personal property belonging to inmates placed in administrative segregation that is not allowed in that housing assignment is not stored and must be mailed out, destroyed, or donated in accordance with section 10.

### ***Televisions: When CRC or Program Does Not Allow Them***

When an inmate is transferred to a CRC or program that does not allow a television, the television must be placed in temporary storage until the inmate completes the CRC or program. (Televisions must be stored at the facility where the inmate resides.) Upon completing or being removed from the CRC or program, the television is removed from temporary storage and returned to the inmate.

### ***County Jail or Out-of-State Housing***

**County Jail:** Normally, inmates moved to long-term jail housing complete their sentences at a county jail. Personal property that cannot accompany an inmate to the county jail must be mailed out at IDOC's expense in accordance with section 10.

**Out-of-State:** Normally, when inmates are moved out-of-state their property accompanies them.

### ***Short-term Restrictive Housing, Hospital Admission, Out-to-Court, or Temporary Court-ordered Release***

Each facility must provide secure storage for inmates' personal property when they are moved to short-term restrictive housing (detention, segregation pending a hearing, segregation pending investigation, or transit status), hospital admission, or granted a temporary court-ordered release. Staff must complete a property inventory in accordance with section 9 before placing property in temporary storage.

Personal property being stored for an inmate who is in out-to-court or hospital admission status must be held until the inmate's return to the facility. An inmate released from court has 45 days following his release to contact the facility and arrange for the disposition of his property. If the inmate has not contacted the facility within 45 days, the property is processed in accordance with section 10.

### ***Temporary Storage***

When an inmate is placed in a housing status that requires temporary storage, use the following steps.

Functional Roles and Responsibilities	Step	Tasks
Staff Member	1	Inventory the inmate's property (see section 9).

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Functional Roles and Responsibilities	Step	Tasks
	2	<ul style="list-style-type: none"> <li>Package the property to minimize loss or damage.</li> <li>Put a <i>Property Inventory Form</i> in the box with the inmate's property.</li> <li>Give a copy of the inventory form to the inmate for review, if available.</li> <li>Place a copy of the inventory form in the property file.</li> </ul>
<b>Inmate</b>	3	If available, review the inventory and if the inventory is incorrect, attempt to rectify the discrepancies with the staff member who conducted the inventory, or submit an <i>Inmate Concern Form</i> within 24 hours, noting the discrepancies.
<b>Staff Member</b>	4	Seal the box in the inmate's presence (if the inmate is available).
	5	Label the box with the inmate's name and IDOC number using appendix F, <i>Property Storage Box Form</i> .
	6	Forward the property to the property officer if the inmate is in short-term restrictive housing. The sending facility must retain and store property when an inmate leaves IDOC custody for a temporary period (less than 45 days) for reasons such as a temporary court-ordered release, hospital admission, etc.
	7	<ul style="list-style-type: none"> <li>Upon the return of the inmate, enter the CIS property module, and remove the hold from each item returned to the inmate.</li> <li>If the custody level or housing assignment has changed, ensure the items are authorized. Process the unauthorized items in accordance with section 10 of this SOP. If items are missing or damaged, attempt to rectify the discrepancy with the inmate.</li> <li>If any changes were made, print the <i>Property Inventory Form</i>, and give a copy to the inmate for review.</li> <li>Issue the property to the inmate.</li> </ul>
<b>Inmate</b>	8	<ul style="list-style-type: none"> <li>If the inventory is incorrect or if property is missing or damaged, attempt to rectify the discrepancies with facility staff, or submit an <i>Inmate Concern Form</i> within 24 hours, noting the discrepancies.</li> <li>If an electrical item worked before it was stored but does not work after being returned, you must submit an <i>Inmate Concern Form</i> within three hours of receiving the item.</li> </ul>

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If the normal standards cited above for jail or out-of-state housing cannot be met, IDOC provides long-term storage for the inmate's property until the inmate returns to an IDOC facility. If long-term storage is required, affected facility heads or designees must notify the applicable chief or designee for guidance regarding storage.

## 9. Property Inventory

To maintain a safe and orderly environment, protect state of Idaho property, and reduce contraband, IDOC closely monitors inmates' property. Designated staff members inventory all inmates' property upon entering and leaving a facility. (Entering and leaving pertains to beginning or completing a housing assignment.) Inmates are allowed to keep authorized items but unauthorized items are confiscated.

State-issued property and certain personal items are not inventoried in CIS. However, when conducting a property inventory, staff must ensure that inmates have the correct amount of state-issued property (see appendix B or C as applicable) and do not exceed limits on personal property or commissary items (see appendix A or C as applicable). Inmates who do not have the correct amount of state-issued property issued to them and/or inmates, who exceed personal property or commissary limits, may receive disciplinary action in accordance with SOP 318.02.01.001, *Disciplinary Procedures: Inmate*.

When conducting a property inventory, staff members must exercise care to ensure that items are not lost or damaged and that the inventory is accurate. All fields of the property forms should be completed, to include the inmate's signature (emergency procedures may preclude this in some instances). Electrical items must be switched on to validate working condition and processed in accordance with table 9-3. Package all property items to minimize loss or damage.

### **Table 9-1: Conducting a Property Inventory**

When conducting a property inventory, do the following:

Functional Roles and Responsibilities	Step	Tasks
Staff Member	1	Enter CIS and print the inmate's <i>Property Inventory Form</i> .

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Functional Roles and Responsibilities	Step	Tasks
<b>Staff Member</b>	2A	<ul style="list-style-type: none"> <li>• Inventory the inmate’s property. Do the following (as applicable): <ul style="list-style-type: none"> <li>• Verify that property matches the printed <i>Property Inventory Form</i>, or if the property was not entered into CIS, enter the quantities on a blank <i>Property Inventory Form</i>.</li> <li>• If personal property was purchased that replaces state-issued property, collect any excess state-issued property.</li> <li>• For electrical items, see table 9-3.</li> </ul> </li> <li>• Ownership of items not marked with the inmate’s name and IDOC number must be established using commissary receipts and/or starter property request forms and regular property request forms (see SOP 301.04.03.001, <i>Intake, Orientation, and Personal Property: Community Reentry Center (CRC) Inmates</i>). If ownership cannot be established, confiscate and process the items in accordance with section 10.</li> <li>• Excess, altered, contraband, or property not authorized for the new housing assignment is confiscated and processed in accordance with section 10.</li> </ul>
<b>Staff Member</b>	2B	<ul style="list-style-type: none"> <li>• Bundle or label consumable items, personal letters, and legal material as groups such as one bundle of personal papers, or one box or bag of consumables.</li> <li>• Submit the completed <i>Property Inventory Form</i> to the property officer or designee for input into CIS.</li> <li>• Enter the property information into CIS and print the <i>Property Inventory Form</i>.</li> </ul>
	3	Give a copy of the printed <i>Property Inventory Form</i> to the inmate for review, if available.
<b>Inmate</b>	4	<p>If available, review the inventory and if the inventory is:</p> <ul style="list-style-type: none"> <li>• <b>Correct</b>-inform the staff member.</li> <li>• <b>Incorrect</b>-attempt to rectify the discrepancies with the staff member who conducted the inventory, or submit an <i>Inmate Concern Form</i> within 24 hours, noting discrepancies such as lost or damaged items.</li> </ul>

**Table 9-2: Transfer In/Out Property Inventory**

When transferring an inmate to another facility, do the following:

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Functional Roles and Responsibilities	Step	Tasks
Sending Facility Staff	1	Inventory the inmate's property.
	2	<ul style="list-style-type: none"> <li>Package the property to minimize loss or damage.</li> <li>Put a <i>Property Inventory Form</i> in the box.</li> <li>Give a copy of the inventory form to the inmate for review, if available.</li> <li>Place a copy of the inventory form in the property file.</li> </ul>
Inmate	3	If available, review the inventory and if the inventory is incorrect, attempt to rectify the discrepancies with staff or submit an <i>Inmate Concern Form</i> within 24 hours, noting discrepancies such as lost or damaged items.
Sending Facility Staff	4	Seal the box in the inmate's presence (if the inmate is available).
	5	Label the box with the inmate's name and IDOC number using appendix F, <i>Property Storage Box Form</i> .
	6	<ul style="list-style-type: none"> <li>Forward the property to the new facility.</li> <li>If the inmate is sent to a county jail, an out-of-state facility, placed in restrictive housing, hospital admission, out-to-court, or temporary court-ordered release status, the inmate's property must be handled in accordance with section 8.</li> </ul>
Receiving Facility Staff	7	<ul style="list-style-type: none"> <li>If the custody level or housing assignment has changed, ensure the items are authorized. Process the unauthorized items in accordance with section 10.</li> <li>If items are missing or damaged, attempt to rectify the discrepancy with the inmate or have the inmate submit an <i>Inmate Concern Form</i> in accordance with step 9 below.)</li> <li>If electrical items are received that are labeled '<b>non-working electrical item</b>', forward them to the property officer or designee for processing.</li> </ul>
	8	<ul style="list-style-type: none"> <li>If any changes were made to the <i>Property Inventory Form</i>, ensure the inmate is given a copy for his review.</li> <li>Issue the property to the inmate.</li> </ul>

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Functional Roles and Responsibilities	Step	Tasks
<b>Inmate</b>	9	<ul style="list-style-type: none"> <li>If the inventory is not correct or if property is missing or damaged, attempt to rectify the discrepancies with facility staff, or submit an <i>Inmate Concern Form</i> within 24 hours, noting the discrepancies.</li> <li>If an electrical item that was working before it was forwarded to the receiving facility is now not working, an <i>Inmate Concern Form</i> must be submitted within three hours of receiving the item. If it is determined that replacement or repair is applicable, the sending facility must bear the cost.</li> </ul>

**Table 9-3: Electrical Items**

When handling an inmate's electrical items, do the following:

Functional Roles and Responsibilities	Step	Tasks
<b>Staff Member</b>	1	Turn the item on and if the item is in: <ul style="list-style-type: none"> <li><b>Working condition</b>-complete applicable inventory process</li> <li><b>Not in working condition</b>-proceed to step 2</li> </ul>
<b>Staff Member</b>	2	Ask the inmate to complete appendix E, <i>Property Disposition Form</i> , and if: <ul style="list-style-type: none"> <li><b>The inmate completes the form:</b> dispose of the property in accordance with section 10. (The process ends here.)</li> <li><b>The inmate does not complete the form:</b> proceed to step 3.</li> </ul>
	3	Package the non-working item separately, and clearly label the package with the following information: <ul style="list-style-type: none"> <li>Non-working electrical item</li> <li>Inmate's name and IDOC number</li> </ul>
	4	<ul style="list-style-type: none"> <li><b>If the inmate is transferring out of the facility,</b> complete the process in table 9.2. (The process ends here.)</li> <li><b>If the inmate is not transferring out of the facility,</b> forward the packaged item to the property officer.</li> </ul>
<b>Property Officer</b>	5	Contact the inmate, and request information regarding his intentions for the non-working item, such as submitting a warranty claim or grievance.

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Functional Roles and Responsibilities	Step	Tasks
	6	If the inmate does not submit a grievance or pursue warranty work or another method of repair or replacement, process the non-working item in accordance with table 10-2 below.

## 10. Confiscated, Unauthorized, and Excess Property Procedures

The facility head or designee must authorize the disposition of all confiscated inmate property.

- Weapons, blood/body fluids, illegal items, items that violate rules in *Disciplinary Procedures: Inmate*, SOP 318.02.01.001, evidence used in disciplinary action, etc. must be destroyed when no longer needed as evidence. Such items must not be mailed out or donated.
- Property that belongs to another inmate should be handled according to the circumstances of the incident and in accordance with this SOP. For example, return stolen property to the rightful owner and donate or destroy bartered property.

**Table 10-1: Contraband**

Functional Roles and Responsibilities	Step	Tasks
Staff Member	1	<ul style="list-style-type: none"> <li>• If an inmate has contraband, confiscate and document the confiscated property on appendix G, <i>Inmate Property Confiscation Form</i>.</li> <li>• Forward the contraband and confiscation form to the property officer or designee.</li> </ul>
Property Officer or Designee	2	Request the facility head's or designee's approval to destroy the contraband.
Facility Head or Designee	4	<ul style="list-style-type: none"> <li>• Approve or deny the request and provide instructions to the property officer or designee regarding the disposition of the contraband such as hold, donate, or destroy (before disposing of property, ensure that it is not needed as evidence).</li> </ul>
Property Officer or Designee	5	<ul style="list-style-type: none"> <li>• Implement the facility head's or designee's decision,</li> <li>• If applicable, document the decision in the CIS property screen.</li> <li>• Use the completed <i>Property Disposition Form</i> to document how the property was disposed.</li> </ul>

### **Unauthorized and Excess Property**

Property loaned, traded, or bartered is stored for 45 days, allowing the inmate an opportunity to complete the grievance process. If the inmate used the grievance process, the timeline for disposition is extended until the process is completed. The

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inmate is responsible for notifying the property officer or designee when a grievance has been submitted regarding a property issue. The property officer or designee is responsible for ensuring that the grievance process has been completed before the property is destroyed or donated.

Any religious property that is confiscated must be processed in accordance with SOP [320.02.01.002](#), *Property: Religious*.

When staff determines that an inmate has unauthorized property, property that exceeds the property limits, altered property, completed hobby craft, etc. follow these steps.

**Table 10-2**

Functional Roles and Responsibilities	Step	Tasks
<b>Staff Member</b>	1	Document the confiscated property on appendix G, <i>Inmate Property Confiscation Form</i> , and provide the inmate a copy of the form.
	2	Forward the confiscated property and <i>Inmate Property Confiscation Form</i> to the property officer or designee for handling.
	3	Provide the inmate appendix E, <i>Property Disposition Form</i> , to complete.
<b>Inmate</b>	4	Decide whether to mail out, donate, or destroy the property. <ul style="list-style-type: none"> <li>Complete a <i>Property Disposition Form</i>.</li> <li>If the property is to be mailed out, complete a withdrawal slip for the postage due and if desired, insurance (insurance is not required).</li> <li>Forward the <i>Property Disposition Form</i> and if applicable, the withdrawal slip, to the property officer or designee.</li> <li>If you do not complete the <i>Property Disposition Form</i>, the property officer or designee stores the property for 45 days.</li> </ul>
<b>Property Officer or Designee</b>	6	If the inmate: <ul style="list-style-type: none"> <li>Returns the <i>Property Disposition Form</i> and withdrawal slip (if applicable) within 45 days – skip to step 9.</li> <li>Fails to return the <i>Property Disposition Form</i> within 45 days or fails to attach a withdrawal slip for postage – make a final attempt to obtain a completed disposition form from the inmate.</li> <li>Document the attempt and inmate’s response in CIS. If the inmate refuses to complete the form, proceed to step 7.</li> </ul>

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Functional Roles and Responsibilities	Step	Tasks
	7	Request approval from the facility head or designee to donate or destroy the property.
<b>Facility Head or Designee</b>	8	Provide instructions to the property officer or designee regarding the disposition of the inmate's property (such as hold, donate, or destroy).
<b>Property Officer or Designee</b>	9	<ul style="list-style-type: none"> <li>Hold, mail out, dispose, or destroy the property in accordance with the inmate's choice or facility head's or designee's decision as documented on the <i>Property Disposition Form</i>.</li> <li>If the inmate elects to have the property mailed out, he must have sufficient funds in his inmate trust account for postage.</li> <li>If the inmate elects to have the property picked up and the facility head or designee approves the pickup, the property must be picked up within 30 days of the facility head's or designee's approval.</li> </ul>
<b>Property Officer or Designee</b>	10	<p>Based on the type of action taken, enter the CIS property module, and dispose each item being disposed.</p> <p>Be sure to use the completed <i>Property Disposition Form</i> stating how the property is being disposed.</p>

## 11. Property and Inmate Trust Account Funds of Escaped Inmates

### ***Personal Property***

All property of escaped inmates is part of the crime scene and therefore, handled in accordance with *Custody of Evidence*, SOP 116.02.01.001. When the crime scene is released, the investigating officers or designees must inventory and secure the property in accordance with this SOP.

At the conclusion of the investigation, personal property not secured as evidence is subject to disposal in accordance with this section. The facility head or designee should review the case six months after the escape, and if the inmate has not been captured, the facility may have the property donated to a charitable organization or destroyed. If the property is retained, the facility head or designee should review the status of the case every six months. **The destruction or donation of property must be witnessed by two staff members and documented in the CIS property screen.**

After an inmate is recaptured, any personal property still in IDOC's possession that is not secured as evidence must be returned to the inmate in accordance with his assigned custody level and property limits.

### ***Inmate Trust Account***

In the event of an escape, the facility head or designee must immediately request that the inmate's trust account be suspended. If the inmate has agreed to pay restitution or

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other court-ordered fees in accordance with a Work Release Agreement (see *Work Release: Inmate*, SOP 605.02.01.002) or similar document, any balance remaining at the time of the escape is paid (per the agreement) from the inmate's account. The facility head or designee must ensure that the central office fiscal unit receives the information needed to pay the amount established in the agreement.

When recaptured, any remaining balance is subject to restitution if the inmate is found guilty of a disciplinary offence.

If the inmate is not recaptured within two years, the inmate's trust account is forfeited in accordance with state of Idaho rules regarding unclaimed money.

When the inmate is recaptured, any funds remaining in the inmate's account not used to pay restitution or fees remains in the inmate's trust account and the account unsuspended for the inmate to access.

## 12. Documentation

In addition to CIS documentation, each facility must maintain a property file containing the inmate's property inventory and other related documents. Property files are retained for three years after an inmate's release and then destroyed. In the event of the death of an inmate, the property file is placed within the central file in accordance with SOP 120.03.05.002, *Central and Medical Files: Control, Maintenance, and Disposition of*.

## 13. Stolen, Lost, or Damaged Property

An inmate has 24 hours to report lost, stolen, or damaged state-issued or personal property to the property officer or facility staff using an *Inmate Concern Form*. Inmates may be liable for the cost of replacing state-issued items if the loss or damage is not reported or if a disciplinary hearing officer (DHO) determines the inmate was responsible for the loss or damage (see *Disciplinary Procedures: Inmate*, SOP 318.02.01.001).

For electrical items that were working before being shipped, the inmate must submit an *Inmate Concern Form* within three hours after receiving the item. If it is determined that replacement or repair is applicable, the sending facility pays the cost.

The applicable facility must reimburse inmates in accordance with this SOP for authorized personal property lost or damaged because of staff error or negligence. Proof of ownership must be established using commissary receipts or facility memorandums. The facility head or designee is the approval authority for reimbursement.

The department does not reimburse for the following, except as approved by the facility head:

- Property lost or destroyed because of inmate actions or behaviors.
- Property lost or stolen because of escape, escape attempt, or inmate disturbances.
- Property damaged or lost in the laundry.
- Recovered property that was not reported missing in accordance with this SOP.
- Consumable or edible commissary items and items that are not identified in appendix A, *Authorized Personal Property*, and/or appendix C, *Restrictive Housing Property*, as authorized property.

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- Personal papers, letters, and photographs.
- Legal materials.
- The IDOC does not refund phone time, except for some movements such as to CRCs, jails, or out-of-state facilities as described in *Funds: Inmate*, SOP 114.04.02.001.

### **Reimbursement Schedule**

Reimbursable items, damaged or lost due to staff error or negligence, are reimbursed at the original purchase price with the following exceptions.

<b>Property/Item</b>	<b>Reimbursement Factors</b>
Television sets, radios, electronics, etc.	One to three years of age-100%
	Three to five years of age-75%
	Five years of age and older-50%
Books/journals, etc.	Original purchase price, but no more than twenty-five dollars per item
Ring (plain band)	Original purchase price, but no more than fifty dollars
Religious items	Original purchase price, but no more than thirty dollars
Watch	If purchased at a CRC, county jail, etc. – Original purchase price, but no more than the commissary price.
Personal property, clothing, etc.	Commissary price
Consumable items	Not eligible for reimbursement

### **14. Property of Released Inmates**

When released from custody, the inmate's property must be inventoried. State-issued property is returned to the facility's inventory. Personal property that an inmate does not provide disposition for is handled as abandoned.

If the inmate does not have personal clothes, the inmate can retain one set of clothes to wear upon release, to include a coat during inclement weather (a coat is issued only when the weather is inclement; a coat is not standard issue).

### **15. Property Belonging to an Inmate Who Died While in Custody**

Upon an inmate's death, property must be immediately inventoried and placed into storage and handled in accordance with *Death of an Inmate*, SOP 312.02.01.001.

### **DEFINITIONS**

**Abandoned Property:** Property found in an unauthorized area; or in the event of an escape, property the inmate leaves behind; or any confiscated property for which an inmate does not submit a disposition form within 45 days.

**Approved Source:** Any manufacturer, publisher, bookstore, retail outlet, or other source (which generally cannot be a private individual) approved by the facility head (or designee).

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**Personal Property:** Any property, other than state of Idaho property (authorized by the division or facility head) that is purchased or sent in through the proper channels, in accordance with the inmate's custody level.

**State-Issued Property:** Any property issued by the Idaho Department of Correction (IDOC) (such as state of Idaho clothing, hygiene items, bedding, or equipment), which is often referred to as state of Idaho property.

## REFERENCES

Appendix A, Authorized Personal Property

Appendix B, Authorized State-issued Property

Appendix C, Restrictive Housing Property

Appendix D, Waiver of Liability for Replacement of Personal Eyeglasses

Appendix E, Property Disposition Form

Appendix F, Property Storage Box Form

Appendix G, Inmate Property Confiscation Form

Directive 116.02.01.001, *Custody of Evidence*

Standard Operating Procedure 312.02.01.001, *Death of an Inmate*

Standard Operating Procedure 120.03.05.002, Central and Medical Files: Control, Maintenance, and Disposition of

Standard Operating Procedure 301.04.03.001, Intake, Orientation, and Personal Property: Community Reentry Center (CRC) Inmates

Standard Operating Procedure 316.02.01.001, Grievance and Informal Resolution Procedure for Inmates

Standard Operating Procedure 318.02.01.001, *Disciplinary Procedures: Inmate*

Standard Operating Procedure 320.02.01.002, *Property: Religious*

Standard Operating Procedure 401.06.03.059, Aids to Impairment, Orthotics, and Prosthetics

Standard Operating Procedure 402.02.01.001, *Mail Handling in Correctional Facilities*

Standard Operating Procedure 403.02.01.001, *Religious Activities*

Standard Operating Procedure 405.02.01.001, *Access to Courts*

Standard Operating Procedure 605.02.01.002, *Work Release: Inmate*

Standard Operating Procedure 608.02.00.001, *Hobby Craft*

Standard Operating Procedure 611.02.01.003, Vocational Work Projects: Inmate Selection and Crew Management for

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**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
** = Item may be state-issued or personal property			
<b>Item Personal</b>	<b>Retained Jurisdiction</b>	<b>General Population</b>	<b>Community Reentry Center</b>
Address book	One (1)	One (1)	One (1)
Alarm clock	One (1)	One (1)	One (1)
* Antenna (approved on individual basis)	None	None	One (1) per room
Athletic supporter <b>(male only)</b>	One (1)	One (1)	One (1)
Bathrobe	One (1)	One (1)	One (1)
Beard or mustache trimmer <b>(male only)</b>	None	None	One (1)
** Belt (plain and buckle) (buckle not to exceed 2" x 2")	One (1)	One (1) (none at close custody)	One (1)
** Blankets	Two (2)	Two (2)	Two (2)
Books (including religious)	17	17	17
Bowl (plastic with lid)	Five (5)	Five (5)	Five (5)
** Bras (female only)	Five (5)	Five (5)	Five (5)
Calculator	One (1)	One (1)	One (1)
* Calendar (not allowed: metal binding, sexually explicit materials, in accordance with SOP 402.02.01.001, <i>Mail Handling in Correctional Facilities</i> )	One (1)	One (1)	One (1)
Can opener	None	None	One (1)
Cap (baseball or knitted style [no hobby craft])	Two (2) any combination of style	Two (2) any combination of style	Two (2) any combination of style
* Cash	None	None	Maximum allowed = thirty dollars (\$30)
Ceremonial, religious items such as religious medallion, head cover, etc.	See <i>Property: Religious</i> , SOP 320.02.01.002		
Coat or jacket (no leather types)	None	None	Two (2)
Coaxial cable (for radio or television)	None	Two (2)	Two (2)
Coffee filter (plastic)	None	None	One (1)
Coffee mug (plastic only)	One (1)	One (1)	One (1)

**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
** = Item may be state-issued or personal property			
<b>Item Personal</b>	<b>Retained Jurisdiction</b>	<b>General Population</b>	<b>Community Reentry Center</b>
Combination lock	Two (2)	Two (2) (none at close custody)	Two (2)
* Contact lenses (case & solution), not colored (for new commitments only until eye glasses are provided by medical)	Six (6) pairs	Six (6) pairs	Six (6) pairs (allowable after commitment)
Coveralls (if work required and approved)	None	None	One (1)
Curling or flat iron (females only)	One (1)	One (1) (none at close custody)	One (1)
* Denture cup	One (1)	One (1)	One (1)
* Envelopes (franked from commissary or indigent)	20	20	20
** Eyeglasses (prescription or reading)	Two (2) pairs	Two (2) pairs	Two (2) pairs
Fan	None	One (1)	One (1)
* Fingernail clippers	One (1)	One (1)	One (1)
* Flyswatter	None	One (1)	One (1)
* Fork, spoon, spork	One (1) each	One (1) each	One (1) each; and One (1) small box
Game (commissary purchased game only in correctional facilities)	None	Two (2)	Two (2)
Gloves; fingerless, weight lifting	None	One (1) pair (minimum custody only)	One (1) pair
Gloves; jersey	One (1) pair	One (1) pair	One (1) pair
Gloves; work	None	None	Two (2) pairs
Guitar and soft-sided case (commissary purchased only, maximum of two [2] sets of nylon strings [one set on the guitar and spare set], five [5] plastic picks)	None	One (1) (none at close custody)	One (1)
Guitar strap with buttons	None	One (1) (none at close custody)	One (1)
Guitar tuner	None	One (1) (none at close custody)	One (1)

**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
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<b>Item Personal</b>	<b>Retained Jurisdiction</b>	<b>General Population</b>	<b>Community Reentry Center</b>
Gym shorts	One (1)	One (1)	One (1)
Hair blow-dryer (females only)	One (1)	One (1) (none at close custody)	One (1)
* Hairbrush	One (1)	One (1)	One (1)
* Hair ties (commissary purchased only)	One (1) package new or unopened, one (1) being used	One (1) package new or unopened, one (1) being used	One (1) package new or unopened, one (1) being used
Handkerchiefs (white, no bandanas)	Five (5)	Five (5)	Five (5)
* Hangers (plastic)	Five (5)	Five (5)	10
Harmonica (eight inches [8"] maximum)	One (1)	One (1)	One (1)
Headphone adaptor	None	One (1) each	One (1) each
Headphone extension cord	None	One (1) each	One (1) each
Headphones (one aftermarket headphone in addition to standard accessories that come with an electronic device)	None	One (1) each	One (1) each
Headphones; earbuds, or mini-earphones (one aftermarket earbud in addition to standard accessories that come with an electronic device)	One (1)	One (1) each	One (1) each
Headphones splitter	None	One (1) each	One (1) each
Hobby craft (if approved)	One (1)	One (1)	One (1)
Hot pot	None	One (1)	One (1)
Hygiene bag	One (1)	One (1)	One (1)
* Hygiene items	One (1) new or unopened, one (1) being used	One (1) new or unopened, one (1) being used	One (1) new or unopened, one (1) being used
Jigsaw puzzle (not to exceed 500 pieces)	Two (2)	Two (2)	Two (2)
JP electronic device w/standard accessories (commissary purchase only)	None	One (1)	One (1)
Lunch box	None	None	One (1) each

**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
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Item Personal	Retained Jurisdiction	General Population	Community Reentry Center
* Make-up (female only)	One (1) new or unopened, one (1) being used. No glitter make-up.	One (1) new or unopened, one (1) being used. No glitter make-up.	One (1) new unopened, one (1) used. No glitter make-up. Polish remover must be non-acetone and no aerosol cans.
* Mirror; plastic (commissary purchased only)	One (1)	One (1)	One (1)
MP3 player w/standard accessories (commissary purchased only and until May 31, 2018)	None	One (1)	One (1)
Neck ties	None	None	One (1)
** Nightshirt (females only)	One (1)	One (1)	One (1)
Pajamas	One (1) pair	One (1) pair	One (1) pair
** Pants (Dockers, jeans, etc. commissary purchased jeans only in correctional facilities)	Two (2) (None at SBWCC)	Two (2)	Five (5) pairs (total state and personal)  Two (2) pairs of shorts (personal)
Personal papers and legal materials	Three (3) cubic feet	Three (3) cubic feet	Three (3) cubic feet
Photograph album (with photographs, photographs not to exceed 5" x 8")	One (1)	One (1)	One (1)
* Photographs not in album (not to exceed 5" x 8")	20	20	20
Pillow	Two (2)	Two (2)	Two (2)
Pillow cases	Two (2)	Two (2)	Two (2)
Playing cards: Pinochle	Two (2) decks	Two (2) decks	Two (2) decks
Playing cards: Poker	One (1) deck	One (1) deck	One (1) deck
Power strip	None	One (1)	One (1)
Prosthesis	Approved by medical	Approved by medical	Approved by medical

**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
** = Item may be state-issued or personal property			
Item Personal	Retained Jurisdiction	General Population	Community Reentry Center
Purse, clear plastic (females only)	None	None	One (1)
Racquetballs	None	Three (3) (no metal at close custody)	Three (3)
Radio; AM/FM (Walkman type with standard headphones)	One (1)	One (1)	One (1)
Radio or radio alarm clock	None	One (1)	One (1) (no tape/CD players/recorders or boom boxes)
Razor (AC or battery powered)	One (1) women only	One (1) women only	One (1)
Reading lamp (commissary purchased only)	None	One (1)	One (1)
Ring (band, without stones or gems, maximum value of fifty dollars [\$50])	One (1)	One (1)	One (1)
Rug, bath (commissary purchased only)	None	One (1)	One (1)
* Sewing kit	One (1)	One (1)	One (1)
Sheets (personal)	None	None	Two (2)
Shirts (dress, work, or casual)	None	None	Five (5)
** Shoes (commissary purchased shoes only in correctional facilities)	One (1) pair	Two (2) pairs	Two (2) pairs (maximum value of seventy-five dollars [\$75])
Shower shoes	One (1) pair	One (1) pair	One (1) pair
* Soap dish	One (1)	One (1)	One (1)
** Socks	10 pairs	10 pairs	10 pairs
Storage container, ceremonial personal religious property/items (commissary purchased only, approximately 8" x 13" or six [6] quarts. Approved ceremonial items must be stored in the religious activity center [chapel])	See SOP 320.02.01.002, <i>Property: Religious</i>		

**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
** = Item may be state-issued or personal property			
<b>Item Personal</b>	<b>Retained Jurisdiction</b>	<b>General Population</b>	<b>Community Reentry Center</b>
Storage container, personal property/items (commissary purchased only, approximately 8" x 13" or six [6] quarts)	Three (3)	Three (3)	Three (3)
Sunglasses with strap (commissary purchased sunglasses only in correctional facilities)	One (1) pair	One (1) pair	One (1) pair (maximum value of twenty-five dollars [\$25])
Sweat pants or shirt	One (1) each	One (1) each	One (1) each
Television including clear remote control (commissary purchased TVs only; sets previously purchased from the commissary prior to a release are not allowed to re-enter a facility)	None	One (1)	One (1) where permitted
** Thermal underwear (top or bottom at the discretion of the facility)	Three (3) each	Three (3) each	Three (3) each
* Toothbrush	One (1)	One (1)	One (1)
* Toothbrush holder	One (1)	One (1)	One (1)
** Towels	Two (2)	Two (2)	Two (2)
Tumbler (plastic only)	One (1)	One (1)	Two (2)
* Tweezers	One (1)	One (1)	One (1)
Typewriter	None	One (1) (none at close custody)	One (1)
** Under shirts, T-shirts, or Gym Shirt (No Sleeveless)	Five (5)	Five (5)	Five (5) (see note box at end of this table)
** Underwear (boxers or briefs for males only, and panties for females only)	Five (5)	Five (5)	Five (5)
Video game (hand-held only)	None	None	One (1) (maximum value of twenty-five dollars [\$25])
Wallet	One (1)	One (1)	One (1)
Washcloths	Two (2)	Two (2)	Two (2)

**IDAHO DEPARTMENT OF CORRECTION**

**Authorized Personal Property**

Table Key			
* = Items not tracked in CIS			
** = Item may be state-issued or personal property			
<b>Item Personal</b>	<b>Retained Jurisdiction</b>	<b>General Population</b>	<b>Community Reentry Center</b>
Water bottle	One (1)	One (1)	One (1)
Windbreaker	None	One (1)	One (1)
** Work boots or work shoes (work camps up to three [3], fire boots, etc.; no boots at close custody)	None	One (1) pair	One (1) pair
Wrist watch (commissary purchased wrist watch only in correctional facilities)	One (1)	One (1)	One (1) (maximum value of fifty dollars [\$50])

**IDAHO DEPARTMENT OF CORRECTION**  
**Authorized State-issued Property**

State-issued Items	Number of State-issued allowed	Total Number Allowed*
Belt with buckle (none at close custody)	One (1)	One (1)
Blankets	Two (2)	Two (2)
Bras (female only)	Three (3)	Five (5)
Eyeglasses	One (1) pair	Two (2) pairs
IDOC identification card	One (1)	One (1)
Jeans or scrub pants	Two (2)	Two (2)
Laundry Bag	One (1)	One (1)
Nightshirt (females only)	One (1)	One (1)
Sheets	Two (2)	Two (2)
Shirts or scrubs shirts	Two (2)	Two (2)
Socks	Three (3) pairs	10 pairs
Thermal underwear top and bottom (at the discretion of the facility)	Two (2)	Three (3)
Towels	Two (2)	Two (2)
T-shirts	Three (3)	Five (5)
Underwear	Three (3)	Five (5)
Work boots, shoes (work camps up to three [3], fire boots etc.; no boots at close custody)	One (1) pair	Two (2) pairs
During the winter months, facilities might issue the following: one (1) coat and one (1) stocking cap.		

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**Restrictive Housing Property**

Property limits for inmates under the sentence of death are the same as close custody, and subject to disciplinary action in accordance with SOP 318.02.01.001, *Disciplinary Procedures: Inmate*.

<b>Item State-issue</b>	<b>Detention, PHS, SPI</b>	<b>Administrative Segregation</b>	<b>RDU and Transit</b>
Blankets	Two (2)	Two (2)	Two (2)
Bras (females only)	Three (3)	Three (3)	Three (3)
Coveralls or facility clothing	One (1)	Two (2)	Two (2)
Nightshirt (females only)	One (1)	One (1)	One (1)
Razor (none at Pocatello Women's Correctional Center [PWCC])	One (1) only in shower	One (1) only in shower	One (1)
Sheets	Two (2)	Two (2)	Two (2)
Shoes (no boots)	One (1)	One (1)	One (1)
Socks	One (1) pair	Three (3) pairs	Three (3) pairs
Towels	Two (2)	Two (2)	Two (2)
T-shirts	One (1)	Three (3)	Three (3)
Underwear ( <b>males</b> )	One (1)	Three (3)	Three (3)
Underwear (female panties)	One (1)	Three (3)	Three (3)

<b>Item Personal</b>	<b>Detention, PHS, SPI</b>	<b>Administrative Segregation</b>	<b>RDU and Transit</b>
Address book	One (1)	One (1)	One (1)
Audio mono to stereo adapter	None	One (1)	None
Audio Y headphone adapter	None	One (1)	None
Batteries, AA	None	None	None
Batteries, AAA	None	Six (6)	None
Batteries, watch	None	One(1)	None
Blanket	None	Two (2)	None
Books, publications, religious	One (1)	Five (5)	One (1) soft cover religious
Bowls with lids	None	Two (2)	None
Bras (female only)	None	Five (5)	None
Calendar	None	One (1)	None
Coaxial cable	None	One (1)	None
Coffee mug (plastic)	None	One (1)	None

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**Restrictive Housing Property**

<b>Item Personal</b>	<b>Detention, PHS, SPI</b>	<b>Administrative Segregation</b>	<b>RDU and Transit</b>
Denture cup	One (1)	One (1)	One (1)
Envelopes (franked from commissary or indigent)	20	20	20
Eyeglasses; prescription	One (1)	One (1)	Two (2)
Fan; electric	None	One (1)	None
Flyswatter	None	None	None
Fork, spoon, spork	None	None	None
Gloves; jersey	None	One (1)	None
Gym shirt (t-shirt)	None	One (1)	None
Gym shorts	None	One (1)	None
Handkerchief (white)	None	None	None
Hangers	None	None	None
Headphones (one aftermarket headphone in addition to standard accessories that come with an electronic device)	None	One (1) set	None
Headphones; earbuds, or mini-earphones (one aftermarket earbud in addition to standard accessories that come with an electronic device)	None	One (1) set	None
Headphones extension cord	None	One (1)	None
Hobby craft (approved)	None	One (1) (uncompleted project)	None
Hot pot	None	One (1)	None
Hygiene bag or box	One (1)	One (1)	One (1)
JP electronic device w/standard accessories (commissary purchase only)	None	One (1)	One (1)
Mirror	None	One (1)	One (1)
MP3 player w/ standard accessories (commissary purchased only)	None	One (1)	None
Pajamas	None	One (1)	None
Personal papers (cubic feet)	One (1) legal papers	Three (3)	Three (3)
Photo album with pictures (not larger than 5" x 8")	None	One (1)	None

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**Restrictive Housing Property**

<b>Item Personal</b>	<b>Detention, PHS, SPI</b>	<b>Administrative Segregation</b>	<b>RDU and Transit</b>
Pictures (not larger than 5" x 8" loose) (photocopies on plain paper are not photographs)	None	20	20
Pillow cases	None	Two (2)	None
Pillows	None	One (1)	None
Playing cards	None	One (1)	None
Power strip	None	One (1)	None
Prosthesis	Approved by medical	Approved by medical	Approved by medical
Radio (alarm clock or Walkman® type with standard headphones)	None	One (1)	None
Reading lamp	None	One (1)	None
Ring (band) (without stones or gems) (Also see the note box following this table.)	One (1)	One (1)	One (1)
Rug	None	One (1)	None
Sewing kit	None	None	None
Shoes	None	One (1) pair	One (1) pair
Shower thongs	One (1) pair	One (1) pair	One (1) pair
Soap dish	None	One (1)	One (1)
Socks	None	Five (5)	None
Sweat pants	None	One (1)	None
Sweat shirt	None	One (1)	None
Television	None	One (1)	None
Thermal underwear	None	One (1)	None
Toothbrush holder	None	One (1)	One (1)
Towels	None	Two (2)	None
Tumbler, plastic	None	One (1)	None
Underwear (males)	None	Five (5)	None
Underwear (female panties)	None	Five (5)	None
Washcloth	None	Two (2)	None
Wrist watch	None	One (1)	None

**IDAHO DEPARTMENT OF CORRECTION**  
**Waiver of Liability for Replacement of Personal Eyeglasses**

I, \_\_\_\_\_, am requesting permission to keep my personal eyeglasses during my incarceration with the Idaho Department of Correction (IDOC). I release the IDOC, IDOC staff, and IDOC contract medical providers from liability for the loss, damage, and/or theft of my personal eyeglasses.

I understand that should my personal eyeglasses be lost, damaged, or stolen during my incarceration neither the IDOC, IDOC staff, nor IDOC contract medical providers will reimburse me for the cost of my personal eyeglasses; however, the IDOC or IDOC contract medical provider will replace my eyeglasses with a standard state-issue pair of eyeglasses.

I also understand that I may, at any time, decide to send my eyeglasses out at my expense and have them replaced with a state-issue pair of eyeglasses.

\_\_\_\_\_  
Inmate's signature

\_\_\_\_\_  
IDOC#

\_\_\_\_\_  
Date

IDAHO DEPARTMENT OF CORRECTION

Property Disposition Form

Inmate Name: \_\_\_\_\_ IDOC: \_\_\_\_\_ Date: \_\_\_\_\_

Attached is an inventory of your personal property for disposition. You have four choices listed below. Complete the form and return it to the property officer or designee. If you do not submit this form to the property officer or designee within 45 days, your property is disposed of at the discretion of the facility head or designee.

If you want the property mailed out, you also must submit a signed Inmate Personal Funds Withdrawal Slip for postage and if you want insurance state the amount of insurance. If you have insufficient funds to mail the property out, you must select another method of disposition within 45 days or the department considers your property abandoned. Property cannot be mailed cash on delivery (COD). Property cannot be sent out through the visiting.

- \_\_\_\_\_ Donate to a charitable organization
- \_\_\_\_\_ Destroy the property
- \_\_\_\_\_ Mail out at my expense
- \_\_\_\_\_ Picked up at the facility within 30 days (requires facility head or designee approval)

Mail out to **or** authorize the following person to pick up:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Pick up signature: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approving Authority:**

- \_\_\_\_\_ Donate
- \_\_\_\_\_ Destroy\*
- \_\_\_\_\_ Mail out
- \_\_\_\_\_ Pick up\*\*

\_\_\_\_\_  
Approving Authority Date

\*If after 45 days of the confiscation of property, the inmate fails to return a *Property Disposition Form*, the facility head or designee must approve before the property is destroyed. Check for grievances or disciplinary offense report (DOR) appeals before approving destruction.

\*\*Must be approved

- \_\_\_\_\_ Destruction or pickup **approved**
- \_\_\_\_\_ Destruction or pickup **denied**

Dispose the property in the following manner: \_\_\_\_\_

Facility Head (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

IDAHO DEPARTMENT OF CORRECTION

Property Storage Box Form

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Inmate Name: \_\_\_\_\_

IDOC #:

Box #: \_\_\_\_\_ of \_\_\_\_\_ Boxes

Sending Facility: \_\_\_\_\_

Receiving Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Staff Associate #: \_\_\_\_\_

.....

Inmate Name: \_\_\_\_\_

IDOC #:

Box #: \_\_\_\_\_ of \_\_\_\_\_ Boxes

Sending Facility: \_\_\_\_\_

Receiving Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Staff Associate #: \_\_\_\_\_

**IDAHO DEPARTMENT OF CORRECTION**

**Inmate Property Confiscation Form**

Inmate Name: \_\_\_\_\_ IDOC # \_\_\_\_\_

Location of Inmate from: \_\_\_\_\_ to: \_\_\_\_\_ Unit: \_\_\_\_\_

Date/time: \_\_\_\_\_ Staff name: \_\_\_\_\_ Associate number: \_\_\_\_\_

Date	Number of Items	Description	Reason Item was Confiscated

Into Inmate Custody: \_\_\_\_\_ Date In: \_\_\_\_\_

Out of Inmate Custody: \_\_\_\_\_ Date Out: \_\_\_\_\_

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Facility Head Use Only

Dispose the property in the following manner: \_\_\_\_\_

Facility head or designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

White: Property File  
Yellow: Inmate