

## **INMATE PROPERTY**

STANDARD NO(S):

NYSSA # 63, 64, 65

DATE:

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REFER TO:

Donald Borland

**I. OBJECTIVE:**

To maintain safe and secure control of all inmate property.

**II. POLICY:**

It is the policy of the Seneca County Correctional Facility to maintain an inmate property system that includes receiving, documenting, distributing, storing, releasing and disposing of inmate property.

**III. ADMISSION:**

- A.** The Booking Officer will accurately inventory all property the inmate is in possession of using the property entry key on the inmate management system.
- B.** All property confiscated will be documented in front of the inmate. Upon the completion of the above form, a Property Receipt will be printed for the inmate. The inmate and Booking Officer will sign the form.
- C.** If, for any reason, an inmate refuses or is not able to verify that their inventory is accurate or complete by signing the Property Receipt, such receipt will be witnessed and signed by any additional officer. If, at a later time, the inmate is able or willing to affect their signature, the inmate will be permitted to do so.
- D.** The completed form will be maintained in the inmate's file. A copy of the signed form will be given to the inmate.

**IV. PROPERTY ROOM:**

- A.** All confiscated inmate property will be taken from the pass through by an Escort Officer, who will bag it, label the bag with the inmate's name (using a copy of the Property Receipt) and then store it in the property room in numerical order.
- B.** If an Escort Officer is unavailable, the Booking Officer will complete item A. of this section after the inmate has been escorted to the housing unit.

- C. Items deemed to be valuable property (i.e. wallets, watches, jewelry, and credit cards) will be placed in a one-time seal plastic evidence bag. It will then be secured in the Duty Equipment Room in a locked file cabinet, organized by the inmate's property bag number by the duty Sergeant.

## V. AUTHORIZED PROPERTY

- A. The following is a list of property inmates are allowed to keep in their housing unit, in addition to items purchased in commissary. Such items may be dropped off at the facility at the time of the inmate's initial 15 minute visit or during regular visitation which has been scheduled on either Saturday or Sunday of the first weekend following the inmate's incarceration (or release from classification). All other authorized property must be mailed in. Whenever additional inmate property is received, it will be recorded using the Property In and Add Property Transaction keys on the inmate management computer and a copy of the Property Transaction will be given to the inmate.

1. One religious medal with necklace. (No larger than 1" x 2")
2. One wedding band. (No gem stones)
3. One pair of glasses or corrective lens with accessories.
4. One crew neck sweatshirt. Shirts must be white or grey in color. Pictures, writing, pockets, hoods, or draw strings are not permitted.
5. Three (total) pair of white socks.
6. Three (total) pair of underwear.
7. Three (total) white t-shirts, short sleeved only. Cut offs or tank tops, pictures, writing, pockets and draw strings are not permitted.
8. Females – two bras. Without under wires.
9. Five photographs.
10. Five magazines or books (No Hardcover). Publications that pose a threat to the safety and security of the facility or advocate or condone unlawful or socially unacceptable conduct will not be permitted. Publications must be sent out of the facility or destroyed prior to the acceptance of additional publications if acceptance of same would violate this directive.
11. When items not allowed in the facility are received in the mail, they will be stored in the property room within the inmate's property bag.

### B. Facility Issued Items (Initial Issuance)

1. One uniform (jumpsuit) for males and one 2 piece uniform—(pants and shirt), for females.
2. One pair of underwear, if requested
3. One pair of socks, if requested
4. One pair of footwear
5. One bra for females, if requested
6. One property bin

7. One mattress
8. One mattress cover
9. One laundry bag
10. One sheet
11. One blanket
12. One towel
13. One drinking cup
14. One roll of toilet paper
15. One bar of soap
16. One toothbrush
17. One toothpaste
18. One facility handbook
19. Feminine hygiene items
20. One flex pen

**C. Additional Facility Issued Items (48 Hours After Admission)**

1. One Uniform (jumpsuit) for males and one 2 piece uniform—(pants and shirt), for females.
2. One pair of underwear, if requested
3. One pair of socks, if requested
4. One bra for females, if requested

**D.** Inmates have the option of receiving items shipped directly to the Correctional Facility from the company of purchase. The Corrections Administrator will maintain a list of reviewed and approved drop shipped items available. This list may be modified by the Corrections Administrator due to circumstances then and there existing.

**E.** All prisoner clothing shall be limited to those items that, in the opinion of the Corrections Administrator, do not constitute a threat to the safety, security or good order of the facility. Prisoner clothing may be limited to that amount which can be safely stored within a facility.

**VI. COURT CLOTHES**

**A.** In the event of a trial, all inmates may have clothing dropped off at the facility. Items must be brought to the facility on Saturdays and Sundays, during visitation hours only. All items will be placed in a labeled garment bag and stored in the Property Room. Items will be recorded using the edit property entry key on the inmate management computer and a copy of the property transaction will be given to the inmate. Permitted items will be:

1. Two suits (jacket and slacks, females – dresses/skirts/slacks)
2. Two shirts, sweaters or blouses
3. Two ties
4. One belt

5. Three pairs of socks (females-stockings)
6. One pair of shoes

## VII. RELEASE OF PERSONAL PROPERTY

- A. Inmates may release personal property on Saturdays and Sundays during visitation hours. [Form CF-006 \(Property Release\)](#) will be completed by the inmate.
- B. Form CF-006 will be given to the inmate by the Housing Unit officer upon request.
- C. The completed form and property will be transferred from Housing Unit Officer to Escort Officer for drop off at the Lobby reception area.
- D. If the property is located in the Property Room, it will be picked up by the Escort Officer and then transferred to Lobby reception area.
- E. When an inmate wishes to release money, they will complete Form CF-006 (Property Release) and specify the designated recipient's name specifying the name and the amount of money to be released. The Booking Officer will print a check made out in the designated recipient's name for the amount specified by using the "Resident Transactions" and "Withdraw Money" keys in the Cobra Banker system. Printing a check will cause two (2) receipts to be generated. The inmate will sign one receipt, which will be stapled to the completed CF-006 form along with the check receipts. At the completion of the transaction, the resident receipt showing their account balance will then be given to the inmate.
- F. All movement of property will take place after the visitation session has started. Form CF-006 will not be accepted once a current visitation session has started.
- G. Property will be transferred to the inmate's designee at the completion of their visit. If busy, visitors may have to wait up to a half hour after the conclusion of their visit to complete their property pick up.
- H. The designee must show proper identification in order to receive the property.
- I. The designee and the Visitation Lobby Officer must sign the Form CF-006.
- J. The form will then be placed in the inmate's file at the Booking Desk.
- K. The Booking Officer will record the release of property using the Property Out and Add Property Out keys on the inmate management computer and a copy of the Property Transaction will be given to the inmate.

- L.** Accumulation of personal items will be monitored by Housing Unit Officers on a daily basis. When it is deemed that an inmate's accumulated items pose a threat to the safety and security of the facility, officers will require the inmate to either:
  - 1. Release excess items using Form CF-006
  - 2. Request that the facility destroy or dispose of the items using Form CF-006
- M.** All property destroyed or disposed of will be documented using the edit property entry key on the inmate management computer and a copy of the Property Transaction will be given to the inmate.
- N.** When an inmate is to be released from the facility, all property located in their property room bag will be inventoried and signed for by the inmate. If the Booking Officer documents any discrepancies they will be brought to the attention of the Shift Supervisor who will make notification to the Lieutenant and CAO.

#### **VIII. RETRIEVING PERSONAL PROPERTY**

- A.** Inmates may retrieve their personal property if they:
  - 1. Have been transferred to another facility
  - 2. Are no longer the legal responsibility of the Seneca County Correctional Facility. They will have 90 days after departure from the facility to retrieve their property or to arrange to have another party retrieve their property. The inmate must have filled out Form CF-006 prior to their departure, designating who will be retrieving the property. Any and all property not retrieved within the 90 day period will be destroyed by the facility using Form CF-006 (Property Release/Disposal).

#### **IX. DISPOSAL OF PROPERTY**

- A.** If an inmate is not able to designate a party to retrieve their property, or if the designee refuses such property, and the property cannot be stored within the facility because such storage may present a substantial health or sanitation threat, such property may, at the discretion of the Chief Administrative Officer be destroyed. Form CF-006 will be completed, including:
  - 1. The name of the inmate
  - 2. The specific property being destroyed
  - 3. The date and time of destruction of the property
  - 4. The specific facts and reasons why such property constitutes a health or sanitation risk
- B.** Disposal of inmate property will be as follows:

1. A Shift Supervisor will complete Form CF-006 and forward it to the Chief Administrative Officer for authorization to dispose of the property.
2. If approved, the Shift Supervisor will determine which of the following disposal methods will be used to dispose of the items:
  - a. Items will be placed in the waste disposal unit at receiving dock.
  - b. Items such as clothing and footwear that are in good repair will be donated to a non-profit organization.
  - c. Items believed to be contaminated with bodily fluids will be disposed of per the biohazard procedures as stated in the policy entitled "Hazardous Materials".
3. The Shift Supervisor will designate an officer to carry out the disposal of the items, and complete Form CF-006, describing how the item(s) were disposed of and by whom. The designated officer will record such disposal of property using the Property Out and Add Property Out/Property Disposition keys on the inmate management computer.

**X. RELEASE OF CONFISCATED PROPERTY**

- A.** The Chief Administrative Officer must authorize the release of any confiscated inmate property. Such property will only be released to appropriate law enforcement officials.
- B.** All such releases will be recorded on form [CF-007 \(Release of Confiscated Property\)](#) and will include the following information:
  1. A description of all property being released
  2. The date and time of release
  3. The name of the inmate the property was confiscated from
  4. The name, badge number and agency of the officer receiving the property
  5. The name and badge number of releasing officer
  6. The signatures of both the releasing and receiving officers