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ADMINISTRATIVE REGULATION

OPR: MEN'S AND WOMEN'S SERVICES

NUMBER 338

INMATE PROPERTY

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures to prescribe consistent limitations for the volume and type of property allowed to be maintained by an inmate and to provide instructions for the acquisition, transportation, storage, and disposal of inmate property.

II. POLICY

The ADOC shall govern the control and safeguarding of inmate personal property. Inmates shall be allowed to retain in their possession an authorized amount of personal, state, and religious property. The ADOC will specify the limit of personal property belonging to the inmate. These procedures are made available to inmates upon admission.

III. DEFINITIONS AND ACRONYMS

- A. **Approved Source of Supply**: A publisher, retail/wholesale dealer of mail order products for books, CDs, magazines, hobby craft, religious and medical items or as otherwise determined by the Warden/Designee.
- B. **Contraband**: Any item **NOT** issued to an inmate by the ADOC or retained in its present form, location, or use, sold in the inmate canteen or authorized by the Warden/Designee.
- C. **Health Care Appliance**: An item that is utilized in the treatment and/or adaption to an illness or handicap that is ordered and/or approved by contract medical services. Health care appliances include, but are not limited to: orthopedic prostheses, orthopedic braces or shoes, crutches, canes, walkers, hearing aids, prescription eyeglasses, artificial eyes, dental prostheses, breathing devices, and wheelchairs.

- D. **Inmate Personal Property**: All items of approved property belonging to an inmate.
- E. **Inmate Trust Fund**: The holding and administering of funds belonging to the inmate during his/her term of incarceration.
- F. **Laundry Bag**: A standard sized state-issued mesh bag utilized by the ADOC for transportation of inmate property.
- G. **Legal Papers**: Pleadings and resource documents relevant to current cases, such as case law, court rules, statutes, transcripts, or legal forms.
- H. **Religious Items**: An item(s) which are authorized specifically for the purpose of approved religious practices, see AR 333, *Religious Program Services*.
- I. **State-Issued Property**: Items issued to the inmate from the ADOC.

IV. **RESPONSIBILITIES**

- A. Wardens/Division Directors/Designees are responsible for developing their institutional/divisional Standard Operating Procedures (SOPs), as necessary, for the implementation of AR 338, *Inmate Property*. Wardens of Women's Facilities shall develop SOPs that are gender-responsive in the implementation of this AR.
- B. The Property Control Officer is responsible for the management of the institutional property control plan.
- C. ADOC employees are responsible for following the guidelines set forth in this regulation.
- D. Inmates shall be responsible for following the procedures set forth in this regulation.

V. **PROCEDURES**

- A. Initial Intake: The ADOC shall govern the inmate property of those inmates new to the system.
 - 1. Upon arrival at the reception center, each inmate shall have all personal property inventoried by the Property Control Officer.
 - 2. Authorized inmate property items are listed in Annex A, *ADOC Inmate Personal Property – Institutions* or Annex B, *ADOC Inmate Personal Property – Work Releases*.
 - 3. All inmate items will be documented on ADOC Form 338-A, *Inmate Property Sheet – Institution* or ADOC Form 338-B, *Inmate Property Sheet – Work Release*.

4. All funds (cash, money orders, and/or checks) will be collected from the inmate, accounted for, and submitted to the business office for placement on the inmate's ITF account. The inmate will be allowed to send unauthorized money orders and personal checks to individuals of their choice within thirty (30) days of their arrival.
5. Unauthorized items confiscated from new intake inmates will be documented on ADOC Form 338-C, *Inmate Property and Contraband Disposal* and stored in an adequately sealed container in the institutional property room. The inmate will have the option to send the item(s) to a location of their choice, donate the item(s) to charity, or they will be destroyed after thirty (30) days.
6. Religious items. The ADOC shall permit an inmate to have religious property in accordance with AR 333, *Religious Program Services*.
7. Each inmate will be issued at intake:
 - a. Three (3) pairs of pants and three shirts **OR** three jump suits.
 - b. One (1) jacket (October 15th – April 15th).
 - c. One (1) cap (job related).
 - d. Five (5) pairs of undershorts (male).
 - e. Five (5) undershirts.
 - f. Five (5) pairs of socks.
 - g. Seven (7) pairs of underwear (female).
 - h. Seven (7) bras (female).
 - i. Two (2) pairs of pajamas (female).
 - j. One (1) pair of state-issued boots.
 - k. One (1) pair of slip-on tennis shoes.
 - l. One (1) pair of shower slides.
 - m. One (1) state identification (ID) card (AR 032, *Issue and Control of Inmate Identification Cards*).
 - n. Two (2) laundry bags.
 - o. Two (2) sheets and one (1) pillowcase.
 - p. One (1) blanket.

- q. One (1) mattress and one (1) pillow.
- r. One (1) towel and one (1) wash cloth.
- s. One (1) toothbrush and a tube of toothpaste.
- t. One (1) bar of soap.
- u. One (1) comb.
- v. One (1) disposable razor , shaving cream.
- w. Feminine Hygiene products are readily available(female).
- x. One (1) roll of toilet paper.

B. Documentation of Personal, State, and Canteen Property:

1. After the initial issue, each time a personal property item is received, ADOC Form 338-A, *Inmate Property Sheet – Institution* or ADOC Form 338-B, *Inmate Property Sheet – Work Release*, shall be updated to reflect the current issued items. Inmates are responsible for maintaining the established quantities of the approved items. Excess items will be considered contraband and will be disposed of in accordance with AR 306, *Contraband and Evidence Management*.
2. The Property Control Officer or designee shall require the inmate to sign ADOC Form 338-A or ADOC Form 338-B to verify the issue. Refusal to sign the form shall be sufficient grounds to deny that item.
3. Upon completion of any issue or removal of inmate property, the distribution of the written itemized inventory is as follows:
 - a. One (1) copy to the inmate.
 - b. One (1) copy to the inmate’s institutional file.
 - c. Original copy to the institution’s Property Control Officer/designee.
4. The institution’s Property Control Officer/designee shall retain inmate property sheets in accordance with the departmental records disposition authority.

C. Any property **NOT** listed on Annex A, *ADOC Inmate Personal Property – Institutions* or Annex B, *ADOC Inmate Personal Property – Work Releases*, shall be deemed contraband and disposed of in accordance with AR 306, *Contraband and Evidence Management*, with the exception of health care appliances.

- D. Inmate Property Acquisition: An inmate will be permitted to acquire authorized personal property. The inmate is required to keep all receipts on property items purchased for proof of ownership for as long as he/she maintains the property item. The inmate is required to keep all personal property in his/her assigned locker or issued laundry bag. Only one (1) laundry bag shall be displayed at a time.
1. At Security Level II Institutions and above:
 - a. Inmates will be allowed to purchase Canteen items within the institution's allowable limits.
 - b. Items not available through the Canteen must be purchased from the approved source of supply.
 - c. Property or any other item(s) of value received through the mail must comply with procedures in AR 448, *Inmate Mail*.
 2. At Security Level I Institutions:
 - a. Inmates may purchase or acquire authorized personal property from vendors in the community.
 - b. Property may also be acquired from family or friends as authorized by the Warden/Designee and in accordance with Annex B, *Inmate Personal Property – Work Releases*.
- E. Institutional Inmate Transfer:
1. Prior to the transfer of an inmate, the sending institution must inventory the inmate's state-issued and personal property. The Property Control Officer/designee will ensure an inmate is transferred with three (3) sets of uniforms. Shortages of state-issued clothing will be resolved between the Wardens/designees of the sending and receiving institutions.
 2. All authorized inmate property (both state and personal) must fit within one (1) ADOC issued laundry bag. In lieu of an ADOC issued laundry bag, three (3) paper grocery bags may be utilized.
 3. All state-issued property shall take precedence in packing. The inmate will ordinarily pack their own property. Any property which does not fit into the storage limitations listed above will be deemed contraband and sent out at the inmate's expense or disposed of with a record maintained of the disposition.
 4. During emergency moves or transfers (e.g., to Restrictive Housing Unit) or when it is not feasible to have the inmate pack his/her own property, the inmate's property shall be inventoried on ADOC Form 338-A or ADOC Form 338-B and secured by the Property Control Officer or designee.

5. The receiving institution shall conduct an inventory and verify ADOC Form 338-A or ADOC Form 338-B upon arrival of the inmate to ensure that all property is accounted for and authorized. If the receiving institution finds a discrepancy between the sending institution inventory and the inventory conducted upon arrival, an ADOC Form 302-A, *Incident Report* must be completed noting the difference between the two property inventories. A copy of the incident report will be sent to the respective Wardens/designees for appropriate resolution.
6. Disposition of Hobby Craft and Hobby Craft Tools: The sending institution will ensure that the inmate's hobby work and hobby work tools are inventoried and secured prior to the transfer to another institution. Items shall be mailed out at the inmate's expense, picked up by a designated party, donated to charity, or sending institution will dispose of the items according with AR 306.
7. In the interest of effective property management and fire safety concerns, institutions shall limit the amount of personal legal papers that an inmate may maintain in his/her possession relevant to his/her current case(s).

F. Temporary Absence: When an inmate is temporarily out gated, such as out to court, free-world hospital, or assigned to the infirmary, the property must be inventoried, secured, and stored. Space shall be provided for storing the property of the inmate safely and securely until his/her return to the institution.

1. An inmate who is scheduled to be temporarily held at an ADOC institution for a court appearance or admitted to an ADOC infirmary will be transported from the sending institution with appropriate medications and hygiene items, such as soap, toothbrush, toothpaste, shaving powder, comb, and clean undergarments.
2. An inmate may require some or all health care appliances when temporarily off grounds. If any health care appliances raise a security concern, it will be evaluated, in conjunction with contract medical services. Special needs of an inmate with disabilities shall be accommodated during transport.
3. When an inmate is out to court and subsequently released from the ADOC, the inmate will have thirty (30) calendar days in which to advise the institution, in writing, as to the desired disposition of his/her property. Failure to notify the institution within this time frame shall result in the property being disposed of in accordance with AR 306, *Contraband and Evidence Management*.

G. Inmate Paroled or End of Sentence (EOS):

1. Upon the legal release of an inmate from the ADOC jurisdiction, the inmate shall be allowed to take all personal property listed on ADOC Form 338-A, *Inmate Property Sheet – Institution* or ADOC Form 338-B, *Inmate Property Sheet – Work Release* with the exception of health care appliances, not considered personal property, which must be returned to contract medical services at the time of release. The inmate and the Property Control Officer/designee shall sign the inventory form.
2. Personal property will be returned to the inmate at the time of his/her release, if applicable. Staff will ensure that state property does not leave the institution. Refusal by the inmate to sign the inmate property sheet will result in forfeiture of his/her property.

H. Inmate Death:

1. Upon the death of an inmate, it will be the responsibility of the Warden/Designee to ensure that all of the inmate's property is inventoried and secured. The officer conducting the inventory will complete and sign ADOC Form 338-A, *Inmate Property Sheet – Institution* or ADOC Form 338-B, *Inmate Property Sheet – Work Release*. A copy of the inventory will remain with the items.
2. If the death of the inmate warrants an investigation, ADOC LESD must approve the release of the inmate's property. The deceased inmate's property will be released to the inmate's next of kin. The person designated as next of kin must sign for any of the inmate's property received. Failure of next of kin to claim the property within thirty (30) days will result in its disposal.
3. Property may be mailed to the next of kin by certified mail/return receipt at their expense, unless sufficient funds are available in the inmate's ITF account. The ADOC does not accept liability for property damaged through the mail.

I. Upon determination that an item is contraband, it will be documented on ADOC Form 302-A, *Incident Report* and disposed of in accordance with the provisions of AR 306, *Contraband and Evidence Management*.

J. Personal property may be limited, or removed altogether, during an inmate's period of assignment to the Restrictive Housing Unit. Unauthorized property will be disposed of in accordance with AR 306.

1. An inmate may require some or all health care devices while in the Restrictive Housing Unit. If any health care device raises a security concern, it will be evaluated, in conjunction with contract medical services.

2. Special needs of an inmate with disabilities shall be accommodated while in the Restrictive Housing Unit.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

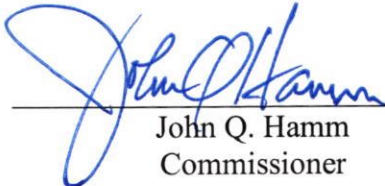
- A. *ADOC Inmate Personal Property – Institutions.*
- B. *ADOC Inmate Personal Property – Work Releases.*
- C. *ADOC Form 338-A, Inmate Property Sheet – Institution.*
- D. *ADOC Form 338-B, Inmate Property Sheet – Work Release.*
- E. *ADOC Form 338-C, Inmate Property and Contraband Disposal.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 338, *Inmate Property*, dated September 9, 2009, and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975 § 14-1-1.1, 14-2-1, 14-3-46.
- B. American Correctional Association (ACA), Standards for Adult Correctional Institutions, Fourth Edition, 4-4164, 4-4166, 4-4285, 4-4292, 4-4293, 4-4294, 4-4446.
- C. ADOC AR 301, *Incident Reporting*.
- D. ADOC AR 306, *Contraband and Evidence Management*.
- E. ADOC AR 333, *Religious Program Services*.



John Q. Hamm
Commissioner

INMATE PERSONAL PROPERTY – INSTITUTIONS

The following annex includes a list of personal property and state-issued property that inmates may possess within their locker box or other areas designated by the Warden/Designee. Inmates may also possess any approved item from the Canteen that is not listed. This list governs all inmate personal and state-issued property. This list will be attached and updated annually at a minimum.

Clothing and Accessories: The maximum number of items is listed that an inmate may possess at any given time. No item worn by an inmate may include pictures; depictions or writing that is offensive or affiliated with security threat or ethnic groups. No article may be altered from its original manufactured design.

- Pants (3 pair, state-issued) (2 additional pair for Kitchen, Road Squad, Maintenance and State Workers)
- Shirts (3 state-issued) (2 additional for Kitchen, Road Squad, Maintenance and State Workers)
- Jacket (1 state-issued from October 15th through April 15th). NO HOODS.
- Cap (1 state-issued for job or specific inmate need)
- Toboggan (1, no ski masks)
- T-shirts (8 total, 5 may be state issued at intake, no tank tops)
- Underwear (males 8, 5 pair state-issued at intake, boxers or briefs, white only) (female 9 sets, bras & panties, white only, 7 pair state-issued at intake)
- Socks (8 pair, 5 state-issued at intake)
- Gym shorts (2 pair, Canteen/Package purchase only)
- Pajamas – females only (3 sets, no sheer, Canteen purchase, Incentive Package)
- Thermal Underwear (2 sets total)
- Sweat suits (2 sets, cotton only)
- Gloves (1 pair, cotton only, no leather)
- Coveralls (1 pair, job required only)
- Shoes – 3 pair allowed, to include a maximum of the following:
 - 1 pair work boots, state-issued, vendor or Canteen purchase, non-steel toe.
 - 1 pair tennis shoes, state-issued white only, vendor or Canteen purchase, at least 90% white, colored logos acceptable.
 - 1 pair shower slides, vendor or Canteen purchase.
- Shoestrings (1 extra pair other than those in shoes; white, black or brown only)
- Billfold/wallet (1 - no chains)
- State ID Card (1 state-issued)

Reading/Writing/Education & Legal Material (No Wire Spiral)

- Books (4 total to include a Bible or equivalent religious study book, educational/dictionary, law book, and/or novel)
- Magazines, periodicals, newspapers (4 publications total, excluding religious, legal or educational publications, any combination of the four types, directly from publisher or distributor)
- Educational Course Study Material (current study or program material only)
- Legal Papers (current case material only, must fit in locker box unless otherwise approved by Warden/Designee)
- Personal Paper, Letters (12)
- Pens (3 total, clear barrel, black or blue ink)
- Stamps (40 total)
- Envelopes (50 total, Canteen purchase)
- Stationary Pads (4 total, Canteen purchase)
- Address Book (1 pocket size)
- Calendar (1 pocket size)
- Photographs (20, 8" x 10" maximum size)

INMATE PERSONAL PROPERTY – INSTITUTIONS (continued)

Hygiene Items

- Comb/Brush (1 each, no metal) (1 comb state-issued)
- Disposable Razor (6 total, no straight razors allowed)
- Soap (6 bars)
- Soap Tray (1 plastic)
- Towels and Washcloths (2 total of each)
- Toothbrush/Toothpaste (3 total each)
- Toothbrush Holder (1 plastic)
- Shower Cap – females only (3)
- Emory Boards – females only (1, Canteen purchase)
- Nail Clippers (1, Canteen purchase)
- Cosmetics – available through Canteen purchase
- Toiletries (available through Canteen)
 - Toilet tissue (3)
 - Deodorants (2)
 - Lotions (2)
 - Body powder (2)
 - Shampoo (2)
 - Conditioner (2)
 - Shaving cream/ (1)
 - Denture Adhesive cream/powder (1)
 - Chap stick (1)
 - Shower Caddie (1)
 - Mouthwash (2 alcohol free)
 - Hair spray (pump, alcohol-free, Canteen or vendor purchase) (1)
 - Facial Cleanser (alcohol-free) (1)
 - Hair Grease (2)
 - Face Cream – (1)
 - Perm Relaxer – (1)
 - Face tissue – (1)
 - Douche – female only (4)
 - Vaseline – (1)
 - Female Hygiene Products – female only (30)

Linen

- Sheets (2 state-issued)
- Blanket (1 state-issued, 1 additional may be issued per institution between October 15th and April 15th)
- Pillowcase (1 state-issued)
- Laundry Bag (2 state-issued)

Health Care Devices (Medically ordered)

INMATE PERSONAL PROPERTY – INSTITUTIONS (continued)

Additional Personal Items, Jewelry, Devices

- Watch (1 only, \$25 value)
- Religious medallion/chain (\$25 value, symbol measures a maximum of 1-1/2 inches in diameter, no oversized chains, chain purchased from Canteen to replace all existing items as items become available on Canteen)
- Wedding ring (\$50 value)
- Studded earrings – females only (\$15 value, 2 sets, no larger than 5mm in diameter)
- Mirror (1 canteen purchase only)
- Sunglasses (1 pair, no mirror lenses, must have medical approval, KOP-Keep on Person)
- Cup (1 non-insulated, maximum 16 ounces, no glass)
- Radio and Headphones (1 set purchased from Canteen)
- Batteries (4 total any size offered through the Canteen, non-rechargeable only)
- Lock (1 state-issued or Canteen purchase only, key locks per medical approval)
- Cigarettes – except tobacco-free institutions (2 cartons, Canteen purchase only)
- Tobacco – except tobacco-free institutions (2 boxes, Canteen purchase – Example: Tops, Bugler)
- Smokeless Tobacco – except tobacco-free facilities (2 packages chewing tobacco)
- Book Matches (20 books total)
- Plastic Utensils (Canteen or vendor purchase)
- Food items (Canteen or Sandwich Line)
- Hobby and Art Craft Materials (in areas designated by the Warden/Designee)

Medication

- Per prescription (KOP, Keep on Person)
- Over-the-Counter Medication (Canteen)

INMATE PERSONAL PROPERTY – WORK RELEASES

Maximum \$50 value per item of clothing, total combined clothing replacement costs will not exceed \$400.00, and total combined personal property replacement costs will not exceed \$540.00

Clothing and Accessories: The maximum number of items is listed that an inmate may possess at any given time. No item worn by an inmate may include pictures; depictions or writing that is offensive or affiliated with security threat or ethnic groups. All clothing items for minimum-out inmates are to be tan or white in color. No article may be altered from its original manufactured design. No clothing article may display language or symbols that can be interpreted as being gang related, crude, offensive or contain profanity.

- Work/Dress Clothing (16 items - 8 pants, 8 shirts) Warden/Designee may approve additional property/clothing depending upon job assignment.
- Shoes – 4 pair allowed, to include a maximum of the following:
 - 1 pair /work boots, non-steel toe unless approved for job in writing by the Warden/Designee
 - 1 pair tennis shoes
 - 1 pair shower slides
 - 1 pair dress shoes or work shoes
- Shoestrings (2 extra sets other than those in shoes)-- white, black or brown solid colors only,
- Jacket/Sweater (2 total NO HOODS)
- Belt (1 - plain brown or black leather or web)
- Cap (1 - baseball style, any color)
- T-shirts (10 total)
- Underwear (males-10, boxers or briefs, white only) (females-10 each, bras & panties, white only)
- Socks (10 pair - colors acceptable)
- Gym shorts (3 pair - any color)
- Pajamas (3 sets - any color)
- Robe (1)
- Thermal Underwear (2 sets)
- Sweat suits (2 sets - no hood, any color)
- Toboggan (1 - solid color allowable, no ski-mask)
- Gloves (1 pair - any color)
- Rain Gear (1 set - must be approved by the Warden/Designee)
- Coveralls (2 pair job required only)

Additional personal items, jewelry, devices:

- Watch (1 only, \$25 value)
- Religious medallion/chain (\$25 value, symbol measures a maximum of 1 ½ inches in diameter, no oversize chains)
- Wedding Ring (\$50 value)
- Studed Earrings – females only (\$15 value, 2 sets, no larger than 5mm in diameter)
- Mirror (1 non-glass)
- Sunglasses (1 pair, no mirror lenses, must have medical approval to wear inside, KOP - Keep on Person)
- Cup (1 non insulated, maximum 16 ounces, no glass)
- Radio and Headphones (1 set)
- CD Player (1 battery operated, \$30 value)
- CD's (10 - No burned CD's)
- Batteries (4 total, nonchargeable only)
- Alarm Clock (1 non-electric, \$10 value)
- Lock (1)

INMATE PERSONAL PROPERTY – WORK RELEASES (continued)

Additional personal items, jewelry, appliances (continued):

- Cigarettes (2 cartons total)
- Tobacco (2 boxes total)
- Smokeless Tobacco (2 packages chewing tobacco)
- Book Matches (20 books total)
- Storage Containers (2 - must be clear plastic)
- Plastic Utensils (1)
- Costume Jewelry – females only (10 items)
- Hair Dryer – females only (1)
- Curling Iron – females only (1)
- Perfume/Body spray – (2, alcohol free)
- Handbag – (1 – small clear only)
- Billfold/wallet (1 only - no chains)
- State ID Card (1 state-issued)
- Work ID card

Reading/Writing/Education & Legal Material (no wire spiral):

- Books (4 total to include a Bible or equivalent religious study book, educational/dictionary, law book, and/or novel)
- Magazines, periodicals, newspapers (4 publications, excluding religious, legal or educational publications, any combination of the four types, directly from publisher or distributor)
- Educational Course Study Material (current study or program material only)
- Legal Papers (current case material only, must fit in locker box unless otherwise approved by Warden/Designee)
- Personal Paper, Letters (12)
- Pens (3 total)
- Stamps (40 total)
- Envelopes (50 total, Canteen purchase)
- Stationary Pads (4 total, Canteen purchase)
- Address Book (1 pocket size)
- Calendar (1 pocket size)
- Photographs (20 total, 8” x 10” maximum size)

Hygiene Items:

- Comb/Brush (1 each, no metal)
- Disposable Razor (10 total, no straight razors allowed)
- Soap (6 bars)
- Soap Tray (1 plastic)
- Towels & Washcloths (2 each)
- Toothbrush/Toothpaste (3 total each)
- Toothbrush Holder (1 plastic)
- Shower Cap – females only (3)
- Wave cap- (2 total black or white only)
- Emory Board
- Nail Clippers (1 total)
- Cosmetics – (maximum amount set by Warden/Designee)

INMATE PERSONAL PROPERTY – WORK RELEASES (continued)

Hygiene Items (continued):

- Toiletries (may be available through Canteen)
 - Toilet tissue (3)
 - Deodorants (2)
 - Lotions (2)
 - Body powder (2)
 - Shampoo (2)
 - Conditioner (2)
 - Shaving cream (1)
 - Denture Adhesive cream/power (1)
 - Chap stick (1)
 - Shower Caddy (1)
 - Mouthwash (alcohol-free) (2)
 - Hair spray (pump, alcohol-free) (1)
 - Facial Cleanser (1)
 - Hair Grease (2)
 - Face Cream – female only (1)
 - Perm Relaxer – female only (1)
 - Face tissue – female only (1)
 - Douche – female only (4)
 - Vaseline – (1)
 - Female Hygiene Products – (30)

Linen:

- Sheets (2 state-issued, white only)
- Blankets (1 state-issued, 1 additional may be issued per facility between October 15th and April 15th)
- Pillowcase (1 state-issued, white only)
- Laundry Bag (2 white only)

Medication:

- Per prescription (KOP, Keep on Person)
- Over the counter medication sold on canteen or as approved by Warden/Designee

Miscellaneous:

- Tools necessary for work per Warden/Designee
- Food Items (stored in sealed clear plastic containers, non-perishable items only in original package)
- Health Care Devices

INMATE PROPERTY SHEET – INSTITUTION

Institution: _____

Inmate Name / AIS# _____ Date: _____

A. Indicate the number of items in the corresponding blank:

- | | | |
|-------------------------------------|--|--------------------------------------|
| _____ 1. Pants (3) | _____ 15. Mirror (1-Canteen) | _____ 29. Toiletry/hygiene (2 each) |
| _____ 2. Shirts (3) | _____ 16. Cup (1) | _____ 31. Cosmetics |
| _____ 3. Jacket (1) | _____ 17. Lock (1) | _____ 32. Fem. Hygiene products (30) |
| _____ 4. Cap/toboggan (1) | _____ 18. Books (4) | _____ 33. Bras (3) |
| _____ 5. T-shirts (8) | _____ 19. Legal papers | _____ 34. Sheets (2) |
| _____ 6. Underwear (8) | _____ 20. Letters (12) | _____ 35. Blanket (1) |
| _____ 7. Socks (8) | _____ 21. Stamps (40) | _____ 36. Pillowcase (1) |
| _____ 8. Gym shorts (2) | _____ 22. Stationary pads (4) | _____ 37. Laundry bags (2) |
| _____ 9. Thermal Underwear (2 sets) | _____ 23. Envelopes (50) | _____ 38. Disposable razors (6) |
| _____ 10. Sweat suits (2 sets) | _____ 24. Photographs (20) | _____ 39. Comb (1) |
| _____ 11. Gloves (1 pair) | _____ 25. Soap (6 bars) | |
| _____ 12. Shoestrings | _____ 26. Towels/washcloths (2 each) | |
| _____ 13. Billfold/wallet (1) | _____ 27. Toothbrush/toothpaste (3 each) | |
| _____ 14. State ID card | _____ 28. Nail Clippers (1- Canteen) | |

B. The following items require a brief description:

1. Shoes (name brand and size):
 - a. Tennis shoes (1 pair): _____
 - b. Boots (1 pair): _____
2. Jewelry (name brand, description, color, and style):
 - a. Watch (\$25): _____
 - b. Religious medallion/chain (\$25): _____
 - c. Wedding ring (\$50): _____
 - d. Studded earring – females (\$15): _____
3. Electronic equipment (name brand, color, and manufactures serial number):
 - a. Radio and headphones (1 set): _____

C. Miscellaneous items (i.e., Canteen items):

D. Stored Property:

You have thirty (30) calendar days from the above date to dispose of the following items. You may send the below items home by visitors, mail the items home at your expense, or donate the items to charity. If these items are not removed in thirty (30) days, they will be destroyed. Below are the items you are **NOT** authorized to keep.

(Inmate's Signature)

(Witness's Signature)

INMATE PROPERTY SHEET – WORK RELEASE

Institution: _____

Inmate Name / AIS# _____ Date: _____

A. Indicate the number of items:

- _____ 1. Work/Dress Clothing (16 items)
- _____ 2. Inmate ID/Work ID card
- _____ 3. Alcohol Free After Shave Lotion (2)
- _____ 4. Alcohol Free Cologne (2)
- _____ 5. Alcohol Free Mouthwash (2)
- _____ 6. Shaver (1)
- _____ 7. Shower Caddie (1)
- _____ 8. Belt (1)

B. Property For Females:

- _____ 1.
- _____ 2.
- _____ 3. Hair Dryer (1)
- _____ 4. Curling Iron (1)
- _____ 5. Alcohol Free Perfume/Body Spray (2)
- _____ 6. Cosmetics
- _____ 7. Handbag (1 small clear only)

NOTE: Minimum-out inmates are not permitted free-world clothing.

C. The following items require a brief description:

- 1. Shoes (name brand and size):
 - a. Tennis shoes (1 pair): _____
 - b. Boots (1 pair): _____
 - c. Dress/work shoes (1 pair): _____
- 2. Jewelry (name brand, description, color, and style):
 - a. Watch (\$25): _____
 - b. Religious medallion/chain (\$25): _____
 - c. Wedding ring (\$50): _____
 - d. Studded earring – females (\$15): _____
 - e. Bracelet- females (\$15): _____
- 3. Electronic equipment (name brand, color, and manufactures serial number):
 - a. Radio and headphones (1 set): _____
 - b. CD Player (\$30): _____
 - c. CD's (10): _____

NOTE: CDs from approved source of supply ONLY – No “Burned” CD’s.

D. Miscellaneous items (i.e., Canteen items or property authorized by the Warden/Designee):

E. Stored Property:

You have thirty (30) calendar days from the above date to dispose of the following items. You may send the below items home by visitors, mail the items home at your expense, or donate the items to charity. If these items are not removed in thirty (30) days, they will be destroyed. Below are the items you are **NOT** authorized to keep.

(Inmate’s Signature)

(Witness’s Signature)
ADOC Form 338-B to AR 338

