

Sixth District Department of Correctional Services POLICY	Issue Date 12/20/91	Effective Date 05/07/18	Policy Number 2504-18
Subject PERSONAL PROPERTY		Review Month December	Author 0135/0572/0655 (DGA/BMU/DRO)
Rescinds 2504-17	References		

POLICY:

Staff takes reasonable precautions to protect the property of residents, but is not responsible for items damaged, lost, stolen, or removed from the facility.

PROCEDURE:

1. During intake, the Residential Officer completes a Resident Personal Property Sheet (2504A). This form is kept in the Resident's Facility file.
2. The Residential Officer asks the resident to sign the waiver of liability on the inventory form. Staff instructs the resident to mark all of his property, including clothing.
3. During intake, the resident provides the name, phone number and address of a person who is authorized to receive their personal property. In the event that they leave the facility without their property, this person is contacted to pick up the items. If the resident chooses to change the authorized person, the resident must do so in writing. If the resident does not list a person authorized to pick up their belongings, their items are donated/destroyed immediately upon resident's departure.
4. Staff may restrict the amount, size and content of personal property allowed in the facility. Articles not allowed are as follows: (see Resident Handbook for additional items not allowed and considered contraband, Schedule I, II, III.)
 - A. Component stereo systems including boom-boxes, iPods, MP3 players (unless otherwise noted in the Resident Handbook);
 - B. Computers, word processors, iPads, electronic books;
 - C. Cameras/video equipment and photography equipment;
 - D. Cell phones;
 - E. Space heaters;
 - F. Televisions in excess of 19 inch flat screens;
 - G. Furniture, including lamps or lighting devices;
 - H. Weight lifting and boxing equipment;

POLICY NUMBER 2504-18

PAGE 2 OF 3

PROCEDURE: (continued)

- I. Electrical appliances/extension cords;
 - J. Musical Instruments;
 - K. Cardboard boxes, larger than a shoebox;
 - L. Recording devices;
 - M. Animals;
 - N. Food Items;
 - O. Medication/Pills in unmarked or incorrectly labeled containers;
5. When residents abscond from the facility, are placed in jail, or are on extended absence from the facility, their personal belongings are secured as soon as practical by staff, not to exceed past twenty-four (24) hours for Federal residents.
- A. The belongings are bagged and stored in the property room.
 - 1) Hinzman Center resident's Personal Property Disposition form is placed on the clipboard on the wall of the closet until the items are removed.
 - 2) Hope House/Nelson Center resident's Personal Property Disposition form is kept in the resident file.
 - B. Residential Officer attempts to make phone contact with the designated person and documents attempts on the Resident Personal Property Disposition form and in ICON Generic Notes.
 - C. If the person designated to pick up the resident's personal property cannot be reached by phone, the Residential Officer sends a letter (2504C) to the designated person to pick up the property.
 - D. If a resident requests to change their designated pick up property person, and are in jail, send/fax the Authorization to Change Personal Property Pick Up (2504D). Once this change form is received, follow policy steps 7B through 8.
 - E. Staff releases property only to the person authorized by the resident. When the property is released, the designated person must provide staff with a photo ID. The designated person signs the form acknowledging receipt of the items.
6. If the designated person cannot be contacted or refuses to accept responsibility for the resident's property, the resident's belongings are given to charity or destroyed after they are held by the facility for fifteen (15) days. Staff records the disposition of the property on Personal Property Inventory form.

POLICY NUMBER 2504-18
PAGE 3 OF 3

PROCEDURE: (continued)

7. Residential staff forwards the social security card to IMCC/ICIW Records Department of any offender who has violated residential rules and is likely to return to DOC custody/prison.

BY ORDER OF:

Bruce Vander Sanden, District Director