

Sixth District Department of Correctional Services POLICY	Issue Date 12/5/14	Effective Date 09/25/20	Policy Number 2334-20
Subject <b>PERSONAL PROPERTY (ANCHOR Residential)</b>		Review Month December	Author 0253/0588 (MST/JGE)
Rescinds 2334-17	References: WR/OWI-12, WR/OWI-13, WR/OWI-40		

**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 Personal Property Inventory (2334A). This form is kept in the RO 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 their 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 on Personal Property Inventory form (2334A). 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 after thirty (30) days, unless there is intent to have the resident return to the facility at which time belongings are stored in the property room until the resident returns.
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.)
  - A. Component stereo systems including boom-boxes, iPods, MP3 players with video/Wi-Fi or recording capabilities;
  - B. Computers, word processors, iPads, electronic books;
  - C. Cameras/video equipment and photography equipment;
  - D. Cell phones;
  - E. Space heaters;
  - F. Televisions;
  - G. Furniture, including lamps or lighting devices;
  - H. Weight lifting, boxing and exercise equipment;

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**PROCEDURE:** (continued)

- I. Electrical appliances/extension cords;
  - J. Musical Instruments;
  - K. Cardboard boxes;
  - L. Recording devices.
5. Staff records any changes (additions or deletions) of resident's personal property on the Personal Property Inventory as it is reported by the resident. The resident signs and dates any changes on the Personal Property Inventory.
  6. Staff does not allow any exchange of property between residents.
  7. 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 possible, not to exceed twenty-four (24) hours, by staff:
    - A. The belongings are labeled and stored in the Resident Storage Room. The Personal Property Inventory form is kept in the resident file.
    - B. Residential Officer attempts to make phone contact with the person designated on the Personal Property form and documents attempts on the Personal Property Inventory.
    - C. If the person designated to pick up the resident's personal property cannot be reached by phone, the Residential Officer sends a letter (2334B) to the designated person to pick up the property.
    - D. If a resident requests to change their designated pick up property person, and the resident is in jail, send/fax the Authorization to Change Personal Property Pick Up (2334C) to the jail. 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.
  8. 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 being held, by the facility, for (thirty) 30 days unless it is determined the resident is returning to the facility. Staff records the disposition of the property on Personal Property Inventory.
  9. If a resident is returned to or placed in the custody of the DOC/prison, residential staff mails the resident's social security card and state issued ID to ICIW Records.

BY ORDER OF:

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Bruce Vander Sanden, Director