



SCDC POLICY/PROCEDURE

Change 1 to "OP - 22.03" : [8.1](#)

Change 2 to OP-22.03: [8.6](#)

NUMBER: OP-22.03

TITLE: AUTHORIZED INMATE PROPERTY AND DISPOSITION OF UNAUTHORIZED PROPERTY

ISSUE DATE: February 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.03 (February 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 19-2, 19-4, 19-11, 19-53, 19-79, S-23

ACA/CAC STANDARDS: 4-ACRS-2C-02, 4-ACRS-2C-03, 4-ACRS-7D-13, 4-ACRS-7D-14, 4-ACRS-6B-03, 4-4037, 4-4292, 4-4293, 4-4294, 4-4338, 4-4339, 4-4494

STATE/FEDERAL STATUTES: NONE

PURPOSE: To outline policy for managing inmate property and for the confiscation and disposition of unauthorized property and/or contraband.

POLICY STATEMENT: In order to ensure the safety and security of employees, inmates, and each institution, and to comply with related standards and regulations pertaining to fire-life safety and sanitation and hygiene, inmates will be allowed to possess only those items of property authorized to be: retained at the time of their admission to the SCDC; issued or approved by the SCDC and as authorized by Agency policy while in custody; and/or purchased in or through a SCDC Canteen. Any item identified as being "unauthorized" will be confiscated and disposed of in accordance with applicable state and federal statutes or procedures, and other applicable regulations, codes, standards, and/or Agency policies/procedures and directives. See SCDC Policy/Procedure OP-22.35, "Contraband Control," for additional information. (4-ACRS-7D-13, 4-4293)

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1. RECEPTION AND EVALUATION CENTER:

1.1 The SCDC will identify the types of property that may be retained, issued, possessed, and/or purchased by similarly classified inmates at the time of their admission to the Agency and during their incarceration. The inmate will be informed of the control and the allowable limits of inmate property and of what is considered unauthorized or excess property. This information will be posted in a conspicuous area at the Reception and Evaluation Center. Adjustments may be made to an inmate's authorized property list at any time to enhance the security, safety, and operational needs of the Agency and/or to alleviate a concern with an inmate's medical condition. **(4-ACRS-7D-13, 4-42792, 4-4293)**

1.2 A full inventory will be made of all the inmate's property by the designated Property Control Officer (Reception and Evaluation Center) utilizing SCDC Form 19-2, "Inmate Property Inventory." The inmate's property will be retained or processed as follows:

1.2.1 The inmate's driver's license, social security card(s), medical card(s), and any other pertinent identifying documents will be placed in a small envelope (a list of the contents will be written on the outside of the envelope) and will be retained in the inmate's Institutional Record until his/her release.

1.2.2 The inmate's credit cards (if any) will either be destroyed by the inmate in the presence of SCDC personnel and promptly disposed of or will be mailed home at the inmate's expense pursuant to Procedure 2.1, below. Disposition of credit cards will be documented on SCDC Form 19-2, "Inmate Property Inventory."

1.2.3 All monies will be deposited in the E. H. Cooper Trust Fund account to be set up in the inmate's name. Monies will be recorded on a receipt, and a copy of this receipt will be provided to the inmate.

1.2.4 All dentures and medical prostheses will be checked and approved or disapproved by authorized medical staff assigned to the Reception and Evaluation Center. Disapproved items will either be recommended to be replaced or will be processed as unauthorized/excess property, in accordance with procedures described in Paragraph 2., below. (NOTE: If the approved prosthesis has the potential for being used to conceal contraband or can be used as a weapon, security staff will check the item before allowing its continued use by the inmate.) While at the Reception and Evaluation Center or once assigned to an institution, an inmate may request that a prosthesis be sent from home. See SCDC Policy/Procedure HS-18.15, "Levels of Care," for information regarding a prosthesis received from an outside source.

1.2.5 All clothing and personal hygiene items needed while housed in the Reception and Evaluation Center will be issued in accordance with SCDC Policy/Procedure ADM-16.08, "Commissary Operations."

1.2.6 One (1) inexpensive watch (no more than \$35.00 in value) and one (1) wedding band (no gems) may be maintained by each inmate. (NOTE: Female inmates with a wedding set [engagement ring and band] may retain both items provided that the set is not deemed excessively valuable.) These items will be maintained by the inmate at his/her own risk of loss or theft. All other jewelry will be disposed of pursuant to the procedures specified in 2., below.

1.2.7 Refer to SCDC Policy/Procedure PS-10.05, "Inmate Religion," for information regarding religious attire or items allowed to be possessed by inmates.

1.2.8 Any other property deemed unauthorized or excess property will be processed as described in 2., below. Illegal items will be processed and disposed of in accordance with Specific Procedure 9., below.

2. DISPOSITION OF PROPERTY AFTER INITIAL INTAKE:

Upon completion of the initial inventory at intake, any item(s) in excess of authorized limits or unauthorized will be immediately disposed of in the following manner: (SCDC Form 19-53, "Property Control Room

Unauthorized Items," will be used for this purpose.)

2.1 Mailed home at the inmate's expense. Inmates, to include those in SMUs or MSU, will be allowed access to E. H. Cooper Trust Fund accounts to mail items home. *If an inmate has no funds in his/her account, the property will be donated to a Pre-Release Center or local charity. Reception and Evaluation staff will designate/determine which Pre-Release Center or local charity will receive such items.*

2.2 *If an inmate's package is returned to SCDC as a result of an incorrect address or the person whom the package was mailed to refused receipt, the property will be disposed of as indicated in paragraph 2.1 above.* (4-ACRS-2C-03, 4-4494)

3. PROPERTY CONTROL OFFICER RESPONSIBILITIES:

To promote security, each Warden will designate a secure, restricted access location for the storage of inmate property items that have been confiscated and may later be returned to an inmate and will identify a staff member as a Property Control Officer (PCO). The PCO will:

3.1 Maintain a permanent Property Control Log of all confiscated property.

3.2 Maintain a restricted key to the property storage area which will be secured in the Control/Communications Room on a sign-in/sign-out basis. No unauthorized employees and no inmates will be permitted access to the property control area. The Warden/Duty Warden of each facility will be the only person authorized to grant permission for access to the property control room.

3.3 Ensure that all personal property is inventoried when an inmate arrives at an institution and ensure that SCDC Form 19-2, "Inmate Property Inventory," is completed on all property to be stored and that the inmate has received a copy of the form. (See also Procedure 4., below.)

3.4 Ensure that property bags are tagged, sealed, and numbered and ensure that the number is noted on SCDC Form 19-2, "Inmate Property Inventory." (4-ACRS-7D-13, 4-ACRS-7D-14, 4-4294)

3.5 Ensure that clothing is thoroughly cleaned and, when necessary, disinfected before storage, or before the inmate is allowed to keep the personal clothing. Ensure that this is documented in the Property Control Log. (4-4339)

4. INMATE PROPERTY INVENTORIES:

4.1 Full Inventories Are Completed:

- upon initial intake (at R&E and upon arrival at each facility);
- prior to lockup (when an inmate refuses or is unable to pack his/her own belongings);
- prior to transfer;
- upon escape or abandonment;
- upon death or medical admission to a hospital; and
- upon orders by the Warden or an approved designee.

The SCDC Form 19-2, "Inmate Property Inventory," is used to list all the inmate's personal belongings and state-issued items. Where indicated, items are to be listed by the officer(s) conducting the inventory on SCDC Form 19-2 in as much detail as possible, i.e., color, number, size, etc. All property will be inspected for unauthorized items. (4-ACRS-2C-02, 4-4494)

4.2 Routine Inventories are Completed:

- prior to an inmate's transfer to another institution (when the inmate can pack his/her own duffel bag);

- prior to placement in PHD, SMU, or an outside hospital (when the inmate can pack his/her own duffel bag).

The SCDC Form 19-2, "Inmate Property Inventory," is used to list the inmate's personal belongings and state-issued items as outlined below. The officer will be required to inspect all items listed on SCDC Form 19-2 as "Personal/Canteen Items" for any unauthorized items and will be required to record these items on this form in the space provided. All other items will be visually inspected by the officer while the inmate is packing his/her duffel bag to ensure that the authorized number and/or type of items are in the possession of the inmate. These items are to be recorded on SCDC Form 19-2 as "one (1) duffel bag," in the section labeled "Other." If unauthorized items or authorized items in excessive amounts are found during any inventory, these items will be disposed of according to Procedure 9., below.

4.3 Inventories of all inmate property will be conducted at least once every two (2) years at each institution as directed and prescribed by the Division of Operations. **(4-4037)**

5. NO SELLING, LOANING, TRADING, GIVING, OR RECEIVING PROPERTY:

There will be no inmate property transactions, except as authorized under SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Programs." There will be NO selling, loaning, trading, giving of property by one inmate to another, or receiving property from visitors, employees, volunteers, or others unless specifically authorized in another SCDC Policy/Procedure or by the Agency Director.

6. SCDC/STATE PROPERTY LOSS OR DAMAGE: The destruction, damage, or loss of SCDC property or state-issued items by an inmate may result in disciplinary action, to include restitution if warranted under SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates." (Refer also to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System.")

7. INMATE GRIEVANCE FOR A PROPERTY REIMBURSEMENT CLAIM:

The Inmate Grievance System (see SCDC Policy/Procedure GA-01.12, "Inmate Grievance System") may be used for the resolution of all property reimbursement claims. If deemed appropriate, items will be replaced with like state items or an inmate's account will be credited with the amount necessary to purchase the item in the canteen. For watches and rings, the maximum amount to be credited to an inmate's account will not exceed \$35 for the watch and \$25 for the ring, if deemed appropriate. Televisions will not be repaired or replaced. (NOTE: The SCDC will not be responsible for more than \$150 per claim, to include any partial claims.)

The Agency strongly discourages the possession of expensive personal equipment and/or property items by inmates, as the presence of such equipment and/or property items contributes to theft.

8. AUTHORIZED PROPERTY FOR INMATES:

All property listed below is considered authorized property for inmates in the security/custody levels or programs indicated. Authorized property lists will comply with applicable state and federal rules and regulations, and other applicable standards, codes, and regulations. All items of clothing available to be purchased by inmates in or through an SCDC Canteen, and all state-issued clothing and items, will comply with applicable fire/life safety, sanitation, and hygiene standards/codes. Any item not identified on an authorized property list will be deemed unauthorized property to include, but not be limited to, possession of excess amounts of authorized property or possession of authorized property which has been altered, damaged, or tampered with. Authorized property is listed and described below with quantities and restrictions indicated:

- Property marked with one (1) asterisk (*) is approved for possession by female and special needs (geriatric) inmates only.
- Property marked with a double asterisk (**) is approved for possession by females only.

- Property marked with a triple asterisk (***) cannot be transported in a duffel bag. All quantities listed are considered maximum. (4-ACRS-7D-13, 4-ACRS-7D-14, 4-ACRS-6B-03, 4-4293, 4-4338)

Unserviceable state-issued items will be reissued in accordance with SCDC Policy/Procedure ADM-16.08, "Commissary Operations." (NOTE: Certain items are considered "job specific" and are only [re]issued to those inmates assigned to a particular job assignment within the Agency. These items are noted in the chart that follows. For a more detailed list of inmate job specific assignments that warrant the [re]issue of additional property items, refer to Attachment A of SCDC Policy/Procedure ADM-16.08, "Commissary Operations.")

8.1 General Population/Employed Inmates: The following property chart is applicable to all general population inmates who are actively participating in educational programs and/or in productive jobs or work assignments. The chart is also applicable to those inmates who are on a waiting list(s) for job/work assignment and/or educational programming.

Property/Item	Quantity	Type
Tennis Shoes	1 pair	<i>Only if</i> purchased from Canteen
Bobo-Type Tennis Shoes	1 pair	<i>State-issued; job specific</i> issued by R&E for <i>all</i> inmates; reissued for indigent inmates for recreation purposes, <i>and for job specific assignments</i>
Work Shoes/Boots	1 pair	State-issued; job specific or purchased from Canteen
Rubber Shoes	1 pair	State-issued; job specific
Shower Shoes	1 pair	Initially state-issued; subsequently purchased from Canteen
Suede Shoes	1 pair	Purchased from Canteen
Gloves, Work	1 pair	State-issued; job specific
Gloves	1 pair	Purchased from Canteen
Tan Cap	1	State issued
Toboggan Hat - Blue	1	Purchased from Canteen
Toboggan Hat - Brown	1 - Youthful Offender Intensification Program (YOIP) Only	(Not transferable to a non-YOIP institution)
Doo-rag	1	Purchased from Canteen (to be worn only at night in inmate's room)
Jacket	1	State-issued (See ADM-16.08 for wear instructions.)
Pants - Tan	4	State-issued
Pants - White/Green	5	State-issued for cafeteria workers
Rainwear	1	State-issued for job specific only; or clear may be purchased from Canteen
Coveralls (<i>tan only</i>)	1	State-issued, job specific reasons only
Shirts - Tan	4	State-issued
Shirts - White/Green	5	State-issued for cafeteria workers
Shorts (athletic, khaki only)	1	Purchased from Canteen (The inmate may purchase one [1] pair of khaki athletic shorts from the canteen. Purchase of these shorts allows the inmate the use of these shorts while the inmate is in the custody of SCDC. When the inmate is released from SCDC, the money that was paid for the use of the shorts will not be refunded and the shorts must be returned to SCDC.)

Socks (white)	7 pair total	State-issued (5) , purchased from the Canteen, and/or received in authorized holiday package <i>replaced for indigent inmates only;</i>
Undershorts (white)	7	State-issued (5) , boxers or jockey shorts purchased from Canteen and/or received in authorized holiday package
Undershirts (white)	7	Purchased from Canteen and/or received in authorized holiday package
Thermals	Up to 3 sets	State-issued (2 sets) , for job specific or medical purposes; (re)purchased from Canteen; and/or received in authorized holiday packages
Handkerchiefs (white)	6	Purchased from Canteen
Towels (white)	3 total	State-issued; repurchased from Canteen as necessary; <i>replaced only for indigent inmates</i>
Washcloths	3 total	State-issued; repurchased from Canteen as necessary, <i>replaced only for indigent inmates</i>
Personal Hygiene Supplies (e.g., soap, toothbrush/paste, shaving and hair care supplies, etc.)	Quantities may be limited if the Warden feels there is abuse or hoarding.	Initially state-issued; subsequently purchased from Canteen and/or received in authorized holiday package (Indigent inmates will receive a hygiene kit on a monthly basis.)
Mirror (plastic)	1	Purchased from Canteen
Sheets	2	State-issued
Pillow Case	1	State-issued
Blanket	1	State-issued
Comb (plastic)	1	Purchased from Canteen
Brush (plastic or rubber)	1	Purchased from Canteen
Single Outlet Dropcord	1	Purchased from Canteen
Cup (plastic)	1	Purchased from Canteen
Tumbler (plastic)	2	Issued and/or purchased from Canteen; must be etched on the side and bottom with the inmate's SCDC number.
<i>Orange plastic spork</i>	3	<i>Issued or Purchased from Canteen</i>
Mesh Bag (white)	1	State-issued for laundry use only
Mesh Bag (blue)	3	Purchased from Canteen for use as shopping bag
Ashtray (no glass)	1	Purchased from Canteen (Not authorized in non-smoking dorms.)
Headset and Earbud	1 of each	Purchased from Canteen
Books/Magazines/ <i>photo albums</i>	10 (includes Bible/Koran/Photo Album (s))	Other than intake; Bible/Koran ordered from distributor or publisher and delivered via U.S. Postal Delivery (Photo album purchased from Canteen). The inmate may have <i>two</i> photo albums, but it counts in their total number of books.
Chess, Checker, and Domino Game	1 of each	Purchased from Canteen
Playing and Uno Cards	1 deck of each	Purchased from Canteen
Pictures (up to 8"x10")	10 loose or number that can fit into <i>photo album (s), but they count toward number</i>	Initial intake and mail: Loose or number that can fit in two photo albums (An inmate can possess as many pictures as s/he wants provided they <i>are in a</i> photo album (s). There will be no overlapping/ stacking of pictures, no pictures on any part of the

	<i>of allowed books, as specified</i>	cover, and no pictures falling out. Pictures may be trimmed to fit. Inmates with photo albums may not have any loose pictures.)
Sunglasses	1 pair	Purchased from Canteen
Cereal Bowl with lid	2	Purchased from Canteen
Microwave bowl with lid (2 quart)	2	Purchased from Canteen
Electric Shaver	1	Purchased from Canteen
Coffee Pot	1	Purchased from Canteen
Clock	1	Purchased from Canteen
Watch	1	Personal (inexpensive [no more than \$35.00 in value] retained at intake, repurchased from Canteen)
Iron (Work Program inmates assigned to 1A Institutions)	1	Purchased from Canteen
Ring	1	Personal, retained at intake (wedding ring/no gems; however, females w/ wedding sets may retain both at intake if not deemed excessively valuable and maintains at own risk for loss/theft)
Necklace (Religious ONLY) and Other Authorized Religious Items	1	Personal (as approved by the Warden); See SCDC Policy/Procedure PS-10.05, "Inmate Religion" for additional information on authorized religious items.
Cigarette Lighter	1	Purchased from Canteen (Not authorized in non-smoking dorms.)
Cigarette Roller	1	Purchased from Canteen (Not authorized in non-smoking dorms.)
Fan	1	Purchased from Canteen (non-A/C institutions only or for a special needs inmate). If the inmate moves from a non-A/C institution to an institution with A/C, the fan must be sent home (at the inmate's expense) or donated to charity.
***Ice Chests (7 or 8 quart)	1	Purchased from Canteen (16 qt. grandfathered until further notice)
***Legal Materials	Amount that can be placed in a box no larger than 12" x 12" x 12" 15" x 12" x 10", which is sold in the Canteen (Amended by Change Memo #1, dated September 18, 2007.)	(Includes audio tape of personal parole hearing)
***Lamp	1	Purchased from Canteen
***Walkman Radio	1	Purchased from Canteen (Walkman radio cassette or walkman cassette grandfathered only if listed on the inmate's prior inventory; no disk players are allowed.)
***Typewriter	1	Purchased from Canteen
* Bathrobe	1	State-issued
**Bras	7	State-issued (5), and/or received in authorized holiday packages
** Sports Bras	2	Purchased from Canteen and/or received in authorized holiday packages
**Nightshirts	2	State-issued

**Skirt (in lieu of 1 pair pants)	1	State-issued
**Panties	7	State-issued, purchased from Canteen, and/or received in holiday package
**Pantyhose/Knee Hi's	4 pair total	Purchased from Canteen
**Maternity Uniforms	4 sets	State-issued
**Cosmetics	Amounts to be posted/ determined by Warden	Purchased from Canteen
**Hair Curlers/Rollers	36	Purchased from Canteen
**Hair Dryer (hand held)	1	Purchased from Canteen
**Curling Iron	1	Purchased from Canteen
***TV (13" diagonal)	1	13" television for those in the SCDC prior to 2/14/94 or purchased in the Canteen prior to 3/14/95 (TV's larger than 13" are grandfathered for those in the system prior to 1983.)

8.1.1 Tumblers/*Sporks*: When an inmate is transferred, the tumbler(s)/*sporks* will be transferred with the inmate's property. Inmates will be required to bring the issued tumbler/*spork* to each meal. Only the issued tumbler/ *spork* or a replacement tumbler/*spork* purchased from the canteen will be allowed in the cafeteria and each inmate will only be allowed to have one (1) tumbler/*spork* in the cafeteria. Tumblers *and sporks* will be kept clean and sanitary by the inmate. Inmates will exit the cafeteria with the tumbler turned upside down. If the inmate does not bring his/her tumbler to a meal, s/he will be given a cone shaped paper cup to use for that meal. ***If the inmate does not bring his/her orange spork to a meal, s/he will sign for a beige spork. The beige spork must be returned prior to exiting the Cafeteria. The inmate may be charged with extra duty for not bringing the orange spork to the meal*** Inmates will not be allowed to have tumblers in MSU, GPH, Infirmarys, or any other housing/status that is not designated to eat in the cafeteria. If an inmate loses or destroys his/her tumbler *or spork* , the inmate will be required to pay restitution for the tumbler/*spork* and will be required to purchase a replacement tumbler/*spork* at the canteen. However, the Inmate Representative Committee will purchase a supply of tumblers/*sporks* to provide one (1) replacement tumbler/*spork* to any indigent inmate whose tumbler/*spork* has been lost or destroyed through no fault of the inmate. The Inmate Representative Committee Staff Sponsor will receive requests for these tumblers/ *sporks* and will issue the replacement tumbler/*spork* on a case by case basis.

8.1.2 Grandfathered Items: Unless otherwise indicated in the above chart, any item previously grandfathered will remain grandfathered until directed by the Agency Director, at which time it must be disposed of in accordance with this policy/procedure. The inmate is ultimately responsible for providing documentation (SCDC Form 19-2) which substantiates that any item has been grandfathered. Grandfathered televisions, boom boxes, and radios may only be used in personal cubicles/cells and may not be sent out for repair. Should such items become non-functional, they will be mailed home at the inmate's expense or donated to a Pre-Release Center or local charity. See Paragraph 8.1.4 for additional information about televisions. The following is a list of grandfathered items and the dates that these items were no longer allowed for purchase or acquisition by any inmate:

16 Quart Ice Chest	Grandfathered if in the inmate's possession prior to February 17, 1997
13" Television	Grandfathered if in the inmate's possession prior to February 14, 1994 or if purchased through the canteen prior to March 14, 1995
Televisions larger than 13"	Inmates in the system prior to 1983
Walkman Radio Cassette or Cassette Player	Grandfathered if in the inmate's possession prior to February 17, 1997

Boomboxes and Radios	Grandfathered if in the inmate's possession prior to February 17, 1997
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8.1.3 Hobbycraft Program: Refer to SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Program," for a specific list of items authorized for those inmates who are allowed to participate in an approved Hobbycraft Program.

8.1.4 Televisions: Inmates who have televisions that were grandfathered will be allowed to retain such televisions, but will be subject to the requirements of this policy. If the inmate commits a disciplinary infraction, the television may be temporarily or permanently confiscated as a result of the disciplinary convictions. See SCDC Policy OP-22.14, "Inmate Disciplinary System," for additional information. In addition, inmates who own these televisions will no longer be allowed to send them out of the institution for repair. The television may not be sold, traded, borrowed, etc. If the television is in the possession of any inmate other than the owner, the television will be confiscated as unauthorized property and stored in the property control room until the disciplinary process is complete. If the television becomes inoperable, the inmate may send the television home permanently at his/her own expense or turn the television into the Contraband Control Officer. The Contraband Control Officer will destroy the television and ensure the inmate's property inventory shows that the inmate no longer has the television. Inmates who are reclassified as a result of their behavior into an SMU (in SD status), MSU, or who become an Unemployed Inmate (as defined by paragraph 8.3, below) will be required to either send the television home at his/her expense, choose to donate the television to a charitable organization, or to choose to have the television donated or destroyed by the Contraband Control Officer.

8.1.5 Cassette Tapes, Videotapes, DVDs, Compact Discs, Computer or Typewriter Discs: Cassette tapes, videotapes, DVDs, compact discs, and computer or typewriter discs are not authorized. Religious cassette tapes may be checked out through the institutional Chaplain. (NOTE: Inmates will be permitted to receive audiotapes of their own parole hearings through the mail directly from the Department of Probation, Parole, and Pardon Services only. These tapes will be considered legal materials.)

8.1.6 Prostheses: Approved prostheses will be authorized as per Procedure 1.2.4, above.

8.1.7 Personal electronic appliances (e.g., radios, typewriters, razors, etc.) authorized for possession under SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property," requiring service or repairs costing up to \$100 may be mailed to a dealer or repair/service center authorized by the SCDC. Personal appliances requiring services in excess of \$100 may be mailed home at the inmate's expense. (Note: Once an appliance is mailed home, it cannot be returned to the inmate.) The Canteen Branch will maintain an up-to-date list of authorized repair/service centers. Inmates will be required to pay for postage and all repairs from funds available in their E. H. Cooper Trust Fund Account prior to mailing the item. Under no circumstances will such packages arrive at the institution C.O.D. The Property Control Room Officer will contact the appropriate vendor prior to shipment to determine if a service charge estimate fee is required.

8.2 Pre-Release Center/Work Program Inmates: Inmates assigned to Level I institutions and who are participating in the Work Program will be authorized to possess and wear personal clothing in the amounts specified above in Procedure 8., with the addition of one (1) belt. The Warden may approve additional job-specific clothing, i.e., work uniforms, suits, coveralls, etc. Female inmates participating in the work program may also be allowed one (1) small purse. If an inmate is removed from the Work Program, s/he must meet all the requirements of Procedure 8., above, provided that s/he is participating in an active job assignment or educational program, or is on a waiting list to be assigned to a productive work/job assignment. **(4-ACRS-7D-14, 4-ACRS-6B-03)**

8.3 Unemployed Inmates: Any inmate who is not deemed medically unable to work or participate in required educational programs or one who (a) refuses to work, (b) repeatedly fails to report to work, (c) refuses to attend required educational programming, and/or (d) repeatedly fails to attend required educational programming, will be authorized the same property as described in Procedure 8., above, with the following exceptions:

- personal television sets will not be permitted;
- fans will not be permitted (unless medically required); (See SCDC Policy/Procedure OP-22.12, "Special Management Unit Operations," for additional information on fans allowed for inmates in SMU.)
- ice chests and coffee pots will not be permitted;
- cigarette rollers and lighters will not be permitted; and
- walkman will not be permitted.

Should such inmates possess any of these items, the items will be inventoried (see Procedure 4., above) and stored in the property control room for up to 30 days. Within 30 days, inmates must elect to have their property disposed of in one (1) of the following manners:

- mailed home at the inmate's expense; (If the inmate has no funds, his/her account will be debited and the appropriate funds withdrawn once they become available.)
- donated to a local charity or Pre-Release Center. (The respective Warden will determine which charity/Pre-Release Center will receive such items.)

Inmates will be advised that, with the exception of items which cannot be replaced because they are no longer available through the canteen, they will be required to re-purchase any such items that they wish to replace once they have been removed from unemployed status.

8.4 Special Management Units (SMU) and Maximum Security Unit (MSU):

8.4.1 Inmates in Pre-Hearing Detention with Protective Custody Concerns (SP) or Protective Custody (PC): Inmates housed in any SMU who are categorized as SP or PC will be authorized certain property consistent with their security detention level or other level assignment. See SCDC Policy/Procedure OP-22.23, "Statewide Protective Custody," and SCDC Policy/Procedure OP-22.12, "Special Management Unit," for additional information. In these cases, an inmate's unauthorized property will be stored in a duffel bag in the Property Control Room or another secure location designated by the Warden and will be returned to him/her upon release from the SMU.

8.4.2 Inmates in Pre-Hearing Detention (PHD), Security Detention (SD), and MSU: Inmates housed in any SMU who are categorized as PHD, SD, and inmates housed in the Agency's MSU will be authorized property consistent with their security detention level or other level assignment. See SCDC Policy/Procedure OP-22.12, "Special Management Unit," or SCDC Policy/Procedure OP-22.11, "Maximum Security Unit," for additional information. An inmate's property that is not authorized in any SMU or MSU will be placed in a duffel bag in the Property Control Room or another secure location designated by the Warden and will be returned to the inmate once s/he has been released from SMU or MSU, with the following exceptions: personal television sets; ice chests and coffee pots; and cigarette rollers and lighters.

Should these inmates possess any of the excluded items, the items will be inventoried (see Procedure 4., above) and stored in the property control room for up to 30 days. Within 30 days, inmates must elect to have these items disposed of in one (1) of the following manners:

- mailed home at the inmate's expense; (If the inmate has no funds, his/her account will be debited and the appropriate funds withdrawn once they become available.) or
- donated to a local charity or Pre-Release Center. (The respective Warden will determine which charity/Pre-Release Center will receive such items.)

Inmates will be advised that, with the exception of items which cannot be replaced because they are no longer available from the canteen, they will be required to re-purchase any such items that they wish to have once they are released from SMU or MSU.

8.4.3 Inmates in Disciplinary Detention: Inmate's property in Disciplinary Detention will be handled as outlined in Section 24.4 of OP-22.14, "Inmate Disciplinary Policy".

8.5 Safekeepers and Death Row: Safekeepers and Death Row inmates will be authorized certain property consistent with their security detention level or other level assignment. See SCDC Policy SK-22.02, "Safekeepers," or OP-22.16, "Death Row," for additional information.

8.6 Medical/Special Needs: ~~Inmates who are HIV positive will~~ **may** be issued an additional blanket and one (1) set of thermals **if approved by medical**. Additional or other items of property may be permitted inmates for medical reasons or special needs upon written approval by authorized SCDC medical personnel. Medically necessary items will be funded, purchased, and issued by Health Services. (NOTE: Property exceptions for certain prostheses and/or specialized medical equipment may be approved through coordination and agreement of Medical and Operations personnel.) (Amended by Change 2, dated October 21, 2013.)

8.7 Youthful Offender Intensification Program and Other Specialized Programs: Additional and/or alternate clothing may be authorized for inmates while participating in specialized programs. The appropriate Division Director must request approval through the Division of Operations to the Agency Director for the same.

8.8 Inmates Convicted of "The Use or Possession of Narcotics, Marijuana, or Unauthorized Drugs, Including Prescription Drugs": When an inmate is convicted of "The Use or Possession of Narcotics, Marijuana, or Unauthorized Drugs, Including Prescription Drugs," the inmate's property will be inventoried and all property items that were grandfathered (e.g., personal TV, boom box, clothing items, etc.) will be permanently disposed of in accordance with **Paragraph 9, below**, after the inmate's appeals of the disciplinary conviction and sentence are upheld at all levels within SCDC. The inmate will not be authorized to re-purchase or re-acquire any of these items. These items may be:

- mailed home at the inmate's expense; (If the inmate has no funds, his/her account will be debited and the appropriate funds withdrawn once they become available.) or
- donated to a local charity or Pre-Release Center. (The respective Warden will determine which charity/Pre-Release Center will receive such items.)

9. UNAUTHORIZED PROPERTY/CONTRABAND:

9.1 Any and all items considered unauthorized, as defined by these procedures, will be confiscated, documented, secured, and disposed of according to applicable state and federal statutes, this policy/procedure, and other applicable standards, regulations, and codes related to (but not limited to) sanitation, hygiene, medical, and fire/life safety. Inmates found to be possessing or attempting to possess or to provide items to others declared as unauthorized will be subject to criminal, civil, and/or disciplinary action pursuant to existing state or federal statutes and/or related SCDC policies/procedures. See SCDC Policy/Procedure OP-22.35, "Contraband Control," for additional information. **(4-ACRS-2C-03, 4-4494)**

9.2 Excessive Amounts of Authorized Property: Excessive amounts of authorized property found in the possession of an inmate will constitute a violation of SCDC rules and regulations and will result in confiscation of the property as well as disciplinary action in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." Depending upon the condition of the property, the CCO will make a determination to either donate to charity or destroy excess property. (Excess books may be donated to the institutional library.) Under no circumstances will an employee or an employee's family be the recipient of such items. (NOTE: Excess legal material may be sent home at the inmate's expense or the inmate may request to maintain these materials through his/her respective Warden using SCDC Form 19-11, "Request to Staff Member." No legal materials will be disposed of.) **(4-ACRS-2C-03, 4-4494)**

9.3 Other: All other unauthorized property will be processed by the CCO as appropriate.

9.4 Audits may be conducted of records and/or confiscated unauthorized property at any time to ensure compliance with these procedures and related state and/or federal statutes, etc. Audits of confiscated property may be conducted by staff assigned to the Division of Investigations and/or Internal Audits staff members at any time. (Note: Confiscated jewelry and/or other small property items that are of value will be held at the institution until there is a sufficient amount to sell. The Division of Victim Services will be responsible for coordinating the

sale of these items on a periodic basis and for donating any proceeds from the sale of such items to charitable organization(s).)

10. PROPERTY OF DECEASED INMATES: Should an inmate die while under the custody of the SCDC, every effort will be made to contact the inmate's immediate family to arrange for the disposition of his/her property. The immediate family member should request in writing that the property be: donated to an authorized charity or Pre-Release Center; destroyed; mailed home C.O.D.; or picked up at the institution. *If after 30 days, no family members have requested the property it will be donated to an authorized charity, Pre-Release Center, or destroyed.* The disposition of such property will be documented on SCDC Form 19-2 in the section titled Purpose of Inventory, "Other," and filed in the deceased inmate's institutional record.

11. PROPERTY OF ESCAPED INMATES: When an inmate escapes, the Agency will consider his/her property as abandoned. If s/he does not return to the SCDC within 30 days to claim said property, then it will be disposed of as outlined in SCDC Policy/Procedure OP-22.35, "Contraband Control."

12. DEFINITIONS:

A/C refers to air-conditioned housing units.

Authorized Property refers to any item approved either to be retained by inmates upon their admission; issued or approved by the Agency and as authorized by Agency policy to be possessed by inmates; or available to be purchased by inmates in SCDC Canteens.

Full Inventory refers to a complete count by an employee of an inmate's personal belongings and state-issued items. The full inventory is documented on SCDC Form 19-2, "Inmate Property Inventory."

Grandfathered refers to items which cannot be retained by an inmate at intake nor purchased from the SCDC Canteen, but which previously were authorized and which are in the original owner's (inmate's) possession, if the items were on the inmate's inventory prior to the date no longer authorized.

Medical Prosthesis refers to the replacement of a missing body part by an artificial substitute. A prosthesis can also refer to a device or appliance used to augment performance of a natural function (e.g., artificial limbs, braces, hearing aids, glasses, wheelchairs, dentures, special shoes). Note: This does not include tennis or athletic shoes.

Routine Inventory refers to a visual check of all of an inmate's property (as it is placed in a duffel bag) to ensure that the inmate has in his/her possession all his/her authorized property and that s/he does not have any unauthorized property/contraband. After the routine inventory is conducted, the SCDC Form 19-2, "Inmate Property Inventory," will be annotated to show all items as "one (1) duffel bag."

Special Needs/Geriatric Inmates refers to any inmate assigned to a special housing unit specifically intended for older inmates or those with disabilities.

State-Issue refers to items provided to inmates by the Department of Corrections.

Unauthorized Property refers to any item that is not identified in these procedures as "authorized" property, and/or any item not available to be purchased in or through a SCDC Canteen.

SIGNATURE ON FILE

Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.