

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facilities	<b>Reference Number:</b> (IIE07-0003) 213.17	<b>Revises Previous Effective Date:</b> 12/31/00
<b>Subject:</b> Detainee Property/Contraband		
<b>Authority:</b> Bryson/Ward	<b>Effective Date:</b> 09/04/15	Page 1 of <div style="text-align: center;">4</div>

**I. POLICY:**

Detainees can be in possession of two categories of property: 1) authorized personal property in the approved owner's control or possession, in approved quantities; and 2) officially issued state property in the control or possession of the individual to whom issued, in approved quantities. Items not specifically authorized, legally issued, or in excess of quantities allowed will be considered contraband.

**II. APPLICABILITY:**

Probation Detention centers and Probation Boot Camps.

**III. RELATED DIRECTIVES:**

- A. GDC Board Rules: 125-2-4-.06 and 125-3-1-.06.
- B. GDC SOPs: IIB06-0001 and IIE07-0006.
- C. ACA Standards: 1-ACBC-4A-13 and 14.

**IV. DEFINITIONS:**

Contraband is defined as any item in the control or possession of a detainee that has not been approved through authorized channels, that is in excess of approved quantities, that is an item identified as illegal by law, that has been altered without authorization, or that is not issued through established channels or sold in the detainee store.

**V. ATTACHMENTS:**

NONE.

**VI. PROCEDURE:**

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- A. Detainees will be advised via pre-admission orientation of personal items that are allowed in the detention center. During the center orientation and in related procedures and policies, they will be advised of all items that are authorized including state property and what is considered contraband.
- B. Staff shall be advised that they are responsible for properly following established procedures in confiscating contraband and managing detainee property.
- C. The center or its staff will not be responsible for loss, theft or damage of detainee personal property unless specific staff negligence or abuse is proven. This applies in circumstances when staff have assumed custody or control of property and do not follow authorized procedures.
- D. The following identifies detainee personal property items that may be authorized for possession at the discretion of the Superintendent:
1. One pair of tennis shoes (see description and limitations below).
  2. Two pairs of personal socks (white only).
  3. Two pairs of underwear (white cotton only, boxer style or male briefs).
  4. One watch. One ring, one small religious pendant with chain - not to exceed combined value of \$100.00.
  5. Photographs (limited to what can be stored in assigned space, subjects must be fully clothed).
  6. One non-retractable pen.
  7. Two pencils.
  8. Gym shorts - standard color (if center does not provide).

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E. The following descriptions and limitations for tennis shoes will be strictly enforced:

1. The value is not to exceed \$50.00 retail.
2. Tennis shoes must be solid black or white, excluding the trim/logo.
3. No hollow cavities, inserts, hell pads, gel pads, air cushions, air pumps, hollow spaces, or other features in which contraband can be carried will be allowed.
4. Hiking shoes, deck shoes, or any other type of athletic shoe will not be allowed.
5. Tennis shoes will be ordered using the "Special Withdrawal Order for Merchandise (SOP IIB06-0001, attachment 2). Detainees will obtain this form from their counselor, complete it, and return it with an addressed, stamped envelope and any descriptive information required by the center. This form will serve as the request to withdraw money from the detainee's account to order and pay for the shoes. It will also serve as the order form for the center to order the shoes.
6. The sole exception to the above requirements for athletic shoes shall be shoes prescribed by the Medical Section.

F. The following is identified detainee personal property that is authorized for possession. These items are not discretionary:

1. Legal materials (limited to what can be neatly and safely stored in assigned space with other items).
2. Religious materials (same limitation as above).
3. Stamps - 20-stamp book (one book).
4. Letters (limited to what can be neatly and safely stored in assigned space).

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5. Items purchased in the commissary (limited to what can be stored in assigned space and with maximum monetary value as set by the center).
  6. Prescription eyeglasses, contact lenses and related supplies, and other health care items approved or issued by the medical section and/or Superintendent.
- G. The above items may be brought into the center if obtained through authorized channels. All items brought in upon admission will be inventoried. Any personal property items of significance added after admission will be added to the detainee's inventory. A detainee may not have more personal and issued property than can be stored in his assigned space. A detainee may, therefore, be directed to dispose of excess property through approved methods even if the excess property is on the authorized list.
- H. Women assigned to Probation Detention Centers may be authorized other items of personal property.
- I. The Care and Custody Section of the Department of Corrections shall determine basic state issue items and is responsible for establishing replacement and issue schedules for all items. Care and Custody shall maintain a list of standard issue items. Accountability procedures as required by Care and Custody will be adhered to. State issue items will be issued by center staff. Detainees may be in possession of only the authorized quantities of state issue items. State issue items do not become the personal property of detainees issued said items. All issue items will continue to be considered state property.
- J. Contraband items are subject to confiscation and possible disciplinary action against the detainee who possessed or controlled the item.
- K. An officer, often a sergeant, shall be appointed as detainee property manager. This person will oversee the overall property management and control process.