

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Facility Operations	Reference Number: IID04-0007	Revises Previous Effective Date: 7/15/02
Subject: Transitional Center Resident Personal Property		
Authority: Owens/Hodges	Effective Date: 8/01/09	Page 1 of 8

I. POLICY:

Centers are low security community facilities designed to be transitional in nature for offenders who will soon be released. Standard institutional practices and policies do not apply. Only those directives listed below, along with any future addendums set forth, will be required. Personal property shall be limited and certain items shall be prohibited for the health and safety of Transitional Center staff and residents.

II. APPLICABILITY:

All Transitional Centers

III. RELATED DIRECTIVES:

- A. Board Rules 125-2-3-.04(7), 125-2-4-.06, 125-2-4-.17(e), 125-3-1-.06(e)3, 125-3-2-.04(d), 125-3-3, 125-3-4-.10, 125-4-6-.03, 125-4-6-.05
- B. Georgia Correctional Industries (GCI) Form PI-396, "Inmate Property Inventory Form" (also an attachment of SOP IIB06-0002): TC'S can use this to inventory property before transfer back to a regular institution. Otherwise, they do not have to maintain a formal, running inventory.
- C. GDC SOP IIB06-0001, Attachment 1, "Inmate Authorized Personal Property Items," supplements "Authorized Personal Clothing/Property List," Attachment 1 of this SOP.
- D. Other GDC SOPS: IIB06-0002, IIB06-0003, IVA01-0030

IV. DEFINITIONS:

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- A. ILLEGAL CONTRABAND: Any item or article that poses a serious threat to the security of the Center and is not authorized for possession or admission into the Center.
- B. NUISANCE CONTRABAND: Any item or article which may be or may have been authorized for possession but which is now prohibited because excessive quantities present fire, sanitation, security, or housekeeping problems.

V. ATTACHMENTS:

- Attachment 1 - Personal Clothing/Property List
- Attachment 2 - Christmas Package List
- Attachment 3 - Resident Property Disposal Agreement
- Attachment 4 - Surrender of Property in Event of Escape
- Attachment 5 - Evidence Tag
- Attachment 6 - Property Control Log

VI. PROCEDURE:

- A. Limitations on the type and amounts of property allowed:
 1. The Superintendent shall maintain listings of approved personal property and clothing, and items prohibited in accordance with these procedures. Any deviation in items allowed, number of items, etc., must be approved in writing by the State Director's Office. The list of allowed property/clothing shall be incorporated in the Center Orientation/Rule Book and posted in a prominent place in the Center.
 2. Property and clothing issued, received through the mail, or purchased locally may become authorized personal property in accordance with procedure guidelines.
 3. Residents will ensure property is kept in their locker in a neat and orderly manner and does not exceed property limits as to not create a fire or sanitation hazard.

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4. Legal, religious, educational material, personal letters, magazines, books, newspapers, and consumable items will be allowed in limited amounts so long as the quantity of such material does not create a fire, sanitation, security, or housekeeping problem. Items must be properly stored inside the locker(s) provided. (Examples of limited amounts: 2 issues of any magazines or newspapers.)
5. A resident may not possess or own more than one (1) radio/cassette player or IPOD/MP3 player with charger or CD player and wristwatch at any time. All radios/players will be engraved with the resident's state identification number and name when received into the Center. Pass eligible residents will be permitted to take IPODs/MP3 players home while on pass to download music and non-pass eligible residents will be permitted to send them home via visitation or mail at the resident's expense. Proof of ownership may be required whenever there is a dispute over ownership of a particular item.
6. A \$100 limit is set for the combined value of all jewelry to include one wristwatch, one ring, and one necklace with religious pendant. Again, proof of ownership may be required whenever there is a dispute over ownership of a particular item or its assessed value.
7. All packages will be opened and inspected by a staff member designated by the Center Superintendent. The staff member inspecting the package will insure that the items received are authorized. The resident must show proper I.D. and sign for the package in a package receipt log book that shows the date, resident's name and number, who the package was received from, the resident's signature acknowledging receipt, and the officer's signature. Packages will not require "package requests" but the number of packages that a resident receives (monthly) will be determined by the Superintendent or designee.
8. Illegal contraband will be brought to the Superintendent for disposition in accordance with

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SOP IIB06-0002, "Management of Inmate Property/Contraband." The Superintendent may direct that illegal contraband be secured and kept as evidence in disciplinary or court proceedings.

9. Nuisance contraband either from packages or brought into the Center from pass or work, shall be listed on the Property Disposal Agreement (Attachment 3). It will be disposed of as in following manner: mailed out at the resident's expense; picked up by an individual of the resident's choosing; or taken out of the Center by the resident on an approved pass within thirty (30) days. If the resident has not disposed of the items after 30 days, the items will be destroyed or donated to charity. The employees actually destroying or donating the property will sign the Resident Property Disposal Agreement attesting to the destruction or donation. A witness signature also verifying the property disposal will be required in this procedure. When the property is donated to charity, the employee shall write the name of the charity alongside his/her signature. When disposal is completed by one of these methods, the Resident Property Disposal Agreement will be filed as follows:
 - a. When property is mailed home, picked up, or taken out by the resident, the completed Resident Property Disposal Agreement will be placed in the resident's file.
 - b. When property is destroyed or donated, the completed Resident Property Disposal Agreement shall be maintained in a separate file for three (3) years and a copy shall be placed in the resident's file.

10. A resident shall be allowed to possess the authorized items listed in Attachment 1 except, if quantity poses problems as described in section VI.A.10. With the approval of the State Director (VI.A.1), the Superintendent may restrict items based upon specific, defined reasons.

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11. Materials referred to in this procedure shall not accumulate to the point that they become a fire hazard or sanitation, security, or housekeeping problem. The amount of personal property allowed for each resident shall also be limited to an amount which can be neatly and safely stored in the locker/storage area which has been provided for such purposes.

B. Handling and inventory of resident personal property:

1. New Arrivals:

- a. Designated staff will immediately inspect the personal property of all new arrivals. Any contraband, including nuisance contraband, shall be disposed of according to Departmental Standard Operating Procedures.
- b. Residents who have in excess of the permitted amount will have thirty (30) days to dispose of the property. The Resident Property Disposal Agreement (Attachment 3) will be utilized.
- c. All new arrivals will be made aware of personal property standards and limitations during orientation. They will also be given a copy of Attachment 1 (Personal Clothing/Property List) which describes approved personal property and the limitations on type, amounts, etc. Exceptions approved by the host facility Warden/Field Operations Manager will be added to the list. New arrivals will be issued state property and personal hygiene items as needed until the time at which they secure employment and begin earning money . This shall not extend past 60 days after they become employed. After the 60 day time frame they will no longer be issued state items but will become responsible for purchasing their own clothing and personal hygiene items.
- d. Authorized Inmate Personal Property - SOP IIB0601A01 and Care & Custody SOP IVA01-0030 supplement the TC'S authorized property

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listing. The Center's list takes precedence over the statewide inmate list in cases of duplication and/or additional items. Residents may possess some non-issue items on the inmate list, in addition to the items on the Center list. Retained state issued items will be reviewed for relevance in a Transitional Center program.

2. Holding Room:

- a. When a resident must be placed in the holding room his/her property will be gathered and inventoried by a staff member. The resident's property will be divided at this time into two categories, the property that the resident can have in a state institution and the property that is not acceptable in a state institution. The property that is acceptable in a state institution will be inventoried on the "Inmate Property Inventory Form," from SOP IIB06-0002. The resident will review and sign this inventory of items that can return with him/her to a state institution. The resident will also review and sign Attachment 3 - Resident Property Disposal Agreement. Attachment 3 will list the items the resident must send home or forfeit. Each officer will sign both forms, attesting to the list(s) of the resident's property. Anyone receiving property for the resident must also sign the Resident Property Disposal Agreement and the property log.
- b. If the resident claims items are missing, the resident may file a "Lost or Stolen Property Report Form" (see SOP IIB06-0002). An officer will complete the form, following the procedures described in SOP IIB06-0002.
- c. The Superintendent will determine what basic toiletries will be allowed to a resident confined to holding room.

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3. Transfers:

- a. When a resident is transferred to a state institution, the property that the resident can have in a state institution will be transferred with him/her. The resident or the receiving institution's representative will sign a copy of a completed "Inmate Property Inventory Form" (IIB0602A02) to leave at the Transitional Center. This signature will indicate the transfer of property.
- b. Resident property that is not acceptable in a state institution will be left in the property storage room for up to thirty (30) days. The property must be picked up by someone of the resident's choosing or mailed out at his/her expense within thirty (30) days or it will be destroyed / donated. The Resident Property Disposal Agreement, Attachment 3, will be used.

4. Escapes: Upon transfer to the Transitional Center, each resident will sign Attachment 4 - "Surrender of Property in the Event of Escape". All resident property is abandoned should they escape.

- a. An escapee's personal property will be inventoried and secured by designated staff as soon as possible. The Resident Property Disposal Agreement Form (Attachment 3) should be utilized.
- b. Perishable property will be destroyed immediately. Non-perishable property will be stored in the property storage room for up to thirty (30) days. If the escapee is recaptured within thirty days, he/she will have thirty days in which to dispose of the property by either having it picked up or mailed out at his/her own expense. If the escapee is not recaptured within thirty days, the property will be deemed abandoned and will be disposed of in accordance with GDC SOP IIB06-0003, "Disposition of Abandoned Tangible Inmate Property."

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5. Death:

- a. If a resident dies while confined to a Transitional Center, his/her personal property will be inventoried and secured by designated staff using the Resident Property Disposal Agreement Form (Attachment 3).
 - b. Contact will be made with the appropriate family members by staff regarding pick up of the property. If after one (1) year, no legal claim has been made, the property will be offered for public sale under the provisions of GDC Rule 125-2-4-.06(e). Procedures for conducting public sales can be found in SOP IIB06-0003.
- C. Property Room: If resident property is stored for any reason, the property shall be placed in a cardboard box and secured with tape. The box shall then be tagged with the Personal Property / Evidence Tag and stored. Each facility will maintain a neat and orderly property storage room. This room shall be secured at all times. No residents will be allowed in the property room except for cleaning. They will remain under constant and direct observation. Additional precautions will include:
1. designated staff member shall maintain the Property Control Log (see attachment 6). The log shall include all the following information concerning property placed in the storage room:
 - a. Personal property/evidence tag number
 - b. Number of boxes
 - c. Resident's name and number
 - d. Date received
 - e. Reason for storage
 - f. Staff member requesting storage
 - g. Date of release

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h. To whom released & signature

i. Final disposition: mailed, destroyed, returned

2. A list of staff authorized access to the storage room shall be maintained. All entries to the property room shall be logged. The log will indicated the name, date and time of entry to the storage area.

D. **Inventory:** Due to the very nature of Transitional Centers, the keeping of a current running inventory of a resident's personal property is impossible. Staff will, however, perform routine locker searches, etc., on a random basis to insure the residents do not exceed established limits or possess unauthorized property. These searches/ inventories will be logged according to standard procedures.

E. **Packages:** Residents are allowed to receive authorized personal clothing/property items in packages or to bring them in from work/pass as approved by the Superintendent or their designee, so as to not create an over abundance of property. This is subject to established mail, pass, and work procedures.

VII. RECORD RETENTION:

A. Attachments 1 and 2 of this SOP will be maintained at the facility until obsolete and then destroyed.

B. Attachments 3 & 4 will be placed in the resident's case history file and will be maintained according to the official retention schedule for Resident's Case History Files.

C. Upon disposal of property, Attachment 5 will be placed in the resident's case history file and will be maintained in compliance with the case history retention schedule.

D. Attachment 6 shall be maintained for one (1) year and then destroyed.