



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES</p>		<p>POLICY NUMBER 1.3.C.04</p>	<p>PAGE NUMBER 1 OF 5</p>
		<p>DISTRIBUTION: Public</p>	
		<p>SUBJECT: Offender Personal Property</p>	
<p>RELATED STANDARDS:</p>	<p><b>ACA 5-ACI: 2E-10, 5A-06, 5A-07, 5A-08, 5F-05</b></p>	<p>EFFECTIVE DATE: January 01, 2024</p>	
<p>DESCRIPTION: Institutional Operations - Rules and Discipline</p>		<p>REVIEW MONTH: December</p>	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>

## I. POLICY

It is the policy of the Department of Corrections (DOC) to *govern the control of personal property and funds belonging to offenders and* policies and procedures *are made available to offenders upon admission and when updated* [ACA 5-ACI-5A-06]. Offenders may be allowed to possess items of personal property; however, the DOC will *specify the personal property offenders can retain in their possession* [ACA 5-ACI-5A-07].

## II. PURPOSE

The purpose of this policy is to prescribe consistent limitations for the volume and type of property allowed to be maintained by an offender and to provide instructions for the acquisition, identification, transportation, storage, and disposal of offender property for safety, health, and hygiene concerns - as well as to control contraband.

## III. DEFINITIONS

### Contraband:

An unauthorized item that is not permitted in the institution or is not sold in commissary. Approved items may be contraband if altered, possessed in a higher quantity than authorized, used in ways for which it is not intended, or obtained through an unapproved source.

### Disposed:

To dispose of through destruction, transfer, discarding, or donation.

### Personal Property:

Personal property includes all property owned by or in possession of an offender that is not state owned or otherwise issued to the offender on behalf of the Department of Corrections. Includes items an offender is permitted to possess pursuant to policy or institutional directives.

## IV. PROCEDURES

### 1. Allowable Offender Personal Property:

- A. A comprehensive list of allowed personal property shall be maintained and kept current (see attachment #2 – *Universal Property List*). The property list shall include a description of the property item, quantity allowed, and how this may be obtained.

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1. Offenders may obtain personal property not offered by the institutional commissary system through approved vendors, i.e., craft supplies, religious and cultural items, and printed matter, provided this is sent directly from the vendor to the offender and meets policy criteria. Crafts, religious, and cultural items purchased from approved vendors will be processed and paid through the offender's trust account.
  2. Sufficient *space is provided for storing personal property of offenders safely and securely* [ACA 5-ACI-2E-10]. The quantity of property and storage space may be limited for safety and security reasons.
  3. Offenders may **not** accumulate excessive amounts of printed matter (including legal materials) within their cell/room. All paper materials must fit in the approved space or container. Staff shall determine at what point excessive paper materials pose a fire hazard, sanitation concern or otherwise adversely impact the safety, security, and disciplined operation of the institution.
    - a. The DOC attorney will be contacted in the case of excessive legal materials to verify if the offender has an active case pending. Offenders with an active case may be granted additional storage space while the case is pending.
  4. All personal property in an offender's possession at the time of admission to a DOC institution which the offender is not approved to possess, must be mailed out or otherwise disposed of at the expense of the offender. If an offender refuses to mail out or dispose of the prohibited property, the property will be disposed of by staff. Currency in an offender's possession at the time of admission to a DOC institution will be deposited into the offenders account(s) (SDCL § 24-2-5).
    - a. All new admission offenders are required to complete the *Admission Document* (see attachment #1) at the time of admission to the institution.
  5. Offenders are not allowed to retain in their possession, property belonging to or issued to another offender (including legal materials or correspondence).
  6. Offenders may possess religious property, as authorized by the cultural activities coordinator (CAC) or designated staff.
  7. Offenders are not allowed to possess in their cells any material containing nudity and/or sexually explicit content.
  8. Once personal property has been worn out, damaged, or altered, offenders may be requested to send out their property at their own expense or have it disposed of. A *Disposition of Prohibited Property* (attachment #3) will be filled out.
- B. Staff are responsible for enforcing offender compliance with personal property rules and requirements. Offender personal property is subject to search at any time.
1. Regular searches of offender property will be conducted to ensure compliance with property rules and to identify threats to safety or security.
  2. Possession of contraband by an offender may result in disciplinary action. Contraband found in an offender's possession will be confiscated, identified, and processed, in accordance with approved institutional practices and procedures.
    - a. Confiscated state property that has not been altered, damaged, or destroyed will be returned to the state. Damaged, destroyed or altered state property will be removed from inventory and properly disposed of, at the discretion of the warden or designee (SDCL § 24-2-26).
      - 1) Offenders may be assessed all or a portion of the actual replacement cost for lost, damaged, destroyed, or altered state property.
  3. No alcoholic beverage, marijuana, or weapon may be possessed by any offender (SDCL § 22-1-2(10)). Offenders may not have in their possession, any prescription or nonprescription drugs, controlled substances, or other article of indulgence, except as offered on commissary or as authorized by clinical services to include rescue inhalers and Nitroglycerine (SDCL § 24-2-14).
  4. Damaged, destroyed or altered offender personal property is subject to confiscation and disposal.
  5. Offenders are not entitled to reimbursement or compensation for personal property that has been lost, stolen, confiscated, sent out, or otherwise properly disposed.
- C. The DOC reserves the right to change allowable personal property limits and items. Notifications of changes will be shared with the offender population.
- D. Offenders may obtain personal property through the following methods:
1. Authorized property retained by the offender upon admission to the institution.
  2. Property purchased by the offender through the institutional commissary system.

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3. Property authorized by staff for the offender to receive, either through an approved vendor or delivered by the offender's attorney (limited to legal items).
- E. Offenders may not trade, loan, barter, sell, give, or transfer any item of personal property to staff, a visitor, contractor, volunteer, or other offender.

## 2. Forfeiture of Personal Property:

- A. Offenders may be subject to forfeiture of personal property as the result of moving to more secure housing, usually for safety, security, or disciplinary reasons.
1. If the disciplinary hearing officer (DHO), restrictive housing, or other authorized staff order an offender to forfeit a property item, the offender will be informed of the length of time which the item(s) shall be forfeited.
  2. Offenders will not have access to forfeited property unless granted access by staff for specified reasons.
  3. During the forfeiture period, the offender will not be allowed to purchase or possess the specified property.
  4. Offenders who do not currently possess a property item specified for forfeiture will not be allowed to possess or acquire the item until the expiration of the sanction.
- B. Any approved property item temporarily forfeited by an offender shall be stored in a designated, secure area of the institution until the property is returned to the offender.
- C. Offenders may appeal an order to forfeit personal property through the offender grievance process.
- D. Any medical devices or healthcare appliances will not be disposed of and are to be returned to the clinical services department.

## 3. Recording and Tracking Personal Property:

- A. Each institution will follow a standardized system within the comprehensive offender management system (COMS) to record and track specified items of offender personal property. ***Personal property retained at the institution is itemized in a written list that is kept in a permanent case file*** (COMS) [ACA 5-ACI-5A-08].
1. The recording of offender personal property does not create or infer liability of the DOC or its staff for said property.
  2. Certain items of personal property reported by an offender as lost, stolen, or missing, will be listed on the offender's property record as such. The offender may be allowed to purchase replacement property as authorized by staff. Offenders are responsible for reporting lost, stolen, missing, damaged, or destroyed personal property to the property office or Officer in Charge (OIC).
  3. If the lost, stolen or missing personal property item is located and can be returned to the offender, the offender will be required to send out or destroy any property item(s) in the offender's possession that is in excess of established limits.
- B. Offenders possessing personal property are required to sign the Admission Document.
1. Offenders may be compensated for lost or damaged personal property, if the loss or damage is determined to be caused by a negligent act or omission by another.
  2. The DOC and its staff are not liable for damages, actions, claims, demands or expenses or costs of whatever kind or character in connection to an offender's personal property resulting from the acts or omissions by the offender or another offender.
  3. Offender personal property may be mailed out of the institution to a destination of the offender's choice, at the expense of the offender, in accordance with DOC policy. Select items of property sent out or disposed of must be documented on the offender's property list.
  4. Offender wedding bands, watches, earrings, and medallions may not contain stones and will not have a value that exceeds thirty-five dollars (\$35.00).
  5. Offenders may submit a grievance for property claims involving lost or damaged personal property allegedly caused by the actions of a staff member.
    - a. Substantiated claims seeking settlement of the damaged item(s) must be forwarded to the DOC

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attorney.

- C. The institution's property inventory system constitutes proof of ownership by the offender. The property inventory system does not establish or provide proof of value of a personal property item.
- D. The ability to acquire and possess personal property is a privilege. References to personal property do not establish an ownership interest in the property superior to policies, rules, and procedures of the institution or DOC.
- E. When an offender is temporarily removed from an assigned cell, including hospital stays, court, placement on disciplinary or IP status, or other temporary restricted status where an offender will be absent from their cell for an extended period of time (a minimum of twenty-four (24) hours), staff will ensure the offender's property is promptly removed from the cell, packed, inventoried, and stored in a designated secure location. As time allows, and when permitted, the offender will be allowed to pack his/her property.

#### **4. Healthcare Appliances and Americans with Disability Act (ADA) Assistive Devices:**

- A. Health care appliances and assistive devices will not be included in the volume limit for offender property.
- B. All allowable health care appliances and assistive devices will be added to the offender's computerized medical property inventory. Facilities have the authority to mark devices as they determine necessary.
- C. Any healthcare appliance that is determined to be modified will be sent to clinical services for evaluation and disposition. No assistive devices may be removed from an offender's possession without clinical services' review.
- D. Healthcare devices such as hearing aids, orthotic braces, canes, crutches, walkers, and wheelchairs shall not be removed from the offender's immediate property for transport. Healthcare devices shall remain with the offender.

#### **5. Disposal of Contraband Items:**

- A. Items not defined on the allowable property list are considered contraband items. Additionally, offenders are not allowed to possess engraved items with another offender's identification number, and possession of property with another offender's number may lead to disciplinary action. Contraband item(s) will be confiscated by the facility and disposed of as needed.
  1. When the item is to be destroyed, staff will dispose of the item in the unit's "contraband barrel."
  2. Staff will notify the property office of the fact the offender's item was destroyed. The property office will note on the offender's personal property record in COMS the date, the property item, and that the item was destroyed.

#### **6. Disposal of Personal Property:**

- A. Procedures for disposing of all contraband and offender personal property, will be consistent with DOC policy, state, and federal laws.
  1. Disposal of excess, damaged, or worn-out state-issued clothing items such as shoes, pants, socks, shirts, t-shirts, etc., must be conducted by turning the worn-out state-issued clothing items into the laundry. The laundry supervisor will arrange for replacement of the excess, damaged, or worn-out state-issued items up to the amount allowed.
  2. Staff will dispose of excess, damaged, or worn-out commissary clothing by placing in the garbage.
  3. Clothing in excess of the amount allowed as listed in the Universal Property List will be considered contraband and will be confiscated. Disciplinary action may be taken.
- B. Following an offender's death or escape all tangible personal property of the offender may be sold, donated to charity, discarded, returned to an heir, or used for the benefit of the institution, in accordance with SDCL § 24-5-5.

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- C. All documentation of discarded, donated, or destroyed property will be maintained for three (3) years from the date the property was disposed.
- D. The DOC, institutions and staff are not responsible for the personal property of an offender who absconds from DOC custody. Offender personal property left on DOC property after an offender departs from DOC custody or supervision without proper authority is considered to be abandoned property. Staff are not responsible for inventorying, collecting, or storing abandoned offender personal property.

## V. RESPONSIBILITY

The director of Prisons is responsible for the annual review and revision as needed of this policy.

## VI. AUTHORITY

- A. SDCL §§ 22-1-2(10), 24-2-5, 24-2-14, 24-2-26, 24-5-5.

## VII. HISTORY

December 2023  
November 2022  
June 2021  
January 2021  
March 2019  
June 2018  
June 2017  
June 2016  
September 2015  
June 2015  
June 2014

## ATTACHMENTS *(\*Indicates document opens externally)*

1. Admission Document *(generated in COMS – ADMINDOC2023)*
2. Universal Property List
3. Disposition of Prohibited Property *(Carbonless form – Triplicate)*
4. DOC Policy Implementation / Adjustments

## ADMISSION DOCUMENT

### PERSONAL PROPERTY AGREEMENT

I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR MY PERSONAL PROPERTY.

I MAY ORDINARILY ONLY POSSESS THAT PROPERTY WHICH I AM AUTHORIZED TO RETAIN UPON ADMISSION TO THE INSTITUTION, THAT WHICH IS ISSUED TO ME WHILE IN DOC CUSTODY, THAT WHICH I PURCHASE THROUGH COMMISSARY, OR THAT WHICH IS APPROVED BY STAFF TO BE MAILED TO ME OR OTHERWISE RECEIVED. I UNDERSTAND I AM RESPONSIBLE FOR ALL EXPENSES AND BEAR ALL RESPONSIBILITY FOR THE DISPOSITION OF MY PERSONAL PROPERTY.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE FOREGOING AND THAT BY AFFIXING MY SIGNATURE BELOW, I RELIEVE AND HOLD HARMLESS THE STATE OF SOUTH DAKOTA AND ALL OFFICIALS AND EMPLOYEES OF THE STATE OF SOUTH DAKOTA OF ANY PECUNIARY LIABILITY IN THE EVENT ANY OF MY PERSONAL PROPERTY IS LOST, STOLEN, DAMAGED, DESTROYED, CONFISCATED, SENT OUT, DONATED OR DISCARDED.

### RECEIPT OF OFFENDER LIVING GUIDE

I ACKNOWLEDGE RECEIVING A COPY OF THE SOUTH DAKOTA DEPARTMENT OF CORRECTIONS OFFENDER LIVING GUIDE. I UNDERSTAND IT IS MY RESPONSIBILITY TO READ AND UNDERSTAND THE CONTENT OF THE LIVING GUIDE AND TO FOLLOW ALL RULES INCLUDED WITHIN THE LIVING GUIDE. I UNDERSTAND I MAY CONTACT STAFF IF I HAVE QUESTIONS ABOUT THE LIVING GUIDE.

### BEHAVIOR WHILE IN THE DEPARTMENT OF CORRECTIONS

I UNDERSTAND THAT UPON MY ADMISSION TO THE DOC, I AM OBLIGATED TO FOLLOW THE RULES, POLICIES AND DIRECTIVES OF THE DEPARTMENT OF CORRECTIONS THAT MAY AFFECT MY STATUS AS AN OFFENDER, OR THAT OTHERWISE APPLY TO ME WHILE I AM AN OFFENDER. FAILURE BY ME TO FOLLOW THE RULES, POLICIES AND DIRECTIVES MAY ADVERSLY AFFECT MY CLASSIFICATION, PROGRAMMING, HOUSING PLACEMENT, PAROLE ELIGIBILITY, AND SUSPENDED SENTENCE STATUS.

### AUTHORIZATION TO DEPOSIT

I HEREBY AUTHORIZE THE SOUTH DAKOTA DEPARTMENT OF CORRECTIONS TO CASH CHECKS RECEIVED AT A DOC FACILITY MADE PAYABLE TO ME THAT ARE APPROVED BY THE DOC FOR RECIEPT. IF I REFUSE TO PROVIDE SUCH AUTHORIZATION, OR CHOOSE TO REVOKE THIS AUTHORIZATION, I UNDERSTAND THAT I MAY NOT UTILIZE THE SERVICES OF THE OFFENDER BANKING SYSTEM. I UNDERSTAND IF I REFUSE OR REVOKE SUCH AUTHORIZATION, I MAY BE REQUIRED TO WAIT UP TO 6 MONTHS TO MAKE SUCH AUTHORIZATION.

### JUDGMENT PAPERS

I ACKNOWLEDGE THAT I AM ENTITLED TO RECEIVE ONE COPY OF MY JUDGMENT/COMMITMENT PAPERS TO THE SOUTH DAKOTA DEPARTMENT OF CORRECTIONS.

### RELIGIOUS/CULTURAL AFFILIATION

OPTIONAL- MY RELIGIOUS/CULTURAL AFFILIATION IS: (PLEASE IDENTIFY).

\_\_\_\_\_

\_\_\_\_\_  
OFFENDER PRINTED NAME

\_\_\_\_\_  
OFFENDER SIGNATURE

\_\_\_\_\_  
STAFF WITNESS SIGNATURE

\_\_\_\_\_  
DATE

Distribution: Public

### Universal Property List

*\*The quantity of property and storage space may be limited for safety and security reasons*

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
<b>State and Facility Issued Items</b>				
ID Card	1	1	1	
Cleaning Cloths - white (Facility issued)	2	2	2	
Boots, Black ( <i>some food service, PI, or vocational programming only</i> )	1	1	N	
Boxers / Underwear	6	6	6	x
Gloves	1 pr	1 pr	N	
Jacket	1	1	1	
Laundry Bag - white	2	2	N	
Pillow Case	1	1	1	
Shirts	3	3	3	x
Socks, White	6	6	6	x
Sports Bra	5	5	5	x
Stocking Cap - State Issued (not at Jameson)	1	1	1	
Suspenders - must be approved by Laundry staff	1	1	N	
Tampons (40 ct)	Y	Y	Y	
Tennis Shoes - State Issued	1	1	1	
Thermal tops, bottoms - institutional support only	2	2	0	
Towels (Facility issued)	3	3	3	
Trousers, Khaki	4	4	4	
T-Shirts, GP and Kitchen Workers	6	6	6	

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
<b>Commissary Items</b>				
Hair Brush - Bristle or Vented Only	1	1	1	x
Comb	2	2	2	x
Comb, Afro Hair Pick	1	1	N	x
Dental Floss Picks	1 pack	1 pack	N	x
Hair Ties Black	12	12	12	x
Mirror, 4x4, plastic	1	1	1	x
Nail Clippers (Finger or Toe - Two (2) Total)	2	2	N	x
Shower Shoes	1 pr	1 pr	1 pr	x
Soap Dish	1	1	1	x
Toothbrush	1	1	3	x
Baseball Cap	1	1	1	x
Briefs/Boxers - must account for state issued	6	6	3	x
Gym Shorts	2	2	2	x
Padlock - (facility issued at MDSP)	2	1	1	x
Socks White - must account for state issued	6	6	3	x
Sweatpants	2	2	2	x
Sweatshirts	2	2	2	x
Sports Bra	3	3	3	x
Maxi Pads (18 ct)	1	1	1	x
Mascara	Y	Y	Y	x
Hair Conditioner	Y	Y	Y	x
Shampoo	Y	Y	Y	x
Denture adhesive	Y	Y	Y	x
Denture tablets	Y	Y	Y	x
Deodorant	Y	Y	Y	x
Carmex/Blistex	Y	Y	Y	x
Shaving cream	Y	Y	Y	x
Bar soap	Y	Y	Y	x
Toothpaste	Y	Y	Y	x

Distribution: Public

### Universal Property List

*\*The quantity of property and storage space may be limited for safety and security reasons*

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
Batteries	12 max	12 max	12 max	x
Calculator	1	1	1	x
Desk Lamp	1	1	1	x
Ear Buds/Headphones (one each)	1	1	1	x
Extension Cord	1	1	1	x
Fan	1	1	1	x
Hot Pot (SDSP Only)	1	1	1	x
Radio	1	1	1	x
Television	1	1	1	x
Address Book (Brown Type)	1	1	1	x
Cards (deck of playing cards)	2	2	2	x
Photo album	2	2	1	x
Sunglasses or clip-on sunglasses (not both)	1	1	1	x
Pencils, #2*	Y	Y	Y	x
Envelopes, Manila 9.5 x 12.5*	Y	Y	Y	x
Notebook, wireless*	Y	Y	Y	x
Greeting cards*	Y	Y	Y	x
Typing paper (25 DR)*	Y	Y	Y	x
Writing tablet (25)*	Y	Y	Y	x
Envelopes (25 ct)*	Y	Y	Y	x
Pen (flex)*	Y	Y	Y	x
Pencils, Graphite (pack of 4)	4	4	N	x
Pencils, Graphite (pack of 12)	12	12	N	x
12" Clear flexible Ruler	1	1	1	x
All Purpose Eraser Block	1	1	1	x
Foot powder - <i>also a catalog item</i>	Y	Y	Y	x
Insoles / Arch Supports - <i>also a catalog item</i>	2	2	2	x
Lotion - <i>also a catalog item</i>	Y	Y	Y	x
Mouthwash - <i>also a catalog item</i>	Y	Y	Y	x
Over the Counter Medication - <i>also a catalog item</i>	Y	Y	Y	x
Tennis Shoes - <i>also a catalog item</i>	1 pr	1 pr	1	x

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
<b>Catalog Items</b>				
Athletic Supporter	1	1	N	
Doo-Rag, Black	1	1	1	
Neck chain (for religious medallion) - 20" max	1	1	1	
Panty Liners (22 ct)	Y	Y	N/A	
Eye Liner	Y	Y	Y	
Eye shadow	Y	Y	Y	
Blush	Y	Y	Y	
Lipstick	Y	Y	Y	
Nail polish	Y	Y	Y	
Foundation	Y	Y	Y	
Oil hair therapy/styling gel/texturizer/relaxer	Y	Y	Y	
Aftershave	Y	Y	Y	
Shower Cap	Y	Y	N	
Cable Splitter	2	2	1	
Coaxial Cable	1	1	1	
Curling Iron, straightening iron or comb	1	1	N	
Denture Dish	1	1	1	



Distribution: Public

### Universal Property List

*\*The quantity of property and storage space may be limited for safety and security reasons*

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
Electric Razor	1	1	N	
AA/NA Coin/Medallion	1	1	1	
Books (unaltered; including Faith & Legal)	10 soft cover	10 soft cover	6 soft cover	
Catalogs	2	2	2	
Coffee Cups/Coffee Mugs	1	1	2	
Combination Lock	1	1	1	
Eyeglasses - Prescription	2 pr	2 pr	2pr	
Legal Box - 2 cu ft	1	1	1	
Magazines (unaltered, with offenders name and DOC#)	10	10	6	
Microwave bowls with lids	2	2	2	
Newspaper (current issue)	1	1	1	
Portfolio	2	2	2	
Ring (wedding band only, no stones)	1	1	1	
Beads	Y	Y	Y	
Bead Box	1	1	1	
Brushes, Paint	5	5	N	
Colored Pencils	50	50	24	
Glue Stick	1	1	N	
Hooks, Crochet	6	6	N	
Knitting Needles	6	6	N	
Needles, Beading (packs of 6)	6	6	N	
Pad/Tablet (Art) - (50 pages total - Art/Artist)	1	1	1	
Paper/Tablet - artist - (200 sheets total)	1	1	1	
Paint, Watercolors	15	15	N	
Paint Brushes, 6 Brush Set	1	1	N	
Paper - colored construction (sheets)	100	100	N	
Pencil Sharpener (Plastic Handheld)	1	1	N	
Thread, Beading (black or white)	3	3	3	
Watch	1	1	N	
Yarn	10	10	N	
Foot powder - <i>also a commissary item</i>	Y	Y	Y	x
Insoles / Arch Supports - <i>also a commissary item</i>	2	2	2	x
Lotion - <i>also a commissary item</i>	Y	Y	Y	x
Mouthwash - <i>also a commissary item</i>	Y	Y	Y	x
Over the Counter medication - <i>also a commissary item</i>	Y	Y	Y	x
Tennis Shoes - <i>also a commissary item</i>	1 pr	1 pr	1	x

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V
<b>Grandfathered Items</b>			
Alarm Clock (LED, Wind Up, or Radio Alarm)(Grandfathered only)	1	1	N
Bandana (Grandfathered only)	2	N	N
Belt/Buckle (Grandfathered only)	1	N	N
Chess/Checker Set (Grandfathered only)	1	1	1
Cover, Bible/Quran (Grandfathered only)	2	2	1
Crocs - Orange (Grandfathered only)	1 pr	1 pr	1pr
Dominoes (Grandfathered only)	1	1	1
Flexilight book light (Grandfathered only)	1	1	1
Hair Dryer (Grandfathered only)	1	1	N
Hankerchief (Grandfathered only)	2	2	N
Musical Amplifier (Grandfathered only)	1	1	N
Musical Instrument (Grandfathered only)	1	1	N

Distribution: Public

### Universal Property List

*\*The quantity of property and storage space may be limited for safety and security reasons*

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
Pencil, golf, 3 inch, no eraser (Grandfathered only)	Y	Y	10	
Pens - stick (Grandfathered only)	12	12	x	
Raquetballs (packs of 3) (Grandfathered only)	1 pack	1 pack	1 pack	
Rugs - area (Grandfathered only). No Barracks due to safety concern.	1	1	N	
Scissors 5" Rounded/Plastic (Blunt tip)( <b>Must be checked out</b> )	1	1	N	
Stereo or TV Adapter (Audio) (Same as adapter)(Grandfathered only)	1	1	1	
Typewriter (Grandfathered only)	1	1	1	
Typewriter Ribbon (Grandfathered only)	6	6	6	
Weightlifting Belt (Grandfathered only)	1	1	N	

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	Religious Group
<b>Religious / Cultural Items</b> (where "Cell" is indicated, it means 1 of the item per offender is allowed)				

Religious or Legal Reference Book, includes Bible	Cell and Chapel	Chapel	Cell and Chapel	All
Candles/Candle Holders	Chapel	Chapel	Chapel	All
Herbs, oils, and grasses	Cell and Chapel	Chapel	Cell and Chapel	All
Prayer Beads and Bags	Cell	Cell	Cell	Buddhist
Picture of Buddha	Cell	Cell	Cell	Buddhist
Prayer Rug, 3x5 or 4x6	Cell	Cell	Cell	Buddhist
Palm Leaf	Cell	Cell	Cell	Catholic
Rosary	Cell	Cell	Cell	Catholic
Scapular	Cell	Cell	Cell	Catholic
Rune cards	Cell	Cell	Cell	Asatru
Runes tiles (alphabet) Wooden only	Cell	Cell	Cell	Asatru
Headwear - Black/white	Cell	Cell	Cell	All
Prayer beads	Cell	Cell	Cell	Islam/Muslim
Prayer Rug, 3x5 or 4x6	Cell	Cell	Cell	Islam/Muslim
Tzitzit	Cell	Cell	Cell	Jewish
Tefillin	Cell	Cell	Cell	Jewish
Tallis	Cell	Cell	Cell	Jewish
Utensils (bowl, cup, and spoon)	Cell	Cell	Cell	Jewish
Medicine Pouch w/cord	Cell	Cell	Cell	Native Amer.
Drum Stick	Cell	Cell	Chapel	Native Amer.
Ceremonial or Water Drum	Cell	Cell	Chapel	Native Amer.
Sacred Pipe and Bag	Cell	Cell	Chapel	Native Amer.
Eagle feather/Eagle wing Permit: A permit from US gov't is always required when an offender has possession of eagle feathers	Cell	Cell	Cell	Native Amer.
Eagle Feathers/Eagle Wing Fan -- made with wing and tail feathers only	Cell	Cell	Cell	Native Amer.
Book of Shadows (made by each offender)	Cell	Cell	Cell	Wiccan
Feathers	Cell	Cell	Cell	Wiccan
Stones, very small size	Cell	Cell	Chapel	Wiccan
Parchment paper	Cell	Cell	Chapel	Wiccan
Tarot Cards	Cell	Cell	Cell	Wiccan
Religious Reference Books	Cell and Chapel	Chapel	Cell	All
Religious: audiotapes/Videos/CD/DVD	Chapel	Chapel	Chapel	All
Candles/Candle Holders	Chapel	Chapel	Chapel	All
Blankets	Chapel	Chapel	Chapel	Buddhist

Distribution: Public

## Universal Property List

*\*The quantity of property and storage space may be limited for safety and security reasons*

Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
Small (Tingsha) meditation bells	Chapel	Chapel	Chapel	Buddhist
Flag (up to 3 feet by 5 feet in size)	Chapel	Chapel	Chapel	Buddhist
Prayer flags (series of small flags on a string)	Chapel	Chapel	Chapel	Buddhist
Prayer Wheel	Chapel	Chapel	Chapel	Buddhist
Malas (prayer beads on a string with bag)	Chapel	Chapel	Chapel	Buddhist
Statue of Buddha, small, plastic	Chapel	Chapel	Chapel	Buddhist
Flower vase, small, plastic	Chapel	Chapel	Chapel	Buddhist
Bowl for water, small, plastic	Chapel	Chapel	Chapel	Buddhist
Botanical bowl, small	Chapel	Chapel	Chapel	Buddhist
Alter cloth	Chapel	Chapel	Chapel	Buddhist
Clappers	Chapel	Chapel	Chapel	Buddhist
Mokugyo drum, small	Chapel	Chapel	Chapel	Buddhist
Bell or Gong, small	Chapel	Chapel	Chapel	Buddhist
Altar/wood/sheet	Chapel	Chapel	Chapel	Asatru
Mortar and Pestle	Chapel	Chapel	Chapel	Asatru
Wooden Wand (engraved)	Chapel	Chapel	Chapel	Asatru
Ritual Drinking Horn and Stand	Chapel	Chapel	Chapel	Asatru
Apple Juice (to fill Drinking Horn)	Chapel	Chapel	Chapel	Asatru
Bowl	Chapel	Chapel	Chapel	Asatru
Candles	Chapel	Chapel	Chapel	Asatru
Candle Holders	Chapel	Chapel	Chapel	Asatru
Feather fan, approx. 8 inches (Can NOT be Eagle or Raven feathers)	Chapel	Chapel	Chapel	Asatru
Drum	Chapel	Chapel	Chapel	Asatru
Thor's Hammer (wooden or cardboard)	Chapel	Chapel	Chapel	Asatru
Sword (cardboard) 2 feet long, approx.	Chapel	Chapel	Chapel	Asatru
Abalone shell	Chapel	Chapel	Chapel	Asatru
Resin (Dragon's Blood)	Chapel	Chapel	Chapel	Asatru
Evergreen Twig, 1 foot long approx.	Chapel	Chapel	Chapel	Asatru
Koran (Quran) holder	Chapel	Chapel	Chapel	Islam/Muslim
Islamic/Muslim flag	Chapel	Chapel	Chapel	Islam/Muslim
Prayer Rugs	Chapel	Chapel	Chapel	Islam/Muslim
Jewish Calendar	Chapel	Chapel	Chapel	Jewish
Spices and Spice Box	Chapel	Chapel	Chapel	Jewish
Hanukkah Menorah	Chapel	Chapel	Chapel	Jewish
Kosher Grape Juice	Chapel	Chapel	Chapel	Jewish
Challah (prepackaged)	Chapel	Chapel	Chapel	Jewish
Kiddush Cup and Saucer	Chapel	Chapel	Chapel	Jewish
Passover Seder Plate	Chapel	Chapel	Chapel	Jewish
Matzah (during Passover)	Chapel	Chapel	Chapel	Jewish
Candles	Chapel	Chapel	Chapel	Jewish
Candleholders (Shabbat/Havdalah)	Chapel	Chapel	Chapel	Jewish
Candle snuffer	Chapel	Chapel	Chapel	Jewish
Challah Cover	Chapel	Chapel	Chapel	Jewish
Charity Box	Chapel	Chapel	Chapel	Jewish
Dreidel	Chapel	Chapel	Chapel	Jewish
Shofar (Ram's Horn)	Chapel	Chapel	Chapel	Jewish
Erog (Holiday Fruit)	Chapel	Chapel	Chapel	Jewish
Lulav (Myrtle/ Willow)	Chapel	Chapel	Chapel	Jewish
Platter	Chapel	Chapel	Chapel	Jewish
Pitcher	Chapel	Chapel	Chapel	Jewish
Menorah	Chapel	Chapel	Chapel	Jewish
Large Bowl (ritual washing of hands)	Chapel	Chapel	Chapel	Jewish
Table Cover	Chapel	Chapel	Chapel	Jewish
Salt Shaker	Chapel	Chapel	Chapel	Jewish
Eagle Bone Whistle	Chapel	Chapel	Chapel	Native Amer.

Distribution: Public

## Universal Property List

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Item	Facility Custody Level II	Facility Custody Level III	Facility Custody Levels IV & V	"x" Indicates Available on Commissary
Dance regalia	Chapel	Chapel	Chapel	Native Amer.
Dance staff	Chapel	Chapel	Chapel	Native Amer.
Gourd rattle	Chapel	Chapel	Chapel	Native Amer.
Buffalo skull (Sweat lodge)	Chapel	Chapel	Chapel	Native Amer.
Deer Antlers (Sweat lodge)	Chapel	Chapel	Chapel	Native Amer.
Abalone shell	Chapel	Chapel	Chapel	Native Amer.
Bucket and dipper (Sweat lodge)	Chapel	Chapel	Chapel	Native Amer.
Woolen Blankets (Sweat lodge)	Chapel	Chapel	Chapel	Native Amer.
Tarpaulins/firewood/rock (Sweat lodge)	Chapel	Chapel	Chapel	Native Amer.
Spiritual Ties, completed	Chapel	Chapel	Chapel	Native Amer.
Tribal Flags	Chapel	Chapel	Chapel	Native Amer.
Prayer Flags 100 completed	Chapel	Chapel	Chapel	Native Amer.
Athame-sword of cardboard, 24 inches	Chapel	Chapel	Chapel	Wiccan
Candles	Chapel	Chapel	Chapel	Wiccan
Candleholders	Chapel	Chapel	Chapel	Wiccan
Wand (wood or cardboard)	Chapel	Chapel	Chapel	Wiccan
Pentacles	Chapel	Chapel	Chapel	Wiccan
Altar top	Chapel	Chapel	Chapel	Wiccan
Bell	Chapel	Chapel	Chapel	Wiccan
Small drum	Chapel	Chapel	Chapel	Wiccan
Mortar and Pestle	Chapel	Chapel	Chapel	Wiccan
Rituals, copies of instructions	Chapel	Chapel	Chapel	Wiccan
Chalice	Chapel	Chapel	Chapel	Wiccan
Cauldron	Chapel	Chapel	Chapel	Wiccan

### DISPOSITION OF PROHIBITED PROPERTY

OFFENDER'S NAME (print) \_\_\_\_\_ NUMBER \_\_\_\_\_  
Last First

STAFF MEMBER'S NAME (print) \_\_\_\_\_ Date \_\_\_\_\_

DESCRIPTION OF PROHIBITED PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NA - Not Allowed NC - Non Commissary X - Excess ALT - Altered LOP - Loss of Property OT - Other

OFFENDER'S CHOICE FOR DISPOSITION OF PROPERTY:

1. MAIL OUT: REQUIRES SIGNED COMMISSARY SLIP AND ADDRESS.

DO YOU WISH TO INSURE THE PROPERTY? NO \_\_\_\_\_ YES \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

NAME: \_\_\_\_\_

STREET/P.O. BOX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

2. DESTROY/THROW AWAY/CHARITABLE DONATION: \_\_\_\_\_

3. APPEALING DISPOSITION: \_\_\_\_\_ DATE APPEAL FILED \_\_\_\_\_  
(Signature of Offender)

4. REFUSAL TO SIGN THIS FORM WILL RESULT IN DISPOSITION #2 (destroyed or donated), OR THE DISPOSITION THAT IS IN THE BEST INTEREST OF THE INSTITUTION.

OFFENDER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF MEMBER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: If the offender does not notify the Property Office of final disposition within ninety (90) days from the date at the top of this form, the property will be handled through one of the options listed under disposition #2.**

**For Staff Use Only:**

Mailed Out     Donated/Charity     Returned to Offender     Destroyed     Other

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Officer: \_\_\_\_\_

WHITE COPY AND YELLOW COPY to the Property Office.

PINK COPY to the offender to keep.

GOLD COPY to the offender to complete and return to the Property Office.