

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIB06-0001	Revises Previous Effective Date: 12/15/07
Subject: Inmate Personal Property Standards		
Authority: Donald/Depetro	Effective Date: 6/01/08	Page 1 of 10

I. POLICY:

Inmates may possess only specifically authorized quantities and types of personal and state issued property items. All personal and issued property shall also be limited to quantities which can be neatly and safely stored in the inmate's locker or storage area, so long as the property does not pose a fire, sanitation, security or housekeeping problem.

II. APPLICABILITY:

All state and county prisons.

III. RELATED DIRECTIVES:

- A. GDC 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-.04, 125-3-4-.10, 125-4-6-.03, 125-4-6-.05.
- B. Standard Operating Procedures: IVI06-0001, IIB06-0002, VA01-0012, IIA01-0004.
- C. ACA Standards: 2-4392(3-4280), 2-4393(3-4281), and 2-4394(3-4279).

IV. DEFINITIONS:

- A. **Inmate Property:** Articles of value in the possession of an inmate, acquired through authorized methods.
- B. Authorized Methods of acquiring inmate property:
 - 1. Property in the inmate's possession upon arrival into GDC custody may become authorized personal property if it meets the requirements of this procedure.
 - 2. The institution may issue state property or especially approved medical or health devices to the inmate.
 - 3. The inmate may purchase property directly or by order through the institution's inmate commissary.
 - 4. The inmate may receive items through the mail in accordance with this procedure.

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- C. **Contraband:** Property items which are not explicitly authorized for possession; which were acquired through unauthorized means; which exceed personal property limitations on value or amount; which cannot be maintained in a neat and safe manner; or which present a fire, sanitation, security, or housekeeping problem.
- D. **Nuisance Contraband:** Any item or article which may be or may have been previously authorized for possession but which now is prohibited because of excessive quantities or otherwise presents a fire, sanitation, security or housekeeping problem.
- E. **Inmate Property Inventory:** The official inventory of an inmate's personal and authorized issue property.
- F. **Inmate Personal Property:** Only those items purchased by the inmate in the commissary or authorized to be received through the mail, or authorized upon arrival into GDC custody.
- G. **State Issued Property:** Items issued by the Department to the inmate for use while incarcerated. Items remain property of state even in possession of inmate.
- H. **Property Limitation:** Limitations placed on the amount, type, size or value of item(s) of property.
- I. **Commissary Items:** Items available for purchase from the inmate commissary.

V. **ATTACHMENTS:**

- Attachment 1 - Inmate Authorized Personal Property Items
- Attachment 2 - Special Withdrawal Order For Merchandise
- Attachment 3 - Package Receipt Items List
- Attachment 4 - Request/Authorization to Receive Package
- Attachment 5 - Authorized Inmate Commissary Items
- Attachment 6 - Female Personal Property
- Attachment 7 - Female Inmate Package Request
- Attachment 8 - Female Inmate Jewelry Package Request

VI. **PROCEDURE:**

A. **OVERVIEW:**

- 1. Together, the "Inmate Authorized Personal Property Items" list, the "Authorized Inmate Commissary Items" list, and an inmate's "Initial Inmate Personal Property Inventory" (Form PI-1176 or

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discontinued variants) constitute the total set of items authorized for inmate possession. Many consumable items appear on the commissary list but not on the property list.

2. An asterisk next to an item on the "Inmate Authorized Personal Property Items" list (also herein referred to as the "Property List") indicates "state issue" items and quantities. The inmate may choose to obtain personal property versions of a particular state issue item, unless the Property List explicitly indicates the item is "state issue **only**." If the inmate obtains personal property of a state issue item, the institution shall recover excess state issue items until the total amount of state issue and personal property of that item meet the limit indicated on the Property List for that item.
3. The "Package Receipt Items List (Package List)" lists items eligible for receipt in packages. However, if an institution's commissary stocks an item which also appears on the Package List, that institution does not have to allow the item for receipt in packages.

B. GENERAL PROPERTY LIMITS: Where no specific amount limitation is indicated below, on "Inmate Authorized Personal Property Items" list (Attachment 1) or on "Female Personal Property" list (Attachment 6), items may not be accumulated to the point they become fire, sanitation, security or housekeeping problems. Any items found in an inmate's possession which are not authorized by this SOP shall be considered contraband. Authorized items found in excessive amounts shall be considered nuisance contraband. In both cases, the items shall be confiscated in accordance with SOP IIB06-0002, "Management of Inmate Property/Contraband."

1. **Legal Materials:** Inmates shall be allowed to maintain legal materials so long as the quantity of such materials (combined with other property held in their possession) does not create a fire, sanitation, security, or housekeeping problem.
2. **Religious or Education Materials:** Inmates shall be allowed to maintain a Bible, Koran or other sacred text, religious literature, non-legal books and study materials in their possession. The quantity of such materials (combined with other property held) must remain within the limits prescribed in paragraph VI.B.3.b below, and it must not create a fire, sanitation, security or housekeeping problem.
3. **Personal Letters, Magazines, Books, and Newspapers:**

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- a. Inmates may keep personal letters, clippings, etc., provided they fit into one 10" x 13" manilla envelope, so that the envelope can be closed properly.
- b. Inmates may keep any combination of magazines, books, and newspapers in their personal possession, up to eight (8) total items. All magazines, newspapers, and books must come direct from the publisher or a dealer. Any exception must be by approval of the Warden.
4. **Commissary Items:** The total value of accumulated consumable commissary items (excluding special purchases and designated items, such as headphones, tennis shoes, etc.) shall be limited to sixty (60) dollars.
5. **Radios:** An inmate may not possess or own more than one approved radio at any time. All radios must be engraved with the inmate's state identification number and name at the time it is received into the institution. Proof of ownership may be required wherever there is a dispute over ownership of a particular item. Radios may be excluded as a personal property item in situations where central radio systems are available. Inmates may not alter or modify radios in any way. Institution staff may remove power cords from radios, if appropriate. A radio with power cord removed shall not become contraband merely because the inmate was transferred.
 - a. Size: Approximately four inches (4") by six inches (6").
 - b. Characteristics: 1) Combination AM/FM/Cassette Player (not separate radio and tape player), OR Compact Disc Player (combination radio OK if available), but NOT both cassette and CD; 2) Headphones only (no external speaker); 3) No recording capability; 4) May have a belt clip.
 - c. The only authorized radios are those sold through the inmate commissary.
6. **Rings, Wristwatches, and Religious Pendants with Necklace Rings,** Wristwatches, and Religious Pendants with Necklace: An inmate may not possess nor own more than one approved religious pendant, one ring, and one watch. The combined value of wristwatch, ring, and religious medals and/or pendants cannot exceed \$100.00. Again, proof of ownership may be required anytime there is a dispute over ownership

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of a particular article (or its assessed value). A necklace is contraband if worn without the religious pendant or medallion. The necklace and medallion will not be homemade (for example from leather or string beads). The pendant or medallion must be in recognition of an accepted recognized religion as determined by the Chaplain.

7. **Other Jewelry:** Women only may possess two pairs of earrings (post or clip-on only, no dangles), but can only wear one pair at a time with one earring in each ear. The combined value of the ring, earrings, wristwatch, and religious pendant with chain may not exceed \$100.00.
8. **Tennis Shoes (Description and Limitations):**
 - a. Value: not to exceed \$50.00 retail.
 - b. Color: solid black or white, excluding trim/logo.
 - c. Characteristics: No hollow cavities, inserts, heel pads, gel pads, air cushions, air pumps, hollow spaces, or other features in which contraband can be carried.
 - d. Hiking shoes, deck shoes, or any other type of athletic shoe will not be allowed.
 - e. Tennis shoes will be ordered using the "Special Withdrawal Order for Merchandise" (Attachment 2). The inmate will obtain the form from his/her counselor or other staff member, complete it, and forward it to the facility business office with an addressed, stamped envelope and any descriptive information required by the institution. The business office staff shall verify, in person, the identity of the inmate submitting the order form and the withdrawal slip. This form will serve as the request to withdraw money from the inmate's account to order and pay for the shoes. It will also serve as the order form for the institution to order the shoes.
 - f. The sole exception to these requirements for athletic shoes shall be shoes prescribed by the Medical Section. Institutions may use their own procedure for ordering medically prescribed shoes.
9. **Photographs:** Inmates may possess up to twenty photographs.
 - a. Photographs of relatives, personal friends, or acquaintances may **NOT** contain nudity or

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sexually provocative poses or material. For the purposes of this procedure, nudity shall mean exposed breasts, genitals, or buttocks. Photographs will be inspected at their point-of-entry into the institution, the same as any other property or mail arriving for the inmate. Photographs which pass based on the technical definition of nudity, such as swimsuits, lingerie, and similar clothing, or fully clothed provocative poses, shall be judged based on their effect. That is, photographs which become the subject of a disturbance or fight, or which become an object of trade, shall be confiscated as contraband and disposed of accordingly.

- b. Polaroid style photographs with hollow backs will no longer be allowed to be received in the institution. However, inmates at institutions which participate in the picture program may possess and keep such photographs.
 - c. Inmates may keep Polaroid style photographs with hollow backs already in their possession in the institution, provided they already have been inspected and approved as of 11/1/95.
 - d. Marriage ceremonies may be photographed with Polaroid cameras according to SOP VA01-0012, "Marriage Procedures." However, the Polaroid photographs must be removed from the institution immediately upon conclusion of the ceremony, if the photographs have hollow backs.
 - e. Polaroid style photographs without hollow backs may be kept by inmates in the institution.
10. **Hobby/Craft Items:** Hobby/craft items shall be allowed only if approved by the Warden or designee. GDC RULE 125-4-6-.03 addresses hobby/craft items in detail.

C. **RECEIPT OF PACKAGES:** The procedure for inmates to receive items in packages is outlined below.

- 1. Inmates shall be allowed to receive one (1) package per month. Packages shall not exceed 10 pounds. If a package exceeds the ten (10) pound maximum, the entire package shall be returned to sender at the inmate's expense. Refer to paragraph 6 immediately below.
 - a. During the month of December one (1) package is authorized with a weight limit of twelve and one-half (12 1/2) pounds. Additionally specific items are identified which may be

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received only during the month of December. A December package may contain regular package items and/or December only items.

- b. The inmate commissary may stock seasonal items during the month of December.
2. The items found in the "Package Receipt Items List" (Attachment 3) may be approved for receipt in packages. The inmate must obtain a "Request/Authorization to Receive Package" form (Attachment 4) or "Female Inmate Package Request" (Attachment 7) from his or her respective counselor or other staff member. This form must be completed for all package requests and submitted to the Warden or his or her designee for review or approval. The counseling staff shall not be a part of the review and approval process.
3. When approved, the original of the "Request/Authorization to Receive Package" form shall be placed in the inmate's file. A copy shall be mailed by the inmate to the specific individual who has been approved to send the package. That form must be returned in the package by the sender. One additional copy shall be sent to the mailroom and maintained on file until the package is received.
4. Packages must be sent by the person named on the request forms. Packages from any other individual shall be returned to the sender at the inmate's expense. Refer to paragraph 6 immediately below.
5. All packages will be opened and inspected for contraband by mailroom personnel before packages are carried into the security area of the institution. The approved "Request/Authorization to Receive Package" form must be returned with the package. Items contained in the package must be the same as those that have been listed on the form. The Mail Room personnel will note on the Mail Room's copy of the "Request/Authorization to Receive Package" form which approved items were received, have the inmate initial the Mail Room copy, and then file this copy in the inmate's file. This procedure will allow an on going record of items the inmate receives.
6. Any items received in the package not listed on the approved "Request/Authorization to Receive Package" form shall be listed on the "Inmate Property Disposal Agreement" (GCI Form PI-1166) and shall be returned to sender at inmate's expense or picked up at visitation by the inmate's approved visitor within thirty (30) days. After thirty (30) days if inmate has not disposed of the package, the items

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will be destroyed or donated to charity. The inmate may choose to have the item(s) destroyed or donated immediately, instead of after thirty days, by putting a check beside "Donate/Destroy Now." The employees actually destroying or donating the property shall sign the "Inmate Property Disposal Agreement" attesting to the destruction or donation. When this property is donated to charity, the employee shall write the name of the charity along side his or her signature. When disposal is completed by one of these methods the "Inmate Property Disposal Agreement" shall be filed as follows:

- a. When property is mailed home, or picked up at visitation the completed "Inmate Property Disposal Agreement" shall be placed in the inmate's file.
 - b. When property is destroyed or donated, the completed "Inmate Property Disposal Agreement" shall be maintained in a separate file for three years and a copy shall be placed in the inmate's file.
7. Inmates shall be required to present proper identification and sign for all packages when they are received.
 8. Any package found to contain illegal contraband shall be brought to the attention of the Warden or his or her designee for disposition in accordance with SOP IIB06-0002, "Management of Inmate Property/Contraband."
 9. Except for December packages, no item sold in an institution's inmate commissary shall be allowed for receipt in packages.
 10. Eyeglasses or other essential health devices shall be ordered, received, and distributed only with the prior approval of the institution's Medical Director and Warden.
 11. Wardens at individual institutions have the discretion of limiting the quantity of personal property items to be received in packages, or excluding specific items, depending on the security, sanitation, and fire safety requirements at that institution.
- D. **INMATE COMMISSARY:** Procedures for the operation of commissaries are established.
1. Commissary personnel, at their discretion, may limit the quantities of specific products that may be

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purchased by a single customer at any one time, due to shortage and inventory capacities for a particular item.

2. The prices of commissary items are subject to change without advance notice. Pricing must be in conformity with SOP IVI01-0006, "Inmate Store Account Guidelines." In addition, commissary selling prices for all store items will be set by the Department and will be uniform statewide at all inmate/detainee commissaries. Price lists will be distributed to facilities as needed based on price changes/adjustments.
 3. The items approved for sale in the inmate commissary are listed in the "Authorized Inmate Commissary Items" (Attachment 5). The wardens of individual institutions may limit the items on this list, but may not add to the list except as specified in "CHANGES TO THE AUTHORIZED PERSONAL PROPERTY LIST OR AUTHORIZED COMMISSARY LIST" in this SOP.
 4. Each institution's inmate commissary will maintain and publish a list of the specific items normally kept in inventory available for sale, in accordance with SOP IVI01-0006. This local list will serve as the institution's list of authorized items not approved for receipt in packages.
 5. The department will establish a weekly Commissary spending limit for inmates. Limit is \$60.00 per week.
- E. **CHANGES TO THE AUTHORIZED PERSONAL PROPERTY LIST OR AUTHORIZED COMMISSARY LIST:** The items listed on "Inmate Authorized Personal Property Items" (Attachment 1) and on "Female Personal Property" (attachment 6) are specifically authorized for inmate possession. The items on the "Authorized Inmate Commissary Items" list (Attachment 5) are specifically authorized for sale in the inmate commissary. Requested changes to either list must be presented in memorandum form to the Facilities Operations Director, via the Field Operations Manager.
- F. **FORMS:** The attachments in this SOP shall serve as the official GDC forms for the purposes described in this SOP. The attachments may be reproduced locally.

VII. RETENTION SCHEDULE:

- A. Attachment 2 of this SOP will become part of the inmate/probationer's case history file and retained according to the official records retention schedule to that file.

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- B. Attachment 4, 7, and 8 of this SOP will become part of the inmate/probationer's case history file and retained according to the official records retention schedule to that file.