

 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Incarcerated Individual Property-Temporary Storage of Personal Belongings</p>		<p>NO. 4934</p>
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<p>SUPERSEDES</p> <p>DIR #4934 Dtd. 08/17/22</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 2</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>ACA Expected Practices 5-ACI-5A-06, 5-ACI-5A-08, 5-ACI-5D-11; Directives #2733, #4913, #4933, #4933D</p>	<p>APPROVING AUTHORITY</p> <p><i>John North</i></p>		

- I. **DESCRIPTION:** This procedure provides guidelines for temporarily securing and storing personal property by a Correction Officer when an incarcerated individual is moved to a hospital, Special Housing Unit (SHU), Residential Rehabilitation Unit (RRU), or for some other reason leaves their facility living area on a short-term basis.
- II. **PROCEDURE:** An incarcerated individual has the responsibility to move their personal belongings whenever their housing assignment is changed. However, in those instances when the incarcerated individual cannot or will not move themselves, the following procedure is to be followed:
 - A. Take immediate steps to protect the incarcerated individual's personal property by securing the cell/cube/locker.
 - B. As soon as possible, a Correction Officer will search, list, and pack the incarcerated individual's personal property; however, if the incarcerated individual is being moved from a general housing unit to a SHU or RRU, the Officer shall securely bag the property, prepare and sign [Form #2078](#), "SHU/RRU Property Process Form," and deliver property bags to SHU or RRU. The Officer who receives the property bags will sign and complete [Form #2078](#) and the property will then be searched and inventoried in accordance with Directive #4933, "Special Housing Units," or Directive #4933D, "Residential Rehabilitation Units," as applicable. The incarcerated individual will not be permitted to remain in the original housing unit to observe the pack up of their property contained in the housing location.
 - C. If the incarcerated individual is not able to assume immediate responsibility for their property (i.e., the incarcerated individual is moved to a hospital, or for some other reason, the incarcerated individual leaves their facility living area on a short-term basis), it shall be searched, inventoried, packed in accordance with Directive #4913, "Incarcerated Individual Property," and stored in a secure location. [Form #2064](#), "Personal Property Transferred," shall be completed by the Officer who performs the search and inventory and the copies distributed as follows:
 1. The original (white) of [Form #2064](#) is to be filed in the incarcerated individual's admission file in SHU, RRU, hospital, or other assigned area.
 2. The first copy (canary) goes to the Inmate Records Coordinator (IRC) for the incarcerated individual's folder.
 3. The second copy (pink) is secured with the incarcerated individual's property.

4. The third copy (goldenrod) is to be issued to the incarcerated individual, or if admitted to the outside hospital, secured with the property and issued to the incarcerated individual upon their return to the facility.
- D. Prior to packing an incarcerated individual's personal property for storage, a determination shall be made by the Correction Officer to ensure that the incarcerated individual's property (e.g., personal clothing, state-issue clothing, personal sheets and blankets) is clean. If the items appear unsanitary, are wet, or give off an odor, the items shall be laundered. The items shall be placed in a Department issued laundry mesh bag and sent to the laundry area for cleaning. The items will also be listed on [Form #2064](#) indicating that they were sent to the laundry. After cleaning, the items will be returned to where the incarcerated individual's personal property is stored and placed within their personal property bags.
- E. In addition, to maintain sanitary conditions, no perishable food items will be stored and any open perishable items must be destroyed. The incarcerated individual will be given the opportunity to choose a disposal option by completing [Form #2068](#), "Authorization for Disposal of Personal Property," in accordance with Directive #4913.
- F. All personal property must be adequately protected against theft. The incarcerated individual's personal property bags must be secured, adequately identified, and stored in a secure area until the incarcerated individual is returned to general population. Facilities will develop their own local procedures to ensure compliance.
- G. Following the incarcerated individual's return to general population, the original (white) of [Form #2064](#) will be obtained from the admission file and, under the supervision of a Correction Officer, used to inventory the property.
- H. Any discrepancies are to be noted on [Form #2064](#) and immediately called to the attention of the Correction Sergeant assigned to the area.
- I. The original (white) of [Form #2064](#) is then stapled to the pink copy. When the inventory is completed, the original and pink copy of [Form #2064](#) are signed and dated by the incarcerated individual and witnessed and signed by the employee. The signed original (white) is forwarded to the IRC's office and placed in the incarcerated individual's legal folder. The signed pink copy is given to the incarcerated individual.
- J. All remaining copies of [Form #2064](#) are destroyed.
- K. Claims for property lost during storage should be filed as soon as possible in accordance with Directive #2733, "Incarcerated Individual Personal Property Claim."