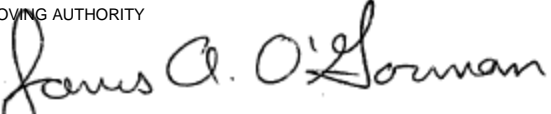
 Corrections and Community Supervision DIRECTIVE	TITLE Incarcerated Individual Television Sets		NO. 4921
			DATE 03/12/2020
SUPERSEDES DIR# 4921 Dtd. 04/12/18	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #4913 and #4920	APPROVING AUTHORITY 		

- I. **PURPOSE:** This directive governs the acquisition, use, and disposition of incarcerated individual television sets.
- II. **POLICY:** Incarcerated individuals may own and use personal television sets at facilities which have been approved for such use by the Commissioner.

This directive governs the following facilities:

Attica CF	Shawangunk CF
Clinton CF	Sing Sing CF
Elmira CF	Southport Cadre
Five Points CF	Upstate GP
Great Meadow CF	Wende CF

III. PROCEDURE

A. Purchase

1. Television sets, with accompanying earphones, must be purchased through the facility Commissary.
2. The make, model, and screen size will be determined by the Department to ensure standardization.
3. Each television set shall be engraved with the incarcerated individual's name and Department Identification Number (DIN) prior to being issued from the Commissary.
4. Purchase of a television set will be considered a special commissary buy requiring the incarcerated individual to fill out Form #IAS-2752, "Special Commissary Purchase Request."
5. The purchase of a television set will not be counted against an incarcerated individual's bi-weekly Commissary limit.
6. Currently possessed and legitimately obtained TV's will continue to be approved. Incarcerated individuals who wish to obtain a new unit will be permitted to dispose of their current TV in accordance with the following options:
 - a. Send it home at their expense; or
 - b. Donate it to charity; or
 - c. Approve that it be destroyed.

NOTE: Incarcerated individuals will not be permitted to transfer ownership of a used TV to another incarcerated individual for as long as they remain at the facility.

B. Disposition Upon Transfer or Discharge

1. Shipping or mailing will be at the incarcerated individual's expense. The facility will provide a suitable packing box.
2. When an incarcerated individual is being transferred to a facility where personally owned television sets are allowed, the television set will not be included in the incarcerated individual's personal property but will be mailed or shipped separately at the incarcerated individual's expense.
3. When an incarcerated individual is being discharged or transferred to a facility where personally owned television sets are not allowed, the incarcerated individual shall choose one of the following disposal options:
 - a. Transfer ownership to another incarcerated individual with the approval of the Superintendent;
 - b. Send it home (or carry it home if being discharged);
 - c. Donate it to charity; or
 - d. Authorize its destruction.
4. Whenever an incarcerated individual seeks to transfer ownership, send home, donate, or destroy his or her television set, [Form #2068](#), "Authorization for Disposal of Personal Property," shall be used in accordance with Directive #4913, "Incarcerated Individual Property." Refer to Directive #4920, "Incarcerated Individual Audio Units," for similar procedures.

C. Rules for Possession and Use

1. Incarcerated individuals who own and use personal television sets shall abide by the rules set forth in [Form #4921A](#), "Incarcerated Individual Rules for Possession/Use of a Personally Owned Television Set."
2. The facility shall provide a copy of the incarcerated individual rules to each incarcerated individual who purchases a television set. The Commissary employee shall fill in the make, model, and serial number, and the incarcerated individual shall sign the copy to confirm that he or she is familiar with the rules and agrees to abide by them. The original shall be filed in the incarcerated individual's package room folder, and a copy retained by the incarcerated individual.

D. Repair: Television sets in need of repair will be sent out of the facility. All service charges will be borne by the incarcerated individual.