

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 309.20.03	Page 1 of 19
	Original Effective Date: 06/01/77; 08/01/80	New Effective Date: 01/27/25
	Supersedes: 309.20.03	Dated: 09/27/24
	Administrator's Approval: Sarah Cooper, Administrator – 12/20/24	
	Required Posting or Restricted: <input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 309 Resources for Inmates		
Subject: PIOC Personal Property and Clothing		

POLICY

The Division of Adult Institutions shall ensure PIOC are allowed to obtain and possess approved personal property, clothing and hobby items.

REFERENCES

Wisconsin Administrative Code s. DOC 309.02(16) – Pornography
Wisconsin Administrative Code s. DOC 309.04 – Inmate Mail
Wisconsin Administrative Code s. DOC 309.05 – Publications
Wisconsin Administrative Code s. DOC 309.20 – Personal Property
Wisconsin Administrative Code s. DOC 309.40 – Clothing
Wisconsin Administrative Code s. DOC 309.51 – Funds for Legal Correspondence and Copying
Wisconsin Administrative Code s. DOC 310 – Complaint Procedures
BHS Policy 300-07 – Medical/Dental Restrictions/Special Needs
DAI Policy 300.00.26 – Non-DOC Post-Secondary
DAI Policy 300.00.35 – Americans with Disabilities Act
DAI Policy 300.00.67 – Digital Formatted Legal Materials
DAI Policy 302.00.02 – Intergovernmental - Interstate Transfer of PIOC & Attachment-Property Limits
DAI Policy 303.00.02 – Restrictive Housing Programs and Review
DAI Policy 306.00.16 – Contraband
DAI Policy 309.00.50 – Pornography
DAI Policy 309.04.01 – PIOC Mail
DAI Policy 309.20.02 – State of Wisconsin Identification Card
DAI Policy 309.52.01 – Inmate Canteen
DAI Policy 309.61.01 – Religious Beliefs and Practices
DAI Policy 309.61.02 – Religious Property & Attachment A
DAI Policy 310.00.03 – Inmate Property Depreciation Schedule
DAI Policy 500.30.07 – Special Needs
DAI Policy 500.30.35 – Optometry Services
DAI Policy 500.70.27 – Transgender Management and Care
DAI Policy 500.80.15 – Transfer of Medication
Attachment A – Personal Property Chart
Attachment B – Hobby Property Chart
Attachment C – Grandfathered Items

DEFINITIONS, ACRONYMS AND FORMS

ADA – Americans with Disabilities Act

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A&E – Assessment and Evaluation

CCE – Corrections Complaint Examiner

CIP – Challenge Incarceration Program

Charitable/Non-Profit Organization – An organization that centers on non-profit and philanthropic goals as well as social well-being such as educational, religious or other activities serving the public interest or common good. A charitable organization shall be exempt from taxation under Section 501(a) of the Internal Revenue Code and shall be currently licensed by the Wisconsin Department of Financial Institutions (DFI).

Commercial Carrier – United States Postal Service (USPS), United Parcel Service (UPS), FedEx, Speedee Delivery, or other professional delivery service.

COMPAS - Correctional Offender Management Profiling for Alternative Sanctions

Contraband – Any item which PIOC may not possess; is not authorized by the institution; is not state property and is on the institution grounds (or in an assigned area of PIOC on work release/special projects) but not in the possession of any person; comes into PIOC possession through unauthorized channels or which is not on the PIOC property list and is required to be; is stolen property; is damaged or altered; or is used as evidence for a disciplinary hearing and deemed contraband by the adjustment committee or hearing officer.

Copyrighted Materials- A work protected by law giving the author/artist exclusive right to copy or license others to produce.

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DCI – Dodge Correctional Institution

DFLM – Digital Formatted Legal Materials

DOC – Department of Corrections

DOC-184 – Disbursement Request

DOC-236 – Property Inventory

DOC-236D – Identification Property Access Record

DOC-236F – Hobby Inventory

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DOC-237 – Property Receipt

DOC-237A – Property Receipt (Long form)

DOC-237B – Property Disposition

DOC-243 – Notice of Non-Delivery of Mail/Publication

DOC-661 – Hobby Enrollment

DOC-1130A – A&E Property and Clothing Record

DOC-1303 – Property Transfer Tag

DOC-1416 – Inmate Property Delivery

DOC-3332B – Medical Restriction/Special Needs

ERP – Earned Release Program

Fantasy/Role-Playing Game – A game in which players assume the roles of characters in a fictional setting, and adhere to a system of rules established by a game master. Game formats include tabletop, live action, single-or-multiplayer electronic/video games, trading/collectable card games, wargames, fantasy sports teams, etc.

Ferrule – A metal sleeve used especially for joining or binding one part to another (as pipe sections or the bristles and handle of a brush).

GP - General Population

HSU – Health Services Unit

IC – Initial Classification

ICC – Interstate Corrections Compact

ICE – Institution Complaint Examiner

ICC – Interstate Corrections Compact

ICE – Institution Complaint Examiner

ICRS – Inmate Complaint Review System

IGA – Inter-Government Agreement

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Initial Classification (IC) –Process of risk assessment, program assignment and placement recommendations of new admissions by the Bureau of Offender Classification and Movement.

Nudity for purposes of reviewing publications means the showing of human male or female genitals or pubic area with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of the areola or nipple, or the depiction of covered male genitals in a discernibly turgid state.

Nudity for purposes of reviewing photographs means the showing of the human male or female genitals, pubic area or buttocks with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of the areola or nipple, or the depiction of covered male genitals in a discernibly turgid state.

OCO – Out Court Order

PIOC – Persons in our Care

Publications – Written text, images or other audio-visual content made available to the general public through distribution of printed copies (e.g. newspapers, magazines, catalogs, pamphlets, books and calendars).

Reception Status – formerly A&E (Assessment & Evaluation)

RH – Restrictive Housing

STG- Security Threat Group

TCI – Taycheedah Correctional Institution

TLU – Temporary lock-up

USPS – United States Postal Service

WCCS – Wisconsin Correctional Center System

WWCS – Wisconsin Women’s Correctional System

PROCEDURE

I. General

- A. Approved personal property consists of items and quantity limits specified in DAI 309.20.03 - Attachments A, B & C.
 1. Allowable personal property may vary between facilities depending on security, physical plant, treatment programs, and other facility-specific considerations. Facilities shall establish procedures to address specific restrictions.

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2. Personal property for PIOC in a temporary/transit status (e.g., Reception, pending transfer, barracks/dormitory, DCC holds) or short-term programming (e.g. CIP, ERP) may be limited or restricted, as detailed in facility procedures.
 3. PIOC in RH, Administrative Confinement and/or TLU status may be permitted to retain or store limited personal property, consistent with applicable DAI policies and facility procedures (e.g. DAI 303.00.02, DAI 303.00.03, DAI 308.00.01).
- B. All incoming property shall be new, and shipped directly from the vendor. With prior approval, exceptions may be made for certain items (e.g. medical appliances, release clothing).
- C. Volume
1. All personal property shall not exceed 8,192 cubic inches (equivalent to a container measuring 32" x 16" x 16") with the exception of:
 - a. Medically prescribed items.
 - b. Hobby materials. Fits in approved container, no larger than 2,744 cu.in. (example box size 14" x 14" x 14" inches).
 - c. Legal materials. Fits in a box, shall not exceed 8,000 cu.in. (example box size 20" x 20" x 20" inches).
 - d. Electronic equipment.
 - e. Typewriters.
 - f. Fans.
 - g. Other large items to include coolers, coats, and clothing used for work release.
 2. Canteen items (e.g. food, hygiene, over-the-counter medical/dental supplies, dietary supplements) are governed by DAI policy 309.52.01. Canteen items are considered personal property and count towards the cubic inch limit.
 3. Property in excess of established limits shall be disposed of in accordance with facility procedure. Personal property limits do not include facility-provided items (e.g. clothing, linens).
- D. Value
1. The cost of each property item shall not exceed \$150.00, excluding taxes and shipping costs, with exception of the following:
 - a. Electronic items or musical instruments shall not exceed \$500.00 each.
 - b. With prior approval, certain clothing items for PIOC on work release or assigned to project crews may exceed spending limits.
 - c. Medically prescribed items.
 2. Claims for lost/damaged rings or eyeglasses shall require documentation of value.
 - a. Compensation shall not exceed \$300.00 for lenses and frames combined.
 - b. Compensation shall not exceed \$150.00 for rings

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3. Items purchased on credit by the PIOC, including membership in book clubs, shall not be accepted and shall be immediately returned to the sender at the PIOC expense. PIOC may be subject to discipline.

E. Tamper Evident seals

1. Tamper evident seals shall be affixed to electronics and major property items.
2. The number of seals shall be determined by the item size or shape.
3. Destruction or alteration of seals by PIOC may result in disciplinary action.

F. Missing Items

1. PIOC shall immediately report all lost/missing property items in writing to designated staff, per facility procedure.
2. Staff shall document lost/missing property on DOC-2466 and property staff shall update the DOC-236 as necessary.
3. PIOC may replace lost/missing items only after a 90-day waiting period.

G. Grandfathering

1. The DAI Administrator may deny items previously approved based on security or other operational concerns.
2. The DAI Administrator may permit PIOC to retain previously authorized items for a limited timeframe, with disposition reflected on Attachment C.
3. PIOC shall contact the facility's Property Department for timely and proper disposal.
4. Item(s) no longer authorized under specified grandfathering timeframes are deemed contraband.

- H. Facilities shall develop a procedure to secure items when outside PIOC direct control (e.g., transfer, RH, OCO, or observation placements).**

II. Personal Property Records

- A. Inventory – Staff shall document all PIOC property via DOC-236/236F or DOC-1130A during intake, transfer (sending and receiving facilities), TLU, release and whenever property additions/deletions occur.**
1. Complete all form fields (i.e. electronically or in writing), record all property items, and sign legibly.
 2. Electronic items and musical instruments:
 - a. Verify PIOC ownership via serial number/model and record on DOC-236/236F.
 - b. Test working condition in PIOC presence, when available.
 - c. Ensure items are properly engraved. Items which cannot be engraved shall have engravable tags attached.
 - d. Apply tamper evident seals, if needed.
 - e. Document items with minor damage (i.e. still in working order and posing no safety risk).
 3. PIOC shall sign DOC-237 form upon receiving personal property.

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4. Property staff shall update the DOC-236/236F when deletions are made to PIOC personal property.
 5. Contraband items:
 - a. Record unauthorized property on DOC-237A/237B.
 - b. Mark items for disposal.
 - c. Disposal method shall be designated per facility procedure.
 6. Distribution of completed/signed DOC-236/236F.
 - a. Retain original in Property Department.
 - b. Provide copy to PIOC.
 - c. Provide copy to housing unit, if applicable.
 7. TLU Placement
 - a. A facility procedure shall be written to ensure consistency.
 - b. Staff shall:
 - i. Secure PIOC property.
 - ii. Inventory property on DOC-236.
 - iii. Document condition of electronics.
 - iv. Provide a copy of the inventoried items to the PIOC to review and sign. PIOC shall inform staff if they believe item(s) are missing.
- B. Receipts – Staff shall complete a DOC-237/237A/237B whenever PIOC receives or disposes of personal property.
1. DOC-237/237A/237B shall be completed as stated above except when PIOC report missing property.
 2. Staff shall list the serial and/or model numbers of electronic items when available on the DOC-237/237A/237B.
 3. Staff shall verify the contents and value of each item via packing slip, invoice or receipt. If the value is not documented, staff shall confirm the purchase price from the vendor.
 4. Staff shall verify point of origin via packing slip, invoice, receipt or shipping label.
 5. DOC-237/237A/237B shall be distributed as designated on the form for all property received, destroyed, or sent out by commercial carrier.
 6. PIOC shall maintain copies of DOC-237/237A/237B and vendor receipts.
- C. Identification property access record for vital documents shall have designated staff do the following:
1. Place PIOC vital documents within DOC-236D envelope.
 2. Complete DOC-237 noting what vital document has been received.
 3. Store DOC-236D in a secure location.
 4. Note receipt of vital documents in COMPAS.

III. **Special Status**

- A. Reception
1. Personal property of PIOC in Reception status shall be limited to basic needs, in accordance with facility procedure.
 2. Publications – PIOC with current magazine and newspaper subscriptions shall be allowed to possess these items up to the limit of 25.

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3. PIOC shall delay ordering new subscriptions or books until transferred to permanent/program site.
 4. PIOC may possess one (1) religious book.
 5. PIOC property shall be logged on DOC-1130A.
- B. ICC/IGA PIOC received from federal and other out-of-state jurisdictions shall be processed as follows:
1. PIOC received as an ICC/IGA trade may be allowed to retain property beyond reception status items which otherwise comply with this policy's specifications and property limits in DAI Policy 302.00.02.
 2. Food products, hobby or hygiene items transferred from outside jurisdiction are prohibited and shall be disposed of per facility procedure.
- C. DCI/TCI Infirmary (temporary health care/treatment)
1. Facilities shall maintain assigned supervision for PIOC transferred to DCI/TCI for temporary medical care (i.e. expected to return following treatment).
 2. PIOC personal property shall be packed and stored at sending facility, unless:
 - a. DCI/TCI Warden/designee grants approval to transfer property for temporary infirmary patients;
 - b. PIOC supervision is transferred to DCI/TCI because treatment plan will preclude return to prior facility placement (e.g. long-term care needs, hospice patients).
- D. OCO
1. Facilities shall develop a procedure for handling PIOC personal property when they are sent out for short or long term OCO.
 2. Upon return to DAI facility, PIOC shall dispose of any property obtained while OCO if:
 - a. Any food or hygiene items are opened
 - b. Items not listed on Attachment A or B.
 3. Staff shall review paperwork and legal materials in presence of the PIOC.
 4. Any DFLM shall be given to the DFLM Coordinator and maintained consistent with facility procedures.

IV. Sources of Personal Property

- A. Contracted vendors
1. The DOC establishes contractual arrangements with vendor(s) to make personal property available for purchase by PIOC, in a manner that addresses facility safety/security interests for product content/construction, vendor processing, shipping/delivery methods, payments/documentation, etc.
 2. Facilities shall designate staff responsible for distributing vendor catalogs.
 3. PIOC shall follow facility ordering procedure.
 4. PIOC are required to pay applicable sales tax.
 5. Items may be purchased by family or friends:

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- a. Via Internet web sites, toll free phone numbers or other means identified by vendor.
- b. Are subject to specified monetary limits for certain hobby items.
- 6. Faulty or erroneous item(s) sent by the vendor shall be returned at the expense of the vendor.
- 7. Incorrect orders (e.g. wrong size, color) by the PIOC or family member shall be returned/exchanged at the PIOC expense.
- 8. Sources for allowable personal religious property are specified in DAI Policy 309.61.02.

B. Non-contracted vendors

Allowable property items not available through the contracted vendor(s) may be ordered from verifiable vendor(s) (e.g. confirm vendor's website, business and/or shipping address, phone, etc). Examples include, but are not limited to, prescription eye glasses, publications, religious items, and release clothing. Orders shall be processed in accordance with facility procedure

C. Other

With prior approval; per facility procedure; specified items may be received from non-commercial sources (e.g. rings, eyeglasses, specified religious property items), as detailed in other sections of this policy.

V. Categories of Personal Property

A. Publications

Printed materials including bound books (i.e. hard-cover and soft-cover); disposable items – subscription periodicals (e.g. newspapers, magazines), non-subscription items (e.g. catalogs, pamphlets, newsletters), and calendars.

1. Volume

- a. PIOC may possess maximum of 25 publications (any type); RH limits may vary in accordance with DAI policy 303.00.02 and facility procedures.
- b. Disposable publications count toward PIOC publication limit, but do not require DOC-237 property receipt/record.
- c. Facilities shall not count correspondence study materials toward PIOC publication limit if enrollment was approved consistent with DAI policy 300.00.26.
- d. Calendars – PIOC may receive one secular or religious calendar per year.
 - i. PIOC may purchase calendar from contracted or outside vendors.
 - ii. Facilities may accept/distribute donated calendars (e.g. from local banks, commercial businesses, religious organizations) per facility procedure; shall comply with size and content specifications.
 - iii. Calendars shall not be counted towards PIOC publication limit but will be processed as other publications are.

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2. Construction

- a. Maximum size of each item is 11" X 14", except for calendars which shall not exceed 8.5" X 11". With prior approval, one oversized publication may be permitted for either education, religious, or hobby purposes.
- b. Facilities shall allow high-quality, durable binding (e.g. singer sewn, section sewn, Coptic stitch, Smyth-sewn – often used with textbooks) if searchable (e.g. manual inspection, x-ray).
- c. Stapled binding (common in periodicals) shall be permitted in GP, and prohibited in RH.
- d. Spiral bindings and metal fasteners are prohibited.
- e. Two-ply cover/pages and pop-up books prohibited.
- f. Posters, CDs and other prohibited inserts may be removed if publication's physical integrity can be maintained; PIOC shall dispose per facility procedure.
- g. Hard-cover books may be prohibited in RH per facility procedure.

3. Content

- a. Publications shall be reviewed in accordance with Wisconsin Administrative Code s. DOC 309.04 and DOC 309.05.
- b. DAI Security Chief/designee shall maintain lists of reviewed publications that shall be made available to staff and PIOC.
- c. Fantasy/role playing games and associated materials are prohibited (e.g. Dungeons and Dragons, fantasy sports teams).
- d. Maps may be prohibited if facility/staff security or public safety could be compromised.
- e. Otherwise allowable publications may be denied to PIOC recipient based on individual criminogenic needs (e.g. depictions of violence denied to PIOC with domestic violence history; depictions of children denied to PIOC with history of sexual abuse against minors).

4. Processing Incoming Publications

- a. PIOC may purchase reading materials, including dictionaries, from contracted or outside vendors.
- b. DAI may establish contract(s) with vendor(s) for drug/security screening of incoming mail and/or publications.
- c. Facilities shall assign staff to conduct content review.
 - i. Staff shall review the Publications Reviewed list to determine if the publication is prohibited.
 - ii. If publication has not been previously reviewed, staff shall assess for prohibited content.
 - iii. Materials with questionable content shall be submitted to DAI Security Chief/designee for review.
 - iv. Staff shall scan pages with questionable content, ensuring electronic copy is legible.
 - v. Staff shall send an email citing the publication name and issue/volume number to the DAI Security Chief, and attach scanned pages for final review.

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- d. Facility Property Departments shall process non-subscription copyright materials (e.g. books, calendars); issue DOC-237/237A as appropriate and update DOC-236 count of publications.
- e. Publications shall be shipped/mailed directly to DAI facilities (and/or contracted vendor(s) specified in paragraph a.) from:
 - i. Publishers.
 - ii. Retail businesses.
 - iii. Registered charitable/non-profit organizations.
 - iv. Government officials as defined under Wisconsin Administrative Code s. 309.04(3).
- f. Staff may utilize the internet to identify sender if agency/address does not appear on shipping label or invoice.
- g. Publications shipped/mailed from family, friends, or sources not listed in section V.4(e) shall not be distributed to PIOC.
- h. Upon receipt, PIOC shall write their full name and DOC number on all bound books and disposable materials.
5. Publication Denial
 - a. Property/Mail Room shall document denial of subscription and non-subscription disposable publication(s) consistent with DAI policy 309.04.01.
 - b. Staff who deny the publication shall complete DOC-243 for subscription periodicals and non-subscription disposable items:
 - i. Include publication title and reason for denial (e.g. Wisconsin Administrative Code citation, prohibited content, contraband).
 - ii. Indicate disposition of non-delivered item(s) (e.g. disposal, retain for ICRS review).
 - iii. Staff shall indicate "No Return Address Located" if sender cannot be identified.
 - iv. Provide copy to PIOC.
 - c. Staff shall complete DOC-237B for denial/disposition of bound books.
 - d. Dispose of denied publication(s) per facility procedure.
 - i. PIOC shall be responsible for costs of mailing/shipping back to sender.
 - ii. Item shall be held pending ICRS review if the PIOC appeals denial.

B. Legal Materials

1. Legal materials shall not exceed 8,000 cubic inches (e.g. box sized 20" x 20" x 20"), and shall be maintained consistent with local fire codes and regulations. Warden/designee may permit short-term storage of additional material for PIOC who demonstrate need during ongoing legal action.
2. Photographs are permitted when required for an active legal case.
 - a. Shall not count toward personal photograph limit.
 - b. Shall comply with guidelines as outlined in V. E.
 - c. Shall not be displayed in cell.
 - d. Photographs depicting graphic content may be prohibited from PIOC possession and shall be stored securely. Access shall be available per facility procedure.

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3. Digital formatted legal materials are allowed in accordance with DAI Policy 300.00.67.

C. Electronics

1. Units shall be equipped with an earphone jack. Facilities may require PIOC to use headphones or ear buds per facility procedure.
2. Units with remote speakers or remote-control devices are prohibited.
3. Only clear plastic or translucent models, unless otherwise approved by the DAI Property Committee.

D. Jewelry

1. Items which may cause laceration or puncture if applied to the skin with force are prohibited.
2. Earrings or other ornaments (i.e., nose rings, nipple rings, eyebrow bars, etc.) affixed to pierced skin are prohibited.
3. Refer to DAI Policy 309.61.02 for specifications and allowances of religious emblem/pendant.
4. Rings
 - a. PIOC may receive a secular or religious ring from a contracted vendor, outside vendor, or directly from family/friends.
 - b. Rings shall be processed through the Property Department per facility procedure.

E. Personal Photographs

1. Personal photographs may only be received in accordance with DAI 309.04.01.
 - a. Contracted vendor shall process physical photographs consistent with DAI 309.04.01.
 - b. Any photographs received directly from friends/family or commercial outlets shall be returned to sender. DOC-243 shall be completed.
2. Physical copies from authorized third-party vendors may contain more than one photo per sheet of paper. Multiple photos printed on 8½ x 11-inch standard sheet of paper shall be counted as one photo.
3. Any digitally formatted photos received by PIOC shall contain one photo; no collages allowed.
4. PIOC shall not alter photographs in any way (e.g. size, shape modifications).
5. Staff shall record total number of sheets containing photos on a DOC-236 during each property inventory (DOC-237 not required).
6. Permissible features:
 - a. Digital alterations such as frames, writing, appropriate filters, etc. Facilities may restrict modifications designed to conceal/obscure otherwise prohibited content (e.g. nudity, STG identifiers).
 - b. Personal portraits taken/reproduced by a professional photographer (e.g. family, school).
7. Prohibited features:

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- a. For multiple images on single sheet, the entire sheet shall be deemed contraband if any image depicts prohibited content.
- b. Images depicting Security Threat Groups (e.g. gang-related colors, signs, insignias).
- c. Images posing a threat to facility security and/or the rehabilitation objectives.
- d. Nudity, as defined above.
- e. Staff shall complete a DOC-243 for denied photographs:
 - i. Include sender information.
 - ii. Include denial reason.
 - iii. Issue copy to sender, including name(s) of intended PIOC recipient(s).
 - iv. Provide copy to PIOC.
- f. Dispose of denied photos(s) per facility procedure. Item(s) shall be held pending ICRS review if the PIOC appeals denial.

F. Personal Clothing

1. All clothing shall fit properly (e.g. oversized/baggy and undersized/tight items are prohibited).
2. Transgender PIOC property shall be consistent with DAI Policy 500.70.27.
3. PIOC may receive a maximum of two pairs of shoes per calendar year.
4. Inconspicuous brand names, logos, or trademarks may be permitted up to maximum size 2" x 4" (not applicable to footwear).

G. Hobby/Craft/Musical Instruments

1. Facilities shall establish hobby enrollment procedures utilizing DOC-661.
 - a. PIOC may be registered for no more than two hobbies concurrently.
 - b. Each musical instrument is considered a separate hobby.
 - c. Facility procedures may limit purchase of hobby items due to short-term/temporary facility placement or proximity to release date.
2. Approved hobby items and total quantities are listed on Attachment B. Orders, excluding musical instruments, shall not exceed \$100.00 per calendar month (combined total, including PIOC and friend/family purchases). Taxes, shipping and handling are not included in this limit.
3. PIOC shall dispose of completed hobby projects consistent with facility procedure.
 - a. Items may be available for purchase to DOC staff and visitors through the facility's hobby program.
 - b. PIOC shall not sell, trade, give, send or barter completed hobby projects to other PIOC.
 - c. Consistent with DAI Policy 309.61.02, hobby projects may be approved for congregate (chapel) religious art only. Hobby projects shall not be maintained as PIOC personal religious property.
4. Music
 - a. The following musical instruments are permitted:
 - i. Acoustic guitar
 - ii. Harmonica

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- iii. Keyboard
 - b. Musical instruments shall be engraved for identification purposes. Staff shall ensure instrument is in proper working condition and PIOC accepts the instrument prior to engraving.
 - c. Electrical musical instruments played in cells/rooms shall be played through a headset. Amplifiers or speakers are prohibited.
 - d. Guitar cleaning and string replacement shall be completed in a designated area as determined by the facility procedure. Facilities shall provide a cleaner.
 - e. Facilities with music rooms may purchase facility instruments (not restricted to items listed in a.) and related equipment; PIOC use shall be regulated via facility procedure.
- 5. Crafts
 - a. PIOC registered for specific hobbies shall be permitted to purchase and possess associated items in Attachment B.
 - i. Model making
 - ii. Beading
 - iii. Yarn crafts
 - iv. Drawing and painting
 - b. Cyanoacrylate permanent glue (e.g., Super Glue, Krazy Glue) is prohibited.
 - c. All size specifications are in standard English/American units of measure, but equivalent metric amounts are permitted.
 - d. Completed yarn hobby projects shall be no larger than 50" x 60" and single thickness.
 - e. Yarn that is part of a personal hobby project being fabricated, but not yet finished, does not count towards to the yarn limit noted on Attachment B for this DAI policy.
 - f. All containers must be plastic; no glass or metal/foil.
 - g. Facility specific hobby craft opportunities may be available (e.g. ceramics program).
 - i. Facilities shall develop procedures for control of these items.
 - ii. Facilities may purchase supplies and charge PIOC per project.
 - iii. Non-standard hobby items (i.e. not listed on Attachment B) shall be disposed of prior to facility transfer.

H. Medical Items

- 1. Eyeglasses
 - a. Facilities shall permit PIOC to possess prescription eyeglasses, consistent with DAI policy 500.30.35.
 - i. With prior approval from facility staff, personal glasses may be sent/delivered to the facility.
 - ii. Personal eyeglasses, including lenses and frames, shall be purchased from the same vendor.
 - b. PIOC may purchase reading glasses from the vendor catalog (not counted toward prescription glasses limit).

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- c. All frames are subject to security inspection.
 - i. Exposed logos or writing may be prohibited.
 - ii. No ornamentation beyond functionality.
 - iii. Frames may be prohibited due to multiple colors.
(e.g. Tortoise shell is permissible, STG identifiers are prohibited).
 - d. Eyeglass cases, if not state issued, shall be translucent or transparent plastic only with no metal hinges or magnetic closures. Metal or plastic zippers on cases are permitted.
 - e. Cleaning cloths are permitted when received with glasses.
- 2. In accordance with DAI Policy 300.00.35 and DAI Policy 500.30.07, the facilities shall permit PIOC with disabilities to possess non-standard property items (e.g. vibrating alarm clocks, walkers, wheelchairs, long shoe horns, sock hooks, etc.).
 - a. Facility Special Needs Committee and/or HSU shall review requests for medical accommodations and items will be noted in WICS Special Handling.
 - b. Facility ADA Coordinator shall approve/deny items on the DOC-2530 and document in WICS Special Handling.
- I. Work Release and Project Crew Property
 - 1. PIOC must be housed at work release or project crew facilities.
 - 2. PIOC shall dispose of property items (e.g. send out at PIOC expense) when no longer needed for the job/project, upon transfer to non-work release facility.

VI. Facility Transfers

- A. Sending/Receiving facility shall complete inventory consistent with Section II.A.
- B. Packing for Transfer
 - 1. Pack and seal all PIOC property in boxes no larger than 16"x16"x16".
 - 2. Any items in excess of limits noted in I.C.1. shall be disposed of per facility procedure.
 - 3. Attach completed DOC-1303 to each box/item (e.g. electronics, typewriters, musical instruments).
 - 4. Electronics:
 - a. Shall be packed in the original boxes with Styrofoam inserts, when possible.
 - b. If original packing materials are unavailable, pack with protective materials (e.g. bubble wrap, packing peanuts)
 - 5. Consumables – edible, hygiene and hobby products:
 - a. Factory-sealed products may be packed and transferred.
 - b. Opened/unsealed containers:
 - i. Edible products shall not be packed/transferred; must be disposed of per facility procedure.

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- ii. Liquid and hygiene products may be transferred if both product and original factory container are clear/translucent, allowing visual inspection.
 - iii. Opened hobby products may be transferred if security staff can manually/visually inspect; non-searchable items (e.g. paint tubes/bottles, glue) shall be disposed of per facility procedure.
 - 6. HSU provided items and medication (controlled and non-controlled) shall be packed separate from all other property.
 - 7. Manila Envelope #1 – labeled “PROPERTY FORMS” and receiving facility shall:
 - a. Indicate number of boxes on envelope.
 - b. Insert copy of DOC-236/236F for receiving facility Property Department.
 - 8. Manila Envelope #2 – labeled “DOC-236D” and receiving facility; insert PIOC DOC-236D envelope.
 - 9. Complete DOC-1416 (triplicate) for each receiving facility/jail. List all boxed property, electronics, vital documents (DOC-236D) and other items, including HSU items.
- C. Transport Staff Shall:
- 1. Verify all property listed on DOC-1416 from sending facility is loaded on transport vehicle.
 - 2. Account for all property listed on DOC-1416 upon delivery to receiving facility.
 - 3. Ensure proper staff signatures on DOC-1416 from:
 - a. Sending facility
 - b. Transport staff
 - c. Receiving facility
 - 4. Issue the following to receiving facility:
 - a. Copy of signed/completed DOC-1416.
 - b. Manila envelope #1 containing copies of DOC-236/236F.
 - c. Manila envelope #2 containing DOC-236D.
- D. Receiving Facility shall:
- 1. Receive property from transport staff, verify delivery of all items, and sign DOC-1416.
 - 2. Receive two manila envelopes:
 - a. #1 - Copies of DOC-236/236F for PIOC master property file.
 - b. #2 – Original DOC-236D.
- E. Property Received After PIOC Transfer:
- 1. Orders received from contract vendors after PIOC has transferred shall be returned to the vendor.
 - 2. Orders received from a non-contract vendor shall be forwarded to current facility via commercial carrier.
 - a. Shipping costs shall be paid by the sending facility.
 - b. DCI transportation unit shall not be responsible for these items.

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3. Property received following PIOC discharge or release from DAI custody shall be returned to the vendor. If a refund for the returned property item is delivered to the institution, business office staff will forward the refund to the PIOC or the PIOC Agent.

VII. Repair/Disposal of Personal Property

A. Repair of Property

1. Facilities shall identify items which may be sent for repair:
 - a. To the manufacturer if covered by warranty.
 - b. To a retail outlet if warranty expired.
2. Repairs may be conducted at the PIOC expense or paid for by friends/family.
 - a. Items shall be sent directly to/from the 3rd party repair facility (i.e. without transport via intermediary).
 - b. Manufacturer warranty replacements may be of an equivalent product and shall comply with current policy specifications.
 - c. Any repairs made to the property must be consistent with the item's original condition (i.e. added/modified functions are prohibited).

B. Damaged/Worn Property

1. Property items that are broken, altered or worn to the extent of being unserviceable or posing a safety risk shall be classified as contraband and disposed of in accordance with facility procedure.
2. Property items with minor damage (i.e. still in working order and posing no safety risk) may be retained by the PIOC with approval from the Security Director/designee.
3. PIOC shall dispose of damaged/worn items per facility procedure:
 - a. PIOC electing to mail/ship items are responsible for costs.
 - b. PIOC are responsible for any recycling fees associated with disposal (e.g. electronics).

C. Contraband

1. Facility staff shall process and record contraband on DOC-237B.
2. Staff shall retain suspected contraband as needed (e.g. conduct report, investigation).
3. Staff shall hold items for ICRS review when contacted by the ICE or when informed by the PIOC they are appealing the decision by filing a complaint. ICRS timeframes shall be followed to ensure items are held through the CCE appeal process.
4. Upon conclusion of any processes referenced in C.2., PIOC may be given an option to select one of the following methods for disposal within 30 days:
 - a. Donate item to a non-profit organization of the facility's choice.
 - b. Donate item to the facility, if authorized by facility procedure.

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- c. Destroy the item in the Property Department in the presence of staff.
NOTE: PIOC are responsible for any fees associated with disposal of electronic items.
 - d. Mail/ship item to a person of their choice at the PIOC expense.
 - e. Transfer to family/friend during visit, if authorized by facility procedure.
- 5. Facility shall determine the method of disposal if PIOC fails to provide timely notification:
 - a. Record method on the DOC-237B.
 - b. Inform PIOC of disposition (including cost) via DOC-237B copy.
- D. Property mailed/shipped by commercial carrier
 - 1. Facilities shall establish procedures for the use of commercial carriers.
 - a. Commercial carrier may or may not include tracking and insurance in standard fee.
 - b. PIOC may purchase tracking and/or insurance services from commercial carrier. PIOC accept loss risk if they elect not to purchase available tracking or insurance services.
 - 2. Property Department shall pack items in an appropriate shipping container.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.20.03	Page 19 of 19
New Effective Date:	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: PIOC Personal Property and Clothing		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- 1.
- a.
- B.
- C.

II.

- A.
- B.
- C.