

WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Daniel Winkleski

Name of Individual Certifying this Document/Proposed Document

Warden - NLE

Title


Daniel Winkleski

Signature

04-16-2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.20.03	Page 1 of 27
	Original Effective Date: 06/01/77; 08/01/80	New Effective Date: 03/25/19
	Supersedes: 309.20.03	Dated: 03/16/17
	Administrator's Approval: Makda Fessahaye, Administrator	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Inmate Personal Property and Clothing		

POLICY

The Division of Adult Institutions shall ensure inmates 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
DAI Policy 300.00.26 – Correspondence Courses
DAI Policy 300.00.35 – Americans with Disabilities Act
DAI Policy 300.00.67 – Digital Formatted Legal Materials
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 – Inmate Mail
DAI Policy 309.20.02 – State of Wisconsin Identification Card
DAI Policy 309.61.01 – Religious Beliefs and Practices
DAI Policy 309.61.02 – Religious Property
DAI Policy 310.00.03 – Inmate Property Depreciation Schedule
DAI Policy 500.30.35 – Optometry Services
DAI Policy 500.70.27 – Gender Dysphoria – Management and Treatment
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

A&E – Assessment and Evaluation

CIP – Challenge Incarceration Program

Commercial Carrier – United Parcel Service (UPS), FedEx, SpeeDee Delivery, or other professional delivery service.

Commercial photograph – A photograph for which the photographer is paid for images rather than works of art. Wholesale, retail and professional uses of photography would fall under this definition. Photos of this nature include, but are not limited to: advertisements, merchandising, product placement to promote or sell a product or service.

Commercial Publication – Printed matter, including books, newspapers, magazines and pamphlets, which is offered for sale or distribution.

Contraband – Any item which inmates 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 inmates on work release/special projects) but not in the possession of any person; comes into an inmate's possession through unauthorized channels or which is not on the inmate's 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.

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-184 – Disbursement Request

DOC-236 – Property Inventory-Male

DOC-236A – Property Inventory-Female

DOC-236D – Identification Property Access Record

DOC-236F – Hobby Inventory

DOC-237 – Property Receipt / Disposition

DOC-237A – Property Receipt / Disposition (Long form)

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

DOC-661 – Hobby Enrollment

DOC-1130 – A&E Property and Clothing Record

DOC-1303 – Property Transfer Tag

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DOC-1416 – Offender Property Delivery

DOC-3332B – Medical Restriction/Special Needs

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).

Grams to Ounces – 28 Grams = One (1) ounce

HSU – Health Services Unit

ICC – Interstate Corrections Compact

ICE – Institution Complaint Examiner

ID – Identification

IGA – Inter-Government Agreement

Initial Classification (IC) – Assessment and evaluation of new admissions (previously A&E).

RH – Restrictive Housing

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. Vendor catalog system

1. The DOC has contracted with vendors to provide inmate personal property items which have been approved.
2. Facilities shall designate a staff member responsible for receiving and distributing the property/hobby catalogs upon their arrival.
3. Facilities shall develop a procedure for notifying inmates of any price changes in the property/hobby catalogs.
4. Items shall be ordered by inmates using order forms provided by the vendors. Inmates shall also submit a DOC-184 in accordance with their facility ordering procedure.
5. Inmates are required to pay applicable sales tax.

6. Items may be purchased by family or friends:
 - a. From contracted vendors via Internet web sites or toll free phone numbers.
 - b. Subject to specified monetary limits for certain hobby items.
7. Items received that are deemed faulty or the wrong item sent by the vendor shall be returned at the expense of the vendor. Wrong size or color ordered by the inmate or family member shall be returned at the inmate's expense.
8. With prior approval, allowable property items not available through the contracted vendors may be ordered from other vendors. Examples include, but are not limited to, prescription eye glasses, publications, certain religious items and release clothing. Orders shall be processed in accordance with facility procedure.
9. Established limits on allowable personal property do not include items provided by the facility.

B. Personal Property

1. Allowable personal property may vary between facilities depending on the security, physical plant and/or treatment programs at the facility.
2. Personal property for inmates in a transit status (e.g., awaiting transfer) may be limited or restricted.
3. Facilities which house inmates in "temporary hold" status shall establish procedures to determine what personal property items belonging to inmates in transit status may be limited/restricted.
4. A record shall be kept of all authorized property in the inmate's possession utilizing DOC-236/236A/236F or DOC-1130. These forms shall be utilized to inventory all inmate personal property during intake, transfer, TLU and release.
 - a. Staff shall list the serial and/or model numbers of electronic items when available on the DOC-236/236A/236H.
 - b. Staff inventorying property shall sign the form.
 - c. Inmate shall sign the form upon receiving personal property.
 - d. Staff shall issue a completed DOC-236/236A/236F to the inmate at intake upon completion of inventory.
 - e. Property staff shall record additions or deletions to the inmate's recorded inventory.
 - f. Facilities shall develop a procedure to secure property when it is outside of the direct control of the inmate (e.g., transfer, RH or observation placements).
5. All personal property (excluding medically prescribed items, hobby materials, legal materials, electronic equipment, typewriters, fans or other large items) shall not exceed 8,192 cubic inches (equivalent to a container measuring 32" x 16" x 16"). Canteen items are considered personal property and count towards the cubic inch limit.
6. Property in excess of established limits shall be disposed of in accordance with facility procedure.

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7. Written notice shall be provided on a DOC-237/237A to the inmate within 10 days of the disposal of any personal property.
 8. Fees required for disposal of televisions or electronic items shall be at the expense of the inmate. All incoming property must be new, shipped directly from the vendor with a receipt which lists each item and its value or a packing slip from the vendor which lists each item.
 9. With prior approval, exceptions (e.g. cost, used books) may be made for medical appliances, books, correspondence course materials and specified religious items.
 10. Inmates shall immediately report all missing property items to designated staff.
 11. A 90-day waiting period is established before missing property may be replaced after reporting the missing item in writing to the Property Department.
 12. Upon receiving new electronics or musical instruments, staff shall plug them in and/or test them in the inmate's presence.
 13. If items are working properly, staff shall engrave them with the inmate's name and DOC number.
 14. Staff shall complete a DOC-237/237A whenever an inmate receives or disposes of personal property.
 - a. DOC-237/237A shall be completed as stated above except as noted in Section I.C.9.
 - b. Staff shall list the serial and/or model numbers of electronic items when available on the DOC-237/237A.
 - c. DOC-237/237A distribution for all property received, destroyed or sent out via commercial carrier is as follows:
 - i. White – Property Department file.
 - ii. Yellow – Inmate.
 - iii. Blue – Unit.
 - iv. Pink – Use determined by facility.
 15. Inmates shall maintain copies of DOC-237/237A and vendor receipts.
- C. Publications include newspapers, magazines, catalogs, pamphlets and books.
1. Publications must be received directly from publishers, approved retail outlets or other recognized commercial sources and shall not exceed 11" x 14."
 2. Inmates shall write their full name and DOC number on the inside cover of all allowable publications they are issued.
 3. Books and publications received directly from State Representatives and other elected officials shall be reviewed on a case by case basis and may be allowed in accordance with Wisconsin Administrative Code s. DOC 309.05.
 4. Publications shall be reviewed in accordance with Wisconsin Administrative Code s. DOC 309.04 and 309.05.
 - a. Publications which meet standards of code listed above may be denied based on an individual's criminogenic needs.

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- b. A list of reviewed publications is available for staff to access on myDOC at: myDOC/Offender Management/Security and Emergency Operations/Publications.
 - c. This reviewed publications list shall be posted in facility libraries and updated on a monthly basis.
5. Posters, CDs and other non-allowed property items may be removed from a publication if the integrity of the publication shall not be affected by removal of the item.
 - a. Inmates shall dispose of the non-allowable item per facility procedure.
 - b. Pages of disallowed content may not be removed.
6. Denial of magazines and books shall be documented by title utilizing DOC-243 with copies provided to the inmate, sender and Security Director/designee, if a publication is denied for reasons stated under Wisconsin Administrative Code s. DOC 309.05(2). When multiple inmates receive the same publication, a list of all inmates shall be included with a single DOC-243 to the sender of the publication.
7. When a sender's address does not appear on the shipping label of a magazine, a search for the mailing address in the publication shall occur.
 - a. The facility may also utilize an Internet search to secure a return address to send the DOC-243.
 - b. When a sender return address cannot be located, staff shall document in the sender section of the DOC-243, No Return Address Located.
8. Non-allowable publications shall be disposed of in accordance with DAI Policy 309.04.01 and facility procedure.
 - a. Non-allowable publications shall be recorded by title on a DOC-243.
 - b. If the inmate returns the publication to the sender, a copy of the DOC-243 shall be included.
 - c. Postage applied shall be at the inmate's expense.
 - d. If the inmate requests to appeal the publication's denial, it shall be held pending ICE review.
9. Disposable publications such as newspapers, magazines, catalogs and pamphlets, do not require a property receipt or record but count toward the total of publications in the inmate's possession.
10. Allowable publications for which an inmate does not have a subscription, shall require the completion of a DOC-237 as these items are not considered disposable property.
11. Fantasy role playing games and associated materials shall not be permitted; e.g., Dungeons and Dragons, Magic: The Gathering.
12. Maps that may compromise the security of the facility, safety of the public or safety of staff shall not be permitted. Atlases and/or individual maps shall be no larger than 11" x 14".
13. Combined possession limit of twenty five (25) publications.
14. Publications for inmates in RH are allowed in accordance with DAI Policy 303.00.02.

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D. Legal

1. Legal materials may be retained when necessary for legal actions.
2. Legal material shall be limited to a box no larger than 20" x 20" x 20" or 8000 cubic inches.
3. Photographs are permitted when required for an active legal case.
 - a. These photographs shall not count toward the personal photograph limit of 50 but shall comply with guidelines as outlined in Section X.C.
 - b. These photos may not be displayed in cell.
4. Digital formatted legal materials are allowed in accordance with DAI Policy 300.00.67.
5. The Warden/designee may permit temporary short-term storage to inmates who demonstrate a need for additional material in conjunction with ongoing litigation. The storage of additional materials shall be consistent with fire codes and regulations.

E. Value of Property

1. The cost of electronic items or musical instruments shall not exceed \$350.00 each, excluding taxes and shipping costs.
2. The cost of prescription eyeglass frames shall not exceed \$125.00, excluding taxes and shipping costs.
3. The cost of personal footwear shall not exceed \$125.00, excluding taxes and shipping costs.
4. With supervisory approval, certain clothing items for inmates on work release or assigned to project crews may exceed spending limits. The cost of all other individual property items shall not exceed \$75.00 each, excluding taxes and shipping costs.
5. Property shall arrive with:
 - a. A receipt which lists each item and its value; or,
 - b. A packing slip which lists each item.
 - c. If the value is not documented, staff shall confirm the purchase price from the vendor.

F. Damaged or Worn Property

1. Property items that are broken, altered or worn to the extent of being nearly or completely unserviceable shall be classified as contraband and disposed of in accordance with facility procedure.
2. Property items that have minor damage, are still in working order and are not a safety risk may be allowed to be retained by the inmate with approval from the Security Director/designee.
3. Property may be sent out at the inmate's expense or processed per facility procedure.
4. Inmates may be charged a disposal fee, when required by the facility.

G. Repair of Property

1. Repair of property shall be at the inmate's expense.

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2. Facilities shall determine which property items may be sent for repair under warranty to the manufacturer or to an approved retail outlet for items not covered by warranty.
3. Property items replaced by the manufacturer under warranty may be an equivalent product and must meet current specifications.

H. Prescription Glasses/Reading Glasses

1. Prescription eyeglass frames may not exceed \$125.00. Reimbursement for glasses will not exceed \$125.00 for frames and lenses.
2. Tinted lenses are not allowed unless documented medical approval from HSU is provided.
3. Photochromatic/transitional lenses are allowed. HSU approval is limited to verifying the inmate requires prescription glasses and requirements for tints.
4. Fashion glasses without prescription lenses are not permitted.
5. All frames are subject to security inspection.
 - a. Frames with exposed logos or writing may not be allowed.
 - b. Multi-colored frames may not be allowed.
6. Frames and lenses shall be ordered together from the same vendor.
7. Limit two (2) personal or a combination of (1) personal and one (1) State pair of glasses.
8. One pair of over-the-counter reading glasses are allowed and are not counted towards the prescription glasses limit.
9. Per DAI Policy 500.30.35, inmates shall not be issued state eyeglasses if they already have a pair of personal eyeglasses in their possession or if they choose to purchase a pair of personal eyeglasses.
10. Eyeglass cases shall be permitted for each pair of glasses.
11. Eyeglass cases shall be soft sided. However, rigid, clear cases shall be allowed as long as they do not contain a metal hinge.
12. Additional personal prescription glasses may be approved when determined medically necessary.
13. Contact lenses are not permitted unless medically necessary and approved.
14. Cleaning cloths are allowed when they are received with the glasses.

I. 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 size or shape of the item.
3. Destruction or alteration of seals by an inmate may result in disciplinary action.

J. Non-Standard Property Items

1. Facilities may permit certain non-standard property items specific to that facility's program as authorized in Section I.B.
2. Non-standard property items permitted at one facility may not be permitted at another.

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3. WCCS/WWCS facilities may allow non-standard, job specific property items which allow inmates to possess items necessary for work release and project crews.
 - a. Inmates must have a job which requires non-standard property items.
 - b. Non-standard property items shall be sent out at the inmate's expense when no longer needed for the job/project.
4. Facilities shall identify non-standard property items. Inmates shall be responsible for the removal of these items prior to transfer to another facility.
5. Items not permitted at the receiving facility must be sent out of the facility or disposed of prior to transfer.
6. Non-standard property items shall be allowed for inmates who have documented disabilities. These items may include, but are not limited to:
 - a. Vibrating alarm clocks.
 - b. Walkers.
 - c. Wheelchairs.
 - d. Long shoe horns.
 - e. Sock hooks.
7. Inmates who require non-standard medical property items shall have an active DOC-3332B on file. The facility ADA Coordinator shall assist the inmate with this process, reviewing the request and ensuring proper documentation is on file, if approved.

II. Grandfathering Inmate Personal Property/Clothing Items

- A. The DAI Administrator may deny items previously approved based on reasonable security justification.
- B. When property items are removed from the approved listing the DAI Administrator shall direct the disposition of items no longer authorized as reflected on Attachment C.
- C. Inmates shall be responsible for contacting the facility's Property Department to turn property items in for proper disposal prior to the effective date the property item(s) are no longer permitted.

III. A&E Intake Property

- A. Personal property of inmates in A&E shall be limited to basic needs.
- B. A&E inmates who have current magazine and newspaper subscriptions shall be allowed to possess these items up to the allowed limit of 25.
 1. New subscriptions and book orders shall not be allowed.
 2. A&E inmates may possess one (1) religious book.
 3. A&E inmate property on Intake shall be logged on DOC-1130.
 4. Inmate social security cards, birth certificates, driver's license, State identification cards, passports and Forward Health Card shall be inventoried and retained in secure storage upon intake in a DOC-236D. Refer to DAI Policy 309.20.02.

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5. Inmates arriving from federal and other out-of-state facilities via ICC/IGA shall be processed according to the following guidelines:
 - a. Inmates received who have a Wisconsin sentence and need to complete the A&E process shall be treated as a new admission.
 - b. Allowable property shall be in accordance with DCI and TCI's facility procedures for this policy.
6. Inmates received as an ICC/IGA trade may be allowed to retain property that meets this policy's specifications. No food products, hobby or hygiene items shall be allowed.

IV. Inmate Personal Hobby, Craft & Musical Activities Property

- A. The approved Hobby Property Chart is Attachment B to this policy and delineates items which have been approved by the DAI Property Committee, in consultation with the DAI Security Chief.
 1. The DOC has contracted with vendors to provide inmates with approved hobby items.
 2. All products offered for sale in the DAI authorized catalogs have been pre-screened by the DAI Property Committee and approved to meet DAI policy specifications.
 3. Total quantity of inmate hobby property is restricted, as specified in Attachment B.
 4. Hobby material orders shall not exceed \$100.00 per calendar month (combined total, including inmate and friend/family purchases), excluding taxes, shipping and handling (musical instruments excluded).
- B. Inmates in the following status are not permitted to purchase hobby items or musical instruments due to short-term facility stay:
 1. IC status at DCI or TCI.
 2. CIP.
 3. Facilities may develop procedures limiting purchase of hobby items within six months of inmate's release.
- C. Facilities shall establish procedures for inmates to request hobby enrollment utilizing DOC-661.
 1. Inmates may be registered for no more than two hobbies concurrently.
 2. Each musical instrument is considered a separate hobby.
- D. Completed hobby projects may be sold through the facility's hobby program or shall be disposed of per facility procedure.
 1. Inmates shall not sell, trade, give/send or barter completed hobby projects to other inmates.
 2. Sales of hobby items shall not be permitted by consignment.
- E. Inmate personal religious property is accommodated per DAI Policy 309.61.02. Hobby projects may be approved for congregate (chapel) religious art only, not for inmate personal religious property.

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F. Music

1. Facilities shall allow inmates to purchase only the following musical instruments. Musical instruments shall not exceed \$350, excluding sales tax and shipping/handling.
 - a. Acoustic guitar.
 - b. Harmonica.
 - c. Keyboard.
2. Musical instruments shall be engraved for identification purposes. Prior to engraving, staff shall ensure the inmate will accept the instrument.
3. Electrical musical instruments played in cells/rooms must be played through a headset. Amplifiers or speakers are not allowed.
4. Guitar cleaning and string replacement shall be completed in a designated area as determined by the facility. Facilities shall provide a cleaner.
5. Facilities with music rooms may purchase facility instruments and related equipment for inmate use.

G. Crafts

1. Facilities shall allow the following hobbies and inmates shall be allowed to purchase and possess associated items from the approved Attachment B if they are registered for that particular hobby:
 - a. Model making.
 - b. Beading.
 - c. Yarn crafts.
 - d. Drawing and painting.
2. All liquids, paints and glue are reviewed by the DAI Property Committee for safety prior to offering in the catalogs. Cyanoacrylate (e.g., Super Glue, Krazy Glue) is not allowed.
3. All size specifications are in standard units of measure, but equivalent metric amounts are allowed.
4. All containers must be plastic. No glass or metal/foil.
5. Facilities may provide craft supplies not authorized for inmate purchases to enhance hobby opportunities.
 - a. Facilities shall develop procedures for control of these items.
 - b. Facilities may purchase supplies and charge inmates per project.

V. Processing Inmate Personal Property at the Sending Facility

- A. Inventory all property and record on DOC-236/236A/236F. A copy of the completed DOC-236/236A/236F shall be given to the inmate.
 1. Consumables include, but are not limited to candy, cookies, crackers, chips, drink mixes, gum, soup mixes, deodorant, shampoo, toothpaste, etc.
 2. Opened containers
 - a. Edible products that have been opened are not allowed.

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- b. Liquid and hygiene products that have been opened are allowed provided they are clear or translucent and in their original factory container that is clear or translucent allowing staff to view the product.
 - c. Opened hobby products must be searchable; if not searchable, items shall be disposed of per facility procedure.
 3. Unopened containers
 - a. Edible and hygiene products that have not been opened (factory sealed) are allowed.
 - b. In addition, liquid or hygiene products that are clear or translucent and in their original factory container that is clear or translucent allowing staff to view the product shall be permitted.
 4. Medication (controlled and non-controlled) shall be packed separate from all other property per DAI Policy 500.80.15.
 5. Photos shall be counted and the number documented on DOC-236/236A.
 6. Electronic items
 - a. Staff shall inspect the items to ensure they are properly engraved and belong to the inmate by verification of the correct serial number.
 - b. Staff shall ensure the electronic item is in working condition.
 - c. Property items that have minor damage but are still in working order and are not a safety risk shall be documented on a DOC-236/236A.
 - d. TVs, radios and typewriters shall be packed in the original boxes with the original Styrofoam inserts, if available. If original packing material is not available, these items shall be packed using protective packing material, either bubble wrap, packing peanuts, or similar materials to ensure protection during transport.
- B. File original DOC-236/236A/236F in the sending facility's property file.
- C. DOC-236/236A/236F shall be placed in a manila envelope marked "PROPERTY FORMS" for each receiving facility.
- D. The name of the receiving facility and total number of boxes shall be recorded on the sealed envelope.
- E. If a DOC-236D exists for a transferring inmate it shall be forwarded to the receiving facility in a manila envelope labeled with the receiving facility's name.
- F. If a DOC-236D accompanies an inmate upon transfer it shall be stored in a secure location within the facility's Property Department.
- G. WCCS and WWCS sites without a Property Department shall designate a secure location for storage of the DOC-236D.
- H. Transfer property shall be packed and sealed in boxes no larger than 16"x16"x16".

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- I. DOC-1303 shall be attached to each box/item (electronics, typewriters, musical instruments, etc.).
- J. DOC-1416 shall be completed in triplicate by the sending facility for each receiving facility/jail.
 - 1. All boxed property, electronic items, vital documents (DOC-236D) and other property shall be listed.
 - 2. Staff preparing the DOC-1416 shall sign and print his/her name in designated area upon completion.
 - 3. Transporting staff shall check the DOC-1416 to verify all property listed is accounted for and then print and sign his/her name in the designated area.
- K. Personal property received from any vendor after an inmate has transferred shall be forwarded by the receiving facility via designated commercial carrier to the inmate's current facility.
 - 1. Shipping costs shall be paid by the facility that receives the property from the vendor.
 - 2. The DCI transportation unit shall not transport this type of property.
- L. Personal property for inmates placed at the DCI Infirmary
 - 1. The sending facility is not allowed to transfer personal property for inmates temporarily housed in the DCI Infirmary.
 - 2. The inmate's assigned supervision shall be DCI before the personal property is to be shipped or approval must be granted by the DCI Warden/designee.

VI. Responsibilities for Transport Staff Processing Property

Transportation staff shall issue the receiving facility staff the following:

- A. Copy of the DOC-1416 upon verification and receipt of staff signature.
- B. A manila envelope containing copies of the DOC-236/236A/236Fs.
- C. A second manila envelope containing the DOC-236Ds.

VII. Processing Inmate Personal Property at the Receiving Facility

- A. Receiving facility staff shall:
 - 1. Receive, verify and sign the DOC-1416 from the transportation staff.
 - 2. Receive the manila envelope containing copies of the DOC-236/236A/236Fs for filing in the inmate's master property file.
 - 3. Receive the manila envelope containing the DOC-236Ds and secure per Section V.F.
 - 4. Inventory all allowable incoming property on the DOC-236/236A/236F. Retain original in the Property Department and route a copy to the housing unit and the inmate.
 - 5. Test electronics and musical instruments in the inmate's presence.

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6. Upon verifying ownership, engrave electronics and musical instruments that arrive without the inmate's name and DOC number on them.
 7. Document any minor damage to property items that are still in working order and pose no safety risk on a DOC-236/236A/236F.
- B. Unauthorized property shall be recorded on a DOC-237/237A and marked as contraband.
- C. Inmates shall designate a method of disposal for contraband items per facility procedure. This shall be documented by staff on the DOC-237/237A.

VIII. Disposal of Personal Property or Unauthorized Property

- A. Unauthorized property shall be processed and recorded as contraband on DOC-237/237A.
- B. The inmate may select one of the following options for disposal within 30 days:
1. Donating the item to a non-profit organization of the facility's choice.
 2. Donate the item to the facility if authorized by facility procedure.
 3. Destroying the item:
 - a. In the facility's Property Department in the presence of staff.
 - b. A fee may be charged for disposal of some items per Section I.B.8 of this policy.
 4. Sending out the item to a person on the inmate's approved visiting list by designated commercial carrier at the inmate's expense.
 5. Personal property may be sent out on a visit if authorized by facility procedure.
- C. Facility shall determine the method of disposal if inmate fails to provide notification:
1. Method shall be recorded on the DOC-237/237A.
 2. The inmate shall be routed a copy of this DOC-237/237A to inform him/her of the disposition of the personal property.
- D. Property sent out by commercial carrier or USPS:
1. Facilities shall establish procedures for the use of commercial carriers or USPS pack and ship services to make them available to inmates.
 - a. Property items may be sent out via designated commercial carrier, if tracking and insurance are desired.
 - b. The USPS does not automatically track or apply insurance. These services must be purchased separately.
 - c. Inmates who choose not to purchase tracking or insurance on their package, accept the risk of loss.
 2. Property shall be packaged in an appropriate shipping container.
- E. Items purchased on credit by the inmate, including membership in book clubs, shall not be accepted and shall be immediately returned to the sender at the inmate's expense. Inmate may be subject to discipline.

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- F. Items normally allowed that are received from a private residence or a non-DOC approved vendor shall not be accepted and shall be considered contraband and disposed of per facility procedure. Release clothing is exempt from this restriction as inmates do not retain the items in their possession.
- G. Items that are contraband and pose a security concern may be disposed of immediately per DAI Policy 306.00.16.

IX. Approved Property Items

Approved personal property consists of items and quantity limits specified in Attachments A, B & C, in accordance with general criteria as specified in this section.

A. Electronic Equipment

1. Upon receiving new electronics or musical instruments, staff shall plug them in and/or test them in the inmate's presence.
2. If items are working properly, staff shall engrave them with the inmate's name and DOC number.
3. Units must be equipped with an earphone jack, and headphones or ear buds must be used.
4. Duplication of an electronic item is not allowed.
5. Units with remote speakers or remote control devices are not allowed.
6. Only clear plastic or translucent models, unless otherwise approved by the DAI Property Committee.

B. Jewelry

1. All jewelry items, which because of shape or configuration are apt to cause a laceration if applied to the skin with force, shall not be allowed.
2. Earrings, rings or other small ornaments (i.e., nose rings, nipple rings, etc.) that are affixed to holes pierced in the skin are not allowed.
3. Refer to DAI Policy 309.61.02 for specifications and allowances of religious property.
4. Rings
 - a. Inmates may receive a ring from a vendor or directly from their family.
 - b. A ring shall be processed through the property room, per facility procedure.
 - c. A wedding set consisting of an engagement and wedding ring shall be considered one ring.
 - d. The maximum value of compensation available to an inmate under DAI 310.00.03 for claims related to lost or damaged ring is \$75.00.

C. Personal Photographs

1. Limit of fifty (50) total.
2. Images on single thickness film, digital photos and images reproduced utilizing a computer scanner and printer.
3. Photographs which have been digitally altered by changing the background or any other part of the photo may not be allowed.

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4. Photographs are required to be square or rectangular in shape.
5. Personal photos shall not require a DOC-237 to be completed. The number of photos shall be recorded on DOC-236 whenever an inventory is completed.
6. Multiple digital photos are permitted on an 8½" x 11" standard sheet of paper; limit of eight sheets and each sheet shall count as one photo.
7. Self-developing double thickness Polaroid pictures are only allowed from DOC facility photo projects.
8. Possession upon transfer of Polaroid pictures taken by facilities providing a photo service shall be regulated by the receiving facility.
9. Security Threat Group-related photographs that include, but are not limited to; the display of gang related colors, signs, insignias, etc., are not allowed.
10. Photos that pose a threat to facility security and/or the rehabilitative interests of the inmate are not permitted.
11. Commercially produced photo books containing personal photographs shall be allowed but limited to 25 pages and be no larger than 8½" x 11".
 - a. The number of photographs in these books shall not count toward the allowable limit of 50 single photos, and is not considered a publication.
 - b. Inmates shall be allowed to possess one photo book or one photo album.
 - c. The photos contained in a photo book shall be evaluated the same as a personal photo for purposes of review and denial.
12. Personal photographs that include nudity, human excretion and sexual behavior as described in Wisconsin Administrative Code s. DOC 309.02 are not allowed.
13. Reproduced photos of family, relatives, friends or other personal photos are not considered commercially published photographs.
14. Commercially published photos are not allowed.
15. Laminated photographs and other laminated materials are not allowed.

D. Personal Clothing


1. All clothing is expected to fit properly.
 - a. Oversized or baggy clothing shall not be allowed.
 - b. Undersized clothing which may be determined to be overly tight shall not be allowed.
2. The following are prohibited:
 - a. Clothing articles with pictures, writing or appliqués on them.
 - b. Fur; real or fake.
 - c. Camouflage designed clothing.
 - d. Leather clothing – real or imitation; footwear and belts may be leather.
 - e. Clothing that is mesh or of see-through material.
 - f. Lycra/spandex-like material.
 - g. Any obscene material or objectionable printing or lettering.
 - h. Decorative cutouts or slits.
 - i. Clothing and footwear with inside/concealed pockets.

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3. The color gray is defined as a light to medium shade of gray. No dark gray or charcoal gray is allowed.
4. Clothing for medical needs shall be reviewed by the facility Special Needs Committee.
5. Gender dysphoria identified inmates shall follow policy DAI Policy 500.70.27.
6. Trade names or trademarks are allowed on inmate clothing, but only products of legitimate manufacturers that incorporate their trade name or trademark on the garment in an unobtrusive manner are allowed.
 - a. The trademark or logo shall not exceed 2" x 4."
 - b. Logo size limitations not applicable to footwear.
7. Inmates are permitted to purchase no more than two pairs of footwear per calendar year. Newly purchased footwear may necessitate the disposal of a previously owned pair in order to comply with the allowable limit.
8. Work Release and Project Crew Items:
 - a. Inmates must be housed at work release or project crew facilities prior to ordering standard items, as noted on Attachment A.
 - b. Non-standard items required for a specific job or project may be approved by the Warden/Superintendent/designee. These items are to be disposed of prior to transfer to another facility.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

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Chapter: 309 Resources for Inmates		
Subject: Inmate Personal Property and Clothing		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: 		

REFERENCES

BHS 300:07 Appendix 1 Medical/Dental Restrictions/Special Needs
 DAI 306.00.14 Handling of Contraband
 NLCI 900.01.05 Donations to and by Institution
 NLCI Inmate Handbook

DEFINITIONS, ACRONYMS AND FORMS

DOC-9 – Adult Conduct Report

DOC-761 – Information/Interview Request

DOC-2268 – Donation Report – Offender

DOC-3035 - Health Service Request

Hobby Case – A designated display case in the Visiting Room where inmate hobby items are available for purchase by visitors.

Hobby List – List of all inmates approved for hobbies maintained by the Recreation Leaders. The list is available electronically for staff review in Groups/Postings/Recreation.

NLCI – New Lisbon Correctional Institution

FACILITY PROCEDURE**I. General Guidelines**

- A. All inmate property entering NLCI will be examined by NLCI staff using physical, visual and electronic inspection procedures in the Property Room to determine if contraband or unauthorized items are present.
- B. Engraving will include the inmate's name and DOC number. Prior to engraving, inmates must sign a DOC-237. If an inmate refuses to allow engraving, the property item(s) will not be allowed.
- C. Non-Standard Shoe Sizes
 1. If a size needed is not offered in the approved DOC vendor catalogs, a DOC-761 must be submitted to Property and must include the size being requested.

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2. If existing vendors do not carry the size needed, Property staff will call the inmate to the Property department to review the request and determine if special sized shoes are required. If necessary, the inmate will be taken to Intake to get an accurate measure of shoe size.
 - a. Only if Property staff determine the shoe size is not available through a DOC approved vendor will the inmate be approved to order from an outside vendor. Any shoes purchased will still be required to meet the parameters outlined in this policy.
 - b. Prior to ordering shoes, the DOC-184 must be signed by the Property Supervisor indicating approval.
 - c. Upon receipt of shoes, they must be inspected and meet security requirements described in DAI Policy 309.20.03 (Attachment A- Personal Property Chart) prior to being issued to the inmate.
- D. Apparel Specific Dress Code - All clothing and footwear must be worn in the manner in which it was intended to be worn and must fit properly.
1. Shirts - State issued green shirts may be tucked in. Any shirts worn under green shirts must be tucked in when outside the housing units except in the following locations:
 - a. Courtyard
 - b. Outdoor recreation or gymnasium
 - c. Traveling to and from Recreation
 - d. At work assignment as approved by Work Supervisor
 2. Shoes - Shoes must be tied and properly laced as designed for the shoe, with only one color lace.
 3. Headwear
 - a. Hats must be worn with the bill straight over the forehead (as applicable).
 - b. Hats may be worn outside only, unless approved by the Work Supervisor.
 - c. Personal religious headwear is permitted and may be worn at religious activities or in an inmates' cell/room only.
 4. Hairnets - Hairnets may only be worn in cell and at work site if required.
 5. Shower Caps – Shower caps may only be worn in cell and to and from the shower and restroom.
 6. Curlers, Picks, Hairpins - These items may only be worn in cell and to/from the bathroom.
 7. Handkerchiefs
 - a. Handkerchiefs must be tucked all the way into a pocket, with no parts showing.
 - b. Handkerchiefs may not be worn on an inmate's person.
 8. Thermal Underwear Tops and Bottoms - Thermal underwear tops and bottoms may be worn underneath pants (not shorts) and shirts or t-shirts, but may not be worn as an outer garment. State issued thermals will only be provided to outside workers.

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9. Sunglasses - Sunglasses may be worn outside only, unless medical authorization dictates otherwise.
 10. Stocking Caps and Gloves – stocking caps and gloves may not be worn in May, June, July, August, and September.
 11. Gang Insignias or Colors - Gang insignias or gang colors are not allowed. Inmates displaying hairstyle, dress or other items which identify them with a gang will be subject to disciplinary action.
- E. Work/Program Supervisors have the discretion to govern attire at the work site. Inmates must conform to dress code and grooming rules specified above en route to/from the work site. NLCI requires all inmates to have in their possession one (1) state issued clothing set for transportation and work assignments.
- F. Damaged or altered state issued clothing may be subject to disciplinary action including restitution.
- G. Handling Unauthorized Items
1. If an inmate requests an item to be mailed out, he must complete and sign a DOC-184 and DOC-237. Staff must also sign the DOC-184.
 2. Inmate may request to have unauthorized item(s) disposed by signing a DOC-237.
 3. If an inmate informs staff he intends to file an inmate complaint regarding the disposal of property, hold the property for 30 days or until the complaint is resolved. If no complaint is filed within 30 days, contact inmate to determine how to dispose of item.
- H. Sending Personal Property Out on Visit – Inmates may send out the following personal property on visit with approved visitors:
1. Electronic Items
 2. Jewelry
 3. Completed Hobby Projects
 4. Completed Education Projects
- I. Storage of Personal Property for Removal by a Visitor
1. Inmates who wish to send out property items on a visit will bring items to Property during their unit's regularly scheduled time.
 2. Complete DOC-237 indicating item is being taken out of institution by visitor and indicate visitor name.
 3. Property staff will inspect the items for contraband prior to sending them to the Visiting Room.
 4. Questions regarding completed hobby projects or completed education projects should be directed to the department head.
 5. Visiting Room staff will transfer inspected items to the Visiting Room and will monitor the length of time they are stored.

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- 6. Any items not brought out within 30 days will be returned to the Property department.
- 7. Inmates will be called to Property to indicate their desired method of disposition.
- J. All items being brought out by a visitor shall be run through the fluoroscopic machine prior to exiting the institution.
- K. Inmates will be charged a disposal fee for disposal of electronics if there is an additional charge to the institution to dispose of them. The cost will be based on the current fees charged by the recycling center. Inmate may send out such items via commercial carrier or on a visit to avoid disposal fees.

II. Inmate Personal Hobby Property

- A. Inmates must be approved for a specific hobby prior to ordering or receiving any supplies for each designated hobby.
- B. Inmates must register for their desired hobby(ies) by submitting a DOC-661 to the Recreation Leader.
- C. Inmates may change their hobby enrollment(s) not more than once every 90 days.
- D. Inmates who have transferred from another institution to NLCI with hobby items must submit a DOC-661 to a Recreation Leader to be registered to their desired hobby(ies) within seven days of arrival.
- E. Monthly spending limits will be determined by the date the items are received and reviewed by a Recreation Leader.
- F. Only allowable leisure time materials will be permitted. Any hobby items made using non-approved or altered materials may result in discipline and disposal of item.
- G. Each hobby activity can have a maximum of three projects in progress at one time.
- H. Inmates may work on their hobby projects in their cell or in the dayroom behind the firewall.
- I. Hobby materials may only be used by the inmate owner; they may not be transferred to another inmate, sold or traded.
- J. Hobby items which may be offensive to other inmates, staff, and visitors, or which contains illegal subject matter, will not be permitted.

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- K. Inmates who register for a hobby must order supplies within 30 days or be removed from the Hobby List.
- L. Protective Finish
1. Inmates who wish to have pictures or paintings sprayed with a matte or gloss finish may submit a DOC-184 to the Recreation Department.
 2. Cost is dependent upon size of project. Contact the Recreation Leader for current pricing.
- M. Disposition of Hobby Projects
1. All completed hobby projects must be disposed of within 30 days of completion unless it is approved for display in the Hobby Case.
 2. Means of disposition – Inmates may dispose of hobby materials through these means only:
 - a. Send out on a visit with an approved visitor
 - b. Mail or ship to an approved visitor
 - c. Sale to visitors according to Section II. O. of this procedure
 - d. Donate to the institution using a DOC-2268
 - e. Destroy
 3. Inmates who wish to mail or ship hobby items must send a DOC-761 to the Mail/Property Department for verification of approved hobby registration. Mail/Property staff will inspect the item prior to being shipped.
 4. All completed projects must be able to be easily inspected by staff.
 5. No hobby project may become part of any inmate's personal property.
 6. Once a hobby project is sent out of the institution, it will not be returned to any inmate.
- N. Hobby Case – Display
1. Inmates who wish to have their completed hobby projects displayed for sale in the Hobby Case must send a DOC-761 to the Recreation Leader for approval.
 2. Hobby projects made for sale must not infringe on copyright laws (e.g. logos, insignias, designs, etc.).
 3. Number and size of projects on display per inmate is left to the discretion of the Recreation Leader.
 4. The Recreation Leader reserves the right to reject any item for display because of subject matter and/or quality of workmanship.
 5. The Recreation Leader will determine an appropriate sales price based on the inmate's time and cost of materials.
 6. All items placed for sale in the Hobby Case will be documented by the Recreation Leader.
 7. Length of Display
 - a. Items displayed for sale will remain in the Hobby Case for 30 days before they may be removed, unless they are sold.

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- b. Items may remain in the Hobby Case an additional 30 days if the price is lowered by a reasonable amount as determined by the Recreation Leader. The Recreation Leader may make exceptions as deemed necessary.
 - c. Items removed from the Hobby Case must be disposed of immediately.
 - d. Seasonal items may be removed from the Hobby Case prior to the 30 days if the season or holiday has passed.
 - 8. NLCI accepts no responsibility for items placed in the Visiting Room that are lost, stolen, or broken.
 - 9. NLCI accepts no responsibility for claims made by the purchaser pertaining to product defects for projects purchased from the Hobby Case.
- O. Sales**
- 1. Sales of inmate hobby items will only be allowed to visitors.
 - 2. Payment must be made in full before the item leaves the institution. Money orders or cashier's checks for the exact amount of purchase are acceptable forms of payment.
 - 3. When a project is purchased, the Visiting Room Staff will remove the item from the Hobby Case and record the project number and price in the receipt book.
 - 4. Visiting Room Staff will issue a receipt to the buyer.
 - 5. Visiting Room Staff will enclose the funds and remaining copies of the receipts in the sales envelope from the purchased items and place in the lock box for the Business Office.
 - 6. The Business Office returns the sales envelope to the Recreation Leader after processing. The transaction is then recorded in the hobby records.
 - 7. If a visitor wishes to purchase a hobby project but does not have the proper form of payment, Visiting Room Staff may hold the item for up to seven days.
- P. Musical Instruments**
- 1. Inmates must utilize headsets when playing electronic instruments in cell.
 - 2. Inmates may play instruments in the unit courtyard when the courtyard is open.
 - 3. Inmates may play instruments in the unit music room when available. Inmates must sign up to use unit music rooms with the unit staff.
- Q. Ordering Musical Instruments/Accessories**
- 1. Inmates must be registered for music as a hobby prior to ordering any music items.
 - 2. Musical instruments must be pre-approved by the Recreation Leader prior to ordering from an authorized vendor.
 - 3. Instruments must be reviewed by the Recreation Leader prior to delivery to the inmate.

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R. String Replacement

1. Strings must be replaced under supervision of the Recreation Leader.
2. Inmates must submit a DOC-761 to the Recreation Leader to be scheduled for string exchange.
3. Old strings must be turned in to the Recreation Leader before new strings will be issued. Exchanges will be made on a one-for-one basis.

S. Repair of Instruments

1. Basic repairs may be done by the inmate owner under staff supervision.
2. Repairs and modifications requiring major dismantling of the instrument must be done by an authorized dealer or repair shop at the inmate's expense.
3. All repairs sent out must be pre-approved by the Recreation Leader.

RESPONSIBILITIES**I. Staff****A. Property Staff**

1. Upon receipt of inmate personal property from the Warehouse:
 - a. Ensure item(s) meet policy criteria.
 - b. Ensure item does not exceed the allowable limits.
2. If necessary for special shoe size requests, escort inmate to Intake for shoe measurement.
3. Submit DOC-184 and order form to Property Supervisor for final approval prior to ordering shoes.
4. Upon receipt of specialized shoe orders, contact Property Supervisor for inspection of items prior to issuing to the inmate.
5. Inspect all property items, including all items being sent out with a visitor, by physical, visual and electronic procedures to ensure it does not contain contraband.
6. Direct questions regarding completed hobby or education projects to the appropriate department head.
7. Notify unit to send the inmate(s) to the Property Room. If inmate needs to exchange one item for another, notify the unit of items inmate needs to complete this exchange.
8. Have inmate inspect item upon arrival.
9. Have inmate sign the DOC-237.
10. Property of Transferring Inmates
 - a. Should be inventoried as soon as possible
 - b. Separate any unauthorized items for disposal and document on DOC-237.
 - c. Obtain inmate signature and date on a DOC-236. If inmate refuses to sign, document refusal on the DOC-236.
11. File original DOC-236 in inmate property file. Route copies to the inmate and his housing unit file.
12. Process unauthorized items.

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13. Respond to DOC-761 within five (5) working days.
14. Process approved items being sent out for repair.
15. Communicate with Recreation Leaders regarding acceptance and disposal of leisure time property items.
16. Complete DOC-237 for all incoming and outgoing leisure time property items and maintain in Property File.

B. Recreation Leaders

1. Review and approve or deny requests for hobby enrollment.
2. Review inmate monthly purchases to ensure they remain in compliance with policy.
3. Document disposition of completed hobby items and forward items to proper area.
4. Communicate with Mail/Property Staff regarding approved inmate hobbies and items.
5. Complete DOC-237 for incoming and outgoing leisure time property items and route copies.
6. Review hobby items for display to verify materials used are allowable leisure time materials and are appropriate for display in accordance with policy.
7. Determine sales price of hobby items for display, arrange items in Hobby Case, and keep items current.
8. Document all items placed and purchased in Hobby Case in the hobby sales record.
9. Approve or deny requests to purchase, receive or repair instruments. Notify Property staff of approved requests.
10. Inventory and store inmate music accessories.
11. Supervise inmates making minor repairs or adjustments to instruments.
12. Supervise the replacement of strings, which will be exchanged on a one-for-one basis.

C. HSU Staff

If a medical condition is verified which warrants specialized shoes, note the accommodation in the WICS Special Handling Summary.

D. Property Supervisor

1. Review DOC-184 and order form for special shoes to ensure item meets security requirements. If approved, sign DOC-184 and submit order to Business Office for processing.
2. Upon receipt of the special order shoes, inspect to ensure all security requirements are met. Notify Property staff whether shoes are approved for inmate receipt.

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- E. Lobby Staff
 1. Run all items being brought out by a visitor through the fluoroscopic machine prior to exiting the institution.
 2. Contact Shift Supervisor regarding any suspicious or questionable items.

- F. All Staff
 1. Upon completing searches, cross-reference items found with the inmate's DOC-236.
 2. Ensure tamper-evident seals on items are intact and have not been altered in any way. Handle any destruction or alteration of the seals through the disciplinary process.
 3. Ensure total size limit and volume of property stays within stated limits.
 4. Confiscate items believed to be contraband and process per DAI 306.00.14.
 5. Ensure inmates are aware of and in compliance with dress code regulations.
 6. Ensure clothing fits properly and address any sizing concerns as needed.
 7. Conduct frequent searches of inmates.
 8. Issue DOC-9 for property rule infractions.
 9. Supervise inmates participating in hobby activities.

- G. Security Director
 1. Monitor property procedures.
 2. Review special requests for property to be sent out with approved visitors.
 3. Authorize items for disposal as needed.

- H. Visiting Room Staff
 1. Remove purchased items from the Hobby Case and record the project number and price in the receipt book.
 2. Issue a receipt to the buyer.
 3. Enclose funds and remaining copies of receipt in the sales envelope from the purchased items and place in the lock box for the Business Office.
 4. Hold any items a visitor may wish to purchase no longer than seven days.
 5. Pick up inspected items to be sent out with a visitor from Property daily.
 6. Monitor the length of time property items are stored.
 7. Return items not brought out within 30 days to the Property department.

- I. Business Office
 1. Process DOC-184 forms.
 2. Pick up sales envelopes placed in the Visiting Room lock box.
 3. Process payments for sale of hobby projects, crediting the inmate's account.
 4. Return the sales envelope to the Recreation Leader after processing so sale is recorded in the hobby sales records.

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II. Inmate

- A. Comply with established DAI and NLCI property and clothing requirements.
 - 1. Notify unit staff of damaged property and clothing.
 - 2. Follow directives of unit staff regarding disposal of damaged items.

- B. Submit a DOC-3035 to HSU for an assessment of physical symptoms regarding feet.

- C. Submit a DOC-761 to Property to request approval for shoes from non-approved DOC vendors.

- D. Submit the following to the Recreation Leader:
 - 1. DOC-661 to add or change hobby enrollment.
 - 2. DOC-184 to purchase or pre-approval to repair musical instruments.
 - 3. DOC-761 to request an appointment for string replacement or minor adjustments.
 - 4. DOC-761 to request display of completed hobby projects(s) for sale in the Hobby Case.
 - 5. Any broken or worn hobby items.

- E. Bring items to be sent out on a visit to the Property department during designated unit time and complete DOC-237 to indicate the visitor name removing the item.

- F. Dispose of, donate, or send out completed hobby items upon completion.